



## Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle, Maninagar (East),

Ahmedabad – 380026, Gujarat, India.

Contact No.: 079-67775430

E-mail: [purchase@iitram.ac.in](mailto:purchase@iitram.ac.in)

Website: [www.iitram.ac.in](http://www.iitram.ac.in)

Tender No. 2024/48

Date: 23/12/2024

### NOTICE INVITING TENDER

#### CRUCIAL DATES & INFORMATION

Tender No.	2024/48
Name of Work	Techno-Commercial Tender for Providing Security Services at IITRAM
Tender Issue Date	23/12/2024
Tender Fee	Rs. 5900/- (Including 18% GST) (Non-Refundable)
Bid Security (EMD)	Rs. 1,80,000/- (Rupees: One Lakh Eighty Thousand Only) (Refundable subject to T&Cs)
Last date and time for online bid/offer submission	<b>21/01/2025 till 06:00 PM</b>
Last date and time for bid/offer physical document submission	<b>23/01/2025 till 05:00 PM</b>
Date & Time for opening of technical bid/offer	<b>24/01/2025 at 11:30 AM</b>
Date & Time for opening of financial bid/offer	To be informed later through email (Will be informed to technically qualified bidders only)
Bid Validity	120 days from the date of technical bid opening
Performance Security	Rs. 3,00,000/- (Rupees: Three Lakh Only)
Tender Inviting Authority and Address	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat, India. Contact No.: 079-67775430 E-mail: <a href="mailto:purchase@iitram.ac.in">purchase@iitram.ac.in</a>

# **INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT (IITRAM)**

## **INTRODUCTION**

Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University and has been mandated to bring about significant change in Engineering Education with respect to Technical and Managerial knowledge in the area of Infrastructure.

IITRAM offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.

The Institute is having following premises:

- Academic Building (Basement + GF + 6 Floors) with Workshop and Cafeteria
- Hostel Building, AMC Staff Quarters, Nr. Somnath School, Maninagar (East), Ahmedabad (24 Flats)
- Hostel Premises, Hathijan (08 Duplexes)
- The Institute will have possession of newly constructed 03 buildings of (1) Boys Hostel (14 Floors) (2) Girls Hostel (07 Floors) as well as (3) Faculty Accommodation (14 Floors) within a short span of time.

Currently the security services required for first three mentioned premises viz. Academic Building, Hostel Building - AMC Staff Quarters and Hostel Premises – Hathijan. Moreover, Institute may increase or decrease the requirements as per the need in future.

The shortlisted bidders (based on verification of submission of all requisite documents to meet the eligibility criteria) will have to give a presentation to the appointed committee of the Institute, on a decided date, at IITRAM. The 60% weightage will be given for technical qualification on technical parameters (subject to eligibility criteria as per SECTION 'B') and remaining 40% will be given on financial part/bid. The successful bidder will be considered based on the highest combined weighted score of Techno-Commercial bid.

## SECTION – ‘A’

### INSTRUCTIONS TO BIDDERS

#### **Inviting quotations through e-Tender format for “Techno-Commercial Tender for Providing Security Services at IITRAM”**

1. The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for “**Techno-Commercial Tender for Providing Security Services at IITRAM**” from authorized service providers under “**TWO BID SYSTEM IN E-TENDER FORMAT**”. Interested bidders who wish to participate in this e-Tender may obtain the tender documents from IITRAM website i.e., [www.iitram.ac.in](http://www.iitram.ac.in) and/or from <https://educationtender.nprocure.com/>. After submission of online bid on (n)Procure portal, the bidder(s)/contractor(s) have to submit the technical bid/offer documents through RPAD, Speed Post or in Person till the last date and time prescribed for submission in this tender notice. Tender sent by other means will not be accepted in any case. The EMD, Tender Fee, other essential documents as indicated in this tender notice should be submitted on or before **23/01/2025 till 05:00 PM** in the office of the IITRAM; “Room No. G2, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026, Gujarat”. Financial bid is to be submitted in electronic form only on (n)Procure Portal (<https://educationtender.nprocure.com/>).
2. Manual bids/offers shall not be accepted.
3. The eligibility criteria to the bidders of the tender are mentioned in **SECTION ‘B’** of the tender document.
4. The General T&Cs and other Instructions for Providing Security Services at IITRAM are mentioned in **SECTION ‘C’** of the tender document.
5. The detailed ‘Scope of Work’ of the CONTRACT are mentioned in **SECTION ‘D’** of the tender document.
6. The bidders are advised to visit Institute’s website i.e. [www.iitram.ac.in](http://www.iitram.ac.in) and (n)Procure Portal, i.e., <https://educationtender.nprocure.com/> regularly till closing date of submission of tender for any corrigendum(s)/addendum(s)/ amendment(s).
7. Any one or more of the following action/commission/omission are likely to cause summarily rejecting of the bid/offer:
  - 7.1 Any conditional bid(s).
  - 7.2 Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the bid/offer document.
  - 7.3 Any effort by a bidder to influence the Institute in bid evaluation, bid comparison or contract award decision.
  - 7.4 Any bid(s) received with a period of validity shorter than 120 days.
8. Joint venture with any other companies is not allowed.
9. Interested and eligible bidders/contractors may obtain further information or clarification from the IITRAM Office. Phone: 079-67775430; email: [purchase@iitram.ac.in](mailto:purchase@iitram.ac.in)
10. In case the tender is cancelled after bid opening, the tender fee will not be refunded to the concerned bidder.

## SECTION – ‘B’

### ELIGIBILITY CRITERIA

1. Photocopy of valid Registration for providing security services under the applicable acts and rules.
2. Photocopy of valid EPF, ESI, PAN & GST Registration Certificates.
3. Photocopy of filed Income Tax Returns for the Last Three Financial Years.
4. Tender Fee of **Rs. 5900/- (Rupees Five Thousand Nine Hundred Only)**.
5. Earnest Money Deposit (EMD) of **Rs.1,80,000/- (Rupees One Lakh Eighty Thousand Only)**.

(Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the item(s) tendered to get EMD exemptions.)

6. The bidder should possess minimum 05 years of experience as on date in providing of Security Services at Universities / Institutes / Government Department / Organization / PSU / Autonomous Bodies / Reputed Establishments.
7. The bidder’s annual financial gross turnover in each of the last three financial years, **i.e. 2021-22, 2022-23 and 2023-24** duly certified by the CA should not be less than **Rs. 10 CRORES**. Moreover, the firm/company should not be a loss making company in two (02) of the last three (03) financial years.
8. The bidder has to furnish Bank Solvency Certificate of the year 2024-25 for an amount of minimum **Rs.50.00 Lakh (Rupees: Fifty Lakh Only)**.
9. The bidder should provide **minimum 02 (two)** successfully work completion certificate with **minimum 20 (twenty) persons** for providing security services **costing at least Rs. 30.00 Lakh (Rupees: Thirty Lakh Only) each during last 05 (five) years from Universities / Institutes / Government Department / Organization / PSU / Autonomous Bodies / Reputed Establishments**. Proof documents such as (i) Satisfactory completion / performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above must be submitted.
10. The bidder should have a valid license issued by the Regional Labour commissioner with minimum 100 employees in the last three financial years.
11. The Bidder should submit the latest proof for the number of Security Guards for whom PF and ESI is paid by the Bidder’s company.
12. The bidder should submit e-tender document duly filled and signed with the stamp on each page of the tender documents and on the enclosures to show that the bidders have read and understood all the details and terms & conditions of the tender thoroughly.

13. If the bidder is blacklisted by Central Government or State Government or any other Government Body, then its submitted tender will be rejected. It is essential for bidder to submit an UNDERTAKING (TABLE-V) on its firm's letter head that the bidder is not blacklisted, failing which the tender will be summarily rejected.
14. Relationship of key managerial positions (owner/promoters/directors) of the bidder with key managerial positions of IITRAM Ahmedabad will debar the bidder(s) from tendering. A Declaration Regarding Near Relatives (refer Table-VI) must be submitted along with the bid.
15. Technical bid/offer must be accompanied by Tender Fee, Bid Security (EMD) or MSME Certificate and other essential documents as specified in this tender notice. The bids/offers submitted without tender fee, Bid Security (EMD) and essential documents as specified in this tender notice will be summarily rejected.
16. Upon awarding of the tender, the successful bidder will have to procure Contract Labour License from Labour Department, Government of Gujarat after being awarded the contract within 02 months.
17. The successful bidder should have an insurance policy for making good the losses, if any.
18. If any bidder fails to meet any of the above eligibility criteria, then bidder will be disqualified.

## SECTION – ‘C’

### GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Bid validity period - 120 days from the date of technical bid opening.
2. The bidder must comply with all statutory requirements regarding labor law / welfare law as imposed by Government authorities from time to time.
3. The CONTRACT will be initially for a period of one (01) year (wherein, the first three (03) months will be considered as a probation period within which if the working system would be proved to be unsatisfactory, the contract will be terminated) which may be renewed on the same T&Cs for further period of one (1) or two (02) years by IITRAM, Ahmedabad depending on requirement of the Institute and performance of the CONTRACTOR. However, due to administrative or any other reasons, if this service is required for termination, then intimation before a month is required to be given.
4. The bidder has to quote their rates at (n)Procure portal (i.e. <https://educationtender.nprocure.com/>) as per Financial Bid (**Refer SECTION ‘F’**).
5. GST will be paid as per Goods and Service Tax (GST) norms.
6. The bidder will have to produce all necessary documents as mentioned in this e-tender notice to support their work experience.
7. The Bidders having an independent fully functional office in Gujarat with all necessary office infrastructures will be preferred.
8. **Penalty:**
  - 8.1 For unsatisfactory/poor performance, not attending any work and guards deputed on duty is found absent, sleeping, careless, etc. in any area of campus then Institute will levy **penalty on Per Day Per Person basis amounting to Approved Per Day Minimum Wages + 5%** and deducted from the total payable amount.
  - 8.2 If bidder will not provide the guards attendance register or failure in confirmation given by the Institute Authorities, then, per day Rs.500/- as a penalty will be deducted from the bill.
  - 8.3 If the guard will be found without uniform, per day per worker Rs.50/- as a penalty will be deducted from the bill.
  - 8.4 Non-submission of bill by 10<sup>th</sup> day of every month may attract a penalty of Rs.5000/- per monthly bill.
9. Providing security services at the defined location is to be done as detailed in **SECTION D (Scope of Work)**.
10. The bidder has to appoint guards who are mentally and physically fit and are more than 18 (eighteen) years and not more than 50 (fifty) years of age. Their identity cards showing their names, residential address, with passport size photo has to be submitted in the office. If during the year guard is to be changed, then their identity cards showing their name, residence address with passport photos are to be submitted in the office.
11. **The successful bidder(s)/Contractor must pay the prevailing minimum wages as fixed by the Labour Department, Government of Gujarat to all the guards appointed under this CONTRACT. Moreover, the bidder has to follow the laws of the Indian Government/ Gujarat Government. Proof has to be**

**submitted every month for the same.** In case of non-submission of such certificates, payments for that month will not be released.

12. **Increase in the minimum wages by Government of Gujarat from time to time will be granted as per notifications published by competent authority of Government of Gujarat.**
13. Any of the Government / Semi-Government employees who has been removed / asked to resign or has been asked for compulsory retirement cannot be employed as a guard to the Institute premises.
14. If the work of any of the guards is not found satisfactory or not following the instructions of the Institution head or Institute officer, then that guard has to be changed by the bidder.
15. If any guard is found drunken or taking drugs or gambling or found doing any misconduct, then that guard will be required to be withdrawn. Institute's opinion in this regard will be considered final.
16. All the workers will have to humbly behave with the staff and work with discipline and should not affect negatively the working atmosphere of the Institute as well as have to work in a way, so that the discipline of the Institute is maintained.
17. The bidder will have to provide attendance muster, salary muster etc. registered under Labour Act whenever the Institute Authority asks for examination.
18. During working hours, if the guards met with any sort of accident, physical injury, permanent physical deficiency, death occurrences, etc. then the bidder will be legally responsible to attend. The Institute will not be responsible for paying any medical allowance, cost for any loss, price for medicines, etc.
19. The successful bidder only, who has been given the contract has to provide all the services. Any other party or sub-bidder(s)/Contractor should not be given the task by the selected bidder(s)/Contractor. If found doing so, the security deposit will be forfeited and the contract will be terminated.
20. During the tenure of the contract, if any of the guards is found tormenting the rules of the contract, the contract will be terminated as well as the Security Deposit(s) / EMD amount will be seized. In this case, bidder with whom the deal is finalized will not have any right for legal action.
21. If any of the guards during the working hours is found causing harm to Institute property or stealing anything, the sole responsibility will remain with the bidder and the bidder will be responsible to compensate the harm besides facing penal action.
22. The bidder will have to present two copies of bill and advance receipt every month. With this, documents like attendance muster, other necessary documents, etc. will have to be submitted to get examined by the office and if found worthy, the payment will be made within 10 days.
23. If any bidder by one or other way will be found doing any sort of forcing or influencing on selection procedure, then such bidder's tender will not be taken into consideration.
24. At the time of opening the tender, the representative of the bidder can remain present if they wish. Other than that, Institute is not going to wait for them and the bidder coming late than the prescribed time will not be entertained with their arguments.
25. The office of the Institute will be authorized for the acceptance or rejection of the pricelist without any reason.
26. None of the guards of contractors will use any of the rooms or compound area of the Institute as their residence.

27. Due to any adverse reason, if the authorized persons' death occurs, the contract will be automatically terminated. Even though, the final decision will be taken by the Institute.
28. If any of the persons from the Institute will have any sort of material or physical harm by any of the guards, the bidder will be solely responsible to compensate the harm caused by their employees. The bidder will have to repay on his own. If it is not paid by the bidder, the payment will be done from the running bill amount or at the last it will be reimbursed as a revenue charge from the bidder to the office of the Institute.
29. The contract will be given with the sole purpose of providing security. So, the purpose is limited to its contractual tasks only. No other activities like other business or work will be tolerated, if found.
30. The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
31. After satisfactory completion of tasks, submission of the bill and after the necessary deduction of the tax, the payment will be done within 10 days.
32. The bidder will have to give the uniform and I-Card with specific logo fixed by the Institute to the workers mandatorily (minimum 02 pairs for every calendar year i.e. 01 pair for every 6 months).
33. The bidder must provide police verification certificate for all the employees deployed at IITRAM.
34. In case of any function, occasion, extra-curricular activities planned on Sundays and Public Holidays, Institute may demand to provide additional security guards (male/female) at a notice of 24 hrs.
35. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
36. In case of any third-party claim against IITRAM for any act of the guards of the bidder, the bidder shall act as guarantor and indemnify IITRAM to the extent of all claims and expenses arising out of this service contract.
37. **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid and IITRAM, hereinafter referred to as the Purchaser will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
38. **Non responsiveness and rejection of a bid:** The bidder is expected to examine all instruction(s), form(s), terms and conditions and scope of work in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every aspect will be at the bidder's risk and cost and may result in rejection of its bid.
39. **Amendment(s) of Bidding Documents:**
  - 39.1 At any time prior to the deadline for submission of bids/offers, the Purchaser (namely IITRAM) may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendment(s).
  - 39.2 The amendment(s) will be notified putting on Institute's website i.e. [www.iitram.ac.in](http://www.iitram.ac.in) and will be binding on all the bidder(s).
  - 39.3 In order to allow reasonable time to prospective Bidders to take such amendment into account in submission of their bid, the Purchaser may, at its discretion, extend the deadline for the submission of bids.



40. **LANGUAGE OF BID:** All documents relating to the bid(s)/offer shall be in the English language.

41. **TERMINATION OF CONTRACT:**

41.1 **Termination on expiry of the Contract**

This Agreement shall be deemed to have been automatically terminated on the expiry of the CONTRACT period unless IITRAM has exercised its option to extend this CONTRACT in accordance with the provisions, if any, of this CONTRACT.

41.2 **Termination on Account of Insolvency**

In the event the CONTRACTOR at any time during the term of this Agreement becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then IITRAM shall, by a notice in writing have the right to terminate this CONTRACT and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

41.3 **Termination for Unsatisfactory Performance**

If IITRAM considers that the performance of the CONTRACTOR is unsatisfactory or, not up to the expected standard, IITRAM shall notify the CONTRACTOR in writing and specify in detail the cause of such dissatisfaction. IITRAM shall have the option to terminate this Agreement by giving 30 days' notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by IITRAM.

42. **SAFETY AND LABOUR LAWS:**

CONTRACTOR shall comply with the provision of all laws including Labour Laws, rules, regulations and notifications issued thereunder from time to time. All safety and labour laws enforced by statutory agencies and by IITRAM shall be applicable in the performance of this CONTRACT and CONTRACTOR shall abide by these laws.

CONTRACTOR shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. No smoking or consumption of alcohol/any other prohibited substance shall be permitted while on duty by any of contractor's personnel in IITRAM premises or during work hours.

The CONTRACTOR shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

43. **DISCIPLINE:**

CONTRACTOR shall carry out operations hereunder with due diligence and in a safe and workmanlike manner according to good practice. CONTRACTOR shall maintain strict discipline and good CONTRACT among its employees and shall abide by and conform to all rules and regulations promulgated by IITGN governing the operations. Should IITRAM feel that the conduct of any of CONTRACTOR or contractor's employees is detrimental to IITRAM's interest, IITRAM shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc. while on or off the job. The CONTRACTOR shall comply with any such request to remove such personnel at CONTRACTOR's expense unconditionally. The CONTRACTOR will be allowed a maximum of 02 (two) working days to replace the person by a competent qualified person at CONTRACTOR's cost.

## SECTION 'D'

### SCOPE OF WORK

The Institute building comprises of basement, ground floor and 06 floors. Presently, the Institute uses its full capacity of ground floor including all six floors with basement, workshop and cafeteria building. In addition to that, Institute maintains hostel facilities for students at AMC Officers' Staff Quarters, Khokhra (24 Flats) and Hathijan (08 Duplex).

Sr. No.	Name of the Premise	Shifts	Qty.
1.	At Institute Campus	07.00 am to 03.00 PM	03 Guards in each shift
		03.00 PM to 11.00 PM	
		11.00 PM to 07.00 AM (next day)	
2.	At Hathijan Hostel Campus	07.00 am to 03.00 PM	01 Guard in each shift
		03.00 PM to 11.00 PM	
		11.00 PM to 07.00 AM (next day)	
3.	At AMC Officers Quarters Campus	07.00 am to 03.00 PM	01 Male / 01 Female Guard in each shift
		03.00 PM to 11.00 PM	
		11.00 PM to 07.00 AM (next day)	

- The number of Security Guards is indicative. Institute may ask to provide additional Security staff as per requirement for different reasons. The Institute may downsize the deployment at its own discretion. The payment for providing Security Guards will be made as per actual deployment, from time to time. Agency interested in the said work may visit the Institute for a fair understanding of work.
- The Institute will have possession of newly constructed building of Boys Hostel (14 Floors) & Girls Hostel (07 Floors) as well as Faculty Accommodation (14 Floors) within a short span of time.
- All deputed Security Guards should be competent enough to execute the work assigned to them.
- The guards must be more than 18 (eighteen) years and not more than 50 (fifty) years of age.
- The detailed task to be assigned for each guards will be conveyed as per the requirement at the time of issue of work order.
- The Institute shall be free to cancel the tendering process at any stage without any liability whatsoever and reserves the right of accepting and / or rejecting the whole or any part of the bids without assigning any reason whatsoever.

## SECTION – ‘E’

### **BID SUBMISSION & TENDER PROCESS**

1. The tender documents can be downloaded from Institute’s website i.e., [www.iitram.ac.in](http://www.iitram.ac.in) or (n)Procure Portal, i.e., <https://educationtender.nprocure.com/>. The bidder(s)/Contractors are required to submit the Tender Acceptance Letter (Table ‘IV’) endorsed by seal and signature as acceptance of T&Cs of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
2. The bidder should submit the Tender in two parts viz., (a) Technical bid/offer in envelop No. (1); and (b) Tender Fee & EMD in envelope No. (2); both these envelopes should be sealed and put together in a main covering envelope, super scribed; Please Don’t Open, bid for **“Tender No. 2024/48: Techno-Commercial Tender for Providing Security Services at IITRAM”** with due date and complete address with contact number and email id.
3. Earnest Money Deposit of **Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand Only)** and Tender Fee of **Rs. 5900/- (Rupees Five Thousand Nine Hundred Only)** will be submitted as per details given below:

3.1 For Electronic Transfer, Bank Account details are as follows:

**Account Name:** Institute of Infrastructure, Technology, Research And Management

**Account No.:** 923010019592531

**Bank Name:** AXIS BANK LTD

**IFSC Code:** UTIB0002645

**Branch Name:** Hatkeshwar Ahm GJ, Ahmedabad – 380026

**Note:** Kindly submit Electronic Transfer advise with UTR details along with bid document.

OR

- 3.2 Demand Draft in favor of the “IITRAM” payable at Ahmedabad. Please mention Tender number and name of the firm on back side of DD.
4. Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the items tendered to get EMD exemptions.
5. The bid shall include the attested photocopies of the following documents to demonstrate that the bidder has the capability necessary to perform the contract and meet the criteria outlined in the qualification requirements:
  - The documents mentioned in **‘ELIGIBILITY CRITERIA’** under **SECTION – ‘B’**
6. The “Financial Bid” to be filled as per SECTION ‘F’ and should be submitted online only at (n)Procure Portal as ‘Financial Bid’.
7. First, the technical bid will be opened. For the Presentation, the shortlisted bidders will be informed through e-mail/phone.

8. The shortlisted bidders will have to remain present and make a presentation on the decided date. In the presentation, the bidder will have to demonstrate their procedure of work (including salary (wages) structure, EPF, ESIC and any type of deductions from the salary, etc.) and if for monitoring any modern technique they will use then details of those techniques as well as the action plan / methodology to be included. It is assumed that the bidders submitting the bids have gone through all tender terms, has acquainted themselves with scope of work and visited the Institute (if so needed) and agreed with all the terms of this e-tender.
9. The Evaluation will be made on Quality and Cost Based Selection (QCBS) Method.
10. The minimum qualifying marks for technical qualification is 60% i.e. 60 marks (out of 100 marks) of the technical evaluation points cited in below Annexure-I.
11. Points for technical evaluation is as given below:

<b>ANNEXURE - I</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Maximum allowable Marks</b>
1	No of Years of Experience in providing security services <ul style="list-style-type: none"> <li>- 05 years to 10 Years: <b>5 Marks</b></li> <li>- More than 10 years to 15 years: <b>10 Marks</b></li> <li>- More than 15 years: <b>15 Marks</b></li> </ul>	15
2	Financial Turnover <ul style="list-style-type: none"> <li>- Rs. 10 Crores to Rs. 15 Crores: <b>5 Marks</b></li> <li>- More than Rs. 15 Crores to Rs. 20 Crores: <b>10 Marks</b></li> <li>- More than Rs. 20 Crores: <b>15 Marks</b></li> </ul>	15
3	Total number of security guards existing on payroll of the bidder (Copy of latest ECR to be enclosed for confirmation) <ul style="list-style-type: none"> <li>- 100 to 200 Security Guards: <b>5 Marks</b></li> <li>- More than 200 to 400 Security Guards: <b>10 Marks</b></li> <li>- More than 400 Security Guards: <b>15 Marks</b></li> </ul>	15
4	Experience of providing security guards (in terms of aggregated contract values) during last 05 (Five) years at Universities / Institutes / Government Department / Organization / PSU / Autonomous Bodies / Reputed Establishments (Copy of relevant orders to be enclosed) <ul style="list-style-type: none"> <li>- Rs. 60 Lakhs to Rs. 75 Lakhs: <b>5 Marks</b></li> <li>- More than Rs. 75 Lakhs to Rs. 100 Lakhs: <b>10 Marks</b></li> <li>- More than Rs. 100 Lakhs: <b>15 Marks</b></li> </ul>	15
3	Presentation <ul style="list-style-type: none"> <li>- It should consist of understanding of tendered service requirement, plan/procedure of work to be implemented, salary (wages) structure, EPF, ESIC and all benefits &amp; deductions of the manpower to be deputed by the bidder.</li> </ul>	40
	<b>Total Marks</b>	<b>100</b>

**Note:** *The minimum qualifying marks for technical qualification should not be less than 60% (60 marks of the technical evaluation) of the points cited in above table. Only those bidder(s)/Contractors will be considered as technically qualified who will secure minimum 60 marks (out of 100 marks) and only those bidder(s) will be considered for financial evaluation.*

12. Financial bids will be opened in online format of technically qualified bidders only.
13. IITRAM will compare and evaluate the financial bids of the technically qualified bidder(s) / contractors by applying the weighted evaluation method (Refer Annexure-II).
14. The final selection of the successful bidder from the qualified bidders will be made using the following criteria and weightage:

<b>ANNEXURE - II</b>			
<b>Sr. No.</b>	<b>Criteria</b>	<b>Maximum Marks (Weightages)</b>	<b>Method of allotting marks for combined score</b>
1	Weighted Technical Score	60	The bidder with the maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks. <b><i>(for example - if the highest score for technical evaluation is 100, Bidder having this will get 60 marks. Bidder having score of technical evaluation 80 will get <math>(80/100) \times 60 = 48.00</math> marks)</i></b>
2	Weighted Score for Financial Bid	40	The Bidder with the Lowest quote ( <i>Total per day - as per Sr. No. E of Section F</i> ) will be awarded 40 marks and other bidders will be awarded proportionately less marks. <b><i>(for example - if the lowest quote is Rs. 01.00 lakh, the bidder quoting this price will get 40 marks. A Bidder quoting Rs. 1.20 lakh will get <math>(1.0/1.2) \times 40 = 33.33</math> marks)</i></b>
	<b>Total</b>	<b>100</b>	

*All marks will be given rounded up to two decimal places. The bidder getting the maximum combined score out of 100 above will be short listed for further consideration.*

15. Incomplete or Conditional Tender will not be considered for further processing.
16. **Price Quoted in Financial Bid:**
- 16.1 The price/rates should be indicated separately in the schedule as per the format in SECTION- 'F' ***(To be submitted online only at (n)Procure Portal)***.
- 16.2 The price/rates quoted shall include all charges, if any. However, such charges separately quoted, will not be considered for payment.
17. **Submission of bids/offers:**
- 17.1 The bidder(s)/contractor(s) must submit all the documents listed in this tender notice, in physical form along with tender fee, Bid Security (EMD) within deadline notified in this tender notice.
18. **Right to Inspect:**
- 18.1 The assessment by the Purchaser as to the capability of the bidder is final. Further the purchaser reserves the right to inspect the premises of the bidder for evaluation of their capability with

reference to physical infrastructure available and other technical capabilities etc., if found necessary before awarding the CONTRACT.

**19. Bid Security (EMD):**

19.1 The bidder shall furnish, as part of its Bid, EMD of **Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand.Only).**

Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the items tendered to get EMD exemptions.

19.2 The EMD is required to protect the purchaser against risk of bidder(s) conduct, which would warrant the forfeiture of Bid Security (EMD).

19.3 The EMD is refundable (without any interest) within 30 (thirty) working days after successful award of offer:

- a) The EMD of unsuccessful bidders will be returned within 30 (thirty) working days from the date of award of offer.
- b) The EMD of successful bidder will be returned within 30 (thirty) working days after submission of a Performance Security.

19.4 The EMD may be forfeited:

- a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the BID FORM; and/or
- b) In case of a successful bidder, if the bidder fails, (i) To sign the contract agreement; and (ii) To furnish Performance Security.

**20. Address for Submission of bids/offers:**

20.1 The technical bid along with required documents should be submitted within notified time frame in physical form to the Purchaser (namely IITRAM) on the following address:

The Registrar  
Institute of Infrastructure, Technology, Research And Management  
Office No. G2, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat.

20.2 The physical documents shall indicate the name and address of the bidder to enable the Purchaser to return the same unopened to the bidder(s) in case it is declared late.

**21. Deadline for Submission of bids/offers:**

21.1 The bids/offer must be submitted as per dates & time notified in this tender notice.

21.2 The document in physical form should reach the Purchaser on or before the date and time notified in this tender notice.

21.3 The Purchaser may, at its discretion, extend the deadline for submission of bids/offers by amending the bid documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

22. **Late bids/offers:**

22.1 Any bid/offer received by the Purchaser after the deadline for submission of bids/offers prescribed by the Purchaser in this tender notice will be rejected and/or returned unopened to the concerned bidder. The Purchaser (namely IITRAM) will not be held responsible for the postal delay, if any.

23. **Withdrawal of bids/offers:**

23.1 No bids/offers may be withdrawn in the interval between the deadline for submission of bids/offers and the expiration of the period of bid validity specified in this tender notice. Withdrawal of a bid/offer during this interval may result in the bidder's forfeiture of its bid security (EMD).

24. **Opening of bids/offers by the Purchaser:**

24.1 The Purchaser will open all the technical bids/offer received as per schedule notified in this tender notice in the presence of bidder or their authorized representatives, who choose to attend, at their own expenses. The address for the said opening is as follows:

**Address for bid opening:**

Institute of Infrastructure, Technology, Research And Management  
Office No. G2, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat.

24.2 The tender/bid (i.e. technical bid/offer) will be opened on **24/01/2025, 11:30 PM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.

24.3 The presentation scheduled date & time will be conveyed through e-mail to the shortlisted bidders (based on verification of submission of all requisite documents to meet the eligibility criteria).

24.4 The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid/offer opening being declared a holiday for the Purchaser, the bids/offers shall be opened at the appointed time, date and location on the next working day.

24.5 The date on which second part **i.e. financial bid/offer** would be opened and will be informed to the technically qualified bidder only by the purchaser through e-mail. The second part **i.e. financial bid/offer** of those bidders who have not qualified in the technical evaluation will not be opened under any circumstances.

24.6 The bids/offers that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

25. **Clarification of bids/offers:**

25.1 During evaluation of bids/offers, the purchaser may, at its discretion, ask the bidder for a Clarification of its bid/offer. The request for clarification and the response thereof shall be in writing.

- 25.2 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 25.3 Any effort by a bidder to influence IITRAM's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the bidder's tender and forfeiture of the bidder's EMD.
- 25.4 In the event of any dispute or difference(s) between the purchaser (IITRAM Ahmedabad) and the bidder(s) arising out of unsatisfactory/poor performance, not attending any work or any other cause whatsoever relating to the CONTRACT or work order before or after the CONTRACT has been executed, shall be referred to the concerned authority of IITRAM Ahmedabad who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

**26. Evaluation and Comparison of bids/offer:**

The Technical and Financial Bid Evaluation of those bidders who meet the above eligibility criteria will be done by a committee constituted by the Institute as per procedure described below:

- 26.1 The received bids will be scrutinized by the committee and marks will be awarded on a scale of 100 marks on the basis of points mentioned in Annexure-II. The details and points-wise marks for each criteria of technical qualifications are prescribed in Annexure-I.
- 26.2 On the basis of the technical bid accompanied by related documents, the committee will shortlist the bidder(s)/contractor(s) who comply with all the eligibility criteria and score a minimum of 60 aggregate marks (out of 100 marks) for the criteria as described in Annexure-I.
- 26.3 Only those bidders will be considered as technically qualified bidder(s)/contractor(s) whose aggregate score equals or is more than 60 marks (Refer Annexure I).
- 26.4 The committee will recommend the name(s) of the technically qualified bidder(s)/contractor(s) for opening of financial bids and these technically qualified bidder(s)/contractor(s) will be informed through email only. No separate intimation shall be sent to individual bidder(s).
- 26.5 After opening the financial offer(s) of the technically qualified bidder/contractor(s), the committee will apply the method as mentioned in Annexure-II to consider the successful bidder for award of work/CONTRACT if the quoted rates and amount are found justified.
- 26.6 The committee reserves the right to select or reject any or all of the bids mentioned above without assigning any reasons.

**27. Acceptance or Rejection of bids/offer:**

- 27.1 The Purchaser, (namely IITRAM, Ahmedabad) reserves its right to accept or reject any bid/offer and to cancel the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected bidder or bidders on the grounds for the said action.
- 27.2 Any bid/offer with incomplete information is liable for rejection.
- 27.3 For each category of pre-qualification criteria, the documentary evidence is to be produced duly attested by the Bidder, serially numbered and enclosed with the bids/offers. The information of turnover shall be certified by the chartered accountant (CA). If the documentary proof is not enclosed for any/all criteria of the bid is liable for rejection.



27.4 If any information given by the bidder is found to be false/fictitious, the bidders will be debarred for 03 (three) years from participating in any other tenders of IITRAM, Ahmedabad.

**28. Award of Contract:**

28.1 The institute will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and as described in the Evaluation Procedure laid down in this tender notice.

28.2 Notwithstanding to the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of CONTRACT.

28.3 The bidder(s) whose bid is accepted will be notified for the award of the contract by the Institute prior to the expiration of the quotation validity period. The T&Cs of the accepted offer shall be incorporated in the CONTRACT.

28.4 The award of CONTRACT, when issued to the successful bidder, shall constitute the contract with collateral support from the T&Cs of the tender, besides the invitation notice as well as formal agreement, all of which shall finally form the contractual obligations to be adhered to and performed by the bidder and non-performance of any of such obligations shall make the bidder liable for all consequential effects.

28.5 The successful bidder(s) shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs.300/- (Rupees Three Hundred Only) within 30 days (working) from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money (EMD) and proceed to appoint another agency, as it may deem fit.

**29. Notification of Award:**

29.1 Prior to the expiration of the period of bid validity, the Purchaser (namely IITRAM, Ahmedabad) will notify the successful bidder in writing through letter or email that the bid/offer has been accepted. The notification of award will constitute the formation of the CONTRACT.

**30. Signing of Contract:**

30.1 At the time as the Purchaser (namely IITRAM, Ahmedabad) notices the successful bidder that its bid has been accepted, the Purchaser will send the bidder the Contract Form, incorporating all agreement between the parties.

30.2 The successful bidder(s) shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs.300/- (Rupees Three Hundred Only) within 30 days (working) from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money (EMD) and proceed to appoint another agency, as it may deem fit. Any incidental expenses of execution of agreement shall be borne by the successful bidder(s). Hereafter the successful bidder shall be referred to as CONTRACTOR.

**31. Performance Security:**

31.1 **Performance Security:** The successful CONTRACTOR shall be required to furnish/deposit a Performance Security for **Rs. 3,00,000/- (Rupees: Three Lakh Only)** in form of (i) Account Payee Demand Draft, (ii) Fixed Deposit Receipt from a Nationalized bank, (iii) Bank Guarantee from a Nationalized bank, for the duration of CONTRACT period plus additional two months, in favor of **"INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT"** within 30 days of the receipt of the order. Failure to comply with the above said requirement shall

constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Performance Security. No payment will be released without performance security.

- 31.2 EMD of successful bidder(s) will be returned 'without any interest' within 30 (thirty) working days after submission of a Performance Security.
- 31.3 This Performance Security will be returned (without any interest) within 60 (sixty) working days after satisfactorily completion of CONTRACT.
- 31.4 If the successful bidder after signing the contract agreement fails to perform any contractual obligation, the Performance Security/EMD furnished by the Contractor will be forfeited.

**32. Terms of Payment:**

- 32.1 **Payment:** The payment will be released on monthly basis, on submission of clear tax-invoice(s) and supporting documents, within 10 (ten) working days. However, the final bill of the awarded work will be released only after 100% satisfactorily completion of work. Advance payment will not be made under any circumstances.
- 32.2 All bills along with relevant supporting documents shall be submitted to Registrar, IITRAM, Ahmedabad – 380026.
- 32.3 The original invoice with all supporting documents viz. Attendance Register, Salary Reports, ECI - EPF Challans, etc. should be submitted every month and accompany the following documents/details along with the first invoice:
  - a) Copy of valid Registration certificate under the GST rules.
  - b) Particulars required for making payments through Cheque/RTGS/NEFT, in accordance with the clause on 'Terms of Payment' of bid documents.
  - c) Mobile No.
  - d) e-mail ID
- 32.4 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the contractor.

**REGISTRAR**

## SECTION 'F'

### FINANCIAL BID

(Format for Submission of Financial Details)

(Data Sheet to be submitted ONLY Online at (n)Procure Portal)

A	No. of Security Guards required by Institute per day at present minimum wages	18
B	Present Minimum Wages (Rs.) per day	<i>This table of Financial Bid is stated for reference purpose only and please do not disclose any price here at the time of submission of this document.</i>
C	Statutory Obligations (PF, ESIC) (Rs.) per day	
D	Agency Charges (in Rupees per day per person) (Fixed for the duration under contract)	
E	<b>Total per day [B + C + D]</b>	
	Total for month considering 26 working days and 04 days week offs [A x E x 26 days]	

- No person will be allowed to perform duty more than 08 hrs per day.
- Agency Charges should be quoted with consideration of Uniform, I-Card, any other liveries/ equipments to be supplied to deputed guards, agency profit margins, any other allowance and all other statutory obligations (excluding GST). GST will be paid as per Goods and Service Tax norms.
- On the day of weekly offs / public holidays of deputed guards, agency will have to provide Reliever. For each reliever duty, rates offered at 'B+D' only will be paid.

#### Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this tender notice.

**Seal & Signature of Company**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**TABLE-I**

*To be submitted on firm's letterhead*

**STATEMENT OF PAST PERFORMANCE FOR PROVIDING SECURITY SERVICES**

**(Performa for performance statement for a period of last 05 (five) years)**

Organization or Govt. Dept. for which the Security Guards provided	Year of CONTRACT	Contract No. & Date	Description of the contract	Value of Contract	Period of performance of Contract	Whether the contract completed satisfactorily (Yes / No)

Seal & Signature of the Bidder: \_\_\_\_\_

**Note: Please attach certificates i.e. work order, completion certificate, etc. as documentary proof. The past performance shall not be considered without documentary proof.**

**TABLE-II**

*To be submitted on firm's letterhead and certified by Chartered Accountant*

**Statement of Annual Financial Gross Turnover in each of the last three financial years,  
i.e., 2021-22, 2022-23 and 2023-24**

Sr. No.	Financial Year	Annual Financial Gross Turnover (In INR)
1	2021-22	
2	2022-23	
3	2023-24	

**Seal & Signature of the Bidder**

**Note: The bidder has to submit copy of FINANCIAL STATEMENTS / REPORTS and ITR for above three mentioned years.**

**TABLE-III***To be submitted on firm's letterhead***FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION**

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - Proprietary Firm Partnership Firm (if yes, give partnership deed) Company or LLP Government/ Public Sector Undertaking Member of a group of companies (if yes, give name, address & details of group companies) Subsidiary of a large corporation (if yes, give the name & address of the parent organization) If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

**Seal & Signature of Company**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note: Please attach attested photocopies showing the legal status, place of registration and principal place of business of the firm by the way of documentary proof.**

## **TABLE-IV**

*To be submitted on firm's letterhead*

### **TENDER ACCEPTANCE LETTER**

**To,**  
**The Registrar**  
**Institute of Infrastructure, Technology, Research And**  
**Management** Near Khokhra Circle, Maninagar (East),  
Ahmedabad – 380026, Gujarat.

**Subject:** **Acceptance of Terms & Conditions of the Tender**

**Tender Reference No:**

---

**Name of Tender / Work:** **Techno-Commercial Tender for Providing Security Services  
at IITRAM**

---

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely: \_\_\_\_\_
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), table(s) etc., which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby declare that I/We have carefully studied the conditions of contract, specifications and other tender documents of this work and unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organizations.
6. I/We agree that in case of failure to provide services on time, IITRAM is free to obtain services from other service provider at my/our risk and cost.
7. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full EMD/SD absolutely.

Yours faithfully,

**(Signature of the Bidder, with Official Seal)**

## **TABLE – V**

*To be submitted on firm's letterhead*

### **UNDERTAKING**

I, \_\_\_\_\_ hereby declare that the Firm/ Company/ Bidder(s)/Contractor/ Organization/ Partnership firm/ Proprietary firm titled as \_\_\_\_\_ has not been blacklisted or banned or debarred at any stage from inception till this date by any of the NITs/ IITs/ IIITs/ Central Universities/ IISERs/ CSIR labs or Central/ State Government body/ PSUs/ Autonomous Institute or any Other Government organization. In case of the any fraudulency, the Firm/ Company/ Bidder(s)/Contractor/ Organization/ Partnership firm/ Proprietary firm is fully aware that the tender/contract will be rejected/cancelled by IITRAM and EMD / Performance Bank Guarantee / any deposited amount if any shall be forfeited.

In addition to above, IITRAM will not be responsible to pay the bills for any completed/partially completed work.

***Signature of Bidder with Seal***

**Date:**

**Place:**



**TABLE – VI**

*To be submitted on firm's letterhead*

**DECLARATION REGARDING NEAR RELATIVES**

I, \_\_\_\_\_, authorized signatory of M/s. \_\_\_\_\_ hereby declare that none of our near relative(s) as defined in the tender documents is / are working / employed in IITRAM. In case at any stage, it is found that the information given by us is false / incorrect; IITRAM shall have the absolute right to take any action as deemed fit without any prior intimation to us.

Near Relative for this purpose are defined as:-

- (i) Member of Hindu Undivided family.
- (ii) They are husband and wife.
- (iii) The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter in law), daughter(s), daughter's husband (son in law) & brother(s) & brother's wife, sister(s) & sister's husband (brother in law)

**Signature of Bidder with Seal**

To be signed by:-

- (a) Signature of Proprietor in case of Proprietorship Firm

.....

- (b) Signature of all partners in case of Partnership Firm

- i. ....

- ii. ....

- iii. ....

- (c) Signature of all Directors of Company in case of Ltd. or Pvt. Ltd. Company

- i. ....

- ii. ....

- iii. ....