

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI
(IIIT-DELHI), Okhla Industrial Estate, Phase III, New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)**

IIITD/GA/Tender-MS/16(II)/2015

Dated: 20.2.2023

NOTICE INVITING TENDER FOR PROVIDING ADMIN/TECHNICAL SERVICES

IIIT-Delhi invites tender from established, reputed and, experienced agencies for providing **Admin/Technical Services** at the Institute for a period of one year, extendable for another two years on an annual renewal basis based on the performance of the agency.

Schedule for invitation of tender:

Tenders are invited under **Two-Bid system** from reputed agencies, having capacity to provide the required Admin/Technical services at IIIT-Delhi.

The first sealed bid should be superscribed as **“TECHNICAL BID”** and should contain the following documents:

1. Tender Fee as prescribed
2. Earnest Money Deposit as prescribed
3. Mandatory documents (S. No. 6 & 8)

The second sealed bid should be superscribed as **“FINANCIAL BID”**

All tender-related queries may be addressed to registrar@iiitd.ac.in; tender document is available at the Institute’s website www.iiitd.ac.in and its schedule is as under:

1.	Last date and time for submission of proper bids (Separate envelope for technical bid and financial bid)	14.3.2023 – 5.00 PM
2.	Bids opening Date and time	16.3.2023 – 3.00 PM

INSTRUCTIONS TO BIDDERS

1. GENERAL

The tender is invited for Admin/ Technical Services under which the Agency shall charge service charges as quoted in the financial bid. Interested agencies fulfilling all the terms and conditions may participate and submit the tender documents.

2. FEE FOR TENDER DOCUMENT

The fee for tender documents will be Rs. 1,180/- including GST (Rupees One thousand one hundred eighty only). This fee shall be paid in the form of a Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of “**IIIT-Delhi Collections**” payable at New Delhi. The bidder can also make online payment of by using the below given details.

NEFT Transfer A/c details are as under:

Bank - HDFC Bank LTD, Okhla Industrial Area Phase–III, New Delhi 110020
Beneficiary's Name - IIIT Delhi Collections
Account No - 20741110000035
IFSC Code- HDFC0002074

Please note that these details are confidential and in no case shall be shared with any other person. Once you make the transfer do share your transaction details over email (registrar@iiitd.ac.in). If not shared the same will not be considered. This fee is non-refundable and shall be submitted along with the technical bid of the tender document. Tenders without tender fees will not be considered.

3. ESTIMATED COST

The total estimated cost of the tender is Rs. 138 Lakhs.

4. EARNEST MONEY DEPOSIT AND PERFORMANCE BANK GUARANTEE (PBG)

An Earnest Money Deposit (EMD) should be submitted in the technical bid of the tender, without which the tender shall be invalid. The amount of EMD will be Rs 2,76,000/- (Rupees Two lakh seventy-six thousand Only) payable in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of “**IIIT-Delhi Collections**” payable at New Delhi.

In case bidder withdraws the bid before the finalization then EMD will be forfeited.

In case of unsuccessful bidder, the EMD will be refunded to them against written application without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG)/FDR of amount Rs. 7,00,000/- (Rupees Seven Lakhs only) from any nationalized/scheduled commercial bank, drawn in favour of “**IIIT-Delhi Collections**” payable at New Delhi enforceable at New Delhi for safeguarding the interest in all respects within 15 days of issue of work order.

The PBG shall remain valid for the period of the contract (i.e., 1 year) with additional 65 days for claim lodgment. In case the services is extended beyond one year then in that case revised PBG with extended date plus 65 days needs to be submitted.

The PBG shall be submitted within 20 days of the work award. Non-submission of PBG on time will be assumed as forfeiture of bid and the Institute reserve the right to approach to (L2) bidder.

The PBG will be forfeited in case of non-fulfillment of any of the terms & conditions of the contract and for compensating any loss suffered.

5. DETAILS OF ADMIN/TECHNICAL SERVICES REQUIREMENT

As per ANNEXURE-I

6. GENERAL TERMS AND CONDITIONS

Only those bidders who fulfill the following terms and conditions may submit their bids: -

- a) The firm shall be legal entity as per the regulations laid by the Govt. at the national and state and laws of the land.
- b) The firm shall have a minimum of five years' experience in providing such administrative services to organizations/ firms and educational Institutions in India. (A self-attested documentary proof should be provided)
- c) The firm must have GST, PAN and should be income tax assessee and Registered with statutory authorities' viz., ESI, PF etc. (A self-attested documentary proof should be provided)
- d) The bidder should have office of the company/firm/agency in the NCT of Delhi. (A self-attested documentary proof should be provided)
- e) The bidder should furnish signed declaration indicating that they have not been blacklisted / debarred / terminated by the Ministries/Departments of Govt. of India/Central PSUs/Nationalized Banks/State Govt. Departments/Autonomous Bodies/Statutory bodies for last five years and there is no litigation with any Government Department on account of similar services. (A declaration shall be provided on Rs. 100 stamp paper). In case declaration is found false, EMD shall be forfeited and required communication shall be made to Government Authority.
- f) Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
- g) Our bidder meets following criteria (attach experience certificate):-
 - Three similar completed works costing not less than the amount equal to Rs. 55,00,000/-;
 - or
 - Two similar completed works costing not less than the amount equal to Rs. 83,00,000/-;
 - or
 - One similar completed work costing not less than the amount equal to Rs. 110,00,000/-.

Similar works means providing such administrative & technical services at the Academic Institutes /Institutes/Autonomous Bodies/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Experience certificates must be attached for the vendors from Govt. Department of level not below Executive Engineer (XEN), from Pvt. sector from GM/VP of the organization. Bids with zero or near to zero service charge shall not be acceptable.

7. OTHER TERMS AND CONDITIONS

1. The persons supplied by the agency/service provider should not have any police record/criminal cases pending against them. The agency/service-provider should make adequate enquires about the character and antecedents of the person whom they are recommending. The agency/service-provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
2. Background check for all employees deployed at IIITD is mandatory. None should be deployed at IIITD with proper police verification / character certificate from the company in regard to the personnel brought at site. Initial probation period of 3 days must be kept for all new staffs.
3. No employees shall be deputed from the blood relation/immediate relations of existing deployed regular and outsourced staff.
4. The agency shall install the biometric with face recognition attendance machine for recording the in and out time of the deployed staff at its own cost (without any cost to the Institute). The monthly attendance shall be shared with the Institute for verification and subsequent release of wages.
5. The agency shall provide Offer letter, UAN Number with correct details, address of the EPFO Office etc. at its own cost (without any cost to the Institute).
6. The HR Department of the Institute may ask the agency to hold the joining formalities and exit interview of the staff in the Institute.
7. The agency / service-provider's personnel shall not claim any benefit / compensation / absorption / regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
8. The agency / service-provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative / organizational matters as most are of confidential/ secret nature. The Agency should ensure to take the confidential and integrity agreement from deployed staff and submit a copy to the Institute.
9. The agency / service-provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, and loitering without work.
10. The agency / service-provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
11. That the persons deputed shall not be below the age of 18 (eighteen) years.
12. The agency/service provider has to provide photo identity cards to the persons employed by it for carrying out the works under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
13. The agency/service provider shall provide suitable uniforms consisting of Shoes, Dress, and Winter Wear to all employees. Such Employees without complete uniform will be treated as absent.
14. Working hours would be 8.5 hours per day from 9:00 AM to 5:30 PM from Monday to Saturday every week or as notified from time to time with a half-hour lunch break in between. The weekly off will be on Sunday. The personnel will be required to follow the holidays of IIIT Delhi.
15. That the agency/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and we will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The agency will be required to provide particulars of EPF, ESI of its employees engaged under it.
16. The agency shall pay its employees' wages into their respective bank account through ECS (mandatory requirement). The ECS statement of monthly salary payment duly verified by bank officials would have to be submitted before 7th of the following month. The same will notThe IIIT-Delhi reserves the right to pay directly if not paid by the agency by the 7th day of the next month.

17. The agency/service provider shall pay wages as decided by IIIT-Delhi from time to time to all deployed staff depending on their performance and experience. The agency/service provider shall issue salary slip to all deployed staff on monthly basis accordingly.
18. No wage/remuneration will be paid to any staff for the days of absence from duty. This applies when there is no leave balance in account of the employee.
19. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency/service provider directly or indirectly to any person, firm or whosoever.
20. If as a result of post-payment audit, any under or overpayment is detected in respect of any paid/work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the Institute from the agency.
21. Agency shall not charge any consultancy fee, registration charges from applicants/deployed staff whether directly or indirectly. In case this comes to the notice of the Institute, suitable action will be taken against the defaulting agency including direction for repayment to the candidate and suitable action as deemed fit.
22. Agency shall arrange to provide the Resumes of the candidates as and when requirement comes and the new recruited person shall be deployed within 15 days.
23. Bonus as per payment of bonus Act shall be payable by the agency and will be reimbursed on production of proof of payment.
24. Variation (up to 100%) of the all the deployed staff is at the discretion of the Institute.
25. Notice period (in advance) for deployed staff shall be 20 days for separation purposes.

8. EXTENSION AND TERMINATION CLAUSE:

1. Notice period (in advance) for the agency/Institute shall be two months from the date of notice.
2. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
3. If the services of the agency found satisfactory then the contract may be extended for next one year and preferably upto a maximum of three years from start date of the contract.

9. MANDATORY DOCUMENTS TO BE SUBMITTED

The bidders are required to submit the following self-certified copy of documents along with the Technical bid. The documents are:-

- a) Certificate of Registration of firm.
- b) Proof of Delhi office address (telephone bill, electricity bill etc.)
- c) An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.
- d) Labour license
- e) Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.
- f) Copy of PAN Card.
- g) Service Tax Registration number
- h) Provident Fund Registration number
- i) ESI Registration number
- j) Professional tax registration number
- k) Annual Turnover Certificate of last three financial year duly certified by the Chartered Accountants.
- l) Income Tax Return and Audited Balance Sheet of the last financial year.
- m) No-relation certificate with the employees of IIIT-Delhi on the letterhead of the firm.
- n) Not blacklisted certificate in the form of affidavit.

10. BIDS OPENING & EVALUATION

The validity of the tender bid shall be 90 days. All the bids will be opened and evaluated as per mentioned bids schedule. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of the authorization letter.

In case the date fixed for opening of bids is subsequently declared as holiday by the government or the office remains closed on that day for any other reason, the bids will be opened on next working day. The time and venue remaining unaltered. The committee will open and evaluate the 'Technical Bids' of the bidders.

The technical bid will be evaluated as specified in **Annexure –III**. For award of work 75% Weightage will be given to the Technical Bid and 25% weightage to the Financial Bid.

The 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened.

In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions in sequence: -

- a. Numbers of years of experience in providing similar services.
- b. Annual turnover (Average of last 3 consecutive financial years).
- c. Average Number of manpower provided during last three years.

The competent authority of IIIT-Delhi reserves the right to disqualify any or all the bids without assigning any reasons thereof.

11. SIGNING OF CONTRACT

The selected bidder(s) shall be required to enter into a contract with IIIT-Delhi within 7 (seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of one year which will be in force within three days from the date of award. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider, and same will be purely at the discretion of the competent authority of IIIT-Delhi, as per its review mechanism.

Deployment of services within Fifteen (15) days of the Award of Contract, as per scope of work.

The review of the agency can be done based on timely payment, providing resources, response and other statutory compliances.

12. PENALTY FOR NON-PERFORMANCE OF THE CONTRACT

There will be a levy of an appropriate penalty upon the agency/service provider for non-performance of the contract and violation of any terms & conditions of the contract to a maximum limit of the 10% of the Annual Contract Value. The defaulting agency may be blacklisted for 3 years from participating in such type of tender and his PBG deposit may be forfeited if so warranted. The Institute shall also be at liberty to circulate the status of black listing of the Agency to offices of the Govt. of India/State Govt.(s). The extent and amount of penalty will be decided by the competent authority i.e. the Director based on the recommendation of a Committee constituted for the purpose of IIIT-Delhi which will be binding upon the bidder. For each non-compliance, the penalty shall be at the rate of Rs. 1,000/- per day subject to the reason being attributed to the agency.

13. PAYMENT TERMS:

The agency/service provider will raise an invoice of a particular month in the subsequent month and it should be addressed to the Registrar, IIIT-Delhi, Okhla Industrial Estate, Phase-III, New Delhi-110020.

The payment will normally be released within 15 working days from the receipt of invoice along with necessary enclosures. On the basis of duly certified attendance sheets by the IIIT-Delhi, the agency will release first release salary of their deployed staff and then will raise an invoice for payment.

14. FORCE MAJEURE

If at any time during the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any or seven days, whichever is more, either party may at its option terminate the contract.

15. OBLIGATION OF THE AGENCY

The Agency shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The Agency shall submit copies of acknowledgments evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise. The Institute in no way shall be responsible / held responsible for the statutory compliances of the Agency. In case the Institute is required by the order of the Law to fulfill the obligations of the Agency, the same shall be recovered from the running bill (s) of the Agency and performance guarantee submitted. In the event of the same, the Institute shall also call upon the Agency to explain the reasons for not depositing statutory dues and why the Contract may not be terminated.

16. DISPUTE RESOLUTION

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator to be appointed by the Director, IIIT-D.
- b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996, as amended from time to time.
- c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration, and payment to the Agency shall continue to be made in terms of the contract. Arbitration proceedings will be held at designated place within Delhi/New Delhi only.

17. JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have exclusive jurisdiction to all disputes, if any, arising out of this tender agreement between the parties.

ANNEXURE-I

SCOPE OF ADMIN/TECHNICAL SERVICES

The Agency shall provide the following services at IIIT-Delhi.

S. No.	Particulars of Services	Qualification & Experience	Req. No.	Duties and Responsibilities
1.	General Services	10+2 with Diploma in computer applications with minimum 1-2 years of experience	16	File Movements, multiple photocopies & scanning, data entry, filling etc.
2.	Library Services	Diploma in Library & Information Science or above relevant qualification	01	Shelving of books and other periodicals, Assistance in day-to-day activities as per instructions.
3.	Infirmary Services	GNM/B.Sc. Nursing with at least 1 years of experience	03	First-aid to students and employees as per prescriptions of the doctors.
4.	Accounts Services	B. Com with minimum 1-2 years of experience	06	Preparing various vouchers in the tally software, filing etc.
5.	Technical Services	10+2 and relevant Diploma in (Software/Hardware/AV/Networking) with minimum 1-2 years of technical exposure	05	Trouble shooting IT gadgets related issues
6.	Sports Services	10+2 and relevant experience with minimum 1-2 years of exposure	05	
		Total	35	

1. The Institute may assign a suitable title to the staff deployed by the agency. The Agency can also recommend the same.
2. The Institute can also instruct agency to pay additional remuneration based on previous experience/qualification/ decision of the Competent Authority.
3. For reference the existing rates of Minimum Wages as notified are under:

Minimum Wages of Delhi	Unskilled	Non-Matriculates/ Semi skilled	Skilled/ Matriculates	Graduates and above

Note- Minimum Wages shall be revised as and when announced by the Labour Department of Govt. of NCT of Delhi.

Annexure-II

Checklist of documents required for Technical Bids Scrutiny:

S. No.	Items	Response (Please tick)	Documentary proof attached at page no./s
1.	Certificate of Registration of firm	Yes/No	
2.	Proof of Delhi Official Address	Yes/No	
3.	An undertaking for Acceptance & compliances of all terms & conditions mentioned in the tender	Yes/No	
4.	Copy of Labor License	Yes/No	
5.	Details of Bank Account (cancel cheque etc.)	Yes/No	
6.	Copy of PAN, Service Tax Registration, ESIC Number, PF Number, Professional Tax Registration Number etc.	Yes/No	
7.	Annual turnover of last three years duly certified by the CA	Yes/No	
8.	A non-relevant certificate with the employee of IIIT-Delhi on the letterhead of the firm	Yes/No	
9.	Not blacklisted/terminated certificate in the form of affidavit	Yes/No	
10.	Tender Fees	Yes/No	
11.	Earnest Money Deposit as prescribed	Yes/No	
12.	Experience certificates as prescribed at Clause 6(g)	Yes/No	

EVALUATION CRITERIA FOR TECHNICAL BID & FINANCIAL BID

Points in the technical bid will be given by the committee on the basis of input/documents submitted by the agency/ company. For the award of work, 75% Weightage will be given to the Technical Bid and 25% to the Financial Bid. Only vendors for whom the score in the technical bid is 75 marks or above will qualify for the financial bid. Financial bids of only the technically qualified bidders (75 marks or above) will be opened for evaluation in the presence of qualified bidders. In the event of non-responsive tender, the IIT-D may decide to review these parameters.

Notes on Assessment Format:

1. The total marks in the above-mentioned assessment format add up to 100.
2. To become eligible for shortlisting the Bidder must secure at least minimum marks in each of the above categories and 75 marks in aggregate. The University reserves the right to restrict the list of qualified contractors to any number deemed suitable numbers. Bids of only those who qualify in the minimum criteria will be opened.

The final evaluation will be a combination of the Minimum Criteria and the Financial Bid in the following manner:

Technical Score (Minimum Criteria): 75 Marks

Financial Score (Financial Bid): 25 Marks

The technical score arrived at according to the technical assessment format will be rationalized to a total of 75 Marks.

The Financial Score will be arrived at as follows:

The Agency quoting the lowest fee will obtain the highest marks, i.e. 25. The fees quoted by all other Agencies will be marked based on the formula “ $25 \times PL/P$ ” where PL is the lowest fee quoted and P is the fee quoted by the respective Firm/ Entity/ Organization.

Illustration:

Suppose in technical bid: Bidder 1 gets total 80% marks and Bidder 2 get total 50% marks and Bidder 3 gets total 90% points then in technical marking system Bidder 1 will score 80% of 75 marks which is 60, Bidder 2 will get 50% of 75 marks which is 37.50 and Bidder 3 will get 90% of 75 marks which is 67.50.

Suppose financial bid: Bidder 1 quote Rs.100, Bidder 2 quotes Rs.75 and Bidder 3 quotes Rs.150 then in financial marking system bidder 2 is L1 so it will get 25 marks, Bidder 1 will get 18.75 marks and bidder 3 will get 12.50 marks

Now total marks obtained by Bidder 1 is 78.75 (60+18.75), Bidder 2 gets 62.50 (37.50+25) and bidder 3 gets 80 (67.50+12.50)

So highest marks obtained by bidder 3 i.e. 80 will be awarded work

Technical Bid Evaluation Criteria:

S. NO.	Item	Points	Criteria	Points Award
1.	Experience in providing manpower services in Govt. / Educational Institutes / PSUs, autonomous bodies	15 Points	60 months to 120 months	3
			121 months to 180 months	7
			>180 months	15
2.	Average no. of manpower provided during last three years i.e. 2019-20, 2020-21, 2021-22 (attach EPFO Challan)	15 Points	<300	3
			301-600	6
			>900	15
3.	Annual Turnover (in Lakhs) (average of last 3 consecutive years) FY 2019-20, 2020-21, and 2021-22	15 Points	Up to 5 Crores	05
			5-20 Crores	10
			More than 20 Crores	15
4.	Certificate on letterhead for ensuring issuance of monthly pay slips, correct details in EPFO portal, claims etc.	10 Points	Yes	10
			No	0
5.	Advance intimation of payment of wages (certificates from at least two employers, preferably educational / Govt. Institutes to be provided for the duration of work award)	05 Points	Yes	5
			No	0
6.	Timely disbursement of wages (certificates from at least two employers preferably educational/Govt. Institutes to be provided for the duration of work award)	15 Points	Yes	15
			No	0
7.	Bank Solvency of Rs. 55 lakhs certificate for last six months	10 Points	Yes	10
			No	0
8.	ISO/ Other Certifications of the firm	05 Points	Yes	5
			No	0
9.	Escalation matrix with contact number and email Ids along with timelines to address queries	05 Points	Yes	5
			No	0
10.	Must have office / branch office at Delhi / NCR	05 Points	Yes	5
			No	0
Total Points		100 points		

Financial Bid
(To be put in separate sealed cover)

To,
The Registrar,
IIIT-Delhi

Subject: Submission of financial bid for Admin/Technical Services on outsource basis.

Reference:

Dear Sir,

In response to your tender document as per reference mentioned above, our agency will be pleased to charge the rate on services at IIIT-Delhi. Our quotation for % of commission is as under:

Percentage of Commission	In figure
	In Words

In case of differences in figures and words, percentages in words will be considered.

Bids with zero or near to zero service charge shall not be acceptable.

We also hereby confirm that the above quoted charge will be same for all types of services.

Thanking you,

Yours faithfully,

Signature with date
Name of the authorized person
Designation
Seal of the Agency

Note: bid with zero charge shall not be acceptable.

AGREEMENT

This Agreement made on the ----- by and between Registrar, for and on behalf of Indraprastha Institute of Information Technology, Delhi, established by the Govt. of Delhi and having its Registered office at Okhla Phase-III, New Delhi – 110020 (hereinafter referred to as the IIT- D which expression shall include its administrators, successors, executors and assigns) of one Part.

AND

----- having its registered Delhi office at ----- & Corporate office at ----- through ----- authorized representative (hereinafter called "the agency" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives, and assigns) of the other part for Provision of Admin / Technical Services to the Indraprastha Institute of Information Technology Delhi for providing safety, monitoring, and surveillance of the Institute. NOW THIS AGREEMENT WITNESSETH as follows:-

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of the contract hereinafter referred to.

The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz: ----- dated -----

Letter of acceptance of award of contract;
Terms and Conditions;
Notice inviting Tender;
Scope of work;
Undertaking and allied correspondence
Addendums, if any; and
Replies to queries
Any other documents forming part of the contract.

In consideration of the payments to be made by the Institute to the Agency as hereinafter mentioned, the Agency hereby covenants with the Institute to execute and for Provision of Admin / Technical Services for an initial period of Contract of initially one-year w.e.f ----- and subject to review of performance of services and customer feedback as per the terms and conditions stipulated in the tender documents.

The Institute reserves the right to curtail or to extend the validity of the contract on the same terms and conditions for such period as may be agreed to, but not beyond a total period of three years in normal circumstances.

The Institute hereby covenants to pay the agency in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of -----
-----/- (----- only).

Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

The Agency will produce the fund transfer statement by 7th of every month along with ESI & EPF deposited challan in the Institute every month for personnel deployed in the Institute.

The Agency will also produce the proof of deposited GST Tax to the concerned Institute in case required.

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have executed these presents (execution whereof has been approved by the Competent Authorities of both the parties) on the day, month, and year first above mentioned at New Delhi.

SIGNED AND DELIVERED

For and on behalf of the Agency

For and on behalf of IIIT-D

Name

Name

IN THE PRESENCE OF

Name

Name

Address

Address