



NOTICE INVITING TENDERS FOR SECURITY SERVICES

TENDER FORM

Tender Enquiry no. NITRR/Security/2017/1071 Dated:02/08/2017

Last date for submission of Quotation : 24/08/2017 to 15:00 hrs.

Date of Opening of Quotation : 24/08/2017 at 15:30 hrs.

**Venue : NIT RAIPUR, G.E.ROAD,
RAIPUR (C.G.)**

Cost of the Tender Form : `1,000/-

EMD : `21, 00,000.



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NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG)

Phone: (0771) 2252700
Fax : (0771) 2253104
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR. CHHATTISGARH.
NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Sealed tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide the required number of uniformed trained manpower for the security Services of NIT, RAIPUR for a period of ONE year on contract basis/outsourcing basis. The contract will initially for a period of one year from the date of award subject to continuous satisfactory performances. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Raipur.

Last date for submission/receipt of tender(s) is 24/08/2017 at 15:00 Hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same Day at 15:30 Hrs. in the Office of Registrar, NIT, Raipur. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

-sd-
Registrar
NIT, Raipur.



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Subject: - TENDER FOR PROVIDING SECURITY SERVICES AT NIT RAIPUR.

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TENDERE NOTICE

Tender Notice No. NITRR/Security/2017/1071

Date- 02/08/2017

Subject: - TENDER FOR PROVIDING SECURITY SERVICES AT NIT RAIPUR.

NIT Raipur invites sealed quotations from registered and authorized security agencies for hiring the security services (Security Guards/Security Supervisors) for its Academic building, Residential Campus Halls of Residence area on bidding method (EMD, Technical Bid and Financial Bid) duly filled in as per the instructions of the Tender Document addressed to the Registrar, NIT, Raipur-492010(CG).

Tender Reference. NITRR/Security/2017/1071, Date- 02/08/2017

Cost of tender document: Rs.1,000/-

EMD: Rs.21,00,000/-

Last Date and Time for receipt of tender offers Date. 24/08/2017., at 3.00 p.m.

Time and Date of opening of Technical bid Date. 24/08/2017., at 3.30 p.m.

Note-All the Bidders willing to participate in this open tender are advised to keep the constant watch for if any corrigendum notice till the last process..

Address for Communication: The Registrar, National Institute of Technology, Raipur
Raipur-492010(CG).

TENDER FOR PROVIDING SECURITY SERVICES AT NIT RAIPUR.

Tender Notice No. NITRR/Security/2017/1071

Date- 02/08/2017

From: M/s-----

Contact No: -----

To

The Registrar
National Institute of Technology, Raipur
G.E. Road, Raipur- 492010(CG).

The price bid of technically qualified firms will be opened in the presence of bidders and their authorized representatives who wish to be present.

SECTION-1

TECHNICAL PROPOSAL SUBMISSION FORM

TECHNICAL PROPOSAL SUBMISSION FORM

LETTER OF BID

To
The Registrar,
NIT, Raipur-492010(CG).

Ref: Invitation for TENDER NO. NITRR/Security/2017/1071, Date- 02/08/2017

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with the Instructions to Bidders.

2. We offer to execute in conformity with the Bidding Documents for providing security services to NIT Raipur.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline .In accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before expiry of that period.

4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.

5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory with company seal (Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company).

Full Name and Designation

(To be printed on Bidders letterhead)

SECTION-2

INSTRUCTIONS TO THE BIDDERS

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS

NIT Raipur, hereinafter referred to as the Institute shall be hiring security services i.e. the services of the Security Supervisors/Security Guards/for its office/academic buildings/Hostel and residential area under Tender No. NITRR/Security/2017/1071, Dated- 02/08/2017

The detail requirement is mentioned below:

S.No.	Security Guard/Supervisor/Gunman	Location	Numbers
01	Security Guards-Male	i) For Academic Zone ii).For Boys Hostels Zone -07 Hostel iii).For Girls Hostels Zone -04 Hostel iv).For Residential Zone v). For Campus Zone vi).For New campus Academic zone vii).For New campus Residential zone	124 *may be changed upward or downward at any time before selection or during the contract period.
03	Gunman	For 04 Ladies Hostel, For campus Gates and other important locations in the campus.	20 *may be changed upward or downward at any time before selection or during the contract period.
04	Field-Supervisor	For all Shift.	04 *may be changed upward or downward at any time before selection or during the contract period.
05	Head-Supervisor (Preferably Para military, Ex-state police)	For all Shift.	04 *may be changed upward or downward at any time before selection or during the contract period.
06	Security Inspector (Preferably Para military, Ex-state police)	For all Shift.	03 *may be changed upward or downward at any time before selection or during the contract period
07	Security In charge (Preferably Para military, Ex-state police)	For all Shift.	01 *may be changed upward or downward at any time before selection or during the contract

- 1.1 The sealed bidding documents should be submitted in the office of Registrar or dropped in the tender box.
- 1.2 The tender documents may be downloaded from our institute website www.nitr.ac.in
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully get it clarified before submission of tender.
- 1.4 Each page of the Tender documents must be stamped by the person or persons submitting the Tender in token of his /their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the documents not so **signed** is liable to be rejected at the discretion of the Institute.
- 1.5 All Bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD & Tender Fees of requisite amount/format, or any other requirements, stipulated in tender documents are **liable to be rejected**.
- 1.6 The bidder shall attach the copy of the authorization letter/power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.7 The parties to the Bid shall be the Bidders (to whom the work has been awarded) and NIT, Raipur shall be termed as the Institute who can accept/reject any bid without assigning a reason.
- 1.8 For all purposes of the contract including arbitration there under ,the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to NIT Raipur. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 1.9 The requirements of security personnel is tentative and may increase or decrease at the sole discretion of the competent authority (**The Director of the NIT, Raipur**) of the Institute.

2. MINIMUM ELIGIBILITY CRITERIA OF BIDDERS

The following shall be the minimum eligibility criteria for selection of bidders technically.

Essential Pre-qualification Criteria: (Relevant copies must be attached):

2.1.LEGALLY VALID ENTITY: The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of JV/Consortium, Proprietorship, Partnership, Director General of Resettlement sponsorship, Ministry of Defence or DGR registered and being run by Ex-serviceman or any other legal entity may be permitted. Proof for supporting the legal validity of the Bidder shall be submitted along with the bid.

2.2LEGAL STATUS:

- 2.2.i The Bidder should be compulsorily registered with Department of Home affairs (state/central govt.) / Director General of Resettlement, Ministry of Defence (DGR- Ministry of Defence)

- 2.2.ii. The Bidder should be compulsorily registered with Department of Income Tax and should submit Income Tax No. (PAN Number and TIN), Goods & Service Tax (GST) Number. The agencies should submit duly acknowledged copy of Income Tax return and duly acknowledged copy of Goods & Service Tax (GST) return filed during the previous three financial years.
- 2.2.iii. The security Agencies should be registered under the Private Security agencies (Regulation) Act 2005 with a valid license to operate security service in the State of Chhattisgarh. The agencies must comply with and follow all the provision of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008. **The agency should have valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government,** Home Department for providing security service in Chhattisgarh State under the Chhattisgarh Private Security Agencies Rules, 2008. **The agency should have valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government.**
- 2.2.iv. The agencies/Firm/Bidders should have possessed at least **two** various states valid security service operating PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005 license.
- 2.2.v. The agencies should be registered with other Statutory Authorities for running of the security services in the Chhattisgarh.
- 2.2.vi. The agencies should have appropriate valid license under Contract Labour (Regulation & Abolition) Act, 1970. The License granted by Govt. of India, Ministry of Labour under contract Labour (Regulation & Abolition) Act - 1970,
- 2.2.vii. The Bidder should be compulsorily registered under the labour laws and should have appropriate license/certificate from Labour Commissioner of Raipur, C.G. The agency must be a licensee as an outsourcing manpower **(for the security service only)** supply agency with the Office of the Labour Commissioner (central), Raipur. The license should be valid for engagement/deployment of security guards in various places in Chhattisgarh state only.
- 2.2.viii. The agencies should submit valid PF registration Certificate and the PF registration Certificate. The Private Security Agencies should have valid certificate under EPF & Miscellaneous Provisions Act 1952. Chans/ receipts for last three years should be attached as proof.
- 2.2.ix. The tenderer should be registered with ESI, having an independent ESI code valid for working at Chhattisgarh to cover his employee under the ESI Act. The agencies should submit ESIC registration Certificate the ESIC registration Certificate and should be for the Chhattisgarh state only. **The Private Security Agencies should have valid certificate from ESI Corporation as per Act 1948. Chans for last three years should be attached as proof.**
- 2.2.x. The agency should not be blacklisted by any of Government/ state Government/PSU/University/ IIT/NIT/IIM/IISER. (Affidavit must be attached for this purpose)
- 2.2.xi. The agency should not been punished/penalized by a way of imprisonment. (Affidavit must be attached for this purpose)

2.2.xii. The agency should not have any legal suit/criminal case pending against its proprietor/partners or having been earlier convicted on grounds of moral turpitude or for violation of laws in force. (Affidavit must be attached for this purpose)

2.3. EXPERINCE: The Bidder should have a minimum **07 years experience after registration in the field of providing security services** in big organizations of Government Departments/Autonomous, Institutions/ Educational Institute i.e. IIT, NIT,IIM,IISER,CENTRAL UNIVERSITY/PSU of Repute.(**Experience of supply of personnel towards House-keeping, Landscaping is not considered and not valid**)

2.4. TECHNICAL CAPACITY:

2.4.i. **Technical Capacity :-**The bidder should have the experience of completion of similar works (providing security service only) in any of the Government Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India during the last 07 years ending last day of month previous to the one in which applications are invited should be either of the following:-

2.4.i.a. Three similar works completed costing not less than the amount equal to 40 % of the estimated cost of : or Rs.1,74,22,454.28/-

Or

2.4. i.b. Two similar works completed costing not less than the amount equal to 50 % of the estimated cost of: or Rs.2,17,78,067.85/-

Or

2.4.i.c. One similar works completed costing not less than the amount equal to 80 % of the estimated cost of: or Rs. Rs.3,48,44,908.56/-

***Note-Similar works means providing security service only.**

2.4.ii. **Performance Certificate of completed works:** The performance certificate for each work completed in the last **Seven** years and it should be certified by a responsible competent authority from the concerned organization.

2.4.iii.(a).**Zonal or Regional Head Quarters (Office) or Brach Office:** The agencies **must have** Zonal or Regional Head Quarters or Branch Office in Raipur, Chhattisgarh and it must be **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

2.4.iii.(b).**Additional two in number of Zonal or Regional Head Quarters (Office) or Brach Office in India:** The agencies also **must have** Zonal or Regional Head Quarters or Branch Office in other **Two** various states in India for running the security service business. It must be **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

2.4.iii.(c).**Zonal or Regional Head Quarters (Office) or Brach Office with dedicated HR Officer:** The agencies **should have** Zonal or Regional Head Quarters or Branch Office in Raipur, Chhattisgarh along with the dedicated regular HR Officer in the Pay roll and muster roll.

2.4.iv.a.Well-Structure Training Centre: The agencies **should** have a well-structured operational training centre with proper training instructor as per the Private Security Agency (Regulation) Act, 2005 (29 of 2005) and Chhattisgarh Private Security Agencies Rules, 2008, in Chhattisgarh and it should be approved under Private Security Agency (Regulation) Act, 2005 (29 of 2005) and Chhattisgarh Private Security Agencies Rules, 2008 for regular training of his security Guard. The Security agencies should have organized training arrangements for security personnel with clear recruitment policies. The Security Agency shall have a regular system of training the Guards before mounting them on duty. The Security Agency shall have proper training facility and profession As per the PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005. All the Private security guards and supervisors of the agency must have to successfully undergo the proper training in the training centre. On completion of the training each successful trainee should be awarded a certificate in Form No. IV by the training institute or organization. If desired a committee from NIT Raipur may visit the training Academy during the process of short listing agencies to ascertain the facilities & training being imparted and it must be **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

2.4. iv.b.MMKVY Skill development vocational training :-The agency should carried out at least some security personnel's skill development training in the Chhattisgarh through the MMKVY training centre during the year of 2016-2017.

2.4.v.Control Room: the agency should be capable of providing a centralized 24 hours manned control room backed up with land line telephone, transport fleet and quick reaction Team and it must be **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

2.4.vi.Manpower in Payrolls: The Bidder should have a single work order for providing **100** Nos. of security personnel to a reputed organization preferably Government/PSU/Educational/ R&D, Establishments during the **last three** financial years (**Up to 2016-2017**)

2.4.vii(a).On going contracts (Running Contract):The firm **must have** ongoing contracts (running contract) in at least **three** centrally/PSU Funded Technical/Educational/Research/Atomic-Energy/Defense/Hospital-sector or any other Institutions of our status nationwide.(In India)

2.4.vii(b).On going contracts (Running Contract): The firm **should have** ongoing contracts (running contract) in at least **two** centrally/PSU Funded Technical/Educational/Research/Hospital-sector or any other private industry/Institutions/shopping complex/hotel/shop in in Chhattisgarh.

2.4.viii.Ultra High Frequency Walkie-Talkies License: The Agencies should have necessary valid operating license for Ultra High Frequency **walkie-talkie** in Raipur (C.G).The valid operating license of Ultra High Frequency **walkie-talkie** must be of 50 in Nos. of Wireless communication sets for operating in the NITRR Campus only. (Portable two-way radio transceiver).

2.4.ix.Fire Fighting Training: The agencies should have ability to provide well trained security Guard/Security supervising staff having the good practical as well as theoretical knowledge to identify, handle and operates the fire fighting extinguishers and control the fire. In this purpose the agency must have the fire fighting extinguisher along with proper dedicated training officer in their training centre in Chhattisgarh. If desired a

committee from NIT Raipur may visit the agency's **Fire Fighting Training** academy during the process of short listing agencies to ascertain the facilities & training being imparted. and it must be **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

- 2.4.x. **Ability to provide Four wheeler vehicle (security van) for night checking of night security guards in NITRR campus :** The Agency should be able to provide round the clock **(24x7)**, security van equipped with Loud speaker and personnel with requisite training and license of physical security, security of the assets, security of the building or apartment, personnel security , household security, fire fighting, crowd control, Identification of improvised explosive devices, First-Aid, Crisis response and disaster management, defensive driving (compulsory for the driver of Vehicle and optional for others), handling and operation of non prohibited weapons and firearms, rudimentary knowledge of Indian Penal Code special on right of private defence, procedure for lodging first information report in the Police Station, Arms Act (only operative sections) and Explosive Act (operative sections), badges of rank in police and military forces, Identification of different types of arms in use by public and Police, use of security equipments and devices (for example; security, alarms and screening equipments); and leadership and management (for Supervisors only), examining identification papers including identity cards, passports and smart cards.
- 2.4.xi. **Arm and Ammunition license:** The agencies should have ability to provide armed Security Guard with their proper valid Arm license as per Arms Act 1959 and proper clearness certificate from the Chhattisgarh Police department.
- 2.4.xii. **Ability to provide all modern electronics security Gadgets:-**The agencies should have ability to provide all the modern security **gadgets** as per requirement of the NIT Raipur for improvement of the Security system (As per Section 04, Para 11 of this tender document).
- 2.4.xiii. **Ability to provide One hundred additional security:** The agency must have the ability to provide additional One hundred security guard at short notice period i.e. within 2 hours in emergency call.
- 2.4.xiv. **Ability to provide Ten additional gunmen at short notice period:** The agency must have the ability to provide additional ten in number of gunmen at short notice period i.e. within 01 hour in emergency call.
- 2.4.xv. **Ability to provide One additional four wheeler vehicle:** The agency should have the ability to provide additional One in number of security four wheeler vehicle with driver & fuel within a short notice period i.e. 15 minutes in emergency call.
- 2.4.xvi. **Ability to provide three additional field officers/official staff of the company: -**
The agency should have the ability to provide additional three in number of competent official /managerial staff(they should be well experienced about security & safety, control and manage of labour/student/ unrest in the campus) at short notice period i.e. within 15 minutes emergency call.
- 2.4.xvii. **Ability to pay three months monthly payment and all statutory dues of security personnel's deployed in the NITRR Campus:-**The agency must have the potential financial ability to pay for a minimum period of at least three months monthly minimum wage and all other necessary statutory dues to his deployed man power in the NITRR Campus in the event of not release of payment from the NITRR due to any reason. The

selected agency must be able to pay the payment of minimum wages, allowances, free issues and all other statutory dues in first week of consecutive month without waiting for the release of payment from the institute.

2.4.xviii.Ability to deputed company's dedicated training officer in the NITRR Campus:

The selected agency should be depute/detail the company's dedicated training officer in the NITRR campus for training of the security staff @ free of cost and the conducted training report should submit to the NITRR authority from time to time. The training report should contains the date, time, location of the NITRR Campus, name of the security staff, subject matter of the training and the name of the training officer of the company.

- 2.4. xix.**Ability to set up security office in NITRR Campus @ free cost:-**The selected agency **has to** set up his own security office in the NITRR Campus by displaying his/company's name plate along with the company's officialdom and officiating authority/officers/managers in their Raipur branch/head/zonal office with land line telephone number, mobile numbers, e-mail.id. The selected agency's security office must be equipped with his own BSNL telephone, Broadband Internet connection, Computer, printer, Web Camera; stationary and 02 Mobile Phone. The Mobile Phone must be with BSNL SIM and other one is Airtel SIM card and both the SIM card must be in the name of Agency/company. The agency has to provide all the UAN and other labour welfare, labour social security & labour complies information to the deployed security force and Security Officer of the institute from time to time in the way of printout, For the above mentioned purpose the NITRR will not provide a single amount of rupees to the agency, however the institute (NITRR) will provide a unfurnished office room with electricity & water at the main gate of the institute @free of cost. The security office requires being operational @ 24x07x365 days basis. All the necessary requisition, instructions, information and message of the NITRR authorities, students & communities should receive positively without any delay and react as per the requirement and instruction.

2.5. FINANCIAL CAPACITY:

- 2.5. i. **Annual Turnover:** The bidders should have the minimum average turnover of at least **Rs. Rs.3,48,44,908.56/-** during the last **three** financial years (**2014-15, 2015-16, 2016-17.**) in security business. For which the bidder should submit the copy of audited balanced sheet for the Financial Year (**2014-15, 2015-16, 2016-17.**)Failing which the same shall be treated as void. The firms must be willing and or capable to invest one month's expenses before being reimbursed the claim.(Furnish Copy of Return of income along with Audit Report as obtained u/s/ 44 AB of the I.T.Act.)

- 2.5.ii. **The Firm must be a profit making Organization.**

- 2.5.iii.**Financial Solvency Certificate:** The bidders should have a solvency of Rs.1,74,22,454.28/- .A certificate to this effect may be enclosed from the Banker. It should be 40% of the estimated amount.

- 2.5.iv.The Private Security Agency should be registered with Goods & Service Tax (GST) authorities and give proof of depositing Goods & Service Tax (GST) for last three years as per strength of security personnel employed by the company during this period.

2.6. Documents supporting the minimum Eligibility Criteria:

- a. In proof of having fully adhered to the minimum eligibility criteria at 2.1 attested copy of certificate of incorporation issued by the respective registrar of firms/companies/latest valid order copy/valid latest notification of DGR etc. shall be attached.
- b. In proof of having fully adhered to the minimum eligibility criteria at 2.2.i to 2.2 xii attested copy of PAN, Goods & Service Tax (GST) Returns, ITR for last three years, latest Labour contract registration license Copy w.e.f since the last 05 years to till today and having the permission/license to deploy 100 security guards in the Raipur/Durg district in the state of Chhattisgarh, EPFO Registration Copy, EPF Bank-e-Pay order, ESIC Registration Copy, ESIC Bank-e-Pay order, Proof of latest valid order copy/valid latest notification of DGR **(validity for this year)**, DGR sponsorship and proof of being run by Ex-serviceman personnel, Valid PRSAR-2005 License, C.G. Governments PRSAR(Rules)-2008,PASAR License of other different states and other relevant Copy / Certificates/Valid License/Numbers and Affidavit, Undertaking must be attach.
- c. In proof of having fully adhered to the minimum eligibility criteria at 2.3, attested copy of the experience certificate issued by the Registrar/competent authority of the organization/Institutes/ Government departments with the respective institute's /Org./departments official seal &stamp along with the respective authority's contact number must be attached. The agency also require to attach the total seven years detail contract evidence, list of security personnel's deployed during that contact period and their EPF e-pay order, ESI e-pay order & UAN.
- d. In proof of having fully adhered to the minimum eligibility criteria at 2.4.i.a, 2.4.i.b , 2.4.i.c. attested copy of the work order, list of the security personnel's deployed during these contract periods and EPF e-Pay order, ESI e-Pay order, UAN, Bank statement, wage salary, institutes salary Cheque/evidence for release of payment and other proof copy, certificate, evidence of that organization/Institutes and Government departments must be attached.
- e. In proof of having fully adhered to the minimum eligibility criteria at 2.4.ii, the performance certificate for each work completed in the last Seven years and it should be certified by a responsible competent authority from the concerned organization, must be attached. , List of clients along with performance certificate showing clearly the number of persons employed, details of contracts executed the previous/current years, attach documentary proof duly attested. Submit the EPF e-Pay order, ESI e-Pay order, UAN, Bank statement, wage salary, institutes salary Cheque/evidence for release of payment and other proof copy, certificate; evidence of that organization/Institutes and Government departments must be attached.
- f. In proof of having fully adhered to the minimum eligibility criteria at 2.4.iii-a, b & c the relevant copy with address, Landline Telephone No. , Fax. No, Agreement/ownership documents of the branch office/Zonal Office/Regional Office, HR officers name, designation, qualification, Pay rolls, muster rolls, EPF,ESI e-pay order,UAN and the shop /establishment is duly registered / renewed under the Act, displayed the notice in Form No. XXIV, maintained the Register of Employment in Form No.XXII, maintained the Register of Wages in Form No.XXIII, maintained the Register of Leave in form No.XXV, maintained the Register of Advance in Form No.XII, maintained the Visit Book, exhibited the Name Board prominently, submitted the quarterly return in Form XVII, Nature of violation, if any found during the inspection and letter of appointment in

Form XXVI issued to all employees. The agency must attach all the relevant true copy and also require to produce the original copy during the evaluation period.

- g.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.iv-a & b the agencies should have Ownership or lease deed copy of his Training centre premises, details of his trainers having fully operational training centre duly approved under PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005 for the training of the security Guards. The relevant copy with address, landline Telephone No. , Fax. No, Agreement/ownership documents and the Name and Address of the training instructor, Course Syllabus as per the PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005 must be attached. Numbers of training conducted till today with course duration, training schedule and its proof in the way of FORM No.IV, name of the training officer with their EPF e-pay order, ESI e-pay order, salary slip and bank copy and UAN also require proofing it. In proof of 2.4.b the agency require to attach the security personnel's name, MMKVY certificate copy, E.SI & EPF e-pay order and UAN. Submit the C.G.Govt. Controlling Authority's approved detailed training syllabus required for training the security guards.
- h.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.v, the relevant proof copy and land line telephone number, staff UAN, EPF & ESI e-pay order, vehicle Regd.nos, and its RC Book, name of driver and his license copy must be attached.
- i.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.vi,the relevant proof copy of work Order, , List of clients along with performance certificate showing clearly the number of persons employed, details of contracts executed the previous/current years, attach documentary proof duly attested. List of security personnel's deployed and their monthly salary bank copy, institute/org./departments payment release Cheque, EPF & ESI e-pay order, UAN, training certificate must be attach to proof the clause 2.4.vi
- j.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.vii-a & b ,the relevant proof copy of work Order, , agreement copy, List of clients along with performance certificate with proper office seal and office contact number landline number, showing clearly the number of persons employed, details of contracts executed the previous/current years, tender copy attach documentary proof duly attested. List of deployment security guards and their EPF & ESI e-pay order, UAN, Bank salary proof ,training certificate & MMKVY and payment release Cheque must be attach to proof the clause 2.4.vii-a & b
- k.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.viii, the relevant proof copy with undertaking must be attached.
- l.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.ix, the relevant proof copy must be attached. Attach the training centers name, address and type of extinguisher with capacity held in your institute, name of the trainer his payrolls, muster rolls of trainers, list of trainees, training schedules, number of training carried out till today with its proof.
- m.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.x, the relevant proof copy of your own vehicles Regd. Number, RC Book, drivers name his license his muster rolls, pay rolls, name of your night checking officers with their ESI & EPF e-pay order, muster rolls, pay rolls, pay slip, previous night checking reports with the

respective institute/orgs. Office seal, action taken against the defaulters with proof and photocopy, must be attached.

- n.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xi, the relevant proof copy must be attached. Attach the UAN,EPF,ESI e-Pay order, salary slip and firing conducted in the Chhattisgarh govt. firing range proof
- o.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xii, the relevant proof copy with undertaking must be attached.
- p.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xiii, the relevant proof copy like list of the additional security personnel's available with you in other location in the Raipur /Durg district and their detail list, tender copy, UAN, EPF & ESI e-pay order, agreement copy, work order copy, Bank statement copy, payment release Cheque, training certificate & MMKVY proof must be attached.
- q.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xiv, the relevant proof copy list of the additional gun men security personnel's available with you in other location in the Chhattisgarh and their detail list, tender copy, UAN, EPF & ESI e-pay order, agreement copy, work order copy, Bank statement copy, payment release Cheque, training certificate & MMKVY and firing conducted in the Chhattisgarh govt. firing range proof must be attached.
- r.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xv, the relevant proof copy of your own 02-vehicles Regd. Number, RC Book, insurance paper 02-drivers name his license his muster rolls, pay rolls, fuel refilling slip and other proof must be attached.
- s.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xvi, the relevant proof copy of the name of your dedicated officers/managers of your company along with their ESI & EPF e-pay order, muster rolls, pay rolls, pay slip, UAN and wiliness undertaking certificate must be attached.
- t.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xvii, the relevant proof copy of your company's financial potential capacity and for this purpose attach your voluntarily wiliness undertaking certificate.
- u.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xviii, the relevant proof copy of your company's available training officer/instructors name, designation, UAN, EPF & ESI e-pay order, pay slip his rolls in your company and list of the training program's conducted and its proof and wiliness undertaking certificate must be attach.
- v.** In proof of having fully adhered to the minimum eligibility criteria at 2.4.xix, the relevant proof copy of your company's available HR officer/managers name, designation, UAN, EPF & ESI e-pay order, pay slip his rolls in your company and list of the social security cases settle down and its proof and attach your voluntarily willingness undertaking certificate must be attach.
- w.** In proof of having fully adhered to the minimum eligibility criteria at 2.5.i,ii,iii.iv. The attested copy of the audited balance sheets for the completed three financial years i.e.

for **2014-15, 2015-16, and 2016-17** must be submitted. **The Annual Turnover shall be exclusively for security services only.**

aa.In proof of having fully adhered to the minimum eligibility criteria of rest others the agencies should have proper Registration, License and other necessary certificate and attach voluntarily willingness undertaking certificate.

Note- The above mentioned **MINIMUM ELIGIBILITY CRITERIA** are mandatory for all the bidders.If any information given by the bidder to qualify for the **MINIMUM ELIGIBILITY CRITERIA** is found false at any stage of assessment, even after assessment and during the contract period, the tender shall be rejected and NIT, Raipur will forfeit the entire earnest money and security money deposit(SMD) & the NIT Raipur will declare the agency as a black listed.

3. EARNEST MONEY DEPOSIT:

3.1. This bids should be accompanied by an **Earnest Money Deposit of Rs.21, 00,000/-** in the form of Bank Draft/Demand Draft/FDR/BG with a validity of 195 days in the prescribed format as per the Section 6.9. The Bank Draft /Demand Draft shall be in favour of Director, NIT Raipur, Payable at Raipur issued from any Nationalized Bank.

3.2. The bids without Earnest Money shall be summarily rejected.

3.3. No claim shall lie against the NIT, Raipur in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. VALIDITY OF BIDS:

4.1. Bids shall remain valid and open for acceptance for a period **of 180 days from** the last date of submission of Bids. However date of commencement of contract will be decided by the institute.

4.2. In case Institute calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer shall be binding on the bidder.

4.3. The Institute may request for extension for another period of 60 days, without any modifications and without any reason thereof.

5. PREPARATION OF BIDS:

5.1. Technical Bid: Technical Bid should be prepared as per the instructions given in the Tender document along with all required information, attaching documents in support of the minimum eligibility criteria, Valid EMD of requisite amount.

- i. Technical Bid Submission Form duly signed and printed on Company's letterhead (Section1).
- ii.Signed and Stamped on each page of the tender document.
- iii.Contact Details Form duly filled and signed (Section 6.1).
- iv.Financial Capacity form- filled in and signed (Section 6.2).
- v.Earnest Money Deposit of **Rs. 21,00,000/-** All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in section 2.

vi. The Technical Bid should then be kept in a separate sealed envelope, super scribed as **Technical Bid for Tender No. NITRR/Security/2017/1071, dated – 02/08/2017** with the Name and address of the Bidder.

5.3. Financial Bid: Bidder should prepare financial Bid in the Price Schedule as provided in the Tender Document (Section 5). Then the financial bid should be kept in a separate sealed envelope super scribed Financial Bid for tender No. **NITRR/Security/2017/1071, dated- 02/08/2017** with the name and address of the Bidder.

6. SUBMISSIONS OF BIDS:

6.1. The Bidder shall submit his bid in a sealed envelope containing three sealed envelopes consisting of (i) Technical Bid (ii) Financial Bid and (iii) EMD clearly super scribing so and the two envelopes shall be kept in another single sealed envelope.

6.2. The Bid shall be submitted by 3.00 p.m. on **24/08/2017**, addressed to the Registrar, NIT Raipur-492010.

6.3. Bidders sending their bids through courier should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers shall be granted.

6.4. Bids must be received in the office at the address specified above not later the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However the competent authority of the office of the NIT Raipur reserves the right to extend the date /time for receipt of bids, before opening of the Technical Bids.

6.5. Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

7. BID OPENING PROCEDURES:

7.1. The Technical Bids shall be opened in the conference Room of NIT Raipur, **on 24/08/2017 at 3.30 p.m.** by the Committee authorized by the competent authority of NIT Raipur in the presence of such bidders or their authorized representatives who may wish to be present.

7.2. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

7.3. A letter of authorization shall be submitted by the Bidders representative before opening of the Bids.

7.4. Absence of bidder or their representative shall not impair the legality of the opening procedure.

7.5. After opening the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meet the minimum eligibility criteria as specified in the Tender Document.

7.6. Refusal to sign the bid envelope by the bidder or his representative may disqualify his bid based on the decision of the Tender Opening Committee.

7.7. Bid shall be declared as Valid or Invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

8.1. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of its bid, the Institute may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Institute shall not be considered. The Institute's request for clarification and the response shall be in writing.

8.2. If a bidder does not provide clarification of its bid by the date and time set in the institutes request for clarification, its bid may be rejected.

8.3. Institute also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.

9. TECHNICAL BID EVALUATIONS (SEGREGATED TYPE):

9.1. The Institute shall follow segregated bid evaluation system where the technical bid and financial bid shall be evaluated separately.

9.2. The technical bid evaluation shall be done on the following criteria.

9.3. The responsiveness of the bid i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.

9.4. Receipt of valid EMD with requisite amount in acceptable format.

9.5. Documents in proof of meeting the minimum eligibility criteria.

9.6. Any other documents as required to support the responsiveness of the bidder, as per tender.

9.7. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents, or otherwise considered unsuitable to the institutes need shall be rejected and their financial proposals will be returned unopened. The decision of the Director, NIT Raipur in choosing or rejecting a bidder shall be abiding on all bidders.

9.8. For technical bid evaluation, points will be given on the basis of size of Organization, their method and standard of recruitment, arrangement for training, client list, the institutes own experience with the firm(if applicable) and on the subjective judgment of the committee members.

9.9. The bidders who qualify in the technical evaluation stage shall only be called for opening of financial bids. Institute shall intimate to the bidders, the time /venue for the financial bid opening in written communication/over telephone/email communication.

9.9.a. The tendering evaluation shall be done on weightage with 75% for technical evaluation based on resources capability/skill expertise on work/assessment of previous experience in similar type of work, and 25% for financial evaluation.

9.9.b.The technical bid evaluation shall be done based on the following criteria:-

9.9.c.During the technical evaluation, each bidder shall be assigned marks, out of total of 100 marks, as per the criteria specified below:

Sl.No.	Description	Total Marks-100	Qualifying Marks-75
01	Number of years in Operations	Maximum--05 Marks	
A	For exact 07 years (84 months)	01 Marks	
B	More than 07 years and up to 14 years	02 Marks	
C	More than 14 years and up to 21 years	03 Marks	
D	More than 21 years and up to 28years	04 Marks	
E	More than 28 years	05 Marks	
02	Annual Turnover(Last Financial Year)	Maximum--05 Marks	
A	Up to 5 Crores	01 Marks	
B	More than 5 Crores and Up to 10 Crores	02 Marks	
C	More than 10 Crores and Up to 20 Crores	03 Marks	
D	More than 20 Crores and Up to 40 Crores	04 Marks	
E	More than 40 Crores	05 Marks	
03	Number of Manpower on Rolls(In India Only)	Maximum--05 Marks	
A	Up to 1000	01 Marks	
B	More than 1000 and up to 2000	02 Marks	
C	More than 2000 and up to 4000	03 Marks	
D	More than 4000 and up to 8000	04 Marks	
E	More than 8000	05 Marks	
04	PRASAR -2005 LICENCE	Maximum--05 Marks	
A	For 02 states in India	01 Marks	
B	More than 02 states and up to 04 states	02 Marks	
C	More than 04 states and up to 06 states	03 Marks	
D	More than 06 states and up to 08 states	04 Marks	
E	More than 08 states	05 Marks	
05	Quality Related Marks	Maximum--03 Marks	
A	ISO(9001:2008 Certified -Up to 05 years(Since the last 10 years)	0.5 Marks	
B	ISO(9001:2008 Certified More than 10 years	01 Marks	
C	ISO(9001:2008 Certified More than 10 years with SA 8000	1.5 Marks	
D	ISO(9001:2008 Certified More than 10 years with	02 Marks	

	SA 8000 & OHSAS18001		
E	ISO(9001:2008 Certified More than 10 years with SA 8000 & OHSAS18001 and CAPSI	03 Marks	
06	Zonal or Regional Head or Branch Office in Raipur with dedicated professional HR Officer in Raipur, C.G.	Maximum--02 Marks	
A	Dedicating Regular HR Officer on pay rolls/muster rolls since the last 05 years w.e.f.01/April/2012 to till the date	01 Mark	
B	Dedicating Regular HR Officer on pay rolls/muster rolls since the last 05 years w.e.f.01/April/2012 to till the date with the educational qualification MBA(HR),MSW,IRPM	02 Mark	
07	Number of Branch Office with Land line telephone connection in Chhattisgarh	Maximum--05 Marks	
A	For 01 Branch/head office without landline telephone connection in Chhattisgarh	0.5 Marks	
B	For 01 Branch/head office with 01 landline telephone connection in Chhattisgarh	01 Mark	
C	For 01 Branch/head office with 01 landline telephone connection in Raipur ,Chhattisgarh	1.5 Marks	
C	For 01 Branch/head office with 02 landline telephone connection in Chhattisgarh	02 Marks	
D	For 01 Branch/head office with 02 landline telephone connection in Raipur, Chhattisgarh	2.5 Marks	
E	For 02 Branch/head office with 02 landline telephone connection in Chhattisgarh	03 Marks	
F	For 02 Branch/head office with 02 landline telephone connection in Chhattisgarh along with additional 04 Branch/head office with 04 landline telephone connection in India.	3.5 Marks	
G	For 02 Branch/head office with 02 landline telephone connection in Chhattisgarh along with additional 08 Branch/head office with 08 landline telephone connection in India.	05 Marks	
08	Number of Manpower on Rolls in Chhattisgarh state only.	Maximum--05Marks	

A	Up to 100	01 Marks	
B	More than 100 and up to 200	02 Marks	
C	More than 200 and up to 400	03 Marks	
D	More than 400 and up to 800	04 Marks	
E	More than 800	05 Marks	
09	Number of Four wheeler own vehicles in Raipur Branch with dedicated driver	Maximum— 03 Marks	
A	Up to 01 vehicle	01 Marks	
B	More than 01 and up to 03	02 Marks	
C	More than 03	03 Marks	
10	Number of Security Official staff/Officer in Raipur Branch(Manager, Officer, Field Officer, Area Officer, Training Officer in regular pay roll)	Maximum- 03 Marks	
A	Up to 05 Manager/Officer	01 Marks	
B	For More than 05 Manager/Officer and up to 10 Manager/Officer	02 Marks	
C	For More than 10 Manager/Officer	03 Marks	
11	Experience in Govt.(state/central/PSU/Autonomous)	Maximum--04 Marks	
A	Up to 03 Govt. sector	01 Marks	
B	More than 03 and up to 06 Govt. sector	02 Marks	
C	More than 06 and up to 09 Govt. sector	03 Marks	
D	More than 09 Govt. sector	04 Marks	
12	Experience in Govt. Educational Institute	Maximum -04 Marks	
A	Up to 02 Govt. Educational institute	01 Marks	
B	More than 02 and up to 03 Govt. Educational institute	02 Marks	
C	More than 03 and up to 04 Govt. Educational institute	03 Marks	
D	More than 04 Govt. Educational institute	04 Marks	
13	Number of own Security & Fire fighting training Centre in Chhattisgarh/M.P	Maximum -02 Marks	

A	Up to 01 Training centre	01 Mark	
B	More than 01 Training centre	02 Marks	
14	Number of Training instructor in the training centre in C.G./M.P	03 Marks	
A	Up to 01 instructor	01 Mark	
B	More than 01 instructor	02 Marks	
C	More than 01 instructor with Ex-Service man	03 Marks	
15	Number of theory class room in the training centre in C.G./M.P.	Maximum -03 Marks	
A	Up to 01 class room	01 Mark	
B	More than 01 class room with drill shed and parade ground	03 Marks	
16	Number of trainees passed-out from the training centre in C.G./M.P. with effect from the 01/Jan/2014 to 01/Jan/2017	Maximum -03 Marks	
A	Up to 720 trainees	01 Mark	
B	More than 1440 trainees and up to 2879 trainees	02 Marks	
C	More than 2879 trainees	03 Marks	
17	Number of security staff (SG/SS/GM)qualified/having Mukhayamantri Kaushal Vikas Yojana .(MMKVY) skill certificate in C.G.w.e.f.01/March/2014 to 01/March/2017	Maximum 05 Marks	
A	Up to 300 security guards	01 Mark	
B	More than 600 security guards and up to 900 security guards	03 Marks	
C	More than 900 security guards	05 Marks	
18	Number of existing security guards in Raipur having/holding the actual ESI card	03 Marks	
A	Up to 100 security guards	01 Mark	
B	From more than 100 to up to 400 security guards	02 Marks	
C	More than 400 security guards	03 Marks	
19	Number of existing ESM - security personnel's	03 Marks	

	in your muster rolls in Chhattisgarh state.		
A	Up to 15 ESM	01 Mark	
B	More than 15 and up to 30	02 Marks	
C	More than 30	03 Marks	
20	Number of Lady security in your branch in Raipur	03 Marks	
A	Up to 05	01 Mark	
B	More than 05 and up to 10	02 Marks	
C	More than 10	03 Marks	
21	Number of Motor Cycle in your branch office in the name of the company only	03 MARKS	
A	Up to 02	01 Mark	
B	More than 02 up to 04	02 Marks	
C	More than 04	03 Marks	
22	Number security staff deceased/disabled during the last five years and their social security compliance w.e.f. 01/March/2012 in C.G./M.P.(Number of social security settlement case)	Maximum 03 Marks	
A	Up to 01 case	01 Mark	
B	More than 02 case	03 Marks	
23	Number of UAN holding existing security staff in pay roll of the company in C.G.	Maximum -05 Marks	
A	Up to 100 security staff	01 marks	
B	More than 100 and up to 300	03 Marks	
C	More than 300 security staff	05 Marks	
24	Number of times firing conducted in the Govt. firing range for the existing Gun men in the C.G./M.P .w.e.f.01/March/2014 to 01/March/2017	Maximum -02 Marks	
A	Up to 100 gunmen	01 Mark	
B	More than 100 gun men	02 Mark	
25	Number of the security person having the	Maximum -03	

	proper security & Fire fighting training certificate in C.G./M.P.	Marks	
A	Up to 100 security staff	01 Mark	
B	More than 100 and up to 200	02Marks	
C	More than 200	03 Mark	
26	EPF monthly e-Pay Order deposit Amount (current year only)	Maximum 2.5 Marks	
A	Up to 30 lakhs	0.5 Mark	
B	More than 30 lakhs and up to 60 lakhs	01 Marks	
C	More than 60 lakhs and up to 90 lakhs	1.5 Marks	
D	More than 90 lakhs and up to 110 lakhs	02Marks	
E	More than 110 lakhs	2.5 Mark	
27	ESIC monthly e-Pay Order deposit Amount (current year only)	Maximum 2.5 Marks	
A	Up to 02 lakhs	0.5 Mark	
B	More than 02 lakhs and up to 04 lakhs	01 Marks	
C	More than 04 lakhs and up to 06 lakhs	1.5 Marks	
D	More than 06 lakhs and up to 08 lakhs	02 Marks	
E	More than 08 lakhs	2.5 Marks	
28	Number of security equipments/accessories /Dog in the Chatisgarh.	Maximum 03 Marks	
A	01 DFMD,01HMD,02 WALKI TAKIES(sets),01CAR BOTTOM VIEW IMAGINER,02HELMET,02SHIELD COVER	01 Mark	
B	02 DFMD,02HMD,03 WALKI TAKIES(sets),02CAR BOTTOM VIEW IMAGINER,04HELMET,04SHIELD COVER	02 Mark	
C	More than 03 DFMD,03HMD,03 WALKI TAKIES,03CAR BOTTOM VIEW IMAGINER,03 HELMET,03SHIELD COVER with 02 security DOG-GERMAN SHIPAYARD,LABRDEO,DOGERMAN	03 Marks	
29	VALIDITY OF THE PRASAR -2005 LICENCE:-The agency should have valid Private Suraksha	Maximum--05 Marks	

	Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government.		
A	THE PRASAR -2005 LICENCE:-The agency having valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government and with validity of less than 12 months from the date of the opening of tender.	01 Mark	
B	THE PRASAR -2005 LICENCE:-The agency having valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government and with validity of 12 months from the date of the opening of tender.	01 Mark	
C	THE PRASAR -2005 LICENCE:-The agency having valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government and with validity of 12 months from the date of the opening of tender and if its validity more than 12 months and up to 24 months	02 Marks	
D	THE PRASAR -2005 LICENCE:-The agency having valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government and with validity of 12 months from the date of the opening of tender and if its validity more than 24 months and up to 36 months	03 Marks	
E	THE PRASAR -2005 LICENCE:-The agency having valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government and with validity of 12 months from the date of the opening of tender and if its validity more than 36 months and up to 48 months	04 Marks	
F	THE PRASAR -2005 LICENCE:-The agency having valid Private Suraksha Abhikaran (Viniyaman) Niyam-2008 license issued by Chhattisgarh Government and with validity of 12 months from the date of the opening of tender and if its validity more than 48 months and up to 60 months	05 Marks	

Note:-

- a). All the bidders submit their self attested original certificate/documents with their technical bid.
- b). All the bidders must attach only the necessary relevant document/proof/license for deserving the marks mentioned in the above mentioned table from Sl.no.01 to Sl.no.29.
- c). All bidders require bringing and displaying their own security equipments to the NITRR campus as per the instruction of the evaluation committee for deserving the suitable marks

along with proper paper/bills/license/RC Book/insurance paper and other proof. For this purpose the NITRR will not give any amount of rupees. The date and time will intimate to all the bidders before 24 hours only.

d).All the bidders require to produce all the original certificate, documents, license, RC Book, insurance paper, Road permit paper, pay roll paper, pay slip, ECS paper, ESI,ESI latter, telephone bills, electricity bills, UAN,MMKY certificate, Bank document as per the instruction of the evaluation committee. The date and time will intimate to all the bidders before 24 hours only.

e).The technical evaluation committee may also surprise visit and inspect of the bidders office, Head office, branch office, training academy, fire fighting training academy, control room, transport and may take interview of the bidders driver, officers, managers, training officer, HR officer.

f).During the above mentioned surprise visit and inspection if anything found false, not up to standard, not the way of correct process, the evaluation committee will reject the bidders technical bid, in this regard the decision of the technical evaluation committee is **final and binding**.

g).All the participating bidders require to attach their all the necessary documents/paper/certificate/license/RC Book, Insurance paper, UAN,EPF&ESI e-Pay order, MMKVY & Training certificate,PRSAR-2005,2008 certificate and other all relevant documents must be attach for deserving marks to get qualifying in the tech bid. The bidders has to bring and produce their original papers/documents in front of the Tech.evaluation committee in the NITRR.

9.9.d.The above Parameters shall be evaluated by the Technical Evaluation Committee of the NITRR.

9.9.e. A Bidder should mandatorily secure a minimum of 75 % of marks (i.e. 75 marks out of total 100 marks as per the Para 9.9.c) in technical evaluation in order to be a qualified bidder for being eligible for technical weightage and subsequently for opening of financial bids. The minimum techno-commercial score is 75 marks out of total scoring marks 100 for consideration of the price bid.

9.9.f.The total marks obtained by a bidder in the technical bid shall be allocated 75% of technical weightage and the financial bids shall be allocated 25 % of financial weightage ,and thereby making a total 100 % weightage for the complete bidding.

9.9.g.The bidder will be selected on combined evaluation of Technical & Financial capacity, performance, ability and promptness action.75 % weightage wii be given to Technical Evaluation and 25% weightage will be given Financial Bid. It will be Quality cum Cost evaluation.

9.9.h.The firm/agency who has secured seventy five out of One hundred marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-I, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation and their experience & past performance. The decision of the evaluation committee in this regard shall be final and binding on the bidders.

10. FINANCIAL BID OPENING PROCEDURE:

10.1. The financial Bids of all qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

10.2. All qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be asked to sign on all the sealed envelopes containing the Financial Bid.

10.3. Absence of bidders or their authorized representatives shall not impair the legality of the process.

10.4-The financial bid price ,as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.

10.5. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process.

11. DETERMINATION OF THE SUCCESSFUL BIDDER:

11.1. In case of any disagreement or any other reasons comes across at any stage the decision of the Director NIT Raipur for awarding the contract to a particular bidder shall be final and binding.

12. RIGHT TO ACCEPTANCE:

12.1. NIT Raipur reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific bids. The decision of the Director of the NIT Raipur in this regard shall be final and binding.

12.2. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidders bids liable for rejection.

12.3. In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Director of the NIT Raipur reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders. The EMD/Security deposit shall be forfeited.

12.4.NIT Raipur may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the Government Departments/Centrally funded institutions/Local bodies/Municipalities/ PSU /etc. in such case the EMD/Security deposit shall be forfeited.

12.5. The Director, NIT Raipur reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the bidders.

13. NOTIFICATION OF AWARD BY ISSUANCE OF LETTER OF AWARD:

13.1..After determining the successful bidder, the institute shall issue a Letter of award (LOA) in duplicate, who will return one copy to the institute with duly acknowledged, accepted and signed by the authorized signatory, within Three (03) days of receipt of the same by him.

13.2. The issuance of the Letter of Award to the bidder shall constitute an integral part and it will be a binding to the contract.

13.3. The time taken between the date of issue of LOA and Work Order shall not prevent the contractor to mobilize the man power and other recourses.

14. PERFORMANCE GUARANTEE (SECURITY DEPOSIT)-

14.1. The successful bidder shall deposit **Rs.43,55,613.57/- or 10 % of the annual awarded contract value** whichever is higher in the form a Bank Draft/Bankers cheque /FDR/BG from any Nationalized Bank, in favour of the Director, NIT Raipur(Chhattisgarh) payable at Raipur **within fifteen days** of the acceptance of the LOA. The FDR/BG should have validity for a period of 14 months from the date of start of Work.

14.2. The performance Guarantee/Security Deposit can be forfeited by order of the competent authority of NIT Raipur in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for no acceptance of the work order. On expiry of the contract, such portion/full amount of the said performance Guarantee/Security Deposit as may be considered by NIT Raipur sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.

14.3. If the contractor is called upon by the competent authority of NIT Raipur to deposit Security and the contractor fails to provide the security deposit within the period specified such failure shall constitute a breach of the contract and NIT Raipur shall be entitled to make other arrangements at the risk, cost and expense of the contractor.

14.4. On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the institute, which may have been issued to the contractor.

15. ISSUANCE OF WORK ORDER:

15.1. After acceptance of the LOA from the successful bidder, Institute shall issue the Work Order, to the contractor authorizing him to take possession of the site along with relevant information's /inputs. The contractor has to acknowledge the receipt, return back a signed copy of the Work Order as a token of acceptance and submit the Performance Guarantee/Security **Deposit within 15 days** from the date of issue of the Work Order.

16. SIGNING OF CONTRACT AGREEMENT:

16.1. The successful Bidder shall enter into contract agreement form and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement.

16.2. Institute shall prepare the draft Articles of Agreement as per the prevailing standard of the Institute, duly incorporating all the terms of agreement between the two parties and send the same in duplicate to the successful Bidder for their concurrence.

16.3. The successful Bidder shall return the duly concurred copies of the draft Articles of Agreement within **Two (02)** days of receipt of the draft Articles of agreement from Institute. The Firm must deposit correct amount of stamp paper, duly adjudicated by the registrar of stamps where the contract is proposed to be executed to the institute and shall be present to sign the agreement on the designated date at NIT Raipur.

16.4. The Registrar of NIT Raipur shall sign the Contract agreement and return a copy of the same to the successful bidder.

17. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)

17.1. The Earnest Money Deposit of the unsuccessful bidders in the technical bid evaluation stage shall be returned after opening of the eligible financial Bids.

17.2. The Earnest Money Deposit of the unsuccessful bidders in the financial bid evaluation stage shall be returned on award of contract to a Successful bidder.

17.3. The Earnest Money Deposit of all the bidders shall be returned along with their unopened financial bids, in case of cancellation of Tenders after the opening of Bids and prior to opening of financial bids.

18. CONTRACT VALIDITY:

18.1. The contract will initially for a period of one year from the date of award subject to continuous satisfactory performances. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Raipur.

18.2. The competent authority of the NIT Raipur may at any time by notice in writing summarily terminate the contract without compensation to the contractor under any one of the following events, that is to say:

a).By giving one month's notice by the Institute, anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the contractor.

b).The Firm/Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.

c).For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.

d).The firm/Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.

e).For indulging in any grossly unsafe practice, stealing or willfully damaging institute property or engaging in any illegal activity, the Contract shall be terminated on immediate notice. Decision of the Director, NIT Raipur in this matter shall be final and binding.

During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry/ or recourses deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/hindrance/problem of any nature to NIT Raipur.

19. CURRENCIES OF BID AND PAYMENTS

19.1. The Bidder shall submit his price bid/offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

20. JURISDICTION AND RIGHT TO AMEND RULES:

20.1. The institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the steward in due course.

20.2. The Institute rules shall be binding for execution of the contract. Further ,in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director , NIT, Raipur is the sole arbitrator to decide the same and his decision is final and binding on both the Steward and the institute as per the provisions of the Arbitration and Conciliation Act,1996.If differences persist even after arbitration and there are compelling reason to go to the court, it will be decided in the court of Raipur only.

SECTION-3

GENERAL CONDITIONS OF CONTRACT (GCC)

1. DEFINATIONS

1.1.General

In this Contract including the Schedules the following words and expressions shall (unless the context requires otherwise) has the meaning assigned to them in this schedule.

Agreement"	The word Agreement" and contract" has been used interchangeably.
Party / Company"	The word Party/Company means the Successful Bidders to whom the work of providing security services has been awarded and the Institute NIT Raipur."
Letter of Award"	Shall mean the intent of the Institute to engage the successful bidder for providing security services in its premises.
Notice to Proceed"	Shall mean the date at which the security services are to commence in Institutes premises.

2. CONFIDENTIALITY

2.1.The contractor shall take all precautions not to disclose, divulge / or disseminate to any third party any confidential information, proprietary information on the Institutes business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Institute. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Institutes information.

2.2. If the Contractor receives enquires from press/News/media/Radio/Television or other bodies / persons, the same shall be referred by the Contractor to the Institute immediately on receipt of such quires. The Security Staff shall not accept any gratitude, tip or reward in any shape from anybody (staff, student or outsiders).

3. SERVICES REQUIRED BY THE INSTITUTE

3.1. The Contractor shall be providing security services in Institutes premises as per the details given herein, or any other location as required by the Institute to be read with the Assignment Instructions stated in the Schedule of Requirements.

3.2. The institute shall pay the charges as required between the Institute and the Contractor at the time of bidding process. A schedule of charges shall be annexed to the Articles of Agreement after finalizing the amount at the conclusion of bidding process.

3.3. The Contractor shall provide security services in the Institute's premises to its entire satisfaction and it is the sole responsibility of the Contractor's obligations.

4 COMMENCEMENTS OF SERVICES

The Contractor shall become legally binding and in force only up on:

4.1. Submission of Performance Guarantee in accordance with Clause 14 (Section2)

4.2.The Contractor shall commence security services in Institute's premises as per the date decided and informed by the institute.

4.3.The Contractor shall submit detailed resumes in respect of the Security Staff along with Photographs duly attested by their firm after commencement of the security services to Institute's office.

5 CONTRACTOR'S OBLIGATIONS

5.1. The security Agency shall provide security arrangement for security of the Institute campus within the confined premises as required by the Institute. Moreover, the Security Agency shall also protect the Institute Campuses from anti-social element.

5.2. Every personnel deputed by the Security Agency shall be literate (must know Hindi/English). Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.

5.3. The security personnel to be deployed shall be equipped with latest communication systems (Walkie-Talkie). Night Guard shall be equipped proper protection and lighting devices. While working at the premises of the Institute, they shall work under directives and guidelines of Security Officer of the Institute.

5.4. The Security Agency personnel should be smart and properly turned out with boots/shoes, belt, caps, badge, name plate (in Hindi and English) whistle etc., and carry an identity card duly attested by the authorized officer of NIT Raipur. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc.

5.5. The Security Agency has to compulsorily provide One pair of uniform once in a year which is already prevailing in the NITRR Campus) including one pair of black leather shoes, cap, two in nos. of 5 feet length cane batten, jerseys (woolen sweaters), Identity card, ceremonial dress & rain coat, Umbrella black colour, Gumboot (plastic/rubber) torch with cell and etc. to every personnel deployed in the Campus security.

5.6. The Institute shall have the right to check up, from time to time, the uniforms wear by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute level Security Executive Committee (SEC) or any other representative to be named by the Director. The decisions of the SEC shall be binding on the Security Agency.

5.7. The personnel deployed by the Security Agency in the Institute shall be removed immediately if the Institute considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the institute and only after approval of the Security Officer of the Institute.

5.8. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bill of the Security Agency. The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Institute /Govt. of India/ any State or any Union Territory.

5.9. The Security Agency shall make serious efforts to control and eliminate the cattle menace, which include not only cows and buffaloes but also other animals like dogs, pigs etc. , from the campus premises.

5.10. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The Institute will be entitled for compensation against the Security Agency, in case a proper joint enquiry establishes that the theft or loss or damage has been caused due

to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by Security Agency will be limited to inspection and supervision charges payable to Security Agency for the month on which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the Security Agency or if the personnel of the Security Agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission the Institute or its employees to whom loss is caused, shall be identified/compensated by the Security Agency on actual basis.

5.11. The personnel engaged by the contractor shall draw their remuneration from their agency and will not claim any employment benefit from the institute at any time. The contractor shall also be responsible for the statutory obligations of such personnel and shall indemnify the institute in the matter.

5.12. Only in case of any emergency the contractor personnel may be provided medical facilities available at the Institute health centre on payment basis.

5.13. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them have been paid at least minimum wages, as enforced from time to time, in accordance with the provisions of the Minimum wages Act 1948 (rates applicable as per Central Government). The wages shall be disbursed in the presence of the authorized representative of the Institute.

Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per the provisions of the relevant laws.

5.14. The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted contract price in respect of the Scope of Work defined in the Price Schedule. However, if the prescribed minimum wages are revised by the Govt. of India, the Security Agency shall revise the wages of the personnel accordingly.

5.15. The security personnel shall remain on duty for 08 hours (eight) working hours. The personnel shall not leave his place of duty /duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.

5.16. All assets and articles provided by the Institute shall be the property of the Institute and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the Institute may decide as its sole discretion, such property shall be handed over to the Institute forthwith.

5.17. In addition to the number of personnel listed in the Price Schedule, the Security Agency shall undertake to engage /employ and provide additional number of well trained guards as and when required by the institute, on reasonable notice, as per accepted rate given in the Price Schedule.

5.18. The personnel employed by the Agency for the security of the Institute will be the employees of the Security Agency and the Institute shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters

connected with their employment shall be held against the Institute and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Institute.

5.19. The Security staff employed by the Security Agency will not form any union in the Institute nor shall they make any claim on service or other matter.

5.20. The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis. This training program may be included in their duty, like two hours in a week. It may include various aspects of security of a vital installation, major expected threats and measures to curtail these threats use of security equipments, use of fire fighting extinguishers and use of fire arms to armed guards etc.

5.21. The Security Agency in discharge of its duties will be bound by operational parameters.

5.22. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur.

5.23. At any time, prior to the date of submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment and published in Institute website.

5.24. The Security Agency shall be responsible for all injuries and accidents to persons employed by them **or** otherwise. The Institute shall stand indemnified in respect of the treatment provided under such exigencies.

5.25. The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the Institute Staff, Employees, Faculty or Students of the Institute, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instructions to its employees to act upon the instructions given by Officer –in-Charge of the Institute.

5.26. In the event of any loss being caused to the Institute on account of the negligence of the employee of the security Agency, the agency shall make good the loss sustained by the Institute, either by the replacement or on payment of adequate compensation on actual basis.

5.27. The employees of the Security Agency shall be of good character and sound health.

5.28. The Security Agency shall maintain Complaint book at the main entrance gate which will be made available to the Security Officer of the Institute.

5.29. In a manner satisfactory to the Institute, the Security Agency shall provide necessary expertise and trained manpower to the various needs of security services at the Institute buildings, Halls of residence and the campus in general.

5.30. Security Agency shall ensure protection of the Personnel & properties of the Institute as well as residents as e.g. when assigned in transit (cash & documents), against trespass in the assigned area and against Institute Procedures & Rules. Willful harm, Deploying fail-safe preventive measures, providing early warnings and mobilizing trouble shooting efforts.

5.31. ***The Security Agency shall supply trained manpower for the security duties in the campus. It shall also undertake of its expense and to the satisfaction of the Institute, a continual updating of skills and procedures followed by the Security staff.*** For this purpose the agency shall organize suitable training camps for its cadres from time to time.

5.32. In case of any dereliction of duty, gross neglect, an unintended damage caused by the Security Agency or its staff or otherwise, any harm done to the Institute, its properties, its designated officials or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the Director of The NIT Raipur may deem fit.

5.33. In case of performance of the agency is not found to be satisfactory as per operational parameters set out of the contract or not in conformity with the terms & conditions of the tender, the contract shall be terminated even before the scheduled time by giving advance notice of 03 (three) months to this effect. In the event of premature closure of contract for reasons mentioned herein above, **The Security money deposited by the Agency shall be absolutely forfeited.**

5.34. Security Agency shall supply uniforms with name-plates/name-tabs to the persons engaged on duty. The Institute shall not allow any employee of the Security Agency to work inside the Institute without the uniform. If during the period of contract the uniforms are worn out, it shall be the responsibility of the Security Agency to supply another uniforms to the persons and it will ensure that the persons wear only proper uniforms while they are on duty. The Security Agency shall provide identity card to the each security Guard, which should be attested by the competent authority authorized by the Director of NIT Raipur. The Institute shall not provide any kind of weapon, batons, and torch etc. nor incur any expenses in this regard. It would be the responsibility of the Security Agency to supply such equipment which is necessary for discharge of duty.

5.35. The Security Agency shall have a regular system of training of the Guards before mounting them on duty. The Security Agency shall have proper training facility and profession syllabi for the training. **The Training will include following subjects namely: -**

- a. Conduct in public and correct wearing of uniforms.
- b. Physical fitness training.
- c. physical security, security of the assets, security of the building or apartment, personnel security, household security.
- d. fire fighting.
- e. crowd control.
- f. examining identification papers including identity cards, passports and smart cards; .
- g. should be able to read and understand English alphabets and Arabic numerals as normally encountered in the identification documents, arms licence, travel documents and security inspection sheet.
- h. Identification of improvised explosive devices;
- i. First-Aid.
- j. crisis response and disaster management;
- k. defensive driving (compulsory for the driver of Armoured Vehicle and optional for others).
- l. handling and operation of non prohibited weapons and firearms (optional).
- m. rudimentary knowledge of Indian Penal Code specially on right of private defence, procedure for lodging first information report in the Police Station, Arms Act (only operative sections) and Explosive Act (operative sections); .
- n. badges of rank in police and military forces;
- o. Identification of different types of arms in use by public and Police;

- p. use of security equipments and devices (for example; security alarms and screening equipments); and
- q. Leadership and management (for supervising staff).

5.36. The Security Agency shall have a proper system of checking the guards on duty. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.

5.37. The Security Agency shall have recourses to assist the principal employer (i.e. the Institute) in Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance, free of charge.

5.38. Security Agency shall apply to the Labour Commissioner for obtaining a labor license within a reasonable time and will submit a copy of the license to the Registrar of the Institute.

5.39. The Security Agency shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.

5.40. The post/consignments received (after office hours) at the main gate/college gate should be handed over to the concerned immediately on receipt. However if the same is not delivered the reason there of should be brought to the notice of the Institute in-charge officer and no post/courier should be returned.

5.41. The Contractor shall submit to Institute the details of amounts deposited on account of EPF and ESI in respect of the deployed guards to the concerned authorities from time to time along with monthly bills.

5.42. The Contractor shall produce to the Institute the details of payments of statutory benefits like bonus, leave, relief etc. from time to time to its personnel.

5.43. The Contractor shall ensure that its personnel do not allow any property of the Institute to be taken outside of the premises without the written permission of the person(s) authorized by Institute.

5.44. The Contractor shall issue identity cards/identification documents to all its employees who will be instructed by the Contractor to display the same.

5.45. The personnel of the Contractor shall not be the employees of the Institute and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this contract. The Contractor shall make them arising known about this position in writing before deployment under this agreement.

5.46. The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Institute shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, EPF laws, ESIC Laws, Income Tax Laws and Minimum Wages Laws, Contract Labour (Regulation Abolition Act) or any other law in force.

5.47. The Contractor shall provide uniform to its security personnel at its own cost.

5.48. The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, and 0 etc. The Contractor should submit proof of the same at the time of monthly claim of bill.

5.49.The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel.

5.50.the antecedents of Security staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard to be submitted to this Department and the Department shall ensure that the Contractor complies with the provisions.

5.51. Adequate supervision shall be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.

5.52.All necessary reports and other information's shall be supplied as required and regular meeting will be held with the Institute.

5.53.The security agency will provide all the necessary register to his work force deployed in the NITRR i.e.03 in nos.of monthly attendance register for the old campus,01 monthly attendances register for the new campus. The agency also requires maintaining all other necessary and essential labour books/register in every month to compliance with the labour law. To maintain the labour register and produce it in front of the labour authority is the solely responsibility of the agency.

6 CONTRACTOR'S LIABILITY

6.1.The Contractor shall completely indemnify and hold harmless the institute and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the Security Services to the Institute.

6.2.the Contractor shall not be liable in any way whatsoever and the institute hereby expressly waives any right to ,any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks consisting of ,caused by, resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alternation of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of the Security Services to the Institute.

6.3. The Contractor shall not Sub Contract, transfer or assign the contract or any part thereof without prior written permission of the Institute. In the event of the contractor contravening this condition, Institute shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.

7 INSTITUTE'S OBLIGATIONS

7.1.Expect as expressly otherwise provided, the Institute shall, at its own expense, provide timely all the required equipment and facilities at its own expense, provide timely all the required equipment and facilities at the locations where the Security Services are to provided required enabling Contractors employees to carry out the Security Services. Such equipment and facilities shall include, without limitation, guard room, shelter post for guard, adequate heating/air, lighting, power, toilet facilities, table, chair, Almeria(locker),Air cooler, desk, registers for all the post, material in/out, key register, duty register, H.O,T/O register, Guest/visitors IN/OUT, students IN/OUT register, ,vehicles IN/OUT, drinking water.

7.2. The Institute shall comply with and fulfill the security recommendations (if any), if considered necessary by the Institute, made in writing by the Contractors in connection with the performance of the Security Services. The Institute shall notify the Contractor of any dishonest, unsafe or negligent acts or omissions of the Contractors employees or agents in connection with the Security Services as soon as possible after the Institute becomes aware of them.

7.3. To enable the contractor to provide the Security Services, the Institute shall ensure that their staff is available to provide such assistance.

8 OBLIGATIONS OF THE CONTRACTOR TOWARDS ITS PERSONNEL

8.1. Labour Compliances

The Contractor shall abide by all labour laws, laws related to EPF Organization, ESI Corporation. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to Institute every month along with the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuity's and payment of bonuses. Wages and all salary and other statutory dues should be paid through bank transfers only. Cash mode of transactions shall not be accepted.

8.2. Engagement of Security Personnel

The Contractor shall make its own arrangements for the engagement of all Security and other administrative personnel for providing security services in Institute premises and shall use all diligence in arranging for a sufficient and suitable supply of such personnel but all such arrangements in **India** shall be in accordance with the general local usage and subject to the Applicable Laws. The deployment of the security guards /supervisors/SI/II/C//gunman should be as per the Private Security Agency (Regulation) Act, 2005 (29 of 2005) and Chhattisgarh Private Security Agencies Rules, 2008.

8.2. i. Standard of physical fitness for Private security guards:-

Person shall be eligible for being engaged or employed a private security guard if he fulfils the standards of physical fitness as specified below:-

(i) Height, 160cms (for female 150 cms}, Weight according to standard table of Height and Weight, Chest 80 cms with an expansion of 4 cms (for females no minimum requirement for chest measurement}; Provided that a person belonging to Scheduled Tribes, is eligible for relaxation of height by 5 cm.

(ii) Eye sight: far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness, should be able to identify and distinguish colour display in security equipments and read and understand display in English alphabets and Arabic numerals.

(iii) Free from knock knee and flat foot and should be able to run one Kilo Meter in six minutes.

(iv) Hearing: free from any defect; able to hear and respond to the spoken voice and alarms generated by security equipments.

(v) The candidate must have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(2) A candidate must be free from any contagious or infectious disease. He must not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.

(3) Agency shall ensure that every Private security guard working for it undergoes a medical examination after every twelve months from his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the entry level.

8.2.ii:-Shift duty and Shift Time:

Sl.no.	Shift	Time
01	A-Shift	0800 hrs.-1600 hrs.
02	B-Shift	1600 hrs.-2400 hrs.
03	C-Shift	2400hrs.-0800 hrs.
04	G-Shift	1000hrs.-1800 hrs.

8.3. Contractor's Responsibility towards deployment of adequate personnel

a)The Contractor shall at all times ensure that it has sufficient, suitable and qualified personnel to supervise the Institute premises at the Institute Site and in sufficient number to undertake the responsibilities imposed upon the Contractor under the Contract and to provide full attention for executing the work thereof.

b) The Contractor shall submit its list of all personnel engaged under the contract with detailed bio-data, Organization Chart, showing therein the details of key personnel with their full contact details. The Contractor shall also keep performing the Institute of any change in its organization or its personnel.

c) The personnel engaged by the Contractor shall be dressed in neat and clean uniform (including proper name badges).

9 PAYMENTS

9.1 After Selection of the Successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the Institute for the security services.

9.2. The prices in the Price Schedule shall be exclusive of any Goods & Service Tax (GST), education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rate.

9.3. Payment will be made as reimbursement after the company sends the wages to bank preferably to the SBI **GECT Branch, Raipur** and pays all statutory dues like EPF, ESI, etc on monthly basis. The Contractor shall raise invoice per month and submit the same to Institute by 20th of every month. The Institute shall make all endeavors to make payments to the contractor within 20 days (**by 10 th of following month**) from the date of the receipt of the invoice. No payments will be made from the institute to the agency without producing the individual bank account numbers of all the security persons deployed in the institute by the agency.

9.4. The following under mentioned documents are very essential to submit in the NITRR Account section for release of the payment:-

9.4.a. The NITRR Security Officers requisition letter to the Deputy Registrar F&A.

9.4.b. The Security agency's request letter to the Registrar for monthly payment.

9.4.c. The Security agency's undertaking for compliance of the provision of contract labour (Regulation & Abolition) Act and other laws as applicable.

9.4.d. Security personnel's PF contribution statement copy for that month.

9.4.e. Security personnel's PF contribution Nationalized Bank e-Pay Order copy (ECS) for that month. (Copies of the P.F. Challans) and Copies of monthly returns submitted to the P.F. authorities (From 12 A, 5 and 10) as applicable.

9.4.f. Security personnel's ESIC contribution statement copy for that month.

9.4.g. Security personnel's ESIC contribution Nationalized Bank e-Pay Order copy (ECS) for that month. (ESIC Challans)

9.4.h. Security personnel's wage register in the format of FORM X *Register of Wages* [Rule 26(1)] with the following undertaking:-. It is certified that, "I DGM/GM/..... of M/S..... Raipur Branch have paid all the wages to my security personnel through their respective individual Saving Bank Account in Bank. Our company has not any due to any security personnel engaged in NIT Campus." Signature, Name-Designation-Rubber Seal.

9.4.i-i. Security personnel's wage distribution list through Bank and the Bank statement copy with Bank seal.

9.4.i-ii. List of all security personnel's individual bank Account Number issued by the Bank.

9.4.j. Security personnel's Biometric attendance copy verified by the S.O. NITRR..

9.4.k. Security agency's undertaking/certified certificate for providing of uniform and other accessories to the security personnel's deployed in the NITRR campus.

9.4.l. Security agency's undertaking/certified certificate for providing of all security equipments/accessories mentioned in the tender clause number 11 to the NITRR campus security (all quantity & quality). It must be certified by the Security Officer of the NITRR.

9.4.m. The Security agency's undertaking/certified certificate for operational condition of his all security equipments/accessories mentioned in the tender clause number-11 to the NITRR campus security (all quantity & quality). It must be certified by the Security Officer of the NITRR.

9.4.n. Deduction of money from the security agency's monthly bill—if any.

9.4.o. The Security agency's Invoice copy.

9.4.p. Hiring of additional security guards for additional security arrangement during AAVARTNA, convocation, annual sports (SAMMAR), annual function-ECLICTIKA, evening cultural program (SRUTI), GARVA, Holi, Code USTAV, Examination and any other additional students activity as well as institutes temporary requirement, the account office require the following documents for release of payment :-

a). Requisition for hiring of additional security guard signed by the Security Officer, NITRR and counter signed by the Dean Students Welfare or other respective professor/faculty.

b). Attendance sheet of deployed additional number of security guards irrespective of hours of duty.

c). Security agency's Invoice copy.

d). The additional security guards irrespective of their gender & designation & time duration hired for the above mentioned any activity will **get only their minimum wages** and the **agency will get his service charge only** which is mentioned in the price bid of the tender document. The agency's sole responsibility to ensure the additional security & safety of the campus, provide additional security vehicle, deploy his competent manager/officer in the institute.

9.4.q. The security personnel's deployed in the NITRR campus will get their Bonus payment once in year as per the G.O.I Payment of Bonus Act. The agency will first pay it to his security

personnel's through their respective individual Bank Account and then claim the same from the institute by submitting all the proof and Bank statement copy.

9.5. The initial cost of the Contract shall be valid for a period of one year. No price escalation shall be entertained by the Institute during the period except the minimum wage and its linked statutory dues on account of increase of the minimum wage, as and when increased by the Government.

9.6. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performances. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT, Raipur. If renew, the supervision charges **will be 107% and 115% respectively of the base year.**

9.7. All payments shall be made in Indian Currency by means of an Account Payee/Cheque/RTGS/NEFT transfer.

9.8. Institute shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payment made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Institute shall provide a certificate certifying the deduction so made.

9.9. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

10-a. INDEMNIFICATION: The members of the Security staff provided by the Security Agency should be employees of the Security Agency and all disputes between the Security Agency and the security staff shall be resolved by the Security Agency and shall have no bearing on NIT, Raipur. The Security Agency should indemnify any claim, title indebt, cost, damage, compensation in respect of its employees posted on NIT, Raipur premises.

10-b. COMPENSATION OF LOSSES AND PENALTY:

The contractor shall compensate in full the loss sustained by the institute or its campus inmates on account of any theft, burglary and /or any other kind of lapses for providing security services in the campus, for which responsibilities are entrusted to the agency. The Director of the institute will have the right to impose any penalty for lapses in security services and for recovery of any amount from contractor's bill. Any loss, misplace, damage, broken, theft occurs in the campus, the agency is solely responsible for it and the same shall recover/replace/repair by the agency within 48 hours from the incident happened in the campus.

10.c. JOINT ENQUARY:-

The institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The joint enquiry committee shall be constituted by NIT, Raipur which will be inclusive of either the contractor or his representative.

11 FORCE MAJEURE OBLIGATIONS OF THE PARTIES

Force Majeure shall mean any event beyond the control of Institute or the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy.
- (iii) Epidemics quarantine and plague;
- (iv) Earthquake, cyclone and other natural disaster.

12 GOVERNING LAWS AND SETTLEMENT OF DISPUTE

Any claims, disputes and differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a period 30 days, then the Director, NIT, Raipur is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996, IF difference persist even after Arbitration and there are compelling reasons to go to the court, it will be decided in the court of Raipur only.

13. JURISDICTION OF COURT: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Raipur.

14 DISCLAIMER

The relatives / near relatives of employees of the Institute are prohibited from participation in this bid. The near relatives for this purpose are defined as:

1. Members of a Hindu Undivided Family.
2. Their husband or wife.
3. 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) and sister's husband (brother-in-law).

SECTION-4

SCHEDULE OF WORKS/REQUIREMENTS

GENERAL INSTRUCTION

1.1. The Contractor shall deploy all security personnel at the Institute facility in the manner and as per the instructions of the Institute and the Private Security Agencies (Regulation) Act-2005 and must comply with and follow all the provision of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008, under section 9 of the Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008. The Contractor must follow all the rules and regulation for deployment of all the security Guards in NIT, Campus. The eligibility of all the security Guards, Supervisors, must be as per the THE PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005 and as per the Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008.

1.2. The Contractor shall ensure that all security personnel are fully conversant with the premises and with the activities of the Institute and its related security requirements. Hence the security contractor must ensure the code of conduct and other activities which enumerated as per the para-2, to para-12.

2 CODE OF CONDUCT

The Contractor shall ensure that their security personnel

- a). Are always smartly turned out and vigilant.
- b). Are punctual and arrive at least 15 minutes before start of their shift.
- c). Take charges of their duties properly and thoroughly.
- d). Perform their duties with honesty and sincerity.
- e). Read and understand their post and site instructions and follow the same.
- f). Extend respect to all the Officers and staff of the office.
- g). Shall not drink on duty, or come drunk and report for duty.
- h). Will not gossip or chit chat while on duty.
- i). Will not leave the post unless their reliever comes.
- j). Will never sleep while on duty post.
- k). Will not read newspaper or magazine while on duty.
- l). Will immediately report if any untoward incident/misconduct or misbehavior occurs.
- m). When in doubt, approach concerned person immediately.
- n). Will take periodic rounds around the premises.
- o). Security personnel will not leave the post without the knowledge of the Shift-in-charge. If necessary the needful arrangement will be made by the Supervisor.
- p). Security personnel should get themselves checked whenever they go out by the other shift security.
- q). Are extremely courteous with very pleasant mannerism.

3 CONFIDENTIALITY

- a). The phone number and movement plans of the Institute will not be given to anyone.
- b). The following information about the Institute will not be given to anyone.
 - i). telephone number /any other information.
 - ii). Location and movement plans.
 - iii). Meeting and conference schedules.

4 MATERIAL MOVEMENTS

- a).Incoming Material- Check the documents carefully and receive the items with the due Entry and forward the concerned persons.
- b).Outgoing Material- Before sending the material, have proper check as per Challans. Do not send out any material without seal and sign of the authorized person.
- c).Returnable and Non-returnable Items record has to be maintained-A periodic status report, i.e. weekly report will be generated by security and submitted to concerned Department for follow up action on items that have not returned on due dates.
- d).All material coming in and going out to be recorded correctly as per Challans.
- e).Materials coming in to the premises must be accompanied by a proper Challans.
- f).No item will be taken out without written permission of the authorized person.
- g).Documents for material incoming and outgoing should be implemented with a list of authorized signatories.office rubber stamp

5 TELEPHONE HANDLING

- a).Security is instructed very strictly not to misuse the telephones facility.
- b).All calls should be handled courteously.
- c).He will take message correctly and convey to the concerned person immediately.

6 PATROLLING PROCEDURES

- a).The guard must ensure that once the office is closed all the unwanted lights and Air-conditioning units is put off.
- b).Security should not switch off the computers, which are left on.
- c).He will keep a watch on the activities of the casual labours, daily wage workers and contractors.
- d).The patrolling team must be patrol throughout the campus every after thirty minutes throughout the day and night i.e.24X7.The patrolling team and the supervisor must ensure that no anti-social-elements,anti-social-persons,anti-social-activities,un-athorised persons,visitors,vehicles,constructions,demolisions,exvacations,rough driving, tree cutting, material movement, beggars, drunken persons presence in the campus, The patrolling team also must make sure that no smoke, fire, flood, water leakages, in the campus premises. If any person violating of campus peace, Institute, law and order immediately remove from the campus and necessary police action against him/her/them. The patrolling team must make sure that no Crime against Women in campus.The campus must be safe working environment for all women.
- e).If he finds anything unusual /untoward, a written report must be given to the concerned authority after the necessary action taken.

f).**Quick Reaction Team (QRT)**:-The agency shall make sure for detailing of QRT team in all the three shifts. The QRT team should consist of 01 supervisor, 01 Guam man, 03 security guards and 01 agency's driver. The QRT team must be wear proper uniform, Helmet, equipped with baton, torch, rope, Axe, fire extinguisher, bucket, raincoat, Gun and ammunition, shield cover, communication sets ,Loud speaker and Mobile. The QRT team must standby at main gate with agency's four wheeler vehicle. During any emergency irrespective of security, safety, road accident, riot, fire, theft and etc in the campus the QRT team will rush to the scene of the incident within 02 minutes and take necessary action and inform to the Security SI, Security In charge and the S.O.

7 CHANGING OVER AND TAKING OVER

- a).He will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- b).Both the security guards /Supervisors will check the entire building thoroughly.
- c).Reliever guard should check all the documents, which are related to the security before taking over charge.
- d).They should check all the system, which are in the facility/under security.
- e).Occurrence report register to be maintained.
- f).Reliever guard checks previous shift guard before taking over charge.

8 CLEAN DESK POLICY

- a).All the staff should ensure that their desks are clean before they leave for the day i.e. no important Items are left on the tabletop.

9 FIRE CONTROL

- a).Security should know where the fire extinguishers are located/ installed and be able to operate them immediately in case of any fire accidents.
- b).Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, give a written complaint to the institute.
- c).In case of fire, prompt action is taken by the security personnel to safe guard the life and property of the institute.
- d).in the event of any fire ,rush to the spot of the fire ,muster all manpower available and take control office fighting operations.

10 EMERGENCY PROCEDURES

- a).the Security should have all the address and contact numbers of the nearest police station. Hospital, Ambulance and Fire Brigade.
- b).Security will immediately report if any untoward incident /misconduct or misbehavior occurs, to the Contractor and Institute.

c).Security person should know the entire emergency exists doors and main entry gates, so that he can take suitable action at a short notice.

d).Identity the emergency and its gravity emergency.

11 TOOLS AND EQUIPMENTS:- The contractor has to provide the under mentioned security equipments & tools to his deployment security staff in the NITRR **within 21 days** from the award of the contract at his own cost for proper management of security in the NIT Campus .

S.No.	NAME OF THE EQUIPMENTS	MINIMUM NUMBERS
01	Torches with batteries(steel) 3 shells	50 in nos.
02	Search lights	50 in nos.
03	Hand Held Metal Detector.	10 in nos.
04	Door Frame Metal Detector	12 in nos.
05	Car bottom view image lens	02 in nos.
06	Motor Bike with fuel	01 in number.
07	Four wheeler vehicle along with agency's dedicating driver and fuel-For quick reaction teams patrolling in the campus. The vehicle should be marked & written with red color i.e. NITRR campus security.	01 in number.
08	Radio walky-talky (MOTOROLA only)-The sets must cover to all parts of the campus.	50 in nos. with charger
09	Uniform-for all the security staff-The prevailing uniform dress code of NITRR	01 pair for each person once in a year
10	Cap-for all the security staff	01 in no. for each person once in a year
11	Leather Boot-for all the security staff	01 in no. for each person once in a year
12	I-card-for all the security staff	01 in no. for each person once in a year
13	Baton(cane-5 feet length)-for all the security Guard	01 in no. for each person once in a year
14	Ceremonial dress-20 pairs &Traffic lights and jacket	As and when requirement only.
15	Rain coat(standard)-for all the security staff	01 in no. for each person once in a year
16	Umbrella	50 in nos. -Once in a year
17	Woolen Jarshi(sweater))-for all the security staff	01 in no. for each person once in a year
18	Guard Cover (Cane Shield)	50 in nos.
19	Helmet(steel) with protector	50 in nos.
20	CCTV & DVR & Monitor with requiring cable 16 HD CCTV Camera,36 inch LED monitor (colour)	16 camera, with cable
21	Biometric Finger Print Time and Attendance System (for attendance of the security Guard)Backup	02 in nos.

22	Loud speaker	02 in nos
23	Computer, printer and web camera with internet BSNL Broadband connection for issue of visitors pass and social security information.	01 in nos.of each items.
24	Telephone-landline-BSNL with incoming and outgoing	02 in number(old and new campus)
25	Mobile-02 BSNL SIM card and 02 AIRTEL SIM card with incoming & out going call. The SIM card and the mobiles must be in the name of agency up to the last day of contract period.	04 in nos.

Note:-i).The above mentioned all the security equipments and security vehicle along with driver & fuel (Diesel/petrol) are essential for the campus security & safety. In view of adequate security & safety of the National Institute of Technology, the selected security agency **has to** provide the above mentioned all the security equipments & its accessories from Sl.nos.01 to Sl.nos.25.with in 21days from the agreement of the contract.

ii.The institute will not give a single amount of money for the above mentioned security equipments and accessories.

iii).For providing the above mentioned security equipments and accessories sl.no.from 01 to sl.no.25, the security agency must includes the equipments charges along with his service charge only.

iv.The equipments charges must be included in the bidder's service charge only. The agency's additional charges for the above mentioned equipments are not acceptable at all. If any agency quoted it or asking/claiming for extra/additional charge the institute has rights to reject the bidders bid.

v.For the above mentioned purpose the bidders conditional bid also not acceptable at all and in this case the bidders bid will reject.

vi.The decision of the institute evaluation committee is final and binding.

12-PENALTY:A:-PENALTY FOR NOT PROVIDING OF SECURITY EQUIPMENTS/DELAY IN FOR PROVIDING OF SECURITY EQUIPMENTS

SL.No.	Description of events	Penalty (Financial) Deduction of money from the monthly billing of the agency.
01	Failure to provide the above mentioned all the equipments from the Sl.Nos.01 to Sl.Nos.25 with above mentioned quantities within 21 days from the agreement of the contract. From 22 nd days onwards	Rs.20,000/- will deduct from the contractors 1 st monthly bill. The deduction money Rs.20,000/-must not hamper to the security guards minimum wage. The deduction money will deduct from the contractors service charge.
B	Failure to provide the above mentioned all the equipments from	Rs.40,000/- will deduct from the contractors 2 nd monthly bill. The

	the Sl.Nos.01 to Sl.Nos.25 with above mentioned quantities within 42 days from the agreement of the contract. From 42 nd days onwards	deduction money Rs.40,000/-must not hamper to the security guards minimum wage. The deduction money will deduct from the contractors service charge
C	Failure to provide the above mentioned all the equipments from the Sl.Nos.01 to Sl.Nos.25 with above mentioned quantities within 84 days from the agreement of the contract. From 84 days onwards	Rs.60,000/- will deduct from the contractors 3 rd monthly bill. The deduction money Rs.60,000/-must not hamper to the security guards minimum wage. The deduction money will deduct from the contractors service charge
D	Failure to provide the above mentioned all the equipments from the Sl.Nos.01 to Sl.Nos.25 with above mentioned quantities within 84 days from the agreement of the contract. From 84 days onwards	Per day Rs.4,000/- will deduct from the contractors monthly bill till for the fulfillment to prove each and every thing from Sl.Nos.01 to Sl.Nos.24.However the deduction money Rs.4,000/-of per day must not hamper to the security guards minimum wage. The deduction money will deduct from the contractors service charge/Bidders security deposit(PBG)
Failure/delay to rectify& repair the defective security equipments		
01	Torch Light missing/deficiency/defective/not working	Rs.50/- will be deduct for each light in each occasion of the contractors monthly bill.
02	Search Light missing/deficiency/defective/not working	Rs.100/- will be deduct for each search light in each occasion of the contractors monthly bill.
03	Hand held Metal Detector missing/deficiency/defective/not working	Rs.100/- will be deduct for each Hand held Metal Detector in each occasion of the contractors monthly bill.
04	Door Frame Metal Detector missing/deficiency/defective/not working	Rs.200/- will be deduct for each Door Frame Metal Detector in each occasion of the contractors monthly bill.
05	Four wheeler vehicle break down/not available of fuel/not available of driver/absent of vehicle from the campus.	Rs.2000/- will be deduct for each reason in each occasion of the contractors monthly bill.
06	Radio walky-talky(Motorola) missing/deficiency/defective/not working	Rs.300/- will be deduct for each Radio walky-talky (Motorola) in each occasion of the contractors monthly bill.

07	Rain coat missing/deficiency/defective/not working	Rs.100/- will be deduct for each Rain Coat in each occasion of the contractors monthly bill.
08	Umbrella missing/deficiency/defective/not working	Rs.100/- will be deduct for each Rain Coat in each occasion of the contractors monthly bill.
09	Guard Cover(Cane Shield) missing/deficiency/defective/not working	Rs.100/- will be deduct for each Guard Cover (Cane Shield) in each occasion of the contractors monthly bill.
10	Helmet missing/deficiency/defective/not working	Rs.100/- will be deduct for each Helmet in each occasion of the contractors monthly bill.
11	CCTV,DVR, Camera, Cable & Monitor missing/deficiency/defective/not working	Rs.300/- will be deduct for each CCTV,DVR, Camera, Cable & Monitor in each occasion of the contractors monthly bill.
12	Biometric Finger Print Machine missing/deficiency/defective/not working	Rs.300/- will be deduct for each Biometric Finger Print Machine in each occasion of the contractors monthly bill. It will also effect to the monthly payment
13	Loud Speaker missing/deficiency/defective/not working	Rs.200/- will be deduct for each Loud Speaker in each occasion of the contractors monthly bill.
14	Computer, Printer, Web Camera, Internet missing/deficiency/defective/not working/not available	Rs.200/- will be deduct for each Computer, Printer, Web Camera, Internet in each occasion of the contractors monthly bill.
15	BSNL Telephone(02 nos.) missing/deficiency/defective/not working/not available	Rs.200/- will be deduct for each Computer, Printer, Web Camera, Internet in each occasion of the contractors monthly bill. It will excuse if the problem of BSNL for this produce complain letter/requisition letter
16	Mobile (04 nos.) missing/deficiency/defective/not working/not available/not charged/non availability of balance	Rs.300/- will be deduct for each Mobile in each occasion of the contractors monthly bill.
17	Car bottom view image lens (02	Rs.200/- will be deduct for each Car

	nos.) Missing/deficiency/defective/not working/not available/not charged/non availability of balance	bottom view image lens in each occasion of the contractors monthly bill.
18	Motor Bike with fuel (01 no.) Missing/deficiency/defective/not working/not available of petrol/breakdown	Rs.500/- will be deduct for Motor Bike in each occasion of the contractors monthly bill.
19	Uniform (01 pair once in year) Missing/deficiency/defective/not working/not issued by the agency/wear tear condition	Rs.200/- will be deduct for uniform in each occasion of the contractors monthly bill.
20	Leather Boot (01 pair once in year) Missing/deficiency/defective/not working/not available f	Rs.200/- will be deduct for leather boot in each occasion of the contractors monthly bill.
21	I-Card (01 in no. once in year) Missing/deficiency/defective/not working/not available /expired date	Rs.50/- will be deduct for I-card in each occasion of the contractors monthly bill.
22	Baton (01 in no. once in year) Missing/deficiency/defective/not working/not available/broken	Rs.200/- will be deduct for Baton in each occasion of the contractors monthly bill.
23	Ceremonial dress (20 in nos.) Missing/deficiency/defective/not working/not available/wear &tear condition/dirty condition	Rs.100/- will be deduct for Ceremonial dress in each occasion of the contractors monthly bill.
24	Woolen Jarshi(Sweater) Missing/deficiency/defective/not working/not available/wear &tear condition/dirty condition	Rs.100/- will be deduct for Ceremonial dress in each occasion of the contractors monthly bill.
25	Cap(01 cap once in a year) Missing/deficiency/defective/not working/not available/wear &tear condition/dirty condition	Rs.50/- will be deduct for Ceremonial dress in each occasion of the contractors monthly bill.

12.PENALITY:B-PENALITY FOR SHORTAGE OF MANPOWER:-

The selected agency should provide and deploy the above mentioned manpower in the NITRR campus w.e.f.06.Sep/2017 at 0800 hrs as per the instruction of the NITRR security officer. The agency also immediate deploys his manpower in the new campus academic and residential zone as per the security officer's instruction. The agency will provide his additional vehicle to

the security officers round to the new campus as per the requirement. For this purpose the institute will not give any amount of money to the agency. If the agency will not provide the above mentioned manpower in each shift, then necessary amount of money will deduct as a penalty from the agency's monthly bill service charge. The detail description of the manpower shortage and penalty are as follows:-

Sl.No.	Description of security personnel's suppose to be deploy by the agency	Shortage in first, general, second and night shift	Deduction of money from the monthly bill of the agency's service charge in Rs.
01	S.G : As per the above mentioned quantity	For each guard prescribed/detailed in each shift	Rs.289/-(per day for each shift of each guard)
02	S.S./S.I/G.M/In-charge As per the mentioned quantity	For each supervisor/S.I/In charge/Gunman prescribed/detailed in each shift	Rs.318/-/(per day for each shift of each SS/SI/GM &I/C)

12.PENALITY:C-PENALITY FOR LATE PAYMENT OF WAGES TO SECURITY GUARDS/SS/TI/GM:

SL.No.	Complies with the act-As per the payment of wage act	Normal-Wage distribution week	Penalty-Event/Occasion	Consideration case/event
01	Contractors obligation time to pay the monthly minimum wages to his security personnel's deployed in the NITRR	1 st week of the month from the date 1 st to 7 th	1 st week of the month from the date 1 st to 7 th No penalty	In the event of Bank strike/Bank Holiday/technical problem of Bank, it will take consideration.
02		2 nd week of the month from the date 8 th to 14 th	Rs.10, 000/ will automatic deduct from the contractors monthly bills service charge, however it should not hampers to the minimum wages of the security guards.	
03		3 rd week of the month from the date 15 th to 21 st	Rs.20, 000/ will automatic deduct from the contractors monthly bills service charge,	

			however it should not hampers to the minimum wages of the security guards.	
04	Contractors obligation time to pay the monthly minimum wages to his security personnel's deployed in the NITRR As per the payment of	4th week of the month from the date 22nd to last day of that month	Rs.40, 000/ will automatic deduct from the contractors monthly bills service charge, however it should not hampers to the minimum wages of the security guards.	
05	wage act time/period schedule	If the agency failed to provide the minimum wages to his deployed security guards even on completion of the previous month,	The principal employer will issue so cause notice to the agency and the principal employer will take necessary action against the agency and pay the minimum wages by forfeiting the SMD of the agency.	

13.PENALITY REGISTERS:

For imposing of penalty to the contractor/agency by the institute for the above mentioned occasion/incident/not working, not functioning/failed to operate/failed to provide, delay of payment to the security guards, the same thing will be mention in the penalty register with date, time, location and witness of other staff / security personnel's of the institute and the agency has to bear the penalty and he cannot challenge for this penalty.

14 ATTENDANCE OF SECURITY GUARD:

The Agency shall have a proper monitoring system for checking the strength of guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted to the Security Officer of the NIT, Raipur. Biometric finger print attendance system should be installed by the contractor for daily attendance in three shifts and details should be inform to the Security Officer of the NIT, Raipur,

15. ARMS AND AMMUNITION- (LICENSE / PERMITS / OPERATION / SAFETY PRECAUTION DURING HANDLING/OPEARATION OF ARM AND AMMUNITION AND CUSTODY OF ARM AND AMMUNITION) The Contractor (security service provider) shall be

solely responsible for complying with all the provisions of the Arms and other Acts and the rules framed there under for either carrying displaying, custody and use & operation of the arms & ammunition by the members of the security force in accordance with the provisions of the Act and the rules applicable from time to time.

16. ARMS & AMMUNITION AND ITS PERODICALLY FIRING:- The person carrying the fire arms must know its handling, loading, unloading, cocking, operating procedure, take position, safety precaution and firing of arm during emergency situation in the NITRR. The Contractor (security service provider) shall be solely responsible for proper and adequate training of his gunmen before deploy in the campus. The agency has to ensure all the gunmen must carry out their firing training in the C.G. Govt. Police department firing range-Raipur in every quarterly. The necessary certificate/paper should submit to the security department in the NITRR.

SECTION-5

PRICE SCHEDULE

FINANCIAL BID

(Quotation Tender Form)

To be filled in properly, legibly and submit in a separate sealed envelope marked as financial bid.

Quotation/Rates (Minimum wages/Govt. guidelines to be kept in mind) monthly basis (30 days) (in rupees)

QUOTE YOUR PRICES AS PER THE FOLLOWING SCHEDULE:

Monthly rate per Security Guard, Gun Men, Supervisor, Security Inspector and Security In charge.

Sl. No	Description	Security Guard	Gunman(with Arms, Ammunitions & licence/ Field supervisor/ Head supervisor/Security inspector(S.I.)/Security In Charge (I/C)			
(a)	Minimum Basic wage +VDA payable to the worker per day as per the minimum Wage Act, 1948 of Govt.of India					
(b)	ESI Contribution @4.75% of Basic plus VDA					
(c)	EPF+EDLI+Admn. Charges @ 13.15% of Basic plus VDA					
(d)	Reliving Charges 1/6 of Gross wage.					
(e)	Bonus-As per the G.O.I. Notification(yearly basis only)					
(f)	Contractors: Administrative Charges/Service Charges in Rupees (per person per day) in figures and in words. Charges of security equipments should be included in the contractor's service charge.					
(g)	Grand Total with service charge					

(i)The security agency/firm/company should quote **Total Service Charges in Rupees only.** Tenders quoted without Service Charges in rupees will summarily be rejected. The Service charges should not be zero and it should not be in percentage or decimal figure. The amount of "Service Charges" quoted by the bidder shall remain unchanged for the entire Contract period, except wage revision of the security personnel's will be applicable as per central labour commissioner (GOI) from time to time.

(ii) The rate is inclusive of all weekly off.

(iii)The tenderer has to provide all the security equipments with their mentioned quantities to his security team in the NITRR.

(iv).Goods & Service Tax (GST) will be paid extra as per actual if applicable.

(v).The above rates quoted are as per the rates fixed by the Chief Labour Commissioner (Central) and Government of India.

(vi).The Contractor not fulfilling statutory norms e.g. Minimum wages, reliving charges, weekly off, EPF, ESI and Bonus etc. shall be disqualified.

(vii) Bonus part of the payment shall be reimbursed as per the GOI norms after submission of proof of credit in the Bank account of the employees.

(viii).It is mandatory for every skilled guard and highly skilled supervisory staff & arm guards must undergo at least 160 hours of training-- 100 hours of classroom learning and 60 hours of on-the-job training. The security personnel's having/holding the proper valid security training certificate is only entitled to get the skilled & highly skilled rates of minimum wage.

(ix). The 160 hours of training-- 100 hours of classroom learning and 60 hours of on-the-job security training certificate must be issued by a competent authority of a vocational training institute and the vocational training institute must be recognized by the Government of India/ State Government.

(x).The agency has to submit the above mentioned original training certificate in the NITRR Security department for claiming of skilled & highly skilled minimum wages of his security staff.

Declaration by the bidder:-

This is to certify that I/We before signing this tender have been read and fully understood all the terms & conditions contained/mentioned herein this tender document and undertake my selves to abide by all the terms and conditions in this tender document. I hereby M/s. -----
----- declare that I accept all the terms and conditions mentioned in this tender document. It is also undertake that No other charges would be payable by the client at all.

Signature of the Bidder with Seal &Address

Date:-

Tenderer please Note:a:- -

1).The amount of service charges per person, per month, is to be quoted in the financial bid inclusive of all taxes and charges. **No** other charge/claim beyond the fixed amount of service charge quoted in the financial bid shall be entertained. The amount of service charges shall remain constant throughout the contact period and they shall not be varied or altered during the contract period.

2).The contractor's profit/Service Charges should not be less or equal to the TDS.

3).The firm/agency who has secured seventy five out of One hundred marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation and their experience & past performance. The decision of the evaluation committee in this regard shall be final and binding on the bidders.

4).Wages will be paid by the Institute as **per latest minimum wages specified by the Ministry of Labour & Employment's wages Act (Central Govt.)** in respect of Security Guard, Gun man, Supervisor, security Inspector and security Incharge.

Note:-b:-

a).Monthly rate for security guards shall be as per prevailing minimum wages rate of Central Government shall be applicable to all bidders. Proposal of Bidders paying less than above applicable rates of minimum wages shall not be considered and shall lead to rejection of the bid. When minimum wages rates or that of other statutory dues is revised by the Central Government the revised rates will be automatically applicable to the remuneration payable to all personnel as per rules.

b).Mandatory payment of all statutory dues like EPF, ESI, bonus(annually) statutory dues shall be made by the contractor on monthly basis as per the terms and conditions of the Tender Documents. Any default shall lead to immediate termination of the contract.

c).**The company must make all salary disbursement through bank account of the personnel employed under this contract.** Any other mode of payment except direct bank credit shall not be accepted.

d).Normally payment will be made as reimbursement after the company sends the wages to bank, and pays all statutory dues like EPF, ESI etc. Payment shall be released within 20 days of submission of the bill.

f).The institute authorities shall have the right to inspect all attendance and wage records, the institute as its discretion may introduce computerized record as its own cost and the firm shall cooperate with the institute to all extent.

g).The institute shall pay only minimum wages and other statutory dues linked to minimum wages payable to the security guards and supervisors including enhancements (As per Notification of GOI issued from time to time).

h).Company, if paying higher to the security supervisors than the admissible minimum wages and other statutory benefits, shall absorb the difference at its own cost and expenses. The institute shall not entertain any claim in this regard.

i).The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. However ,this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director NIT Raipur. If renewed, the supervision charges will be 107 % and 115 respectively of the base year on the Service charge/Admin charge only.

j).**The price in the Price Schedule shall be exclusives of any Goods & Service Tax (GST), education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rate.**

k).Price bid must be submitted in the above format failing which the bid shall not be honored. However the firms may submit a detailed price breakup annexed to the price bid.

SECTION-6

FORMS

SECTION-6

FORMS

- Section 6.1- Contract detail form
- Section 6.2- Forms of Financial capacity
- Section 6.3 –Check list
- Section 6.4-Undertaking for Compliance of the provisions of Contract Labour
- Section 6.5- Declaration for Non-pending of any Black listing/debarring
- Section 6.6 - Declaration for Non-penalize/punish
- Section 6.7- Declaration for Non-pending of any criminal case
- Section 6.8- Undertaking to abide by all terms and conditions laid down in tender document.
- Section 6.9- Form of Bid security
- Section 6.10- Form of PBG.
- Section 6.11- Agreement form
- Section 6.12: Indemnity Bond
- Section 6.13: Technical Bid
- Section 6.14: Bidders Technical Capacity
- Section 6.15: Letter Accompanying Technical Bid
- Section 6.16: Letter to the Registrar NITRR
- Section 6.17: Certificate of site Inspection
- Section 6.18: Work executed in last the 07 years

(To be printed on the letter head of the Firm)

CONTRACT DETAILS FORM
GENERAL DETAILS OF BIDDER

CATEGORY OF THE FIRM

NATIONAL LEVEL

REGIONAL LEVEL

(Tick the Any one)

1. NAME OF THE COMPANY-----
2. COMMUNICATION ADDRESS-----

3. PHONE NUMBER-----
4. FAX-----
5. EMAIL I.D. -----
6. EMD PARTICULARS: DD No. -----Date-----

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE /PERSON RESPONSIBLE FOR MANAGEMENT

1. NAME OF THE CONTACT PERSON-----
2. DESIGNATION-----
3. PHONE No. -----
4. MOBILE No. -----
5. EMAIL I.D. -----

UNDERTAKING

1. The undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates in any other institution in India.
3. I/We give the rights to the competent authority of NIT Raipur to forfeit the Earnest Money /Security Money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the tender document/Contract agreement.

Signatory

Signature of the Authorized

Designation Office Seal of the Bidder)

Date:
Place:

FORM FOR FINANCIAL CAPACITY

	Financial Years		
Description	2014-15	2015-16	2016-17
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

Signature of the Authorized Signatory

Designation Office Seal of the Bidder

Date:
Place:

CHECKLIST FOR PREPARATION OF BID

Sl. No	Particulars	Yes/No
01	Have you filled in and signed the Contract Details Form?	
02	Have you read and understood various conditions of the Contract and shall abide by them.	
TECHNICAL BID		
03	Have you enclosed the EMD of Rs. EMD: Rs.21,00,000/- With the Technical Bid?	
04	Have you taken prints of all the Sections of Tender, in the prescribed in proper Size and signed on all the pages of the tender documents?	
05	Have you attached proof of having met the following Minimum eligibility criteria?	
06	Legally Valid Entity: Have you attached attested Certificate issued by the Registrar of the firms/Companies.	
07	Registration with Government Bodies like IT, ST, ESIC, EPF, Labour Laws: Have you attached a Registration Copy of each of the Certificate?	
08	Experience: Have you attached the attested experience Certificates issued by the Organizations? <i>Government Departments?</i>	
09	Have you attached the proof of authorization to sign on Behalf of the bidder in the Technical Bid?	
10	Have your Technical Bid been packed as per the Requirements of the Tender?	
FINANCIAL BID		
11	Have your financial Bid proposal is duly filled as per price schedule sealed and signed on all pages?	
12	Have quoted prices against each of the category as per the price schedule?	
13	Have your financial bid been packed as per Tender?	

Signature of the Authorized Signatory

Designation Office Seal of the Bidder)

Date:

Place:

UNDERTAKING**(TO BE SUBMITTED BY THE SECURITY AGENCY)**

Along with each monthly bill for Compliance of the provisions of Contract Labour (Regulation & Abolition) Act, Rules and other laws as applicable)

I _____ s/o _____
 proprietor/partner/Director of M/s _____, do hereby declare
 and undertake as under:-

1. That in the capacity of Security Agency with regard to security Manpower deployed at
 (Description of Principal employer) against work order No. ----- dated-----

I / We have complied with the provisions of Contract Labour (R& A) Act 1970 in holding a valid
 license under the Act and rules thereto. I have paid the wages for the month of
 _____ As per DGR rates /Minimum wage Act to all my employees and no dues are
 payable to any employee.

2. That I have covered all the eligible employees under the Employees Provident Fund and
 Miscellaneous Provisions Act and the Employees State Insurance Act and deposited the
 contribution under our code number for the following months and as such no amount
 Whatsoever is payable.

3. It is certified that the PF challan for Rs. _____ and ESI Challan for Rs. _____ enclosed
 with my bill pertains to my workers whose name are appearing in the wage sheet for the
 month _____

4. I further declare and undertake that in case any liability pertaining to my employees is to be
 discharged by the Principal employer for my lapses, I undertake to reimburse the same or the
 Principal Employer is authorize to deduct the same from my dues as payable.

Authorised Signatory

M/s _____
 (Rubber Seal)

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

Or

I / We _____ (Tenderer) hereby declare that the Firm / agency namely M/s. _____ was not blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the NIT, Raipur, and EMD (Earnest Money Deposit)/ SD (Security Deposit) shall be forfeited.

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

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Name _____

Address _____

DECLARATION REGARDING NON PENALIZE/ PUNISH FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has not been penalized in the past years by Labour Court, EPFO & ESI by way imprisonment.
Or

I / We _____ (Tenderer) hereby declare that the Firm / agency namely M/s. _____ has not been penalized / punished by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the University, and EMD (Earnest Money Deposit)/ SD (Security Deposit) shall be forfeited.

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

DEPONENT

Attested:
(Public Notary / Executive Magistrate) with Date

Name _____

Address _____

**DECLARATION REGARDING NON PENDING CRIMINAL CASE
FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer) I / We ----- (Tenderer) hereby declare that the firm / agency namely M/s. ----- has no criminal case is pending against Partners / Proprietor / Others.

Or

I / We ----- (Tenderer) hereby declare that the Firm / agency namely M/s.-----
----- has not having any pending criminal case against Partners / Proprietor / Others for a period of-----years w.e.f. -----to----- The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the University, and EMD (Earnest Money Deposit)/ SD (Security Deposit) shall be forfeited.

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

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Name _____

Address _____

**(ON A STAMP PAPER of Rs.100/-)
UNDERTAKING**

To

The Director,
National Institute of Technology, G.E. Road, Raipur-492010(CG)

Name of the firm/Agency-----

Name of the tender----- Due date: -----

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed in the NIT Raipur through individual Security Guards Bank Account as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide strictly all the security guards, necessary security accessories and necessary security training as per the Private Security agencies (Regulation) Act 2005 and must comply with and follow all the provision of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008
5. I/We do hereby undertake that complete security of the NIT Raipur shall be ensured by our Security Agency. The security money deposited by me/us will forfeit in case of any loss is caused to the Institute due to any security lapse, as well as any other Point considered by our Agency. Our Security Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. _____ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone. No.

FORM OF BANK GUARANTEE FOR BID SECURITY

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we _____
 (Name and address of Bank), having our registered office at _____
 (Hereinafter called "the Bank") are bound unto. The NIT Raipur,

 (Name of the Institute) (hereinafter called "the Institute") in sum of
 Rs. _____ for which payment will and truly to be made
 to the said Employer, the Bank binds himself, his successors and assigns by these presents.

WHEREAS _____ (Name of Bidder) (hereinafter called "the Bidder") has
 submitted his bid dated _____ for providing Security Services (hereinafter called
 "the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of
 Rs. _____ (Amount in figures and words) as Performance Security
 against the Bidder's offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have at the request of the
 Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That the Department may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Department and the Bidder.
 2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
 3. That this guarantee commences from the date hereof and shall remain in force till:-
 - a. The Bidder, in case the bid is accepted by the Department, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
 - b. **Sixty days** after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
 4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.
- THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Institute during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in the tender document.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in any other State Governments/Union Government.

WE undertake to pay to the Department upto the above amount upon receipt of his first written demand, without the Department having to substantiate his demand provided that in his demand the Department will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness
Bank

Signature of Authorized Official of the

Name of Official-----

Designation-----

ID. No. -----

Name of Witness (Stamp/Seal of Bank)

Address of Witness

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of -----between ----- (Name of the Bank) (hereinafter called the "Bank") of the one part and NIT, Raipur(Name of the Institute) (hereinafter called the "Institute") of the other part.
2. WHEREAS NIT, Raipur(Name of the Institute) has awarded the contract for Security services contract for Rs.----- (Rupees in figures and words) (hereinafter called the "contract") to M/s----- (Name of the contractor) (hereinafter called the "contractor").
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs.----- (Amount in figures and words).
4. NOW WE the Undersigned ----- (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of ----- (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs.----- (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Institute, the Bank is engaged to pay the Institute, any amount up to and inclusive of the aforementioned full amount upon written order from the Institute to indemnify the Institute for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Institute immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Institute any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of ----- months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Institute agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Institute and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the-----
day of ----- (Month) ----- (year) being herewith duly authorized.
For and on behalf of the -----Bank.

Signature of authorized Bank official

Name-----

Designation-----

I.D. No. -----

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named -----
in the presence of:

Witness-1.

Signature-----

Name-----

Address-----

Witness-2.

Signature-----

Name-----

Address-----

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR.
FORM OF AGREEMENT

THIS AGREEMENT is made on the----- day----- (Month)----- (Year) Between the National Institute of Technology Raipur, C.G. (hereinafter called "The Principal Employer") through its authorized representative/authority, The Registrar NITRR, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors in office and assigns of the one part AND----- (Name and address of the service provider contractor) (hereinafter called "the service provider contractor") through Shri----- the authorized representative which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns of the other part, under which the Service Provider contractor uniformed and trained personnel and will use its best endeavours to provide security services to the NITRR, G.E. Road, Raipur, Chhattisgarh by deploying its security personnel.

NOW THIS AGREEMENT WITNESSETH as follows:-

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

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

- a. Notice Inviting Tender for Providing Security Service (Watch & Word)
- b. Section-1 (Technical Proposal Submission Form)
- c. Section-2 (Instructions to the Bidders)
- d. Section-3 (General Conditions of Contract)
- e. Section-4 (Schedule of Works /Requirements)
- f. Section-5 (Price Schedule)
- g. Section-6 (All Forms)
- h. Any other documents forming part of the contract.

3. In consideration of the payments to be made by the Principal Employer to the Service Provider Contractor as hereinafter mentioned, the Service Provider Contractor hereby covenants with the Principal Employer to execute and Provide Security services **w.e.f.06/Sep/2017 at 0800** hrs as per the provisions of this Agreement and the tender document.

4. The Principal Employer hereby covenants to pay the Service Provider contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. ----- (----- Rupees in words) 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. IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written for and on behalf of the Service Provider Contractor and for and on behalf of the National Institute of Technology Raipur (C.G.)

Signature of the authorized representative
/authority of NITRR with Stamp/Seal

Signature of the authorized representative
of Service Provider Contactor

Stamp/Seal of the Employer
Designation
Name-----

on behalf of the Contractor in
the presence of:

Witness_____

Name_____

Address_____

Telephone No:_____

Stamp/Seal of the Contractor
Designation
Name-----

on behalf of the Employer in
the presence of:

Witness_____

Name_____

Address_____

Telephone No:_____

INDEMNITY BOND

This deed of Indemnity is made this day of 2017 between M/s. -----, (hereinafter called "The Contractor" which expression shall unless repugnant to the context or meaning Thereof include its successors and assigns) of the FIRST PARTY and **DIRECTOR, National Institute of Technology Raipur**, an Institute having its Registered Office at G.E,Road,Raipur-492010 (hereinafter called the "Institute" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the SECOND PARTY.

WHEREAS the Contractor has, inter alia, agreed with the Institute to execute the work "For Providing Security Service in N.I.T. Raipur". On the Terms & Conditions contained in the Notice Inviting Tender No. ----- made between the Institute and the Contractor.

Whereas the Contractor has to furnish an Indemnity of the said Agreement. It is now agreed by and between the Parties hereto as follows:

1. In accordance with the said Agreement, on the Contractor furnishing this Indemnity, the Contractor hereby undertakes to indemnify the Institute and keep the Institute indemnified from time to time against any loss caused due to negligence, not constant vigilance, mishandling, not prompt action, not appropriate action, incapable to monitor, failure to provide adequate security and damage caused to or suffered by the Institute or by reason of any breach or breaches on the Contractor's art of any of the Terms & Conditions contained in the said Agreement and in the event the contractor shall make any default or defaults in carrying out any of the works under the said Agreement or otherwise in observance or performance of any of the Terms & Conditions relating thereto in accordance with the true intent and meaning thereof, the Contractor shall forthwith on demand and without demur pay to the Institute such sum or sums as may be claimed by the Institute as losses, damages, costs, charges or expenses by reason of such default or defaults on the Contractor's part.
2. Notwithstanding anything to the contrary in these presents or in the said Agreement The Institute's decision as to whether the Contractor has made any default or defaults or the amount or amounts to which the Institute is entitled by reason thereof will be binding on the Contractor for the purpose of this Indemnity and the Contractor shall not be entitled to ask the Institute to establish its claim or claims under this Indemnity but will pay the same on demand without any objection provided always the mutual rights under the said Agreement shall not in any way be prejudiced by reason of such demand by the Institute and payment by the Contractor under this Indemnity and the claims under the said Agreement (which Shall be settled in accordance with the said Agreement) without prejudice to the Institute's rights to demand immediately under this Indemnity and the Contractor's liability to pay the same.
3. This Indemnity shall continue and hold good until it is released by the Institute in writing on the Contractor's application after expiry of relative Guarantee period of the said Agreement and after the contractor has discharged all his obligations under the said Agreement and submitted a "NO DEMAND CERTIFICATE" from the Institute under the said Agreement. The Indemnity Bond shall be valid for a minimum period of CONTRACT PERIOD and renewable thereof (Claim Period).
4. The Institute will have the fullest liberty from time to time to enforce or forbear to enforce any of the Terms & Conditions of the said Agreement and the Contractor shall not be released from his / their liability under this Indemnity by the exercise of the Institute 's liberty with reference to the matters aforesaid or by reason of any time being given to the Contractor or any forbearance, act or omission on the Institute's part or any indulgence by the Institute to the

Contractor or by any variations or modifications of the said Agreement or any other act, matter or thing whatsoever on the Institute's part.

5. This Indemnity and the powers and provisions herein contained are in addition to and not by way of limitation or substitution for any other guarantee, indemnities hereto before given to the Institute by the Contractor and this indemnity does not revoke or limit such indemnities or guarantee.

IN WITNESS WHEREOF the Parties hereto have executed these presents the day the year First hereinabove written.

Name and sign of the Contractor

Registrar
N.I.T. Raipur

In the presence of following Witness
Witness

- 1.
- 2.
- 3.

In the presence of following

- 1.
- 2.
- 3.

Part-I: TECHNICAL BID**NAME OF THE WORK: PROVIDING SECURITY SERVICE IN THE NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR (C.G.)**

1	Name of the Contractor/Agency	
2	Address & Contact number	
3	Name of person, who has signed the tender	
4	Details of Tender cost (DD no. and Amount)	
5	Details of EMD (DD no. and Amount)	
6	Permanent Account Number.(copy should be attached)	
7	TIN number (copy should be attached) Experience certificates related to providing the security service during last seven years issued from clients as per requirement of tender (copy should be attached)	
8	Average turnover in last three years. (CA certified copy should be attached)	
9	Copy of latest Income Tax Return	
10	Copy of EPF and ESI registration with payment proof during last year	
11	Copy of Goods & Service Tax (GST) registration with payment proof during last year	

Earnest Money Deposit (EMD) (To be enclosed with Technical Bid)	Demand Draft No. ----- Dated----- for ` drawn on (Name of the Bank-----) in favor of The Director, National Institute of Technology, Raipur payable at Raipur.
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I ----- Son of -----resident of who is ----- (Proprietor/ partner/ Director etc.) of M/s----- declare with sound mind and without any pressure that If any document or information furnished with tender is found forged or fabricated at any time, the Institute has full right to terminate the contract and forfeit my/our EMD or Security Deposit.

Place:
Date:

Signature of Bidder with seal
Name & Address

DETAILS OF BIDDERS TECHNICAL CAPACITY

Sl.No	Required Information	
01	Name and registered address of the Individual/firm/company	
02	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc	
03	Name of the contact person, Designation, Telephone No., Fax No., E-mail id	
04	Month and Year of commencement of service business.(Only security service)	
05	Statutory details (Photocopies to be attached)	
05-i	Registration number of the firm. (As per Shop and Establishment act.)	
05-ii	Registration number under PRASR-2005 Act	
05-iii	Goods & Service Tax (GST)—Registration number	
05-iv	VAT No. – Registration number	
05-v	PAN No.	
05-vi	E.S.I. No.	
05-vii	P.F. No.	
06	Financial Capabilities	
06-i	Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement certified by CA.	
06-ii	Details	FY 2014-15, 2015-16, 2016-17
06-iii	Annual Turnover	
06-iv	Net Profit	
06-v	Loss if any	

Signature and seal of Bidder

Date:

Address

FORMAT OF LETTER ACCOMPANYING TECHNICAL BID

From: _____

To
The Director,
National Institute of Technology,
G.E.Road-492010,
Raipur (C.G.)

Sub: Tender For Providing Security Service Contract in N.I.T. Raipur.

Dear Sir,

In response to the above and in full agreement with the terms and conditions of the tender as stipulated by you, I/We offer my/our competitive and firm offer as follows:

i) I/We understand that minimum wages will be required to be paid not less than as per the terms and conditions stipulated by the Regional Labour Commissioner (central), Raipur, as notified by the Government of India from time to time. In addition, I/We also understand that all statutory payments like PF / ESI / Bonus/ EDLI / Admin. Charges, etc. also need to be paid as prescribed under various statues, by me/us.

ii) The tender fee of Rs. ----- is deposited vide enclosed demand draft No.....dated.....drawn on.....

iii) The Earnest Money Deposit of Rs. ----- is given vide enclosed Demand draft No.....dated.....drawn on.....

iv) I/We have valid registration in respect of Employees Provident Fund/Employees State Insurance/Goods & Service Tax (GST) etc. Copies of the above and other documents mentioned in this tender document are enclosed herewith.

v) I/We also understand that the Director, NIT Raipur has the right to accept or reject my/our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.

Encl: As above

Place:
Date:

Yours sincerely
Auth. Signatory:
Name.

To,
The Registrar
National Institute of Technology
G.E. Road
Raipur- 492010. (C.G).

Subject: Tender for Providing Security Service in the N.I.T. Raipur.

With Reference to the letter No:-.

Dear Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format. I / We have adhered to the requirements prescribed by NITRR. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Address:

Date:

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. -----) have certified that we have visited the site on----- and assessed the nature and amount of work involved before submitting our offer.

Bidder Signature and seal with date

Description of similar work of Providing security Service executed during the last Seven years.

(Please furnish copies of completion certificate from the Government Department / Organization//PSU/Private etc.)

Description of the work /order executed	Actual value of work/order executed	Work Period			Name of the Govt. Dept./ organization etc.
		Start Date	Finish Date	Stipulated date	
1					
2					
3					
4					
5					
6					
7					

Bidder Signature and seal with date