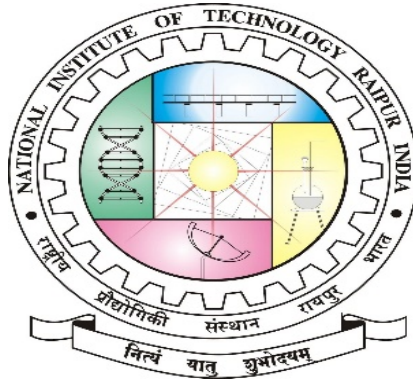




**OPEN TENDER FOR
OUTSOURCING OF CAMPUS
SECURITY & SAFETY SERVICES
IN NATIONAL INSTITUTE OF
TECHNOLOGY RAIPUR,
RAIPUR(CHHATTISGARH)**



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

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

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NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Online e-tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having the capacity to provide the required number of uniformed trained manpower for the campus security & safety 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. The last date for submission of e-tender(s) is 09/10/2020 upto 18:00 Hours and will be opened in online mode on 12/10/2020 at 16:00Hrs through our e-tendering portal tenderwizard. In case, any holiday on the day of opening, the e-tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. Tenders are required to submit only through online mode and no other mode will be accepted. Bidders can see details through online portal and they need not to be present mandatorily in the institute at the time of opening of tender.

**Registrar
NIT Raipur**



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OPEN E-TENDER NOTICE

Tender Notice No. NIT RAIPUR/Security/OT/2020/562

Dated:17/09/2020

SUBJECT:-TENDER FOR PROVIDING CAMPUS SECURITY& SAFETY SERVICES AT NIT RAIPUR

NIT Raipur invites e-tenders from registered and authorized security agencies for hiring the security services (Security Guards, Security Supervisors & Gunmen) for its Academic building, Residential Campus, Halls of Residence area on bidding method (EMD, Technical Bid and Financial Bid) duly filled & uploaded to our e-tendering portal i.e. www.tenderwizard.com/NITR

Tender documents may be downloaded from our Institute Website: nitrr.ac.in & www.tenderwizard.com/NITR

Tender reference. Tender Notice No. NITRR/Security/OT/2020/562 Dated-17/09/2020

Cost of tender document: Rs.1180/-

EMD:Rs. 1000000/- (Rupees Ten Lakhs Only)

Last Date and Time for receipt of bid: 09/10/2020 upto 18:00 Hrs.

Date and time of opening of Technical bid: 12/10/2020 at 16:00 Hrs.



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SECTION -1 TECHNICAL PROPOSAL SUBMISSION FORM

Date:

LETTER OF BID

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

Ref: Invitation for TENDER NO. NIT RAIPUR/Security/OT/2020/562 Dated 17/09/2020

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 & Safety 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 State Government body /State University has not ever 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



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(To be printed on Bidders letter head)

SECTION -2 INSTRUCTIONS TO BIDDERS

DETAILS OF THE PROPOSED CONTRACT

1. GENERAL INSTRUCTIONS

NIT Raipur, hereinafter referred to as the Institute shall be hiring security & Safety services i.e. the services of the Security Supervisors, Security Guards and Gunmen for its office, academic buildings, Hostel and residential area, under Tender No. NIT RAIPUR/Security/OT/2020/562 Dated 17/09/2020 .The details of the requirement are mentioned as 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	132 *may be changed upward or downward at any time before selection or during the contract period.
03	Gunmen	For 04 Ladies Hostel, For campus Gates and other important locations in the campus.	12 *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



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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
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- 1.1 The bid must be submitted only through online mode through our e-tendering portal i.e. www.tenderwizard.com/NITR . No other mode of tender submission will be accepted at any circumstances.
- 1.2 The tender documents may be downloaded from our institute website www.NITRaipur.ac.in & www.tenderwizard.com/NITR
- 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 and no claim on account of any errors detected later in the tender documents shall be entertained.
- 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. The signed document is required to be uploaded on the portal & must be clearly and visibly scanned.
- NO PAGE SHOULD BE REMOVED /DETACHED FROM THIS BIDDING DOCUMENT.
- 1.5 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.
- 1.6 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**.
- 1.7 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 and fire service personnel is tentative and may increase or decrease at the sole discretion of the competent authority (The Director, NIT Raipur) of the Institute.
- 1.10 All payments to the staffs involved in this contract have to be made through e payment/Bank (SBI, NIT branch, Raipur only) transfer by the contractor. The proof (with bank seal & stamp) of the same has to be submitted to the Institute with the bill in every month. {Mandatory}



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1.11 The Institute reserves the right to amend/cancelled this tender at any stage/time without assigning any reason. And the decision/interpretation of the competent authority of the institute shall be final and binding.

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 uploaded):

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, and Director General of Resettlement sponsorship, Ministry of Defense or DGR registered and being run by Ex-serviceman or any other legal entity may be permitted. A Proof for supporting the legal validity of the Bidder shall be submitted along with the bid.

2.2 Financial Capacity: Annual Turnover: The bidders should have the minimum average turnover of at least **Rupees Two Crore** during the last **three** financial years (**2016-17, 2017-18, 2018- 19.**) in security business. For which the bidder should submit the copy of audited balanced sheet for the Financial Year (**2016-17, 2017-18, 2018- 19**) failing which the same shall be treated as void. The Annual Turnover shall be exclusively for security services only. 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.). The Firm must be a profit making Organization. Financial Solvency Certificate: The bidders should have a solvency of **Rupees Two Crore** (It should be 40% of the estimated amount) A certificate to this effect may be enclosed from the Banker.

2.3 Registration: The Bidder should be compulsorily registered with Department of Home affairs (State/Central govt.), Income Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation, PSARA license (the private security agencies (regulation) act 2005, as per the Central Government Act, Section iv in the Private Security Agencies (Regulation) Act, 2005)/Chhattisgarh Private Security Agencies (Regulation) Rules, 2008, Registered Under Shop and Establishment Act, Relevant proof in support shall be submitted. The bidder should be registered with Service Tax authorities. The bidder should be registered with Income Tax authorities and should have PAN number, TIN number, Goods & service Tax number (GST).

2.4 Experience: The Bidder should have a minimum 07 years experience after registration in the similar field of providing security services in big organizations and /(or) Government Departments (or) Educational Institute of repute, relevant proof in support shall be submitted. The bidder should also have experience in Fire Prevention, Fire Protection, Fire Operation, firefighting and fire control techniques. The relevant proof in support shall be submitted.

2.5 Legal Status: The agency should not be blacklisted (Let it be for a period of one year/two year/three year or more or even a single day by any of the Government/ state Government/PSU/ central/State University/IIT/NIT/IIM/IISER). (Affidavit must be attached for this purpose. Note: The blacklisted agency must not apply with any explanation/forgiveness letter), the agency should not be



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punished/penalized by a way of imprisonment. (Affidavit must be attached for this purpose), 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)

2.6. TECHNICAL CAPACITY:

2.6.i. **Technical Capacity** :-The bidder should have the experience of completion of similar works (Exclusively providing security service only) in any of the Government Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India.

2.6.ii. Three similar works completed costing not less than the amount equal to **Rupees Two Crores.**

Or

2.6. iii. Two similar works completed costing not less than the amount equal to **Rupees Two Crores Fifty Lakhs.**

Or

2.6.iv. One similar work completed costing not less than the amount equal to **Rupees Four Crores.**

Note: Similar works means providing security services exclusively only.

2.7. **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.

2.8. **Fire Prevention, Fire Protection, Fire Fighting, Fire Control, Search & Rescue, Disaster Management, General maintenance of Fire equipment & its systems:** The agency should have ability to provide well qualified, trained & having adequate practical knowledge & experienced Security personnel's having with adequate practical knowledge and as well as theoretical knowledge to identify the defect, maintenance, Prevention, Protection, Operation, Fire Fighting, Fire control, testing & trial, handle and operates the fire fighting equipment and its systems. The agency must ensure the fire prevention, fire fighting and fire control in the campus. (Ability to provide/ to do/to comply with this clause and its Affidavit copy must be attached for this purpose)

2.9. **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. (**Ability to provide and its** Affidavit copy must be attached for this purpose)

2.10. **Ability to provide electronics Security gadgets and fire & life safety equipment:-**The agencies should have ability to provide at least some security gadgets and fire & life safety equipment as per requirement of the NIT Raipur for improvement of the Security system and for the fire & life safety of



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the students. (As per instruction of the security & fire safety wing of the institute) (Ability to provide and its Affidavit copy must be attached for this purpose)

2.11. The security firm must have minimum strength of 1000 security personnel's as an employees on its payroll.

In proof of having fully adhered to the minimum eligibility criteria 2.11. manpower in payroll the list of security personnel's, their employment order copy, ESI & EPF e-pay order and UAN list, employment place with work order, bank salary sheet, Copy of Challan/ECR of EPF/ESIC in support of establish the strength to be submitted.

2.12. **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.

In proof of having fully adhered to the minimum eligibility criteria at 2.12. 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.

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

In proof of having fully adhered to the minimum eligibility criteria at 2.13, 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 and payment release Cheque must be attach to proof the clause 2.13.

2.14. **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 2018-2019**)

2.15. **Zonal or Regional Head Quarters (Office) or Brach Office:** The agencies **should have** Zonal or Regional Head Quarters or Branch Office in Raipur, Chhattisgarh and it must be **Registration as per the**



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shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948 along with the dedicated regular HR Officer in the Pay roll and muster roll. The outsider agencies(outside the Chhattisgarh) not having Zonal or Regional Head Quarters (Office) or Branch Office required to establish it within an stipulated time period and for this purpose the agencies required to submit an undertaking to the NIT Raipur along with the dedicated regular HR Officer in the Pay roll and muster roll.

2.16. Additional two in number of Zonal or Regional Head Quarters (Office) or Branch 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 have **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

In proof of having fully adhered to the minimum eligibility criteria at 2.14 to 2.16 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 required to produce the original copy during the evaluation period.

2.17.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) 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. 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.** Documentary proof must be provided to support this.

2.18. 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 shall be uploaded.

b. In proof of having fully adhered to the minimum eligibility criteria at 2.2 attested copy of audited balance sheets for the completed three financial years i.e. for 2016-2017,2017-2018 and 2018-2019.

c. In proof of having fully adhered to the minimum eligibility criteria at 2.3 self attested copy of PAN, GST Certificate(REG-06 Format), Labour contract registration Copy, EPFO Registration copy, ESIC Registration Copy, Copy of PSARA-2005 License/Chhattisgarh Private Security Agencies (Regulation) Rules, 2008/other relevant Copy / Certificates/ Affidavit/ Undertaking must be attach and copy of Registration under Shops & Establishment Act shall be acceptable. These should be uploaded in the portal in clear and visible scanned format.



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d. In proof of having fully adhered to the minimum eligibility criteria at 2.4, attested copy of work orders & experience certificate issued by the Organizations and Government departments shall be acceptable.

e. In proof of having fully adhered to the minimum eligibility criteria at 2.4 to 2.9 the security agencies must have proper registration/License/other necessary certificate/proof and attach their voluntarily willingness undertaking certificate. The security tender document committee reserves the rights to physically visit any site/location/facilities of the agency to examine it whether the abovementioned claiming facts are true or wrong. 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.

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 bid 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.1000000/- (Rupees Ten Lakhs Only) through online mode only. If the firm is registered with MSME, NSIC, DGS&D or any other Government Agency may claim Tender Fee & EMD exemption subject to fulfilling the required condition of registration for exemption under the specified category applicable for tender only. Registration in other category apart from tender requirement will not be considered for any exemption.**

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.

3.4. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.

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, the 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.



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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 & must be uploaded in tenderwizard portal:-

- a) Scanned Technical Bid Submission Form duly signed and printed on Company's letterhead (Section 1).
- b) Scanned Signed and Stamped on each page of the tender document.
- c) Scanned Contact Details Form duly filled and signed (Section 6.1).
- d) Scanned Financial Capacity form- filled in and signed (Section 6.2).

5.2. Financial Bid: Bidder should prepare financial Bid in the Price Schedule as provided in the Tender portal in excel format & must be uploaded in tenderwizard portal.

6. SUBMISSION OF BIDS

6.1 Bidders have to submit their bid through E-tendering mode only at website www.tenderwizard.com/NITR.

6.2 Financial Bid (Microsoft Excel File) is to be downloaded from website www.tenderwizard.com/NITR and then is to be filled, saved and uploaded (through digital signature) on the same website and not to be submitted in hard copy at all. The Financial Bid (after filling the rates) should neither be scanned & uploaded, nor, the hard copy of the same should be submitted to NIT Raipur office.

6.3 The complete Tender document can be viewed and downloaded only from the website (www.tenderwizard.com/NITR) & www.nitrr.ac.in during the tender sale period. The intending bidders should submit the tender documents sale price & tender processing fee, through e-payment, at the time of making online request.

6.4 Complete tender papers, duly accompanied with receipts of e-payment of tender cost, EMD shall be received online as per date and time mentioned. Tender shall be opened through E-tendering systems.

6.5 Complete tender documents must be submitted on or before as per schedule mentioned through E-Tendering mode only at website i.e. www.tenderwizard.com/NITR.

6.6 Tenderers are advised to complete all submission related work well before Time and date for submission of tender online. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit his offer, will not be accepted.

6.7 To participate in the E-tender, it is mandatory for the bidders to have user ID & password, which has to be obtained by submitting an annual registration charges of Rs. 2000/- +GST @ 18% to ITI, through e-payment. Also it is mandatory for all bidders to have class 3 digital signature certificates from any of the CCA (Controller of Certifying Authority, India) or if any support required on DSC, Please contact back to us. (Helpdesk No. 011-49424365, 8800991863)



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6.8 Telephonic request to NIT Raipur officials will not be entertained in any circumstances. Any query related to tender must be through e-mail only to storenpurchase@nitrr.ac.in & bnayak.so@nitrr.ac.in.

6.9 The bid along with necessary documents should be uploaded only on the www.tenderwizard.com/NITR portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <https://www.tenderwizard.com/NITR>. All documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted.

7. BID OPENING PROCEDURES:

7.1. The Technical Bids shall be opened through online mode in tenderwizard portal **on the specified date & time** in the presence of Committee authorized by the competent authority of NIT Raipur in Store & Purchase Section, the presence of bidders or their authorized representatives is totally voluntarily and they may see the details of bidding through tenderwizard portal.

7.2. The financial bids of only those bidders who's Technical Bids are accepted, shall be opened for the purpose as specified date and time.

7.3. A letter of authorization shall be submitted by the Bidders representative before opening of the Bids in case of there presence in the premises.

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

7.5. If the selected bidder does not provide services in the stipulated time, gets terminated or leaves the contract, **the selection of next eligible bidder for the same work may be considered.**

7.6. After opening the Technical Bids and verifying the EMD amount, the technical bids shall be valuated later to ensure that the bidders meets the minimum eligibility criteria as specified in the tender document.

7.7. Bid shall be declared as Valid or Invalid base 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 bidders, 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.



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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. Technical Bid will be evaluated on the basis of size of organization, their methods and standard of recruitments, arrangement of training, client list, documents submitted for eligibility viz experience, turnover etc. Bidder may be asked for original documents for verification at any stage.

9.2. Even though any bidder may satisfy the technical requirements, he/she would be liable to disqualification if he/she has:

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document. (Such as conditions mentioned in the clause nos.2.5 and other conditions mentioned in the minimum eligibility criteria)
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial/weakness etc.

9.3. The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, No explanation, verbal or written, shall be entertained in respect of acceptance /rejection of the tender.

9.4. 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 decision of awarding the contract will be decided by the Director of NIT Raipur.

Note:-

- a). All the bidders submit their self attested original certificate/documents with their technical bid.
- b). 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. 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.

10. FINANCIAL BID OPENING PROCEDURE:

10.1 The financial Bids of all qualified Bidders shall be opened on the appointed date and time through online mode, bidders are not required to be present mandatorily and they can see the detail in portal.

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

10.3 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.



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

11. RIGHT TO ACCEPTANCE:

11.1. 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 competent authority of the NIT Raipur in this regard shall be final and binding.

11.2. 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.

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

11.4. 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.

11.5. 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/State University/Centrally funded institutions/Local bodies/Municipalities/ PSU /etc. in such case the EMD/Security deposit shall be forfeited. Henceforth the blacklisted firm (declared by central Government/State Government/State University /Autonomous institution/PSU) must stay away to participate in this contract.

12. CONTRACT VALIDITY:

12.1. The contract will 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.

12.2. 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 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.



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- 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 indulge 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.

12.3. The Institute will pay at minimum rates of wages as per Central Government Norms to the personnel employed. **Service charges will not be scaled up with the proportionate increase in minimum wages** and minimum wages shall also include all statutory dues like EPF, ESI and Bonus as applicable in the labour law. The service charges shall be remaining at the same throughout the contract period. At any point of time, the allotted personnel must be present in the campus failing which penalty will be imposed as per the penalty table. For this purpose, the agency is required to maintain a duty chart board & sign it, and place it in the main gate. **If any abnormality is found in the mentioned strength during the surprise check, then a sum of ten thousand rupees shall be deducted from the security agency monthly bill profit. The imposed fine amount shall not affect the security personnel's minimum wage. Only the agency has to bear it. Wages will be strictly as per Central Government Norms, if any discrepancy found, the bid will be rejected.**

12.4. The Institute augurs for state-of-art technology. The attendances of the security personnel's must be recorded in the Facial recognition Biometric system and the Finger print Biometric attendance system. The bidder has to provide both the Biometric machine with power back system. The bidder is required to submit two in numbers of Biometric machine recorded attendance hard copy to the security & fire safety office for the verification of attendance. The security personnel's duty In time and duty Out time are mandatory in these Biometric attendance hard copy. The security personnel's not having the Out time in this recorder shall be considered absent. All security personnel are required to turn up on their duty in neat and clean uniform, which are to be supplied by the agency as per the private security norms. Sleeping in duty, playing with mobile in duty, smoking, tobacco chewing & spitting, alcohol, drugs are strictly prohibited inside the campus area. Any personnel found with these acts or with improper/incident behaviour may be debarred from the NIT Raipur Campus & suitable penalty amount shall be imposed on the security agency. And the penalty amount shall be deducted from the agency profit only. The Institute shall not be responsible for any situation arising out of that.

12.5. All payments to staff (Wage, EPF, and ESIC) to be engaged by the firm under the contract are to be transacted through only the State Bank of India, NIT Branch, Raipur (Mandatory)



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12.6. The security agency must ensure about its deployed security personnel's names and other personal details, character certificate, educational certificate, training certificate, gun licences, fire fighting certificate, experience certificate, AADHAR Card, Driving License, Ration card, next of kin address, permanent address, current address, telephone numbers, mobile numbers, telephone numbers of the SARPANCH, WARD MEBER, POLICE STATION, medical certificate and police verification report and photograph & details of personal identification marks and etc. The security agency must ensure & keep under in its custody of the abovementioned all the documents, certificates of his security personnel's. The security agency must provide it to the security office as and when required. The agency must ensure the security personnel's previous criminal activity & fraud case. No security personnel should be employed in the NIT Raipur Campus not having the aforesaid certificate, document & records. The security agency must not deploy any personnel's inside the campus having any previous criminal activity & fraud case background failure shall attract a penalty of twenty thousand rupees and it shall be deducted from the security agency bill only.

12.7. During the notice period for termination of contract if any of the situations contemplated above, the duty of the contractor to remove all the persons and/ or resources deployed by it 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.

13. PERFORMANCE GUARANTEE (SECURITY DEPOSIT):

13.1. The successful bidder shall deposit an amount of **Rs.5% of the total annual value of the awarded value** in the form of 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 commencement of work.

13.2. 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 not 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.

13.3. 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.

13.4. 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.



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14. ISSUANCE OF WORK ORDER:

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.

15. SIGNING OF CONTRACT AGREEMENT:

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

15.2. 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.

15.3. 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.

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

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

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

16.2. 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. DETERMINATION OF THE SUCCESSFUL BIDDER:

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.

18. JURISDICTION AND RIGHT TO AMEND RULES:

18.1. 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.

18.2. 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 reasons to go to the court, it will be decided in the court of Raipur only.



SECTION 3 GENERAL CONDITION OF CONTRACT (GCC)

1. SERVICES REQUIRED BY THE INSTITUTE.

1.1. The security agency and his supervisors & managers must be present to supervise/monitor the security & safety work invariably between the shifts. The Contractor shall be providing security & safety services (including the Fire Prevention, Fire Protection, Fire Operation, Fire, fire control, search & rescue and disaster management) 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. The expenses for the stationary items like registers, papers, printing cartridges and etc for the security & safety services shall have to be provided by the agency. The agency shall must ensure protection of the personnel& property of the NITRaipur, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the NITRaipur premises & new campus. The agency also must ensure the fire prevention, fire protection, fire fighting, fire control, search & rescue task in the campus and maintain its all relevant records. In case of any incident such as theft, robbery, fight, accident, fire occurs inside NITRaipur premises, it is the responsibility of Security agency to call fire brigade, lodging of FIR and other legal proceeding etc.

1.2. 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.

1.3. The Contractor shall provide security & Safety (including the fire prevention, protection, fire fighting, fire operation, and fire control, search & rescue and disaster management)services in the Institute's premises to its entire satisfaction, and it is the sole responsibility of the Contractor's obligations.

2. COMMENCEMENTS OF SERVICES

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

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

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

3CONTRACTOR'S OBLIGATIONS

3.1. The security Agency shall provide security& safety arrangement for security& safety 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. The Security Agency shall be responsible for overall security and fire safety of the NIT RAIPUR Premises. Security Agency shall ensure that all instructions of the Security officer are strictly followed and there is no lapse of any kind.



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3.2. 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.

3.3. The security personnel and safety to be deployed shall be equipped with latest communication systems (Walkie-Talkie). And nightguards shall be equipped with 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.

3.4. The Security Agency personnel should be smart and properly turned out with boots/ shoes, belt, caps, badge, and other fire fighting gears & name plate(in Hindi and English) whistle etc. and carry an identity card duly attested by the authorized person of the security agency. A photocopy of these cards along with computer data shall be kept under the custody of the security agency and it should provide to the institute as and when demand.

3.5. The Security Agency has to provide proper uniform including of black leather shoes, cap, cane batten/stick, jerseys (woolen sweaters), Identity card, ceremonial dress & rain coat, Umbrella black colour, Gumboot (plastic/rubber) torch with cell and other fire safety gears to his security and safety personnel deployed in the Campus security.

3.6. 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&fire fighting duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security & safety 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.

3.7. 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. In case of removal of such personnel, no claim shall be maintainable against the institute and if any labour /police/other issue arises, then the security agency is sole responsible for it and the security agency must redress it as soon as possible failure shall attract a penalty of fifty thousand rupees and this penalty amount shall deduct from the agency monthly bill.

3.8. 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.

3.9. 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, goat, etc., from the campus premises. The agency shall make serious efforts to control and eliminate the Snake and honey bee also. The security agency must aware and follow strictly the laid down Government rule & regulation and guidelines, during controlling of the above-mentioned subjects.



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3.10. The responsibility for taking appropriate security & safety including the fire prevention, fire protection, fire operation, firefighting, fire control, search & rescue and disaster management 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 or fire 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 or fire 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.

3.11. 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. The security agency cannot hold any security & safety personnel's due Wage, EPF, and ESIC amount, those who have already worked in the NIT RAIPUR Campus. The monthly bill shall not process and verify if found any persons Wage/EPF/ESIC not paid/hold/ less amount paid by the security agency.

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

3.13. 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). **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.**

3.14. 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.

3.15. 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.

3.16. 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.



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3.17. 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 without any other cost.

3.18. The personnel employed by the Agency for the security and safety 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.

3.19. 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.

3.20. 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 & safety staff employed in the security & safety 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 equipment, use of fire fighting extinguishers, fire prevention, fire fighting, fire control, fire fighting systems, maintenance of fire equipment, search and rescue, fireman lift& other lifts, disaster management, road safety, medical first aid, patrolling, anti ragging, and use of fire arms to armed guards etc.

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

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

3.23. 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.

3.24. 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.

3.25. 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, women's, handicap persons, senior citizens, guest, visitors, 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. If any labour issue arises for this purpose then the security agency is sole responsible for it.

3.26. 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.



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- 3.27. The employees of the Security Agency shall be of good character and sound health.
- 3.28. The Security Agency shall maintain Complaint book at the main entrance gate.
- 3.29. In a manner satisfactory to the Institute, the Security Agency shall provide necessary expertise and trained manpower to the various needs of security & safety services at the Institute buildings, Halls of residence and the campus in general.
- 3.30. 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 willful harm by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble shooting efforts.
- 3.31. The Security Agency shall supply trained manpower for the security and fire safety (fire prevention, fire protection, fire fighting and fire control) 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 & fire safety staff. For this purpose the agency shall organize suitable training camps for its cadres from time to time.
- 3.32. 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, NIT Raipur may deem fit.
- 3.33. 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.**
- 3.34. 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 & fire safety personnel. 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 security and fire safety equipment which is necessary for discharge of duty.
- 3.35. The Security Agency shall have a regular system of training i.e. campus security as well as fire prevention, fire protection, fire fighting and fire control & anti ragging of the security personnel before mounting them on duty. The Security Agency shall have proper training facility and profession syllabi for the training.
- 3.36. 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. The agency must ensure the under mentioned notes: -



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- a. The agency must ensure that his security & safety personnel's must not sleep during the duty hours in the NIT RAIPUR.
 - b. The agency must ensure that his security & safety personnel must not drink during the duty hours in the NIT RAIPUR.
 - c. The agency must ensure that his security & safety personnel must not bring any anti social elements to the inside NIT RAIPUR.
 - d. The agency must ensure that his security & safety personnel must not under the influence of any alcohol, drug or any other anti social elements before engagement on duty in the NIT RAIPUR.
 - e. The agency must ensure that his security & safety personnel must not take any material from the NIT RAIPUR.
 - f. The agency must ensure that his security & safety personnel must not call any friend/relative to the NIT RAIPUR during their course of duty.
 - g. The agency must ensure that his security & safety personnel must not visit/come to the NIT RAIPUR whenever they are not actually on duty.
 - h. The agency must ensure that his security & safety personnel must be aware of the Governments Anti-Graft Law before engagement on the duty hours in the NIT RAIPUR. For this purpose, every security & safety personnel require to submit an affidavit copy to the Security Officer through the agency before deployment in the NIT RAIPUR.
 - i. The agency must ensure that his security & safety personnel must not approach/call/threat to any persons of the institute & others regarding their duty, shift, debarred, termination, transfer, post and etc. if found a penalty of five thousand rupees shall impose on the security agency and it shall deduct from the security agency profit only (Service Charge).
- 3.37. The Security Agency shall have recourses to assist the principal employer (i.e. the Institute) in Security safety 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.
- 3.38. 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 security office of the Institute.
- 3.39. 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. The security agency must ensure that no material, scrape and even soil of the institute shall out from the campus without proper gate pass duly signed and authorized by the authority of the institute.
- 3.40. 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.



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3.41. The Contractor shall submit to Institute the details of amounts deposited on account of EPF and ESI of previous month in respect of the deployed guards and safety personnel to the concerned authorities from time to time along with monthly bills. The agency must ensure the EPF, ESIC amount should submit in the Raipur branch only. The agency must submit the EPF and ESIC Challan only for the NIT RAIPUR security and safety personnel. The Challan amount must not include any other persons except the security & safety persons employed in the NIT RAIPUR Campus and the Challans amounts must be deposited through the SBI, NIT Branch, Raipur, Chhattisgarh only.

3.42. The Contractor must submit the Bank sheet of his security & safety personnel deployed in the NIT RAIPUR Campus. The contractor must pay the payment (wage) to his security & safety personnel through the State Bank of India, NIT Branch, Raipur, Chhattisgarh only (Mandatory) and the Bank sheet should have Bank Seal and stamp. (Mandatory)

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

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

3.45. 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.

3.46. 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.

3.47. The Contractor shall provide uniform to its security & safety personnel at its own cost.

3.48. The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, and ESIC etc. The Contractor should submit proof of the same for previous month at the time of monthly claim of bill. The EPF and ESIC amounts must be submitted through the SBI, NIT Branch, Raipur (C.G) in the way of Challan /E-PAY Order and the EPF & ESIC amounts must submit in the EPFO & ESIC Office Raipur only. (Mandatory)

3.49. The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel. The Bank sheet must be issued by the SBI, NIT Branch, Raipur, (C.G) only and it must be duly signed by SBI, NIT Branch, Raipur (C.G.) Bank Manager / officers with Bank seal of the SBI, NIT Branch, Raipur (C.G.) (Mandatory).

3.50. The antecedents of Security staff deployed shall be verified by the Contractor from the local police authority and an undertaking in this regard is to be submitted to this department.



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

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

3.53. The security agency will provide all the necessary registers to its work force deployed in the NIT RAIPUR i.e. 03 in nos. of monthly attendance register for the old campus, 01 monthly attendance register for the new campus, wage register, register of fine, register of deduction, register of overtime and others. The security agency is also to provide and maintain fire incident register, fire exercise register, Fire extinguisher refilling and maintenance register, Hose reel testing & maintenance register, hydrant testing & maintenance register, mock drill register, fire pump testing & maintenance register, fire alarm testing and maintenance register, fire main lines pipes testing & maintenance register, fire pumps testing & maintenance register, main gate material in/out register, visitors in/out register, anti ragging register, gate pass register, muster register, out house persons register, police register and all the security post handing over & taking over registers. The security agency is required to maintain and produce to the security & fire safety wing near about 45 in numbers of security and fire safety register in every month during the monthly bill verification time, failure shall attract suitable penalty as per the penalty table. 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. The security agency requires to liaison with the auditors, local police station, fire authority, Municipality authority and the agency is sole responsible to redress any issues of the auditors, police, fire and municipality.

3.54. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsider or by any cattle. The security agency must ensure the security and safety of the parking vehicles. With reference to the parking vehicles if any complaint arises regarding missing of fuel (petrol/diesel), missing of vehicles accessories, damage of vehicles accessories, the agency solely responsible for it. The amount of loss to be compensated shall be determined by the owner of the vehicle and the same shall be binding on the agency. In addition to this, the agency shall be liable to pay a penalty, in each case, i.e. an amount of One thousand rupees shall be deducted from the monthly bill.

3.55. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help & assist to the fire-fighting emergency team in extinguishing the fire & control the fire or in any other natural calamities.

3.56. Any other duties/responsibilities assigned by the Administration department from time to time.

3.57. The security agency must ensure the opening of the locks of premises at commencement of office, class rooms, lab & applying of the locks when the office, classrooms are close.

3.57. Prevention of injury, ragging, assault and violation of the persons, especially women residents, students and legitimate visitors. Providing protection to everyone; considering liberal and open culture among residents.



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3.58. Prevention of unauthorized entry of personnel's including all types of outside vendors, person for collecting of donation, advertising purposes, workers, outside students in the campus.

3.59. The security agency has to obey and comply & execute any other work assigned to him by the security officer of the Institute.

3.60. The security agency's monthly performance appraisal remarks i.e. performance of the security shall mention in the every monthly bill of the agency. The security agency has to get at least good/very good/excellent/satisfactory/ remarks from the security officer of the institute. The security agency should not get continuous satisfactory remarks from the security officer of the Institute, which it may hamper for the renewal of the contract.

3.61. All the security & safety personnel of the agency are required to register their names in the office of Security Officer for getting their Biometric punching number before joining on duty in the NIT RAIPUR Campus. Without the registered biometric punching number which is issued by the institute Security Officer, the security & safety personnel cannot punch/register their attendances in the biometric machine and failure shall consider as absent only & an illegal punching is void. So, the security agency must ensure that his security & safety personnel's first registered their name and get the authorized biometric punching number from the Security Officer. The institute Security Officer shall issue it only in the Institute working hours.

3.62. In case of any loss that might be caused to NIT RAIPUR due to lapse on the part of security & safety personnel's discharging security and safety responsibilities will be borne by the security agency and in this connection, NIT RAIPUR shall have the right to deduct appropriate amount from the bill of the contracting agency to make good such loss to NIT RAIPUR besides imposition of penalty.

4. CONTRACTOR'S LIABILITY

4.1. 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.

4.2. 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.

4.3. The Contractor shall not Sub Contract, transfer or assigns 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.



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4.4. The agency shall compensate in full the loss sustained by the institute from time to time on account of any theft, burglary, and tempering with the locks of the institute and residential quarters and other locations of the campus. The amount of loss to be compensated shall be determined by the institute and the same shall be binding on the agency. In addition to this, the agency shall be liable to pay a penalty, in each case, for theft in the campus.

4.5. The agency shall be fully responsible for any loss of office/classroom/lab/ any other locations equipment. All losses suffered by the institute on this account shall be compensated in full by the agency. The agency must have an effective vigilance/surveillance to prevent pilferage. It shall be the duty of security & safety personnel to open the locks to enable cleaning operations in the campus. They are also required close & lock the office and others after the office hour in presence of the respective departments authorized persons.

4.6. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The agency personnel shall attend the court as and when required.

4.7. Security and safety personnel shall be hired by the security agency. The security agency shall have full control and supervision on the acts of its security and safety personnel including their employment, transfer, promotion and training, debarred from duty, shift change, post change, duty change and termination from employment. Agency shall indemnify the institute regarding any claim, allegation of the personnel employment or anything else, whatsoever. The institute shall have no role in the employment, transfer, promotion and training, debarred from duty, shift change, post change, duty change and termination from employment.

4.8. The Security Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications: -

The Payment of Wages Act 1936, The Employees Provident Fund Act, 1952, The Factory Act, 1948, The Contract Labour (Regulation) Act, 1970, The Payment of Bonus Act, 1965, The Payment of Gratuity Act, 1972, The Employees State Insurance Act, 1948, The Employment of Children Act, 1938, The Motor Vehicle Act, 1988, Minimum Wages Act, 1948, Private Security Agencies (Regulation) Act 2005, Central Government Act, Under Section 21 in the Contract Labour (Regulation and Abolition) Act, Vide the Gazette of India, Ministry of Law and Justice, the code of wages, 2019 and all other Government rule, regulation and acts.

4.9. The Agency shall not replace the Security & safety personnel at random. This shall be done with the prior approval of the Security officer. In case any of the security & safety personnel is found to be posted without the previous knowledge of the institute, then the institute shall not be liable to pay for such security and safety personnel deployed, besides, the agency will have to withdraw the said security & safety personnel(s) immediately.

4.10. The security & safety personnel will be trained and conversant with the lift rescue operation and should also operate the lifts as may be required.

4.11. All the security & safety personnel require to perform only 08 hours duty in a day in the NIT RAIPUR Campus and failure shall consider only as absent on that day. The 08 hours duty must be shown in the Biometric Facial & Biometric finger print machine and the attendance sheets. (Mandatory)



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4.12. All the security & safety personnel's must get their weekly off rest once in week as per the labour law. (Mandatory)

4.13. The security agency must ensure that no morning/evening visitors enter inside the campus without proper written permission letter of the Registrar, NIT RAIPUR. Failure shall attract suitable financial penalty i.e. an amount of One thousand rupees shall impose on the security agency for each morning/Evening visitors enter inside the campus for the each occasion. The penalty amount shall deduct from the security agency monthly bill profit part only.

4.14. The security agency must arrange & provide four-wheeler vehicles to the security & fire safety wing for inspection/round of the new campus as and when required.

4.15. The security agency must ensure the accountability as well as safe custody of all security & fire safety equipments installed/stored in the NIT RAIPUR Campus. Failure to attract suitable penalty and the penalty shall impose to the security agency and the security agency must replace/ provide it within 48 hours time period. The security agency must compensate in full the loss sustained by the institute from time to time.

4.16. The security agency must ensure the safety and accountability of the campus boundary wall and its gates & lock. Failure shall attract suitable penalty and the penalty shall impose to the security agency. The security agency must compensate in full the loss sustained by the institute from time to time.

4.17. The security agency must submit the EPF & ESIC subscription amount in the EPF & ESIC Office in Raipur only, through the SBI, NIT branch, Raipur. The agency's combine EPF & ESIC Challan & combine Bank sheet of payment distribution shall not allow at all during the bill verification. {Mandatory}. The agency must submit only the Challans of ESIC & EPF & Bank sheet of security & safety personnel of NIT RAIPUR. (Mandatory)

4.18. The security agency must submit the individual ECR hard copies (EPF & ESIC) of all security & safety personnel in the security & Fire safety office for the bill verification. Failure shall attract hold payment. (Mandatory)

4.19. The security agency must submit the wage slips of all the security & safety personnel's in the security & fire safety office for the bill verification. Failure shall attract hold payment. (Mandatory)

4.20. The security agency must submit the wage distribution bank sheet in the security & fire safety office for the bill verification. All the security & safety personnel's of the agency must get their wage/payment through the SBI, NIT branch, Raipur, Chhattisgarh only. The bank sheet must be duly signed with bank seal by the officer/authorized staff of the SBI, NIT branch, Raipur, Chhattisgarh. (Mandatory)

4.21. The agency shall ensure the proper campus gate duty, main gate duty, golden tower gate duty, residential quarter's duty, academic area/building duty, new campus duty, fire control room, Security & fire office in hostel-h, security & fire office & Security Officer, canteen, ice-cream parlor, B mart, coffee house, Devbhog milk booth, Indian coffee house, guest house, temple, TPO, CCC, Girls hostel, Boys hostel, sports complex, sports ground, institute medical center, estate office, placement duty, anti ragging duty and other all duties in the NIT RAIPUR Campus. The security agency must ensure the hostel duty



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as per the instructions of the respective hostel wardens and Chief Wardens. Failure shall attract the suitable penalty i.e. an amount of One thousand rupees shall be deducted from its monthly bill and the security agency shall compensate in full the loss sustained by the institute from time to time on account of any theft, burglary and tampering with locks of the premises. The amount shall be determined by the institute and the same shall be binding on the agency.

4.22. The security agency must ensure the safety and security of students. Failure shall attract the suitable penalty i.e. an amount of Five thousand rupees shall deduct from his monthly bill.

4.23. The security agency must ensure the safety and security & dignity & self respect of women's in the campus. Failure shall attract the suitable penalty i.e. an amount of Twenty thousand shall deduct from his monthly bill.

4.24. The security agency must ensure about the anti ragging in the campus. Failure shall attract the suitable penalty i.e. an amount of Ten thousand rupees shall deduct from his monthly bill.

4.25. The agency must furnish all the prescribed forms mentioned in the Section: 6.1 to Section 6:18

4.26. The agency and his personnel's must aware and ensure about the Section 11 of Prevention of Cruelty to animals Act 1960.

4.27. The agency and his personnel's must aware and ensure about the Anti Ragging Law & Act.

4.28. The agency and his personnel's must aware and ensure about the Sexual harassment under Section 354A IPC), and Stalking under Section 354D IPC.

4.29. The agency must ensure that no grass fire occur in the campus and if break out take necessary immediate action to control it.

4.30. The agency must ensure the security and safety of the F8 server/Switch room cum office, for this purpose the agency must ensure the channel gate closing and opening and channel gate key must be held with his dedicated security person. The security agency must ensure the authorized persons should enter that area. The security agency must ensure the fire safety of that room and if found anything immediately take necessary action. The agency also must ensure that no anti element person, anti element thing enter/presence in that area. The security agency is sole responsible for any abnormal and strict disciplinary action shall take against the agency. The security agency has to pay the suitable compensate fully as per the users departments claim.

4.31. The security agency must ensure that only male security personnel are engaged for the campus security & safety arrangement. No lady security personnel are allowed at all in the campus. The security agency also ensure that its deployed security personnel must not be any relative/far relative/familiar person/known person/domestic servant/domestic servants son/husband/brother/ or any well known person of any staff of the NIT RAIPUR. No security personnel's are allow to stay in any outhouse/any government house in the campus. The failure shall attract a suitable financial penalty i.e. an amount of ten thousand rupees shall be deducted from the agency monthly bill for each occasion.



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4.32. The nominated/detailed new campus security personnel's required to stay & perform their duties in the new campus academic campus and new campus residential campus. They must ensure the security & safety of the new campus boundary wall, gates, guard rooms & its washrooms, soil, trees and all other assets. They must ensure no cattle enter inside the campus. They must ensure no cremation, funeral in the campus. They must ensure to prevent the trespassers into the new campus premises. The agency should report & liaison with the local police and law & order authority if there any abnormalities and difficulties. The detailed security personnel are required to register their attendance in the Biometric attendance machine and attendance register.

5 INSTITUTE'S OBLIGATIONS:

5.1. 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 & safety Services are to provided required enabling Contractors employees to carry out the Security & safety Services. Such equipment and facilities shall include, without limitation, guard room, shelter post for guard, adequate heating/air, lighting, power, toilet facilities, table, chair, Air cooler, desk and drinking water.

5.2. The Institute shall comply with and fulfill the security & safety recommendations (if any), if considered necessary by the Institute, made in writing by the Contractors in connection with the performance of the Security & safety 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 & fire safety Services as soon as possible after the Institute becomes aware of them.

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

6 OBLIGATIONS OF THE CONTRACTOR TOWARDS ITS PERSONNEL

6.1. 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, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratitude's and payment of bonuses. Wages and all salary and other statutory dues EPF, ESIC should be paid through State Bank of India, NIT Branch, Raipur, Chhattisgarh bank transfers only. Cash mode of transactions shall not be accepted. Any advance payment made to security personnel by the agency is not liability of NIT Raipur and this matter is need to resolved only between staff and its agency by themselves. Apart from that request for payment of House Rent Allowance(HRA) or allotment of Residential Quarter will not be entertained in any circumstances.

6.2. 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 the 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



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be in accordance with the general local usage and subject to the Applicable Laws. The deployment of the security personnel should be as per the Government Act. Regarding the security & safety personnel's recruitment, engagement, deployment, transfer, change of shift, change of post, termination, debarred from the NIT RAIPUR Campus duty & training is the sole responsible of the agency. In this regards if any legal issue/grievance arises, the security agency is sole responsible. The NIT authority shall not entitle any type of grievances; complain from any security & safety personnel of the agency. The security agency has to redress the above mentioned grievances /complain as soon as possible as per the agency standing order & internal administration rules & regulations, failure shall attract suitable penalty as per the penalty table. For this purpose, an affidavit copy of each guard and security agency is require during the commencement of duty in the NIT RAIPUR Campus. The personnel employed by the Agency for the security & safety of the Institute shall 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 & safety personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Institute. The agency must carry out on the job training of guards and personnel at the time of induction.

6.3. Shift duty and Shift Time:

Sl.no.	Shift	Time
01	A-Shift	7 am to 3pm
02	B-Shift	3 pm to 11pm
03	C-Shift	11 pm to 7 am
04	G-Shift	Its time are as per the institute requirement.

Note: The above-mentioned duty time schedule subject to change at any time as Institute's requirement.

6.4. Contractor's Responsibility towards deployment of adequate personnel:

- 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.
- The Contractor must keep under his custody of the list of all personnel engaged under the contract with their 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.
- The personnel engaged by the Contractor shall be dressed in neat and clean uniform (including proper name badges).
- During non availability of Gun/Gunman, to fulfill the strength, the agency may engage security person in the place of Gunman. And, in such a case, the engaged security person shall entitle to get only the security guards wage.
- Requirement of Extra Manpower:** The Institute may require extra manpower on special occasions. To ensure the above mention functions conducted in a safe & hassle free manner, the security agency has



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to provide the additional manpower without any other cost. The institute shall not pay any other extra money for this purpose hence the agency should keep it in his mind and furnish his price bid according to the under mentioned required additional manpower for the under mentioned functions of the institute. The security agency also requires intimating in writing to the local law & order authority and Fire authority prior to the function days. The requirement of the extra manpower as follows: -

‘Aavartan- Additional 40 persons for each day & night

Annual Sports- Additional 50 persons for each day & night

Convocation & Foundation day- Additional 50 persons.

Convocation previous night- 15 additional persons for Pandal security & Fire safety.

Annual Function- Additional 70 persons for each day & night.

Shruti- Additional 60 persons.

Garwa- Additional 40 persons.

Code Ucchava- Additional 20 persons for each day & night.

Placement- Additional 10 persons for each placement.

Holi- Additional 20 persons for each day.

Counseling- Additional 05 persons for each day and night.

Rangmanch- Additional 40 persons for each day.

Alumnus day- Additional 40 persons for each day.

Fresher’s party- Additional 05 persons for each day.

Any other function- Additional persons as per the instruction of the authority.

The security agency required to ensure the under mentioned instruction and comply it very seriously:-

- 1). Make sure that all the function should be conducted in a hassle free manner.
- 2). Make sure that the adequate security & safety of the NIT RAIPUR Campus.
- 3). Make sure that the deployment of additional security personnel’s in the campus.
- 4). Make sure that the women’s safety & dignity is the top most priority in the campus.
- 5). Make sure that the Fire & Safety of the institute.
- 6). Make sure that the no unauthorized people enter in the campus.
- 7). Make sure that no anti-social people enter in the campus.
- 8). Make sure that no anti-social elements entry & presence in the campus.
- 9). Make sure that no anti-social activity occurs in the campus.
- 10). Make sure that no material will out from the campus without proper authorized gate pass.
- 10). Inform to the local Law & Order Authority.
- 11). Inform to the local Police Station (Saraswati Nagar Police Station)
- 12). Inform to the Fire Brigade Authority.
- 13). Make sure that the adequate security arrangements in the vicinity of the function in the campus.
- 14). Make sure that the Fire & Safety of the Convocation PANDAL as well as the institute.
- 15). Make sure about anti-ragging in the campus.
- 16). Make sure safety of the women.
- 17). Make sure the proper escort duty to women up to hostels, main gate and Saraswati gate & station.



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18).To ensures adequate safety of the convocation pandal the security agency requires to make sure the under mentioned instructions:-

a).Ensure and deploy additional 20 security personnel's in the convocation pandal

i).03 Security Guard on back side of the pandal.

ii). 03 Security Guard on Right side of the pandal.

iii). 03 Security Guard on Left side of the pandal.

iv). 03 Security Guard on Front side of the pandal.

v). 03 Security Guard on inside of the pandal.

vi).05 Security guard in other important locations of the function area.

7. GOVERNING LAWS AND SETTLEMENT OF DISPUTE:

7.1. 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.

8. 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.

9. 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).

10. PAYMENTS:

10.1 After the 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 & Fire safety services.

10.2. Payment will be made as reimbursement after the company sends the wages to the State Bank of India, NIT Branch, Raipur, Chhattisgarh only (It is mandatory/compulsory) and pays all statutory dues like EPF, ESI, etc of previous month.



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The Contractor shall raise invoice per month and submit the same to Institute by 10th of every month. The Institute shall make all endeavors to make payments to the contractor within 30 days (by 10th of following month) from the date of the receipt of the invoice. No payment shall be made from the institute to the agency without producing the under mentioned documents along with the monthly bill to the security & fire safety office of the institute:-

10.2.i. Request letter to the Registrar, NIT Raipur for monthly payment.

10.2.ii. EPF contribution statement copy against paid bill of last month of all security & safety personnel's. EPF & ESIC submission amounts Bank e-Pay Order copy / Bank Challans through the SBI, NIT branch, Raipur, Chhattisgarh only (Mandatory). The Challans must reflect the EPF & ESIC amounts of the security personnel of NIT RAIPUR only.

10.2.iii. The EPF amount must be deposited in the Raipur, EPF office only (Mandatory) and the amount must not combine with any other persons of the agency. It must be exclusively for the security and safety personnel deployed in the NIT RAIPUR Campus. (Mandatory)

10.2. iv. ESIC contribution statement copy for that month of all security & safety personnel's (However the previous months EPF contribution statement copy may permit/allow only with specific and valid reason in undertaking letter of the agency).

10.2.iv. ESIC contribution Bank e-Pay Order copy, SBI, NIT Branch, Raipur, Chhattisgarh only (Mandatory)/Copies of the ESIC Challans, SBI, NIT Branch, Raipur, Chhattisgarh only (Mandatory).

10.2.v. The ESIC amount must be deposited in the Raipur, ESIC office only (Mandatory) and the amount must not combine with any other persons of the agency. It must be exclusively & for the security and safety personnel deployed in the NIT RAIPUR Campus. (Mandatory)

10.2.vi. 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 Name, designation have paid all the wages to my security & safety personnel's through their respective individual Saving Bank Account in State Bank of India, NIT Branch, Raipur, Chhattisgarh only. Our/My company has not any due to any security & safety personnel engaged in NIT Campus. (Wage must be paid through the SBI, NIT Branch, Raipur, Chhattisgarh only {it is a mandatory}) Note: The security agency cannot hold any security & safety personnel's due wage.

Signature, Name-Designation- Rubber Seal

10.2.vii. Security personnel's wage distribution list through Bank and the Bank statement copy with Bank seal and sign by the officer/authorized staff of the bank. (State Bank of India, NIT Branch, Raipur, Chhattisgarh (Mandatory)).

10.2.viii. Security personnel's Facial Reorganization Biometric attendance hard copy. The Facial Reorganization Biometric attendance hard copy must reflect the security & safety personnel's both the duty in time and duty out time and it must not less than 08 hours. (Mandatory).



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10.2.ix. Security personnel's Fingerprint punching Biometric attendance hard copy. The Finger print punching Biometric attendance hard copy must reflect the security & fire safety personnel's both the duty in time and duty out time and it must not less than 08 hours. The agency must submit the security personnel's attendance registers, formats, labour compliances registers and security personnel's handing over & taking over registers of all the post and fire related all the registers every month during monthly bill verification time. (Mandatory).

10.2.x. The security agency's monthly bill verification process: -The security agency required to submit the under mentioned document & registers & others in NIT RAIPUR Security & Fire Safety office:- Security personnel's attendance registers, handing over taking over registers of each & every post, Biometric facial recognition attendance hard copy, biometric finger print attendance hard copy, EPF Bank Channal (SBI, NIT Branch, Raipur), EPF Subscription list, ESIC Bank Channal (SBI, NIT Branch, Raipur), ESIC Subscription list, ECR hard copy of each & every security personnel's, Under Takings(mentioned) and other security & fire safety maintenance registers.(Mandatory).

10.2.xi.a. The institute Security Officer required to strictly and thoroughly check and verify the above mentioned all the documents, registers and attendance sheets of the security personnel's and he must satisfy about the above mentioned all documents and the institute Security Officer required to sign it with his rubber seal. The institute security & fire safety wing is strictly complying with the minimum wages(central) rules, 1950, Vide Notification N.SRO776 Dated 14/10/1950, Chapter 4, Clause 21 & Clause 26. So, the security personnel's wage book register required to check & verify thoroughly & positively by the Security Officer as per the above mentioned minimum wages(central) rules, 1950, Vide Notification N.SRO776 Dated 14/10/1950, Chapter 4, Clause 21 & Clause 26. The failures shall attract to the hold payment. The security & fire safety wing also maintaining a separate wage book register with security personnel's individual photo ID and a hold & release book register since the since the last 2018. The institute security & fire safety office Security Officer is strictly maintaining, checking & verifying the wage book, attendance registers, formats, attendance display board, EPF contribution list, EPF Pass book copies of all the security personnel's, EPF Challan copy, ESIC contribution list, ESIC pass book copies of all the security personnel's, ESIC Challan copy and wage slips of all the security personnel's, and Bank statement copy of the agency. Hence the agency must ensure to comply with full fill the above mentioned all the documents in every month during payment verification process. Without the above mentioned prescribed documents the institute Security Officer shall not verify the monthly bill. The security agency required to intimate to the security officer and professor In Charge through email through the institute Security Officer regarding the total deployed manpower for a day for all the shifts in the campus in the next day. During the bill verification & attendance verification, the institute Security Officer requires to verify it, and will submit to the professor I/C after checked and re-verified by the security officer of the institute. (Mandatory).

10.2.xi.b. The security agency must comply with the Gazette of India, ministry of law and justice, the code on wages, 2019. The agency must pay the due wage monthly basis, before the expiry of the seventh day of the succeeding month Clause 17(1) of the above gazette. The agency also cannot hold any security personnel's due wage in any respect whatsoever and in any condition (the Gazette of India, ministry of law and justice, and the code on wages, 2019, Chapter III, Payment of wages, Clause 17(1) & 17(2). (Mandatory).

10.2.xi.c. The agency required to issue wage slip to his each & every security personnel's as per the



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Form XIX see rule 78(1)b, without the wage slip the Security Officer cannot check & verify the agency monthly bill as well as wage book. (Mandatory).

10.2.xi.d. During monthly bill verification period all the security personnel's required to present in front of the Security Officer along with their prescribed wage slip Form XIX see rule 78(1) b, EPFO Member Pass book Copy (down loaded copy) and it must be updated with the subscribed amount, ESIC contribution details form (down loaded copy) and it must be updated with the subscribed amount. All the security personnel required to sign & Place their left thumb impression in their respective wage book register both in the agency wage book as well as in the security office wage book. They also required signing in their respective columns in the agency bank sheet paper. The failures shall automatic attract to the hold payment (Mandatory).

10.2.xii. Security agencies and his security & safety personnel's require to submit an under taking in every month along with the monthly bill regarding compliance and awareness of the Government of India Anti Graft Law and its consequences & punishment if violate by him/his personnel's in the NIT RAIPUR Campus. THE PREVENTION OF CORRUPTION (AMENDMENT) ACT, 2018, Ministry of Law and Justice (Legislative department), NO. 16 OF 2018 and under Section 209 of the Indian Penal Code makes dishonestly making a false claim in a Court as an offence punishable with imprisonment up to two years and fine and under Section 182 in The Indian Penal Code.

The essential ingredients of an offence under Section 209 are:

- i. The accused made a claim;
- ii. The claim was made in a Court of Justice;
- iii. The claim was false, either wholly or in part;
- iv. That the accused knew that the claim was false; and
- v. The claim was made fraudulently, dishonestly, or with intent to injure or to annoy any person.

The essential ingredients of an offence under Section 182 are: ¹⁸⁶ [182. False information, with intent to cause public servant to use his lawful power to the injury of another person.—Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant—

10.2.xiv. The Security agency's Invoice copy.

10.2.xv. 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.

10.3. Agency to quote service charges which shall be paid in addition to the Central Government minimum wage to security & safety personnel and shall include all expenses towards overhead, uniform, identity card, fire safety equipment item defined in this document including profit and all incidental expenses related to this work.

10.4. UTILIZATION CERTIFICATE (U.C.) AND PPF & ESI Details:

The agency must produce UC and PPF & ESI details in the following format with the monthly bill. The security office will verify, and may revise if there is any mistake. No payment will be processed till UC is not accepted. (Format in next page)



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UTILIZATION CERTIFICATE WITH UP-TO-DATE STATEMENT OF EXPENDITURE

1. Name of the Month :
2. Name of the Security Agency :
3. Total Billed Amount :Rs.
4. Revised Billed Amount :Rs.
(After verification)
5. Statement of Expenditure
(Date wise expenditure incurred during current month)

Heads	Date	Total Expenditure incurred/ Committed
A: Manpower		
B: EPF		
C: ESI		
D. GST		

6. Grant received in _____:
 - A: Manpower:
 - B: EPF @12%:
 - C: ESI @3.25%:
 - D: Admin charge for PPF @1%:
 - E: Total Service Charge:
 - F: Total GST:

Total (A+B+C+D+E+F) : Rs.

7. Deductions if any:

- G: Rs..... for
- H: Rs..... for

8. Total Amount paid by NIT Raipur to the Agency for the month of _____: Rs.
.....

Chief Finance Officer: Security Agency

Signature of Security Officer, NIT Raipur

Statement of Expenditure for the month 20 .



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SI No (I)	Sanctioned Heads (II)	Total Funds paid by NIT Raipur (III) (in Rs.)	Expenditure Incurred	Balance as on (V = III – IV) (in Rs.)	
			(IV)		
1.	Manpower				Remarks any:
2.	EPF @12%				
3.	ESI@ 3.25%				amount if (a)
	Total				
4.	Admin Charges for EPF 1%				(c)
					(d)
	Final Total				with

Signature
Seal:

Name:

Chief Finance Officer: Security Agency

Signature with
Seal: SECURITY OFFICER

Faculty-in-Charge: Security

Deputy Registrar (F&A)

Registrar



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PPF & ESI details of March 2020

Guards: A

Sl No	Emp. Code	Name of Employees	No of duties done	Total Salary	EPF (12%)	ESI (3.25%)	EPF deposited (See From Receipt)	ESI deposited (See From Receipt)
Total A								

Gunmen/Supervisor/others in same pay: B

Sl No	Emp. Code	Name of Employees	No of duties done	Total Salary	EPF (12%)	ESI (3.25%)	EPF deposited (See From Receipt)	ESI deposited (See From Receipt)
Total B								

	No of duties done A+B	Total Salary A+B	PPF (12%) A+B	ESI (3.25%) A+B	PPF deposited (See From Receipt) A+B	ESI deposited (See From Receipt) A+B
Total B						

Prepared and Checked by

Signature of Chief Officer, Security Agency

Verified by
Signature
Institute Time Keeper

Arbitrary Re-Verified By
Signature
SECURITY OFFICER

Faculty In Charge



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10.5 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. 6 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 reasonable for it and the same shall recover/replace/repair by the agency within 48 hours from the incident happened in the campus.

10.7.JOINT ENQUIRY: -

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.



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SECTION 4 :SCHEDULE OF WORKS/REQUIREMENTS

GENERAL INSTRUCTION:

1.1. The Contractor shall deploy all security & fire safety personnel as per the Government Act and as per the Government fire norms.

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

2 CODE OF CONDUCT:

The Contractor must ensure strictly that their security & safety 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 mark of 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 chats while on duty.
- i). Will not leave the post unless their reliever comes.
- j). Shall not 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 & fire safety 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 & fire safety personnel should get themselves checked whenever they go out by the other shift security.
- q). Are extremely courteous with very pleasant mannerism.
- r). Shall not play game with mobile.
- s). Must not bring any anti social elements to the campus.
- t). Shall not allow any anti social personnel to the campus.
- u). Shall not allow any allow to anyone to bring anti social elements to the campus.
- v). Shall not allow any anti social activities in the campus.
- w). Shall not allow any anti social elements presence in the campus.
- x). Shall not allow any material/scrap from the campus to outside without proper valid gate pass duly signed by the authority of the institute.

3 CONFIDENTIALITY:



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The phone number, location & movement plans, and meeting & conference schedules of the Institute will not be given to anyone.

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 proper gate pass & it must duly signed & sealed of the authorized person of the institute.
- 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 proper gate pass with office seal and stamp 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, ragging among students, fighting among students, abusing persons, un-authorized persons, suspicious persons/workers/ visitors, vehicles, constructions, demolitions, excavations, rough driving, tree cutting, illegal 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



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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 Gun man, 03 security guards. The QRT team must be wearing proper uniform, equipped with baton, torch, rope, Axe, fire extinguisher, bucket, raincoat, Gun and ammunition, communication sets and Mobile. The QRT team must standby at main gate. During any emergency irrespective of security, safety, road accident, riot, fire, ragging, theft and etc in the campus the QRT team will rush to the scene of the incident immediately and take necessary action.

Note: The security agency must ensure to nominate/detail the above mentioned required persons for the above mentioned QRT task in everyday and in every shift. During the muster time the agency must ensure to conduct briefing/training of the QRT team regularly in each shift for the above mentioned work. The agency also must ensure to write down their name and task in a register and take their acknowledgement signature in that register which will require for any future investigation purpose. Failure shall attract suitable financial penalty i.e. an amount of Five thousand rupees shall impose on the security agency for each for the each occasion. The penalty amount shall deduct from the security agency monthly bill profit part only.

7 HANDING 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 & fire safety personnel's /Supervisors will check the entire building/post & its periphery adjacent area thoroughly.

c). Reliever guard & security personnel's should check all the documents, which are related to the security & fire safety before taking over charge.

d). They should check all the system, which are in the facility/under security & fire safety.

e). Occurrence report registers to be maintained.

f). Reliever guard & fire safety personnel's checks previous shift guard/fire safety personnel's before taking over charge.

g). Handing over and taking over signature must be done by both persons. (Mandatory)

8 CLEAN DESK POLICIES:

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.a.FIRE PREVENTION: Fire prevention relates to the goal of educating members of workplaces and the public in taking proactive steps to prevent fires from starting and to reduce the harmful impact of fires be educated about surviving them. It is a proactive method of reducing emergencies and the damage caused by them. Fire prevention education encompasses the following key messages: Stop, Drop, and Roll technique—this is the most effective way to smother flames if your clothes catch on fire. The agency and his security & safety personnel's must ensure and must take appropriate action.

9.b.FIRE PROTECTION: Fire protection systems are a series of components that work together to detect fires and mitigate the negative impacts. Fire Protection includes alarms, suppression systems, extinguishers, sprinklers and any technology that allows you to alert people or monitor the fire. Fire protection systems are very essential to keeping you and your property safe. The agency and his security & safety personnel's must ensure and must take appropriate action to maintain all the fire protection system and always keep it ready in working condition.

9.c.FIRE OPERATION: The first step in a firefighting operation is reconnaissance to search for the origin of the fire and to identify the specific risks. Every person working at the Institute must know the location and operation of the fire-fighting and emergency equipment at their place of work. In case of a fire or suspected fire (e.g. smoke alarm), your response depends on both proximity to the fire. Depending on the severity of the situation either helps extinguish or isolate a fire, call for help (101) or evacuate the premises. Avoid areas where a fire is being treated, so as not to interfere with the activities of the response team. If a fire breaks out adjacent to cylinders of flammable, toxic or oxidizing gases, they should be closed immediately. Try to remove any cylinder liable to be affected by the heat of the fire, especially if it contains a toxic, flammable or oxidizing gas. If hazardous materials are involved, e.g. Radioactive, biological or chemical, do not attempt to extinguish the fire, inform 101 about location of the event: building, level and room number, your name and phones. Evacuate the building. The agency and its security & safety personnel must ensure and must take appropriate action to accomplish it in the NIT RAIPUR Campus.

9.d.FIRE FIGHTING: Firefighting is the act of attempting to prevent the spread of and extinguish significant unwanted fires in buildings, vehicles, woodlands, etc. A Fighter suppresses fires to protect lives; property and the environment. Firefighting is the act of extinguishing destructive fires. The agency and his security & safety personnel's must ensure and must take appropriate action

9. e. FIREFIGHTER: A firefighter (also known as a fireman) is a rescuer extensively trained in fire fighting primarily to extinguish hazardous fires that threaten life, property and the environment as well as to rescue people and animals from dangerous situations. Firefighters typically undergo a high degree of technical training. The agency and his safety personnel's must ensure and must take appropriate action to accomplish it.

9.e.FIRE CONTROL: Fire control is the practice of reducing the heat output of a fire, reducing the area over which the fire exists, sing or extinguishing or suppressing the fire by depriving a fire of fuel, oxygen, or heat.

i). Security should know where the fire extinguishers are located/ installed and be able to operate them immediately in case of any fire accidents. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at NIT RAIPUR Campus. A mock fire drill must be organized by the agency in every month in presence of all the security guards.



ii). Check the life of the fire extinguishers, i.e. the due date of next recharge. If the due date is over, give a written complaint to the fire in charge and fire supervisors.

iii). In case of fire, prompt action is taken by the security & safety personnel to safe guard the life and property of the Institute.

iv). In the event of any fire, rush to the spot of the fire, muster all manpower available and take control office & fighting operations. Immediately inform to the fire brigade, Saraswati Nagar police station, Ambulance, security in charge & fire supervisors and the security officer. Take all other necessary actions & precaution and control the fire. The agency and its safety personnel must ensure and must take appropriate action to accomplish it.

9.f. FIRE TRAINING AND MOCK DRILL (EMERGENCY ESCAPING, SEARCH & RESCUE, FIREMAN LIFT & OTHER LIFT, CASUALTY EVACUATION, FIRST AID DRILL AND ETC.): The security agency must ensure for the regular training, fire fighting exercise, mock drill (emergency escaping drill, search & rescue drill, first aid drill in the campus. The agency must arrange & conduct the above mentioned training program's regularly in the campus among the staff, students and his security personnel's.

9.g. FIRE N.O.C : The agency must ensure for process and renewal & obtains of fire No Objection Certificate from the Fire authority Raipur from time to time.

9. h. PREPARATION & MAINTENANCE & UPKEEPING OF RECORDS: The agency must ensure for preparations, maintenance and up keeping of all the fire fighting and security systems records. The agency has to produce all the records to the security office along with its monthly bill.

10 EMERGENCY PROCEDURES:

The security agency must ensure the under mentioned instructions:-

- a). The Security & fire safety personnel's must have all the address and contact numbers of the nearest Police station, Hospital, Ambulance and Fire Brigade.
- b). Security & fire safety personnel's must immediately report if any untoward incident / misconduct, ragging or misbehavior occurs.
- c). Security & fire safety personnel's must know the entire emergency exits doors and main entry gates, so that they can take suitable action at a short notice.
- d). Identity the emergency and its gravity emergency.

11. EFFECTIVE KEY MANAGEMENT SYSTEM:

In an educational institution, there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. The security agency also has the responsibility to effectively manage and control distribution of keys on campus. The security agency must ensure the safe custody of institute keys, determining who gets which Keys, Key Authorization and Issuance Procedures, getting keys back from employees when they leave. The agency must accomplish it with his discretionary power. If anything found wrong/dishonest/negligence or any discrepancy a suitable fine shall impose to the security agency and the penalty amount shall deduct from the security agency monthly bill. Good key authorization and issuance procedures are very essential part of key management systems. The following are recommended. To comply with the effective institute key management, the security agency must ensure the under mentioned key handling procedures:-



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a).ISSUING KEYS: Keys to College spaces; e.g. offices, E- hall, classrooms, housing, central store spaces, mechanical spaces, Lab, high voltage spaces, account office, main office, Registrar office, student section, Director office, conference room etc., will be issued to College employees with the approval of the appropriate Department Head. Each key issued to College employees, contractors, or students shall be documented by the security agency Key & Lock Board. **No key shall be transferred from one person to another without being returned to the security agency Key & Lock Board for appropriate re-issue.** Each key will be stamped with a unique code and issued by code to a specific individual. The employee to whom keys will be issued must pick up and sign for them at the security agency Key & Lock Board register in the college gate-1. The security agency shall have the responsibility to ensure that key requests and all appropriate authorizations have been obtained prior to issuing keys. The security agency shall implement and maintain appropriate procedures to ensure that all keys issued are accounted for, and securely deposited in a key board & lock box.

b).DUPLICATION: All keys referred to in this policy are the property of NIT RAIPUR and are not to be duplicated by anyone other than the security& fire safety time keeper. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

c).KEY RETRIVAL: All keys must be returned immediately to the security key board after the office hours. If anyone not return their key(s) prior to leaving the College, the security agency ensure it and call him and collect it.

d).LOST OR STOLEN KEYS: Lost or stolen keys must be reported to the Security officer as soon as possible. A suitable fine shall impose to the agency and the penalty amount shall deduct from the agency monthly bill.

12.I).PENALTY:A:-PENALTY FOR NOT PROVIDING OF SECURITY & FIRE & LIFE SAFETY EQUIPMENTS/DELAY IN PROVIDING :-

SL.No.	Description of events	Penalty (Financial) Deduction of money from the monthly billing of the agency. The deduction amount must not hamper to the security & Safety personnel minimum wage. The deduction money will deduct from the contractors service charge.
01	Biometric Finger Print Machine missing/deficiency/defective/not working/no power back system/malpractice/not proper working/	Rs.50,000.00 shall be deducted in each occasion of the contractor's monthly bill. However it should not hampers to the minimum wages of the security& safety personnel's.



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12. II). PENALTY: PENALTY FOR LATE PAYMENT OF WAGES TO SECURITY & FIRE SAFETY PERSONNELS.

SL.No.	Contractors obligation time to pay the monthly minimum wages to his security personnel's deployed in the NIT RAIPUR As per the payment of wage act time/period schedule	Specified and determined week and date by the NIT RAIPUR	Penalty-Event/Occasion	May be consider in the event of:-
01		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 national strike, 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& safety personnel's	In the event of Bank national strike, it will take consideration
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& safety personnel's	In the event of Bank national strike, it will take consideration
04		4thweek 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 05should not hampers to the minimum wages of the security& safety personnel's	In the event of Bank national strike, it will take consideration
05		If the agency failed to provide	The principal employer will	



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	time/period schedule	the minimum wages to its deployed security guards even on completion of the previous month,	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.	
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12. III). PENALTY: PENALTY FOR OTHER UNWANTED ACTIVITY:-

SL.No.	Description of events	Penalty (Financial) Deduction of money from the monthly billing of the agency.
01	Security and safety personnel's sleeping in duty	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to issue warning notice to the accused person in writing.
02	Security and safety personnel's smoking, chewing of Ghutka, pann and playing with mobile in duty.	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to issue warning notice to the accused person in writing.
03	Security and safety personnel's missing from the place of duty, for any reason	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors



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		service charge. The agency has to issue warning notice to the accused person in writing.
04	Security and safety personnel's found performing the duty by submitting fake name & address	Rs.10000.00 shall deduct from the contractors monthly bill. The deduction money Rs.10000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to issue warning notice to the accused person in writing and remove him from the campus.
05	Security and safety personnel are not found in proper uniform and identity card.	Rs.200.00 shall deduct from the contractors monthly bill. The deduction money Rs.200.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
06	Security and safety personnel's drinking (alcohol) in duty or under the influences of alcohol.	Rs.10000.00 shall deduct from the contractors monthly bill. The deduction money Rs.10000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to remove the accused person from the NIT RAIPUR Campus.
07	Security and safety personnel's taking (drugs) in duty or under the influences of any drugs.	Rs.10000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to remove the accused person from the



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		NIT RAIPUR Campus and intimate to the police.
08	Security and safety personnel having/possessing any anti social elements i.e. illegal arm & ammunition, knife, axe, sword, theft/dacoit money, mobile ,vehicle ,cycle,& other items and drugs, alcohol, acid or anything which possessing is illegal	Rs.2000.00 shall deduct from the contractors monthly bill. The deduction money Rs.2000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to remove the accused person from the NIT RAIPUR Campus and intimate to the police and local law and authority for necessary immediate action.
09	Security and safety personnel's misconduct/misbehavior with the NIT RAIPUR Officer/Staff/Student/women/guest/handicap persons	Rs.500.00 shall deduct from the contractors monthly bill. The deduction money Rs.500.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to give warning in writing to his security & fire safety person.
10	Security and safety personnel's approach to any person of the institute /outsiders for his personal benefit activity :- i.e.duty/shift/post/leave/transfer/training/termination/debarred and etc.	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to give warning in writing to his security & fire safety person.
11	Security and safety personnel's indulging with conspiracy in the campus	Rs.5000.00 shall deduct from the contractors monthly bill. The deduction money Rs.5000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to give



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		warning in writing to his security & fire safety person and immediately remove & transfer from the campus.
12	Security and safety personnel's indulging with any undesirable or unfair activities or illegal and intolerable activities/ conspiracy in the campus	Rs.5000.00 shall deduct from the contractors monthly bill. The deduction money Rs.5000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to give warning in writing to his security & fire safety person and immediately remove & transfer from the campus.
13	Security and safety personnel's involvement in riot/theft/house break/dacoit/malpractice/illegally remove items from the campus/petrol/diesel/accessories from parking vehicle/mobile/laptop from hostel/office/classroom / class room accessories/e class room accessories/misplace of key/damage of equipments/ illegally opening of office/class room/students room/illegally enter in the students room/women's hostel and rooms	Rs.5000.00 shall deduct from the contractors monthly bill. The deduction money Rs.5000.00 must not hamper to the security guards minimum wage. The deduction money must deduct from the contractors service charge. The agency has to give warning in writing to his security & safety person and immediately remove & transfer from the campus. The security agency immediately report to the police in writing. The security agency has to pay the full compassion as per the victims demand.
14	Theft of one bicycle	The security agency has to pay the full compassion as per the victims demand. The agency cannot deduct any money from any security personnel's. It must not hamper to the security& safety personnel's minimum wage. The agency has to give warning in writing to his security & fire safety persons. The security agency immediately report to the police in writing and lodge FIR.



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15	Theft of one scooter/ motorcycle	The security agency has to pay the compassion as per the victims demand. The agency cannot deduct any money from any security personnel's. It must not hamper to the security& safety personnel's minimum wage. The agency has to give warning in writing to his security & fire safety persons. The security agency immediately report to the police in writing and lodge FIR.
16	Theft of a car	The security agency has to pay the compassion as per the victims demand. The agency cannot deduct any money from any security personnel's. It must not hamper to the security& safety personnel's minimum wage. The agency has to give warning in writing to its security & fire safety persons. The security agency immediately report to the police in writing and lodge FIR
17	Non-compliance with instructions/orders	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
18	Breach/violation of contractual conditions	Rs.20000.00 shall deduct from the contractors monthly bill. The deduction money Rs.20000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
19	Rash driving on campus by security employees.	Rs.200.00 shall deduct from the contractors monthly bill. The deduction



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		money Rs.200.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
20	Entry of unauthorized vehicle /person in the campus/hostel	Rs.5000.00 shall deduct from the contractors monthly bill. The deduction money Rs.5000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
21	Entry of unauthorized vehicle /person in the campus/ women's hostel	Rs.10000.00 shall deduct from the contractors monthly bill. The deduction money Rs.10000.00 must not hamper to the security& safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
22	Institute key relating complain	Rs.5000.00 shall deduct from the contractors monthly bill. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
23.	Fire hose not in place/damaged fire hose	Rs.5000.00 shall deduct from the contractors monthly bill. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.



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24.	Fire Axe not in place	Rs.1000.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.1000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
25.	Fire /sand bucket not in place	Rs.5000.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
26	Fire /sand not in bucket	Rs.2000.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.2000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
27	Fire fighting water not in tank(Empty tank, half tank) Tank must be full at all time.(Tank let it be any tank terrace, priming & Underground tank)	Rs.5000.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency



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		must warn to the accused person in writing.
28	Fire extinguisher not in place/missing	Rs.2000.00 shall deduct from the contractors monthly bill for each fire extinguisher. The deduction money Rs.2000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
29	Hose box glass broken/not locked	Rs.500.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.500.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
30	Water is not coming from fire hose reel/hose reel chocked/mud coming/hose reel not operating with hand.	Has to report to Security Officer.
31	Fire reported in the campus and fire safety personnel's not reached there in smartly and quickly.	This act may lead to unsatisfactory rating.
32	Fire reported in the campus and fire safety personnel's reached there but not taken appropriate action to extinguish the fire.	Rs.5000.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.



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33	Fire reported in the campus and fire safety personnel's did not intimate to the Fire Control room, Fire Brigade, Police, Ambulance and Security Officer	Rs.5000.00 shall deduct from the contractors monthly bill for each pump and for the each occasions. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
34	Failure to carry out, incorrect, preparation& not produce the documents/log book of fire fighting and security systems along with the monthly bill.	Rs.5000.00 shall deduct from the contractors monthly bill for each equipments in each occasions. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing.
35.	Dangerous Street dog found in the college and hostel.	Prevent entry of animals & stray dogs/pigs into the campus and removing/chasing of dogs from Academic Area and Hostels. Liaison with Police/ Fire/ MCD and NMC for this issue.
36.	Fire Alarms, call points, fire detection system not in place/missing/damaged	Rs.5000.00 shall deduct from the contractors monthly bill for each fire alarm, call points and detection system. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must replace the new one within 30 days from the date of missing/damaged.
37.	Misuse of Institute key	Rs.50000.00 shall deduct from the contractors monthly bill for each occasion. The deduction money



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		Rs.50000.00 must not hamper to the fire safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must warn to the accused person in writing. The agency has to compensate fully to the user department/office/ complainer.
38.	Public Address system, its speakers, its iron cage and its all the accessories not in place/missing/damaged	Rs.5000.00 shall deduct from the contractors monthly bill for each fire alarm, call points and detection system. The deduction money Rs.5000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must replace the new one within 30 days from the date of missing/damage.
39	Pump room system and its all the accessories (including the battery, diesel, tank, valve, hydrant, sensors, pressure gauge, starter) not in place/missing/damaged	Rs.10000.00 shall deduct from the contractors monthly bill for each fire alarm, call points and detection system. The deduction money Rs.10000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must replace the new one within 30 days from the date of missing/damage.
40.	Terrace Pump system and its all the accessories (including the tank, valve, hydrant, sensors, pressure gauge, starter)not in place/missing/damaged	Rs.10000.00 shall deduct from the contractors monthly bill for each fire alarm, call points and detection system. The deduction money Rs.10000.00 must not hamper to the security & safety personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency must replace the new one within 30 days from the date of missing/damage.



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Email: registrar@nitrr.ac.in

Website: www.nitrr.ac.in

SECTION-5 PRICE SCHEDULE (FINANCIAL BID)

S. No.	Description	Rate for Security Guard per person per month	Rate for Security Head Supervisor/Gunman/ Field supervisor/security inspector and Security In charge per person per month
01	Basic Wages plus Variable Dearness Allowance (VDA)		
02	ESI @3.25%		
03	EPF@12%		
04	Relieving Charges(1/6 of the Gross wage)		
05	Bonus as per G.O.I. Notification (Yearly Basis Only)		
04	Admin Charges@1% for EPF		
05	Any other Charges, if any (please Specify) (monthly basis)		
06	Service Charges (%)		
07	GST (%)		
08	Grand Total		

NOTE:

1. The rate is inclusive of weekly off.

2.The tenderer has to provide all the security and safety personnel's gear i.e. uniform, Identity Card, Batten, Umbrella, Heavy Duty Torch, Raincoat, winter cloth etc. and safety personnel's helmet, safety boot, dragon heavy duty torch and other personal protective equipment(PPE) as per the Government safety norms.

3. No other charges would be payable by Client.

4. There would be no increase in rates during the Contract period except provision under the terms & conditions. The amount of "Service Charges" quoted by the bidder shall remain unchanged for the entire



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Contract period, except wage revision of the security personnel's will be applicable as per central labour commissioner (G.O.I) from time to time.

5. The security agency required to deploy the additional security personnel's as per the requirement of the institute various functions from time to time as per the instruction of the security & fire safety wing & as per the mentioned clause in the tender document, without any extra payment/cost.

6. 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.

7. The format for agreement/indemnity bond which are to be signed after the award of contract subject to be changed after the legal opinion from institute's legal advisor.

Declaration by the Bidder: This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them. 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

Place

Date



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SECTION 6 FORMS

Section: 6.1

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

CONTRACT DETAILS FORM

GENERAL DETAILS OF BIDDER

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

3. PHONE NUMBER-----
4. FAX-----
5. EMAIL I.D. -----
6. EMD PARTICULARS:

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.

Date:

Place:

Signature of the Authorized Signatory

(Designation Office Seal of the Bidder)



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Section: 6.2

FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2016-2017	2017-2018	2018-2019
Annual Turn over			
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:



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Section: 6.3

CHECKLIST FOR PREPARATION OF BID& LIST OF DOCUMENTS PLACED IN THE TECHNICAL BID

Sl. No	Particulars	Yes/No No explanation required& explanation shall subject to rejection. Answer only 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 paid EMD of Rs. EMD: Rs.1000000(Rupees Ten Lakhs Only)	
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	Have you ever been black listed/debarred in anywhere in India let it be for any period i.e. declared & debarred by any Government institution, state Government university	
08	Registration with Government Bodies like IT, ST, GST, ESIC, EPF, Labour Laws: Have you attached a Registration Copy of each of the Certificate?	
09	Do you have EPF & ESIC Sub code (Raipur)? The agency not having EPF & ESIC Sub code require to submit an undertaking for this purpose.	
10	Experience: Have you attached the self attested experience Certificates issued by the Organizations? Government Departments?	
11	Have you attached the proof of authorization to sign on Behalf of the bidder in the Technical Bid?	
12	Have you uploaded all relevant documents in Technical Bid as per the Requirements of the Tender?	
FINANCIAL BID		
13	Have your financial Bid proposal in excel format available in tenderwizad portal.	
14	Have quoted prices against each of the category as per the price schedule?	

Signature of the Authorized Signatory

Designation Office Seal of the Bidder)

Date

Place



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Section: 6.4

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& Safety 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 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 month of------(Name of the Month) 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)

Section: 6.5



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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 ever been blacklisted or debarred in the past by any Union / State Government /state Government university 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 any Union / State Government /State Government university 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 _____

Section: 6.6



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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 _____



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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 _____



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

To,
The Director,
National Institute of Technology Raipur,
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, wage act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, thereof and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed in the NIT Raipur through the individual Security Guards Bank Account through the SBI, NIT Branch, Raipur(C.G.) & as per Minimum Wages Act as amended by the Government from time to time. I/We shall submit the EPF & ESIC amounts in the EPF & ESIC Office Raipur through the SBI, NIT Branch, Raipur, C.G. and I shall submit the same document as a proof to the NIT RAIPUR during the bill submission & shall be fully responsible for any violation.
4. I shall submit the EPF & ESIC amount in the EPF & ESIC Office in Raipur only, through the SBI, NIT branch, Raipur. I shall ensure to submit only the Challans of ESIC & EPF & Bank sheet of security & safety personnel's of NIT RAIPUR.
5. I shall submit the individual ECR hard copies (EPF & ESIC) of all security & safety personnel's in the security & Fire safety office for the bill verification.
6. I shall submit the wage slips of all the security & safety personnel's in the security & safety office for the bill verification.
7. I shall submit the wage distribution bank sheet in the security & safety office for the bill verification. I shall ensure that all my security & safety personnel's must get their wage/payment through the SBI, branch, NIT Branch, Raipur, Chhattisgarh only. Also I shall ensure the bank sheet must be duly signed with bank seal by the officer/authorized person of the SBI, NIT branch, Raipur, Chhattisgarh.
8. I/We shall deploy my security personnel's along with their requirement security & safety accessories along with the necessary training as per the Private Security agencies (Regulation) Act 2005 * Government Fire Act and I shall comply with and follow all the provision of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008



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9. I/We do hereby undertake that complete security&safety(Fire prevention, fire protection, fire operation, fire fighting, fire control, search & rescue, disaster management including the custody and general maintenance of fire safety systems and its equipments installed in the Campus.) 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& safety 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.



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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 NITRaipur (Name of the Institute) has awarded the contract for Security & safety services (fire prevention, fire protection, fire operation, fire fighting, fire control including the custody of and general maintenance of fire safety systems and its equipments installed in the Campus.) 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.



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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-----



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Section: 6.10

(To be made on Rs.100.00 Non Judicial Stamp Paper)

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 namely Dr. Mithilesh Atulkar, the Registrar, NIT Raipur, 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 & experienced personnel and will use its best endeavours to provide security & safety services to the NIT RAIPUR, G.E. Road, Raipur, Chhattisgarh by deploying its security & fire safety 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 & safety Service including the fire prevention, fire protection, fire operation, fire fighting, fire control and custody of fire systems and its equipments installed in the NIT RAIPUR
- 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.
- i. 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 & safety services (including the fire prevention, fire protection, fire operation, fire fighting, fire control and custody of fire systems and its equipments installed in the NIT RAIPUR) **w.e.f.01/November/2020 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



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price of Rs. ----- (-----Rupees in words) Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

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

6. The agency shall be solely responsible for compliance to provisions of various labour and any other laws applicable and all statutory obligations, such as wage, allowances, compensations, EPF, ESIC, Bonus, Gratuity, etc relating to his security & safety personnel deployed at the National Institute of Technology, Raipur. The NIT RAIPUR shall have no liability in this regards.

7. The agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at the National Institute of Technology, Raipur. The NIT RAIPUR shall have no liability in this regards.

8. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.

9. The contract can be terminated by giving one month notice on either side.

10. In case non compliance with the contract, the director of the National Institute of Technology Raipur reserves its right to

a). Cancel/revoke the contract: and/or

b). Impose penalty up to 10% of the Annual contract value.

10. Security deposit equal to 10% of the Annual contract value (refundable without interest after two month of termination of contract) in the form of Pay order/DD or Bank Guarantee shall be furnished at the time of signing of the Agreement.

11. The agency shall be fully responsible for timely monthly payment and other dues to the personnel deployed in the NIT RAIPUR Campus.

12. The security & safety personnel provided by the Agency will not claim to become the Employees of the NIT RAIPUR and there will be no Employee and Employer relationship between the personnel engaged by the agency for deployment in the NIT RAIPUR.

13. There would be no increase rates payable to Agency during the contract period except reimbursement of the statutory wages revised by the central Government.

14. An indemnity bond must be furnished in the prescribed format Section: 6.12

15. The Agency also agrees to comply with all the annexed i.e. Notice Inviting Tender for Providing Security & safety Service (including the comprehensive maintenance of all fire safety systems and its equipments (Watch & Word and safety (including the fire prevention, fire protection, fire operation, fire fighting, fire control and custody of fire systems and its equipments installed in the NIT RAIPUR



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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

Campus.), Section-1(Technical Proposal Submission Form),Section-2(Instructions to the Bidders), Section-3(General Conditions of Contract), Section-4(Schedule of Works /Requirements), Section-5(Price Schedule), Section-6(All Forms), any other documents Terms & Condition and amendments thereto from time to time.

16. The decision of the Director of the NIT RAIPUR in regard to interpretation of the Terms and Condition and the Agreement shall be final and binding on the Agency.

17. In case any dispute between the Agency and The Director, of the NIT RAIPUR shall have the right to decide. However, all matters of jurisdiction shall be at the local court located at Raipur.

THIS AGREEMENT will take effect from -----day of-----Two Thousand Twenty and shall be valid for one year.

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 NIT RAIPUR with Stamp/Seal

Signature of the authorized representative
of Service Provider Contactor

Stamp/Seal of the Employer

Stamp/Seal of the Contractor

Designation Designation

Name-----Name-----

on behalf of the Contractor in
the presence of:

on behalf of the Employer in
the presence of:

Witness_____

Witness_____

Name_____

Name_____

Address_____

Address_____

Telephone No:_____

Telephone No:_____



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Section: 6.11

(To be furnished in Stamp paper as per the Indian Stamp Act)

(At presents not less than Rs.100.00 Stamp Paper)

INDEMNITY BOND

This deed of Indemnity executed by.....hereinafter referred to as Indemnifier which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assigns in favor of **DIRECTOR of the National Institute of Technology Raipur**, G.E.Road-492010, Chhattisgarh hereinafter referred to as the INDEMNIFIED which expression shall unless repugnant to the context or meaning thereof, include its administrators, successors, representative, and assigns witness us to.

WHEREAS the indemnified herein has awarded to the Indemnifier herein a contract for the

supply of Man power for the National Institute of Technology, Raipur campus security & safety and for the fire prevention, fire fighting, fire control, fire systems & its equipments operation, testing & trial and comprehensive maintenance as per the Bureau of Indian Standards, On terms and conditions set out inter alia contained in the National Institute of Technology, Raipur Tender No.....dated....., agreed with the National Institute of Technology, Raipur to execute the work supply of Man power for campus security & safety (including the fire prevention, fire protection, fire operation, fire fighting, fire control and custody of fire systems and its equipments installed in the NIT RAIPUR) in the purchasers contract/Award no.....the contract valued at Rs.....(Rupees.....only)

And whereas, as per the tender document clause of the above mentioned contract the Contractor has to enter into a Contract agreement with the National Institute of Technology, Raipur and execute an Indemnity Bond before starting the work. The Contractor has entered into Contract Agreement with the National Institute of Technology, Raipur on..... (Hereinafter referred to as the Contractor)

In consideration of the National Institute of Technology, Raipur having awarded the above said contract, the Contractor hereby undertakes to indemnify and keep harmless the National Institute of Technology, Raipur from any damages, prosecution, to be free from defect due to faulty material or workmanship, other legal suits and claims arising out of any misshapes occurring at the site due to faulty work, negligence act, faulty construction, and for violating rules and regulations, any possible damage to the building/institute and members of public in course of execution of the work for which Contractor shall be solely responsible.

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 to operate fire fighting appliances in the correct time, negligence to fire prevention, fire protection, fire fighting, fire control, 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



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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.

6. Further, contractor hereby indemnifies and keep National Institute of Technology, Raipur indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by National Institute of Technology, Raipur on account of breach of the terms and conditions of the Contract by the Contractor.

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

Name and sign of the Contractor with seal

Registrar

NIT Raipur

In the presence of following Witness

- 1.
- 2.
- 3.

In the presence of following Witness

- 1.
- 2.
- 3.

Section: 6.12



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Part-I: TECHNICAL BID

NAME OF THE WORK: PROVIDING SECURITY & FIRE SAFETY 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 & Copy of EPF & ESIC Sub code Number(Raipur)	
11	Copy of Service tax registration with payment proof during last year	
12.	GST Number	

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.
---	--

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



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Section: 6.13

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 and Service Tax Registration Number(GSTIN No.)	
05-iv	PAN No.	
05-v	E.S.I. No. With Sub Code No.(Raipur)	
05-vi	E.P.F. No. With Sub Code No.(Raipur)	
06	Financial Capabilities	
6-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 2016-2017,2017-2018,2018-2019
06-iii	Annual Turnover	
06-iv	Net Profit	
06-v	Loss if any	

Signature and seal of Bidder

Date:

Place:

Section: 6.14



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FORMAT OF LETTER ACCOMPANYING TECHNICAL BID

From: _____

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

Sub: Tender for Providing Security & Safety Service Contract in NIT 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 statutes, by me/us.

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

iii) 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

Yours sincerely

Place:

Date:

Auth. Signatory:

Name.



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Section: 6.15

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

Subject: Tender for Providing Security&Safety Service in the NIT 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 NIT Raipur. 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:



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Section: 6.16

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



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Section: 6.17

Description of similar work of Providing security & safety 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					