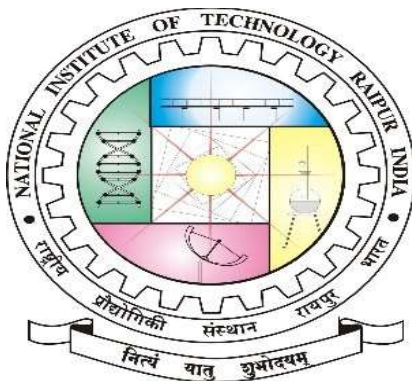




OPEN TENDER FOR OUTSOURCING OF CAMPUS SECURITY (WATCH &
WARD) SERVICE IN THE NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(CHHATTISGARH)

2023 -2024

LIST OF CONTENTS

Sr.No .	DESCRIPTION	PAGE NUMBE R
01	NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICE (WATCH & WARD)	2-4
01	SECTION-1 Technical Proposal Submission Form	5
02	SECTION -2 Instructions to the Bidders	6
03	SECTION -3 General Conditions of the Contract	25
04	SECTION -4 Price Schedule	88
05	SECTION -5 Forms	90

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICE
(WATCH & WARD)

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 proper uniformed trained manpower for the campus security Service(Watch & Ward) 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 by the security committee at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on a year to year basis at the sole discretion of the Director, NIT Raipur. The last date for submission of e-tender(s) is 24/12/2023 up to 18:00 Hours and will be opened in online mode on 26/12/2023 at 16:00Hrs through our e-tendering portal tender wizard. 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.

-SD-

Registrar
NIT Raipur

OPEN E-TENDER NOTICE

Tender Notice No. NITRaipur/Security/OT/2023/3121

Dated: 24/11/2023

**SUBJECT:-TENDER FOR PROVIDING SECURITY SERVICE (WATCH & WARD) AT NIT
RAIPUR**

NIT Raipur invites e-tenders from registered and authorized security agencies for hiring the security service (watch & ward) (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/2023/3121 Dated- 24/11/2023

Cost of tender document: Rs. 1180.00

EMD: Rs.3000000.00

Last Date and Time for receipt of bid: 24/12/2023 up to 18:00 Hrs.

Date and time of opening of Technical bid: 26/12/2023 at 16:00Hrs.

TECHNICAL PROPOSAL SUBMISSION FORM**Date:****LETTER OF BID**

To

The Registrar,
NIT Raipur
G.E.Road-492010
Raipur-(CG).

Ref: Invitation for TENDER NO. NIT Raipur/Security/OT/2023/3121, dated: 24/11/2023

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 service (watch & ward) 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 hasnot ever declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusiveor 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 bidthat you may receive.

Yours sincerely,

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

Full Name and Designation

SECTION -2**INSTRUCTIONS TO BIDDERS****(To be printed on Bidders letter head)****DETAILS OF THE PROPOSED CONTRACT****1. GENERAL INSTRUCTIONS**

NIT Raipur, hereinafter referred to as the Institute shall be hiring security service (watch & ward) i.e. the service of the Security Supervisors, Security Guards(male & female) and Gunmen , for its institute as well as new campus, under Tender No. NIT Raipur/Security/OT/2023/3121 Dated 24/11/2023.

The details of the requirement are mentioned as below:

S.No.	Security(watch & ward) Guard/Supervisor/Gun man including ladies guard & ladies supervisor	Location	Numbers
01	Security Guards-Male	i).For Academic Zone ii).For Central Computer Center Zone iii).For Boys Hostels-Zone iv). For Girls Hostels-Zone v).For Residential Zone. vi). For Campus Zone vii).For New campus Academic zone viii).For New campus Residential zone	130 *may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.
02	Security Guards-Female	iv).For Girls Hostels-Zone (04Hostels)	21 *may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.

03	Security Supervisor- Female	iv).For Girls Hostels-Zone (04Hostels)	03 *may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.
04	Gunmen	For campus Gates, other important locations in the campus.	04 * may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.
05	New Campus Field- Supervisor	For all Shift.	03 * may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period
06	Hostel area -Supervisor	For all Shift.	03 * may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.
07	QRT Supervisor	For all Shift.	03 * may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.
08	Security Inspector	For all Shift.	03 * may be increased up to 30% of the above mentioned strength at any time before selection or during the contract period.

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.

The tender documents may be downloaded from our institute website www.NITRaipur.ac.in&www.tenderwizard.com/NITR

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 to get it clarified before submission of tender and **no claim on account of any errors detected later in the tender documents shall be entertained.**

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.

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.

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.**

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.

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.

The requirements of security personnel are tentative and may increase at the sole discretion of the competent authority (The Director, NIT Raipur) of the Institute.

All payments to the staff involved in this contract have to be made only through e payment/Bank (**SBI, NIT Branch, and Raipur only**) transfer by the contractor. The proof (with SBI NITRR Branch Seal & Stamp) of the same has to be submitted to the Institute S.O. Office along with the reimbursement Bill in every month after 10th of that month.
{Mandatory}

The Institute reserves the right to amend/cancel 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 Bidders 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. Bidders 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 Rs.3,02,29,755.00 (40%) during the last three financial years (2019-20, 2020-21, 2021-22.) in security (watch & ward) business. For which the bidder should submit the copy of the audited balance sheet for the Financial Year (2019-20, 2020-21, 2021-22) failing which the same shall be treated as void. The Annual Turnover shall be exclusively for security (watch & ward) services only. The firms must be willing and or capable to invest one month's expenses (WAGE, EPF & ESIC of all security persons) 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 Rs.3,02,29,755. 00(40%) (40%) (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 GST . 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(watch & ward) services in big organizations and /(or)Government Departments(or) Educational Institute of repute, relevant proof in support shall be submitted. The relevant proof in support shall be submitted.

2.5. Legal Status: The agency should not be blacklisted by any of the Government/ state Government/PSU/ central/State University/IIT/NIT/IIM/IISER. (Affidavit must be attached for this purpose. The agency should not be

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)

TECHNICAL CAPACITY:

2.6. i. Technical Capacity:-The bidder should have the experience of completion of similar 07 Years works (Exclusively providing security (watch & ward) service only) in any of the Government Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India.

2.6. ii. Three similar completed works costing not less than the amount equal to 40 % of the estimated cost i.e. **Rs.3, 02, 29,755. (40%)**

Or

2.6.iii. Two similar completed works costing not less than the amount equal to 50% of the estimated cost i.e. **Rs.37787194.00(50%)**

Or

2.6. iv. One similar completed works costing not less than the amount equal to 80% of the estimated cost i.e. **Rs.6,04,59,510.00 (80%)**

Note: Similar works means providing security services (watch & ward) 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.Zonal or Regional Headquarters (Office) or Branch Office: The agencies **must have** Zonal or Regional Headquarters' or Branch Office in Raipur, Chhattisgarh and it must be **Registration as per the shop and Establishment Act under Chhattisgarh Shops and Establishment Act-1948.**

2.9. Additional five in number of Zonal or Regional Headquarters (Office) or Branch Office in India: The agencies also **must have** Zonal or Regional Headquarters' or Branch Office in other **five** various states in India for running the security service (watch & ward) business. It must be **Registration as per the shop and Establishment Act under those respective states Shops and Establishment Act-1948.**

2.10. Zonal or Regional Headquarters (Office) or Branch Office with dedicated HR Officer: The agencies **should have** Zonal or Regional Headquarters' or Branch Office in Raipur, Chhattisgarh along with a dedicated regular service HR Officer in the security agency company and **must be** in agency Payroll and muster roll.

2.11. Trained Security Force: The agency should have ability to provide trained Security (watch & ward) force. (Ability to provide/ to comply with this clause and its Affidavit copy must be attached for this purpose)

2.12. Armed Guards along with Arm and Ammunition license: The selected agency should have ability to provide armed Security Guard along with their proper valid Arm, Ammunitions & Arm license as per Arms Act 1959 and proper clearance certificate from the Chhattisgarh Police department. (Ability to provide and its Affidavit copy must be attached for this purpose)

2.13. Motorola talkabout two-way radio Walkie Talkie Ultra High Frequency Walkie-Talkies: The Agencies should have ability to provide **80** nos.of Motorola **Walkie-Talkies** two-way radio (Portable two ways radio transceiver-Only Motorola Company Walkie Talkie required and the models of Motorola should be only **T260TP/ T 200TP/ T 460**. The NITRR will not pay any amount of payment for these Motorola Walkie Talkie equipments. The agency required to provide it to his security force and use it for his better security service & arrangement for the communication among his security force in the campus at his own risk &responsibilities.

2.14. Ability to provide four wheeler vehicles in NITRR campus: The selected Agency ability to & required to provide round the clock **(24x7)** a four wheeler Jeep **with unlimited fuel (Diesel/Petrol) in his own expenses in the NITRR Campus**. The four wheeler pick up Jeep must be a Mahindra Bolero Pick up/Tata Pick up/ Ashok Leyland Pick up/Force Pick up/Maruti Suzuki Pick up and the pickup jeep must be facilitated with required Canopy. The four wheeler Jeep must be equipped/installed with a siren speaker, PA System and the PA system must be a DC-12 Volt, 200-watt, 09-Tones wired hand held Microphone Loudspeaker emergency siren electronic, the noise level-300 Db and the system output must be 200 watt with a powerful speaker, model no-CB-JBQ-200W-12V-9Y. The NITRR will not pay any amount of payment for this **four wheeler Jeep and for its petrol/Diesel consumption expenses**.

2.15. Ability to provide Two wheeler Motorcycle in NITRR campus: The selected Agency ability to & required to provide round the clock **(24x7)** a Two wheeler Motorcycle **with unlimited fuel petrol in his own expenses. The above mentioned motorcycle registration certificate (RC) must be in the name of security agency company name**. (The two wheeler motorcycle should be Hero Honda/ Hero/ Honda/ TVS/ Bajaj / and it should not be less than 100 CC Engine.) The NITRR will not pay any amount of payment to the agency for his the above mentioned **two wheeler Motorcycle and for its petrol consumption expenses**.

2.16. Ability to provide Assignment Manager: The selected security agency ability to/required to provide/deploy an assignment manager for the round the clock **(24x7)** in the NITRR Campus in his own expense. The NITRR will not pay any amount of payment to the agency for his assignment manager.

2.17. Ability to provide Data Entry Operator cum Computer Operator: The selected security agency ability to/required to provide/deploy a data entry cum computer operator (for the agency supervisors, guards and Gunman's wage book preparation, EPF & ESIC data preparation, day to day Biometric attendances checking and compile with the manual attendance register, printing out of EPF & ESIC passbook copies of all security persons and availability/provide among security persons, maintaining of day to day registers relating to the security persons & contract labor Act

and other all the agency office work purpose). The selected agency is required to deploy the data entry operator at his own expense and the NITRR will not pay any amount of payment to the agency for his data entry operator.

2.18. Ability to provide All the required stationary items in every month: The selected security agency ability to/required to provide all the required stationary items in every month i.e. 100 pages Registers total 100 nos., Printer Cartridge -02 nos., A4 Size 75 GSM Plain Copier Paper- 03 Ream (1500 sheets), White Board Marker, Pencil, Pen, PMT Marker, Highlighter, paper flag, Pen drive, stamp pad ,cello tap, items in every month for his office work in the NITRR Campus in his own expense. The NITRR will not pay any amount of payment to the agency for his stationary expenses.

2.19. Ability to provide all the other (prescribed) security (watch & ward) Gadgets:-The agencies should have ability to & **required to provide** all the other (prescribed in this tender document) security **gadgets to his security force in the NITRR Campus (As per this tender document)** The NITRR will not pay any amount of payment to the agency for his **security (watch & ward) Gadgets**.

2.20. Ability to set up a security office in NITRR Campus:-The selected agency ability to & **required to set up** his own security office in the NITRR Campus at campus main gate. The selected agency's security office must be equipped with his own BSNL/AirTel Telephone along with Broadband/AirTel Internet connection, Computer, Printer H.P.LASERJET (Black) M-1136 along with good quality scanner, Web Camera; stationary and 05 Android Mobile Phones with camera. The Mobile Phone must be with BSNL SIM and AirTel SIM card only and the entire 05 Mobiles SIM card must be in the name of Agency/company Manager only. The Land line Telephone connection must be in the name of the Agency branch manager only. The Land line Telephone connection and all the 05 Mobile Phones must be charged with prepaid connection plan with one-year validity from the date of commencement of the contract to the last date of contract in the NITRR Campus. The NITRR will not pay any amount of payment to the agency for his **security office expense**.

2.21. Well-Structure Training Centre: The selected agency **must** have a well-structured operational training centre with proper training instructor as per the Gazette of India, New Delhi 26/April/2006, The Private Security Agencies (Regulation) Act, 2005, No.29 of 2005.Clause 24, Part II, Section (3) ii and the Gazette of Chhattisgarh Government Home department, Raipur dated 12/June/2008, Para -5-Security Training clause 1,2 ka to 2 tha,3,4, and 5. The Security agency should have organized training arrangements for his security persons as per the Govt.Act. On completion of the training each successful trainee should be awarded a certificate by the training institute or organization of the agency. 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/Madhya Pradesh/Maharashtra/Establishment Act-1948**.Documentary proof must be provided to support this.

2.22. 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)

2.23. Manpower in Payrolls: The Bidder should have a single work order for providing **100nos.of** security personnel to a reputed Government organization Government/PSU/Educational/ R&D, Establishments during the **last three** financial years (**Up to 2022-2023**)

2.24. Ability to provide 06 nos. of Contactless/Touch less Face recognition based Biometric time attendance machine system: The Contactless/Touch less Face recognition based Biometric time attendance machine system must be integrated with powerful processor for the faster & flawless performance. It must powers the camera to capture the photo of user in less than 0.5 seconds and the Immense Wi-Fi connectivity protocol to keep intact with the data on everyday basis and it must give flexibility to use both LAN and Wi-Fi. The Biometric time attendance machine must be only Contactless/Touch less Face recognition and the machine must not have finger print option (mandatory)

2.25. Ability to provide 50 nos.of Search Light: The selected agency required to provide 50 nos.of search light and the search lights must be with the features of such as an OPERATING RANGE must excess of 1 kilometer, High Power 55W Halogen Bulb, Heavy Duty 7Ah Leak-Proof SMF Battery, Flasher (for signaling), automatic timer mode, 3mm thick waterproof High Grade ABS body, Removable & Adjustable Shoulder Strap. The search lights must be according to the under mentioned highlights:Halogen Bulb, Rechargeable, Power Consumption: 55 W, Battery Type: 12V, 7Ah Rechargeable Heavy Duty Leak-Proof SMF Battery, W x L: 16.5 cm x 25 cm

2.26. Ability to provide 03 nos.of Battery backups for the Face Biometric Attendance Machine system: The selected security agency required to provide 03 nos.of Power back up inverter/home UPS system for his Face recognition Biometric Attendance machines and the Power back up inverter/home UPS system must have power back up capacity at least minimum 08 hours. The Power back up inverter/home UPS system should be Microtek/Luminous brand.

2.27. Ability to provide 04 nos. of Door Framed Metal Detector (DFMD): The selected security agency required to provide 04 nos. of Door Framed Metal Detector (DFMD) for his security arrangement in the campus.

2.28. Ability to provide 04 nos. of Hand Held Metal Detector: The selected security agency required to provide 04 nos. of Hand Held Metal Detector for his security arrangement in the campus.

2.29. Ability to provide 02 nos. of Under Vehicle Search Mirror-Trolley type: - The selected security agency required to provide 02 nos. of Under Vehicle Search Mirror (Trolley type) for his security arrangement in the campus.

2.30. Ability to provide 04 nos. of Ahuja –Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA system (AM-25DP, Multicolor): - The selected security agency required to provide 04 nos. of Ahuja –Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA System (AM-25DP, Multicolor for his security arrangement in the campus.

2.31. Documents supporting the minimum Eligibility Criteria:

- a. In proof of having fully adhered to the minimum eligibility criteria at 2.1 (**LEGALLY VALID ENTITY**) 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(**Financial Capacity**) attested copy of audited balance sheets for the completed three financial years i.e. for 2020-2021,2021-2022 and 2022-2023.
- c. In proof of having fully adhered to the minimum eligibility criteria at 2.3(**Registration**) 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. (PSARA-2005 License/Chhattisgarh Private Security Agencies (Regulation) Rules, 2008 valid License is mandatory).
- d. In proof of having fully adhered to the minimum eligibility criteria at 2.4(**Experience**), attested copy of work orders & experience certificate issued by only the Govt. Organizations and Government departments shall be acceptable.
- e. In proof of having fully adhered to the minimum eligibility criteria at 2.5(**Legal Status**) the necessary valid affidavits must be enclosed for this purpose.
- f. In proof of having fully adhered to the minimum eligibility criteria at 2.6(**Technical Capacity**) the agencies are required to enclose the necessary valid proof documents i.e. work orders, agreement copies, Labour License copies, EPF Channel Copies and ESIC Channel Copies.
- g. In proof of having fully adhered to the minimum eligibility criteria at 2.7(**Performance Certificate of completed works**) the agencies are required to enclose the necessary valid proof documents issued by the Registrar & Directors, General Managers and equivalent authorized authority only of the respective institution.
- h. In proof of having fully adhered to the minimum eligibility criteria at 2.8, 2.9 & 2.10(**Zonal or Regional Headquarters (Office) or Branch Office, Additional five in number of Zonal or Regional Headquarters (Office) or Branch Office in India & Zonal or Regional Headquarters (Office) or Branch Office with dedicated HR Officer**) the agencies are required to enclose the necessary valid proof documents, i.e. Shop establishment Act Registration Certificate of Chhattisgarh and other respective of that states, Land Line Telephone Numbers with Telephone bills of Chhattisgarh and other respective of that states, Office Ownership(commercial)/Lease/Rent agreement documents(commercial), of the Chhattisgarh and other respective of that state's, Electricity bills of Chhattisgarh and other respective of that state's states, office posted/manning office staffs name & designation and their attendance, payroll & appointment order copies.
- i. In proof of having fully adhered to the minimum eligibility criteria at 2.11(**Trained Security Force**) the agencies are required to enclose the necessary valid proof documents, i.e. training

certificate and the training must be conducted at least 20 days plus 07 days training in the agencies own training center as per the shop and establishment act registration certificate and as per the Private Security Agencies (Regulation) ACT, 2005 Act.

j. In proof of having fully adhered to the minimum eligibility criteria at 2.12 (**Armed Guards along with Arm and Ammunition license**). the agencies are required to enclose the necessary valid proof documents, i.e. training certificate of the gunmen's, ability to provide the required gunmen's and its affidavit copies, Gunmen's name and Arm licenses copies, Valid proof Copies of Arm & Ammunition of the respective gunmen's in the agency payrolls and Police No objection Copies/ police station registration/clearance certificate of use of Arms in Chhattisgarh.

k. In proof of having fully adhered to the minimum eligibility criteria at 2.13 (**MOTOROLA Talk about Two-Way Radio Walkie Talkie Ultra High Frequency Long Range Walkie-Talkies**) the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to provide the 80 nos.of i.e. the **MOTOROLA Talk about Two-Way Radio Walkie Talkie Ultra High Frequency Long Range Walkie-Talkies** along with required legal license to his security force deployed in the campus security.

k. In proof of having fully adhered to the minimum eligibility criteria at 2.14 (**Ability to provide four wheeler vehicles in NITRR campus**) the agencies are required to enclose the necessary valid proof documents affidavit copies i.e. able to and willing to provide the four wheeler vehicles to his security force in NITRR campus as per only with the prescribed specification in Para/clause 2.14 in this tender document.

l. In proof of having fully adhered to the minimum eligibility criteria at 2.15 (**Ability to provide Two wheeler Motorcycle to his security force in NITRR campus**) the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to provide the **Two wheeler Motorcycle** in NITRR campus.

m. In proof of having fully adhered to the minimum eligibility criteria at 2.16 (**Ability to provide Assignment Manager** for management of his deployed security force, maintain the discipline among his security force, assign the day to day required works to his security force, day & night inspection/taking of continuous round of his security guards post, supervisors & gunman's deployed in the various post in the campus as well as new campus, liaison with local law & order authority and police station, municipality, SBI NITRR Branch, auditor, hospital, panchnama & postmortem in the mortuary in the hospital & liaison with police during the death cases, issue of gate pass, visitors pass, issue of pass to the labours, vendors and domestic helpers and their families, assess the security lacuna in the campus by taking the continuous rounds in the day & night, assess the risk & security breach in the campus by taking the continuous rounds in the day & night, preparation of the agency monthly reimbursement bills and submission in the institute S.O, preparation of the monthly wage book, submission of the security force EPF subscription amount Proof copies, ESIC subscription amount Proof copies, Bank sheet-Wage paid to his security force and its proof bank sheet through the SBI NITRR Branch, wage sleep preparation and certifying & signature, comply with all the labour laws, comply with and ensure the social security i.e. ensure compulsory weekly rest of all his security force, 08 hours duty of all the security force & arrange and calling of all security force for muster in the campus physically for individual signature in the wage book, instruction to his security force, briefing to security force about their duty before mounting/deploying them on duty in the campus, de-briefing to the security force & its

shift after completion of the security shift duty, safety & welfare of the security force, safety of the lady security staff, and other whatever necessary official works of the institute as per the instruction of only the S.O of the institute. the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to provide the Assignment Manager for his deployed security force management and assignment day to day works purpose in the NITRR campus.

m. In proof of having fully adhered to the minimum eligibility criteria at 2.17 (Ability to provide Data Entry Operator cum Computer Operator for his deployed security force & office work purpose in the NITRR campus) the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to provide the Data Entry Operator cum Computer Operator for his deployed security force & office work purpose in the NITRR campus.

n. In proof of having fully adhered to the minimum eligibility criteria at 2.18 (**Ability to provide All the required stationary items in every month for his own deployed security force & his own (agency) office work purpose in the NITRR campus**) the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to provide the Ability to provide All the required stationary items in every month for his own deployed security force & his own(agency) office work purpose in the NITRR campus.

o. In proof of having fully adhered to the minimum eligibility criteria at 2.19 (**Ability to provide all the other (prescribed in the section--- clause-----page number-----) security (watch & ward) Gadgets for his deployed security force work purpose in the NITRR campus**) the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to provide all the other security (watch & ward) Gadgets for his deployed security force work purpose in the NITRR campus.

p. In proof of having fully adhered to the minimum eligibility criteria at 2.20 (**Ability to set up a security(watch & ward) office in NITRR Campus for his deployed security force work purpose in the NITRR campus**) the agencies are required to enclose the necessary valid proof documents and affidavit copies i.e. able to and willing to set up his security office as per the prescribed office accessories i.e. assignment manager, computer operator/Data entry operator, computer, printer & cartridge, scanners, Biometric Face attendance machine, Land Line Telephones, Mobiles, search lights, Four wheeler Jeep, Two wheeler Motor cycle, Motorola Long Range Walkie Talkies and other accessories, in NITRR Campus for his deployed security force watch & ward work purpose in the NITRR campus.

q. In proof of having fully adhered to the minimum eligibility criteria at 2.21 (**Well-Structure Training Centre**) the agencies must have the well structured training center for his security force day to day & time to time proper training. The training center must have established as per the Private Security Agencies (Regulation) Act, 2005 with proper shop and establishment act certificate with trainers. The agency required to enclose all the necessary valid certificate and other proof copies and photographs.

r. In proof of having fully adhered to the minimum eligibility criteria at 2.22 (**Ongoing contracts (Running Contract)**) the agencies required to enclose the valid work order copies, agreement copies, valid labor license copies and other necessary proof documents.

s. In proof of having fully adhered to the minimum eligibility criteria at 2.23 (**Manpower in Payrolls**) the agencies required to enclose the valid original work order copies, agreement copies, valid labor license copies and other necessary proof documents.

t. In proof of having fully adhered to the minimum eligibility criteria at 2.24 (Ability to provide 06 nos. of Contactless/Touch less Face recognition based Biometric time attendance machine system) the agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force time and attendance and for the monthly reimbursement bill claiming purpose.

u. In proof of having fully adhered to the minimum eligibility criteria at 2.25 (**Ability to provide 50 nos.of Search Light**) the agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force watch & ward work purpose in the campus.

v. In proof of having fully adhered to the minimum eligibility criteria at 2.26 (**Ability to provide 03 nos.of Battery backups for the Face Biometric Attendance Machine system**) the agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force watch & ward **Face Biometric Attendance Machine system backups** work purpose in the campus.

w. In proof of having fully adhered to the minimum eligibility criteria at 2.27 (**Ability to provide 04 nos. of Door Framed Metal Detector (DFMD)**), the agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force watch & ward work purpose in the campus.

x. In proof of having fully adhered to the minimum eligibility criteria at 2.28 (**Ability to provide 04 nos. of Hand Held Metal Detector**), the agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force watch & ward work purpose in the campus.

y. In proof of having fully adhered to the minimum eligibility criteria at 2.29 (**Ability to provide 02 nos. of Under Vehicle Search Mirror-Trolley type**), the agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force watch & ward work purpose in the campus.

z. In proof of having fully adhered to the minimum eligibility criteria at 2.30 (**Ability to provide 04 nos. of Ahuja –Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA system (AM-25DP, Multicolor**), the security agencies required to enclose his affidavit copy for ability to provide & willing to provide it for his security force watch & ward work purpose in the campus.

Note- The above mentioned MINIMUM ELIGIBILITY CRITERIA from 2 and 2.1 to 2.30 are required mandatory for all the bidders. The selected security agency required providing each every item within 15 days from the date of commencement of work and the items must be as per the mentioned specification only. 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 and **the Director NITRR has fully rights to award the tender to the next L1 bidder.**

3. EARNEST MONEY DEPOSIT:

This bid should be accompanied by an **Earnest Money Deposit of total Rs. 3000000 for this tender through online mode only**. The bids without Earnest Money shall be summarily rejected. 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. 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:

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

5. PREPARATION OF BIDS:

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 tender wizard portal:-

- a) Scanned Technical Bid Submission Form duly signed and printed on Company's letter head (Section 1).
- b) Scanned Signed and Stamped on each page of the tender document.
- c) Scanned Contact Details Form duly filled and signed (Section 5.1).
- d) Scanned Financial Capacity form- filled in and signed (Section 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 tender wizard portal.

6. SUBMISSION OF BIDS:

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

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.

The complete Tender document can be viewed and downloaded only from the website (www.tenderwizard.com/NITR) & www.nitr.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. 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. 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**. 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.

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)

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@nitr.ac.in & bnayak.so@nitr.ac.in.

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 their 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 evaluated 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 store & purchase office, security office, security committee 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 8.2.

9. TECHNICAL BID EVALUATIONS (SEGREGATED TYPE):

9.1. The Institute shall follow segregated bid evaluation system where the technical bid and financial bid shall be evaluated separately. 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, control room, transport storage place 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. The 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.

12. CONTRACT VALIDITY:

12.1The 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 by the chairman and other two members of the security committee at the end of each year based on the performance of the security agency and if found satisfactory it will 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.
- 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.

Note: 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.

13. PERFORMANCE GUARANTEE (SECURITY DEPOSIT):

13.1. The successful bidder shall deposit an amount of **Rs.10% 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 (Mandatory) 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, damage/misplace of institute property or for unsatisfactory performance or for not acceptance of the work order.

13.3. 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.

13.4. If the contractor is called upon by the competent authority of NIT Raipur to deposit the Security amount 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 entitled to make other arrangements at the risk, cost and expense of the contractor.

13.5. 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.

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. The 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.

19. COMMENCEMENTS OF SERVICES:

The Contractor shall become legally binding and in force only up on: The Contractor shall commence security (watch & ward) services in Institute's premises as per the date decided and informed by the Institute.

20. 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 (G.C.C)

01. CONTRACTOR'S OBLIGATIONS: -

1.1. The obligation of the security (watch & ward) agency is to provide preventive and protective security service to the NIT Raipur campus & to the students (Boys & Girls), to the Honorable Director, Professors, staff & their families and distinguished luminaries guests. The security agency and his staff required to keep constant vigil and always be alert with alertness state in the campus watch and ward task, by adopting all the security S.O.P. (standard operating procedure) and also by means of proper identification, authentication and authorization of Human & material resources entering into the NIT Raipur campus by way of proper physical security check up /checking/examining/inspection/watching as well by means of modern security gadgets. The security agency and his staff required ensuring the zero tolerance crime in the campus and the agency required to ensure to prevent any type of crime from happening in the campus by his proactive security watching for any suspicious behavior.

1.2. It is the obligation of the security (watch & ward) agency is to provide/deploy his dedicated assignment manager for the better management of his security system & staff in the campus. The security agency must ensure that his assignment manager required taking daily day & night proper round of the campus including the boundary wall and new campus also. The assignment manger required to ensure that all the security persons must be in alert and alertness in their duty place with proper security uniforms and security gadgets. The assignment manager must ensure that security persons must not sleep in their duty place. The assignment manager must ensure that no anti social elements presence in the campus. The assignment manager must ensure that no anti social activity occurs in the campus. The assignment manager must ensure that no anti social person, no unauthorized person, unauthorized vehicles, unauthorized vendor, unauthorized organization & party, enter in the campus. The assignment manager must ensure that no person should enter in the campus for collection of donation, for publicity & advertisement, for other any type of anti social slogan and conduct of unauthorized activity in the campus. The assignment manager must ensure that all the security persons join/deploy in their duty in proper time, all the security persons of their respective shift required to muster in the duty briefing place before 30 minutes of their duty for briefing and the assignment manager required to brief all the security persons of the shift regarding their duty & duty place, detail /deploy the security persons in each & every locations of the campus. After on completion of the duty of all the security persons required to muster in the debriefing place for the debriefing and the assignment manager required to debrief all the security persons of the shift. The assignment manager must ensure all the security persons proper & accurate attendance records in the installed Biometric Face attendance machine as per their schedule time i.e. security person's duty in time and security people's duty completion (out) time. It is the obligation & responsibility of the security agency and his assignment manager & supervisor that security persons must not sleep in their duty place in the campus, security

persons must not leave their duty place in the campus without proper reliever. The assignment manager required to prepare the wage book, ensure the signature of all the security persons in the wage book and security department wage acknowledgment register, wage disbursement Bank sheet, under takings ,wage sleep, all the registers,. Prepare and verify the security persons Biometric Face Attendance sheet as per this tender document clause. The assignment manager required to ensure strictly that no security persons shall leave the campus during their duty hours. If any security person willing to leave the campus during his/her duty hours due to any reason may be personal problem/family problem, his/her attendance out time must be recorded in the installed Biometric Face Attendance machine and his/her duty present attendance shall not consider for the reimbursement payment as per the clause of this tender document, the security agency and his assignment manager must ensure it. The assignment manager required to obey each and every, day to day whatever the instruction of the institute S.O. and required to execute it and report to Institute S.O, failure shall attract heavy penalty as per the penalty clause of this tender document. The assignment manager required to stay in the close vicinity of the institute for the better security management & immediate resolve any security of the campus. The assignment manager required to ensure the operational condition of all the security equipments and telephone, mobiles, internet, computer, printer etc. failure shall attract heavy penalty as per the penalty clause of this tender document. The security agency and his assignment manager ensure the security & safety of his lady security staff in the campus. The assignment manager required to ensure that all the function and activity of the students must be conducted as per only the schedule of the institute and ensure sufficient security persons deployment in the vicinity of the function and activity place. The security agency manager branch head/ assignment manager required redressing all the grievances of his security persons (male & female) regarding their duty, shift, attendance, post, transfer, debarred, termination, and their other personal & family issues, in this regard the institute shall not be entertain such type of any grievances of any security persons of the agency. The security agency& his assignment manager is sole responsible for it and he is only the right authority/person to redress his security person's grievance. The assignment manager required registering his attendance in time in the installed Biometric Face attendance machine mandatory and it must be before 1200 hours and he is required to require registering his attendance out (duty completion time) after 1955 hours mandatory and failure shall attract penalty as per the penalty clause of this tender document. The assignment manager required to take proper round of the campus and required to write the night round report in the register at main gate and if any serious major issue the assignment manager required to inform to the institute S.O.by phone or reporting physically, failure shall be attracted suitable penalty.

1.3. The assignment manager and the shift supervisors of the security agency must be present in the campus to supervision/monitor the security (watch & ward) work invariably between the shifts. The assignment manager and the shift supervisors of the security agency required taking periodically & regularly day & night frequent round of all the security post and other each and all location of the campus and ensure that all the security persons are carrying out their respective assigned duties properly and ensure all the security persons must be alert at their duty place & ensure that security persons must not sleep in their duty places. The assignment manager and the shift supervisors of the security agency required to muster the security persons shift before 30 minutes commencement of the shift and assign the duties to the security person in the campus &

brief them (security persons) thoroughly before mounting /deploying them in the duties in the campus also debrief the security persons after completion of their (security persons) shift/duty. The Contractor shall be providing security service (watch & ward) in the institute's premises as well as the new campus. The agency shall must ensure security of the students (Boys & Girls), staff and their families, visitors, Guest and others in the institute & property of the NIT Raipur, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various each & every points of the campus, campus boundary walls including the new campus and to prevent the entry of stray dogs and cattle and anti-social elements, anti social persons, unauthorized persons and unauthorized vehicles entry into the campus premises & new campus. In Case any loss , theft, robbery, misplace, and damage of property occurs and it came to notice in the institute as well as campus, the security agency is sole responsible for it and the agency required to pay the full compensation and required to repair/replace with a new one with in a stipulated time period. In case of any incident such as theft, robbery, riots, accident occurs inside NIT Raipur premises, it is the responsibility of Security agency to inform to the local law and order authority immediately, liaison with them and lodging of FIR and other legal proceeding etc. The Agency shall engage at its own cost one (01) Assignment Manager who must be a competent authority to of the security agency and able to liaise with institute on all Administrative and Financial Matters. He will manage equipments (Uniforms, Lathi, Torch, Umbrella, and Shoes and all other security gadgets as mentioned in the tender document), co-ordinate with local Police Stations / other local Govt. He will ensure the initial / periodical Police Verification for engaged Personnel and timely renewal of Arms Licence and servicing of Arms. He will organize periodical on-site & off- site training at the cost of the Agency. The assignment Manager should abide by all instructions passed by Security Officer and report back to him on all operational matters pertaining to the Security Service at the institute on day to day basis and also to keep a constant liaison between institute S.O. and the Agency. He will control his/agency Security staff, prepare the Duty Rosters, brief/de-brief the security staff, and ensure discipline, punctuality and proper turn-out, look after the welfare for the Security Personnel. The security personnel so deployed shall have to report for duty at the place indicated by Watch and Ward, The personnel will have to report to the office at least 30 minutes in advance of the commencement of the shift for collecting necessary instructions, and to complete all other required formalities. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the security agency order/ instructions. In order to exercise effective control & supervision over the staff of the agency deployed, the supervisory staff will patrol/inspect in their areas of responsibility. The personnel engaged have to be extremely courteous with very pleasant manner in dealing with the Staff/Students/ Visitors/ Attendants and should project an image of utmost discipline. The agency shall have to remove any person in case of any complaint or as decided by security committee of the institute, when she / he is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

1.4. The Contractor shall provide security (watch & ward) services in the Institute's premises to its entire satisfaction, and it is the sole responsibility and obligations of the Contractor.

1.5. The security Agency shall provide security (watch & ward) arrangement for security of the Institute campus as well as new campus within the confined premises as required by

the Institute. Moreover, the Security Agency shall also protect the Institute Campuses from anti-social element, anti-social activity and anti-social people. The Security Agency shall be responsible for overall security (watch & ward) of the NIT Raipur Premises including the new campus. Security Agency shall ensure that all instructions of the Security officer are strictly followed and there is no lapse of any kind.

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

1.7. The security personnel to be deployed by the security agency in the campus as per the private security agencies (Regulation) Act 2005 and The Chhattisgarh Private Security Agencies (Regulation) Rules, 2008 and other C.G. Government Act & Regulation. The security agency required to deploy the experienced (minimum three years of experience) & trained security persons for security (the watch and ward) task in the campus. However if the security agency requires to deploy any other suitable dedicated persons not having with the previous three years of work(watch & ward) experience in the campus for the campus security, in this case the security agency requires to send him/her/them for the one month rigid physical security(watch & ward) training in the agency's dedicated training center, as per the tender document Clause 2.21.i.e.well structure training center, as per the Gazette of India, New Delhi 26/April/2006, The Private Security Agencies (Regulation) Act, 2005, No.29 of 2005.Clause 24, Part II, Section (3) ii and the Gazette of Chhattisgarh Government Home department, Raipur dated 12/June/2008, Para -5-Security Training clause 1,2 ka to 2 tha,3,4, and 5.After completion of the one month physical training, the agency required to first submit the training certificate, training attendance register (photocopy),other training proof ,i.e. training records and etc. in the institute S.O .Office along with his EPFO Pass book copy and ESIC details of subscription copy, SBI NITRR Bank Account Number, AADHAR Copy, Voter Card, PAN Card, Character certificate, School leaving Certificate and mark sheet copy,Police verification certificate. Medical fitness certificate from the Raipur Mekahara District Hospital only, Blood Grouping proof, Address proof copy, Contact Number, Home Address proof copy, Twelve Pass photo copies & 02 A4 Size photo copies, Sarpanch / ward member/Parsad verified & certified copy, Affidavit copy, undertaking copy, driving license copy if hold, and agency's undertaking certificate and request requisition letter for Biometric face attendance registration number, letter required to be submitted in the in the institute S.O. Office than the S.O. will issue the Biometric face attendance registration number to that security persons and the S.O. will allow the agency through email to deploy in the campus for watch & ward duty. If the agency did not follow the above mentioned procedure and deploy his security persons in the campus, his attendance shall be considered void & fraud and the security office shall consider it is only the zero attendance and the agency has no rights to claim any amount from the institute. The experienced (three years of work (watch & ward) experience) security persons not having the one month physical security training certificate, requires to carry out the one month security training in the security agency's training center, for this purpose the security agency required to sent them for the one month training in phase wise/periodically basis and submit its training certificate, and other training records and training attendance and etc. in S.O. Office, failure shall attract suitable penalty ,as per the penalty clause of this document

1.8. The Security Agency required to ensure that his security (watch & ward) persons should be smart and properly turned out with boots/ shoes, belt, caps, badge, lathi, Arm & ammunitions and other all the security gadgets, gears & name plate (in Hindi and English) whistle etc. and carry an identity card duly attested by the authorized person of the security agency. The security agency required to keep in his custody of all the security persons bio data, Aadhar card, voter card, address proof, character certificate, police verification certificate, medical certificate, training certificate, ration card, electricity bill, school and college certificate, affidavit certificate, date of birth certificate and other all the relevant certificate, shall be kept under the custody of the security agency and it should provide to the institute as and when demand.

1.9. The Institute security committee (Headed by the chairman of the committee and other two members, an associate professor and an assistant professor madam) shall also have the right to check the Security agency's deployed strength & their duty in the campus. The decisions of the Security committee shall be binding on the Security Agency.

1.10. The security persons deployed by the security agency in the institute shall be transferred from the institute, immediately if the institute security committee considers the transfers necessary for the interest of the institute. The security agency is required to transfer such a person who is found not to be discharging his/her duties correctly and shall replace him/her with a substitute person on his own responsibility and rights as per the rule. During the transfer of such person, no claim shall be maintainable against the institute and if any labour/other issue arise, then the security agency is solely responsible for it and the security agency required to redress this issue/grievances as soon as possible.

1.11. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of the 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.

1.12. The Security Agency shall make serious efforts to control the entry of stray animals in to the campus as per the Government Rules & regulations & laws. Failure shall be attracted suitable penalty. The security agency must aware and follow strictly the laid down Government rule & regulation and guidelines, during controlling of the above-mentioned subjects.

1.13. For taking & implementing appropriate & adequate security measures in the campus is the sole responsibility of the Security Agency. The Institute will be entitled for compensation from the Security Agency, in case of any theft, misplace, loss of property/ damage of property and goods of institute as well as campus including the residential quarters and areas.

1.14. The personnel engaged by the contractor shall draw their remuneration from their security agency/contractor 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. The security agency/contractor required to pay the wage to his security persons deployed in the campus and required to submit its proof in the form of the Bank Sheet copy. The proof copy of wage/salary disbursement to the security persons required to be done through the SBI NITRR Branch only and it must be in the SBI letter head and required with necessary SBI Seal and signed by the authorized Bank staff. The security agency cannot hold/not pay any security persons wage irrespective of his/her very less attendance, even if a single attendance/duty, which he/she has already carried out duty in the NITRR Campus, In this case the institute security office shall not forward the security agency reimbursement bill to the security committee for the further processing until unless the agency has not paid that due wage amount to the entitled security persons. However to resolve this issue immediately, the security agency may pay the deficiency due wage/salary amount of that entitled security person bank account and submit its proof copy in the institute security office.

1.15. The security agency/contractor required to submit the EPF & ESIC Subscription amount of his security persons in their respective EPF & ESIC accounts in the EPFO and ESIC office and required to submit its proof copies in the security office along with the agency reimbursement bill.

1.16. i. After submission the EPF & ESIC Subscription amount of his security persons in their respective EPF & ESIC accounts in the EPFO and ESIC office, the security agency required to submit the following under mentioned proof copy in the institute security office:

01).The Employees Provident Fund – Electronic Challan Cum Return (ECR) original Copies and this ECR must be a separate for the NIT Raipur security personnel only and its total members must be as per the wage book total members.

02).The EPFO TRRN Details Original Copy (TRRN No, TRRN Payment confirmed status, Challan Nos, and etc., the total members of the TRRN must be equal according to the wage book total members.

03).The Employees Provident Fund Organization-Member Passbooks copies of each security persons.

04).The ESIC Contribution details of each security persons (subjected to their eligibility).

05).The ESIC Contribution History sheet for the respective month

06).The ESIC Insurance Transaction Details of for the respective month and its amount paid must be equal as per the undertaking of the agency i.e. compliance of the provision of contract Labour(Regulation & Abolition)Act, Rules.

1.16.ii.The security agency cannot hold/not pay any security persons EPF & ESIC Subscription amount irrespective of a single duty, which has already he/she has carried out duty in the NITRR Campus, if failed and in this case the institute security office shall hold the under mentioned amounts from the security agency monthly reimbursement bill and it will release only when the security agency submit its proof copy in the security office, after deposit that required subscription EPF & ESIC amount in the EPFO & ESIC Office. The required hold amount for less EPF & ESIC is: whole EPF & ESIC subscription amount of those respective security persons. i.e. hold amount for EPF 25% of

his gross wage + 25% of his gross wage and EPF 04% + 04% of his gross wage.

1.16. iii. The security agency must ensure that during signature of wage book by all the security persons present in the campus and they should sign individually in their respective wage book columns in the presence of four to five supervisors and the assignment manager. All the security persons required to submit their individual Employees Provident Fund Organization-Member Passbooks copy, ESIC Contribution History sheet for the respective month and Wage Slip in form XIX (See Rule 78(1) (b) and other undertakings, if failed and in this case the institute security office shall hold the under mentioned amounts from the security agency monthly reimbursement bill and it will release only when the security agency submit its proof copy in the security office, the required hold amount for not submission of EPF Member Passbooks copy & ESIC contribution details and Wage Slip duly certified and signed by the assignment manager with company seal is: whole EPF & ESIC subscription amount of those respective security persons. i.e. hold amount for EPF 25% of his gross wage + and EPF 04% of his gross wage. The security agency required to ensure that the above mentioned all the copies submission at same time only i.e. during wage book signature time.

1.17. The security agency required to constitute a committee from among his security persons in every month for signature of the wage book of security persons and reimbursement bill documentation. The committee should be constituted headed with the assignment manager and other four security supervisors. After wage disbursement through the Bank to the each & every security persons respective Bank Accounts, The Assignment Manager required to prepare the wage book, prepare the wage sleeps, collect the wage paid/ disbursement proof Bank Sheet, prepare the under taking for all the security persons, call all the security persons along with their individual Employees Provident Fund Organization-Member Passbooks copies, ESIC Contribution History sheet, Wage sleep & undertakings. All the security persons required to sign in their wage books respective columns', all the security persons required to sign & put their left hand thumb impression in their respective pages which has already attached his/her attested photographs in the NITRR Security Office wage received acknowledgement register. All the security persons required to sign in their wage sleep, Provident Fund Organization-Member Passbooks copy, and ESIC Contribution History sheet and in their undertakings. All the committee members required to verify the amounts which has been mentioned in the wage sleep, Member Passbooks copy, and ESIC Contribution History sheet and mentioned in the wage book and Bank sheet. All the committee members required to sign with date as witness, in the NITRR Security Office wage received acknowledgement registers in each pages of each security persons wage received amount. During signature process if any difference/less payment of wage to any security persons observed, the security agency/assignment manager immediately submit that differential/less amount in the entitled security persons bank account and submit its proof copy and certified & write down paid by me also take acknowledgement signature of the security persons. After completion of the signature of all security persons, the assignment manager required to submit all the documents in the security office for the reimbursement bill verification. During the security agency reimbursement bill verification, the assignment manager and his security persons required to assist the security office.

1.18. The attendance of all the security persons required to be registered in the Biometric Face Attendance machine. The attendance of all the security persons: Schedule of the Commencement & Completion of duty hours in the campus:

a).The detailed security persons for the A-Shift are required to be registered their attendance in the installed Biometric Face Attendance machine at 0545 hours to 0600 hours positively & strictly.

a.i).Invalid attendance- If any detailed security persons for the A-Shift registered his/her attendance after 0600 hours, even if at 0601 hours, his attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not deploy any late comers security persons in the campus duty.

aa). The detailed security persons for the A-Shift are required to be registered their attendance in the installed Biometric Face Attendance machine only after at 1400 hours positively & strictly.

aa.i).Invalid attendance- If any detailed security persons for the A-Shift registered his/her attendance before at 1400 hours, even if at 1359 hours, his attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not allow it to any security persons.

b).The detailed security persons for the B-Shift are required to be registered their attendance in the installed Biometric Face Attendance machine at 1345 hours to 1400 hours positively & strictly.

b.i).Invalid attendance- If any detailed security persons for the B-Shift registered his/her attendance after 1400 hours, even if at 1401 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not deploy any late comers security persons in the campus duty.

bb). The detailed security persons for the B-Shift are required to be registered their attendance in the installed Biometric Face Attendance machine only after at 2200 hours positively & strictly.

bb.i).Invalid attendance- If any detailed security persons for the B-Shift registered his/her attendance before at 2200 hours, even if at 2159 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not allow it to any security persons.

c).The detailed security persons for the C-Shift are required to be registered their attendance in the installed Biometric Face Attendance machine at 2045 hours to 2100

hours positively & strictly.

c.i).Invalid attendance- If any detailed security persons for the C-Shift registered his/her attendance after 2100 hours, even if at 2101 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not deploy any late comers security persons in the campus duty.

cc).The detailed security persons for the C-Shift are required to be registered their attendance in the installed Biometric Face Attendance machine only after at 0600 hours positively & strictly.

cc.i). Invalid attendance- If any detailed security persons for the C-Shift registered his/her attendance before at 0600 hours, even if at 0559 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not allow it to any security persons.

d).The detailed security persons for the General Shift (0900 to 1700 hours) are required to be registered their attendance in the installed Biometric Face Attendance machine at 0845 hours to 0900 hours positively & strictly.

d.i).Invalid attendance- If any detailed security persons for the General Shift(0900 to 1700 hours) registered his/her attendance after 0900 hours, even if at 0901 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not deploy any late comers security persons in the campus duty.

dd). The detailed security persons for the General-Shift(0900 to 1700 hours) are required to be registered their attendance in the installed Biometric Face Attendance machine only after at 1700 hours positively & strictly.

dd.i). Invalid attendance- If any detailed security persons for the General-Shift(0900 to 1700 hours) registered his/her attendance before at 1700 hours, even if at 1659 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not allow it to any security persons.

d.1).The detailed security persons for the General Shift(1000 to 1800 hours) are required to be registered their attendance in the installed Biometric Face Attendance machine at 0945 hours to 1000 hours positively & strictly.

d.1.i).Invalid attendance- If any detailed security persons for the General Shift(1000 to 1800 hours) registered his/her attendance after 1000 hours, even if at 1001 hours, his/her

attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not deploy any late comers security persons in the campus duty.

e.1.).The detailed security persons for the General-Shift(from 1000 hours to 1800 hours) are required to be registered their attendance in the installed Biometric Face Attendance machine only after at 1800 hours positively & strictly.

e.1.i). Invalid attendance- If any detailed security persons for the General-Shift(1000 to 1800 hours) registered his/her attendance before at 1800 hours, even if at 1759 hours, his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency. The security agency and his assignment manager must ensure it strictly and do not allow it to any security persons.

f).The security agency must ensure that his security persons are required to carry out not less than 08 hours security (watch & ward) duty in the campus with effect from the shift commencement time to shift completion time only i.e.0600 to 1400 hours, 1400 to 2200 hours, 2200 hours to 0600 hours, 0900 hours to 1700 hours and 1000 hours to 1800 hours only, otherwise his/her attendance shall be invalid and it will consider a zero duty & absent only and it will not taken into consider for the payment of reimbursement to the security agency.

g).Weekly off rest days:-The security agency must ensure that all the security persons has to get/avail their weekly off rest day strictly after completion of 06 days duty as per the labour law. The security agency must ensure that weekly off rest security persons not to be deployed in the campus & outside the campus for the security (watch & ward) duty. The security agency required maintaining it strictly, failure shall attract suitable penalty mentioned in the penalty clause & column and it will impose on the security agency and the penalty amount shall deduct from the agency reimbursement bill.

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

1.20. The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted by the selected contract in his price Schedule. However, if the prescribed minimum wages are revised by the Government of India, the Security Agency shall revise the wages of the security personnel accordingly.

1.20. 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.

1.21. The Security Agency shall be merely the custodian of all assets, articles, property, goods, equipments and systems of the Institute. 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.

1.22. In addition to the number of security persons listed in the Price Schedule, the Security Agency shall undertake to engage /employ/ provide additional number of well trained guards as and when required by the institute, on reasonable notice.

1.23. The security (watch & ward) personnel employed by the security Agency for the security (watch & ward) 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.

1.24. 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.

1.25. The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis. It may include various aspects of security of a vital installation, major expected threats and measures to curtail these threats use of security equipment, patrolling.

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

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

1.28. The Security Agency shall be responsible for all injuries and accidents to his security persons employed by him. The security agency sole responsible for his deployed lady security guards and lady supervisors, security and safety in the campus as well their security & safety in the outside of the campus during their incoming and outgoing period of time. The security agency required to provide and install the Biometric face attendance Machine in the Girls hostel so that all the lady security guards and lady supervisors can able to register their day to day duty attendance in that Biometric face attendance Machine. All the lady security guards and lady supervisors must not come to the main gate and main gate Security office and they must not call/contact/report to the S.O, the security agency must ensure it. All the lady security guards and lady supervisors required inform their report/grievances to the security agency only, if any other thing required to inform/report regarding their day to duty, any issues regarding their duty and etc they should inform to the institute dedicated security committee members/ committee member , Assistant Professor Madam only. The security agency required to ensure that the lady supervisor and lady guard's day to day duty muster/assembly/roll call/briefing/de-briefing must be conducted in a separate place among the lady security staff only and must be far away from the other male security staff and it must be conducted in girls hostel premises only. The wage book verification and other administration works the security agency

required to arrange it separate for the lady security staff. The security agency ensures all the welfare of his security staff as per the government Act and rule & regulation. The security agency ensures that his lady security staff must be trained at least one month's basic security training in the security agency training center. The security agency also ensures that his lady security staff should hold (desirable) the N.C.C Certificate. The agency required to submit its proof. i.e. one month's basic security(watch & ward) training certificate(mandatory) conducted in the security agency own training center and the N.C.C(desirable) Certificates.

1.29. The Security Agency shall be responsible for the good conduct and behavior of his 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 should take necessary disciplinary action against his employees as per the Government law and at his own risk. The Security Agency shall issue necessary instructions to its employees before deploying in the campus.

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

1.31. Security Agency shall ensure security of the students, staff & their families & properties of the Institute and property of staff e.g. when assigned in transit, leave& etc against trespass willful harm by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble shooting efforts.

1.32. 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.**

1.33. 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 and sole responsible for the under mentioned activities of his employees: -

a. The agency and his assignment manager and his supervisors required to ensure that the security (watch & ward) personnel's must not sleep in the duty place during their duty hours in the campus.

b. The agency and his assignment manager and his supervisors must ensure that the security personnel must not drink alcohols during the duty hours in the campus.

c. The agency and his assignment manager and his supervisors must ensure that the security personnel must not bring any anti social elements to the inside campus.

d. The agency and his assignment manager and his supervisors must ensure that the security personnel must not under the influence of any alcohol; drug or any other anti social elements while engagement in the campus.

e. The agency and his assignment manager and his supervisors must ensure that the security personnel must not take any kind of material from the campus to outside.

f. The agency and his assignment manager and his supervisors must ensure that the security personnel must not call any friend/relative to the campus during their course of duty.

g. The agency and his assignment manager and his supervisors must ensure that the security personnel must not visit/come to the campus whenever they are not actually on duty.

h. The agency must ensure that his security personnel must be aware of the Governments Anti- Graft Law before engagement in the campus. For this purpose, every security personnel require to submit an affidavit copy to the security agency.

i. The agency must ensure that his security personnel should not approach/call/threat to any staff of the institute & others regarding their duty, shift, debarred from duty by the security agency, terminated by the security agency, transfer by the security agency, changing of post, shift, and time by the security agency.

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

1.35. The Security Agency required to apply to the Labour Commissioner for obtaining the necessary labor license within a reasonable time and will submit a copy of the license to the account office, security office and central store in the Institute.

1.36. 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 concerning department.

1.37. The Contractor shall also provide at its own cost of all statutory benefits to its employees and the Institute shall not have any liability whatsoever on this account. The Agency shall be solely responsible for all accidents or personal injuries to his Security personnel employed by him at this Institute. The Agency shall at its own cost, should take necessary insurance cover of his security persons. The Agency shall

comply with the statutory provisions of:

- a. Private Security Agency (Regulation Act)
- b. Contract Labour (Regulation & Abolitions) Act 1970
- c. The Contract Labour (Regulation & Abolition) Central Rules 1971
- d. Shops & Establishments Act.
- e. Labour Regulation (Payment of Wages Act 1936.
- f. The Minimum Wages Act 1948
- g. Workman's Compensation Act 1952
- h. The Employee's Provident Fund (and Miscellaneous provisions) Act 1952
- i. Employee's State Insurance Act
- j. Employer's Liability Act 1938
- k. Any other rules / regulations and / or statutes that may be applicable from time to time.

1.38. The security agency required to provide all the necessary stationary items and registers in every month to his security staff deployed in the institute. The details of this registers are as follows:- monthly attendance register 05 nos., wage register, register of fine, register of deduction, register of overtime, etc., material in/out register, visitors in/out register, gate pass register of vendors, visitors, mess workers, contractor and his workers,, muster register, incident register, gate pass and details of outhouse(domestic helpers) persons register, police register and all the security post handing over & taking over registers and round register and etc. The maintaining of labor registers in every month wise is the sole responsibility of the security agency. As per the demand of the labour office the agency required to produce the records positively, failure shall attract penalty see the penalty clause of this tender document.

1.39. The security agency required to ensure proper parking of the vehicles i.e. four wheelers and two wheelers in the institute parking space. The security agency is also required to ensure the proper parking of By-cycles in the institute premises. The security agency must ensure the security of all vehicles as well as By-cycles in the institute. With reference to the vehicles & By-cycles parking, if any complaint/ grievances arises by the owner of the vehicles & By-cycles, regarding the missing of fuel (petrol/diesel), missing of vehicles accessories, damage of vehicles accessories, missing of the By-cycles than the security agency is solely responsible for it and the agency required to redress this type of grievances as soon as possible. The security agency required replacing it with a new one /repairing it immediately or the agency required to be paid the appropriate compensation to the victims/claiming person.

1.40. The security agency must ensure that all the security persons are required to register their identification/names in the institute security office for their duty attendance, before deployment in the institute for the security (watch & ward) service. For this purpose the agency required to raise/send a requisition letter to the institute security office through the email. The institute security office shall issue the Biometric face attendance machine registration number to all the security persons of the agency in the institute working hours only. The security persons of the security agency shall be recognized only by this authorized Biometric Face attendance registration number. The security agency and its security persons are required to strictly follow this procedure of issuance & getting of Biometric Face attendance registration number. If the security agency has deploy any security persons in the campus without proper valid written permission (which has been

already mentioned in the above mentioned Para) from the institute security office, the attendance of that security persons shall be invalid & fraud and it shall be considered as a zero attendance and institute shall not pay it to the security the agency.

1.41. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Central Government from time to time, as applicable during the contract period. Failure shall attract penalty as per the penalty clause of this tender document.

1.42. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month.

1.43. The wages shall be paid to workmen without any deduction except those under the payment of Wages Act and Minimum wages Act. The other deduction column nos.15 of the wage book required to be zero (0) deduction.

1.44. That the SERVICE PROVIDER shall observe and discharge all his legal obligations in respect of the security personnel to be employed /deployed by him for providing security services pursuant to this Agreement. The service e provider shall be liable to comply with all the rules and regulations framed by the appropriate government, authorities, judicial or quasi judicial bodies from time to time for the protection of safety & health of security personnel supplied by him pursuant to this agreement.

1.45. In case of any theft, misshapen, robbery, Vandalism within the INSTITUTE premises, the security agency and his concerned security personnel will be subjected to police interrogation, and the security is fully and sole responsible for it and the security agency required to pay the full compensation to the institute/staff/students without any explanation and excuse.

1.46. In case of any loss/damage caused by the security personnel engaged pursuant to this agreement, the actual cost of the damage, without prejudice to the INSTITUTE's right to recover such cost/damages under contract and law, shall be recovered directly from the SERVICE PROVIDER's bill. In case the Bill amount falls lesser than the amount to be recovered, the SERVICE PROVIDER shall pay balance amount to INSTITUTE immediately on demand, if the agency failed, than the institute has full rights to forfeit the SMD of the security agency.

1.47. The SERVICE PROVIDER unconditionally and irrevocably agrees that if any of the security personnel supplied by it under this agreement suffers any injury or accident, of whatsoever nature; the SERVICE PROVIDER will be solely responsible for payment of compensation of damages, if any, to such security personnel. He shall also be responsible to file Accident Report in Form 16 with the concerned ESIC office and under any other applicable laws within the prescribed time limit and submit copy thereof to the INSTITUTE.

1.48. The SERVICE PROVIDER shall also have to ensure that there is no theft of movable of immovable property at the premises of the INSTITUTE where the security personnel have been deployed pursuant to this agreement. In case any such theft occurs, the responsibility for the same shall solely rest with the service provider and the service

provider shall have to make good the losses caused to INSTITUTE on account of such theft. For this purpose, the service provider shall keep strict vigil with a view to preventing entry of unscrupulous elements into the INSTITUTE's premises.

1.49. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the NITRR is put to any loss /obligation, monetary or otherwise, the NITRR will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

1.50. 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 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 and Gazette of Chhattisgarh Government Home department, Raipur dated 12/June/2008 and as per the Private Security Agencies (Regulation) Act, 2005. The security agency required to deploy only the trained security persons as per the Gazette of Chhattisgarh Government Home department, Raipur dated 12/June/2008, Para -5-Security Training clause 1,2 ka to 2 tha,3,4, and 5, in the NITRR Campus.

1.50.a. Regarding the security person's (male & female) recruitment, engagement, deployment, training, transfer, change of shift, change of post, termination, debarred from the duty is the sole responsible of the agency. The institute authority shall not entitle any type of grievances; complain regarding their duty, shift, time, post, training, transfer and any other personal issue of any security persons of the agency. The security agency has to redress the above mentioned any grievances /complain of his employees as soon as possible as per the agency company administration rule & regulation and etc.

1.50. b. The personnel employed by the Agency for the security (watch & ward) 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 personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Institute.

02. CONTRACTOR'S LIABILITY

2.1.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.

2.2.In the event of theft, robbery, burglary, dacoit or pilferage of the institute s property or material, the Security Agency shall actively assist to the police for the

investigation of the case and if negligence of the agency and his assignment manager, supervisors and guards / collusion of security staff are established / such loss due to theft, act of omission and/or commission etc to be made good by the Security Agency only , without any protest and/ or demur within a period of seven days from such demand being made by the institute/staff/students upon the Security Agency.

2.3. In case of any property loss / injury to any institute staff due to the negligence of the security agency and his security staff or due dereliction of duty or inattentiveness or negligence of the security staff, all liabilities arising out of such incident will be fully met by the Security Agency, without any protest and/ or demur within a period of seven days from such demand being made by the institute/staff/student upon the Security Agency.

2.3. The Security Agency shall make good the loss caused to the institute arising from negligence or inefficiency or miscommunication or improper management/ lack of proper supervision/lack of proper round/inspection/checking of the Agency or its employees or its representatives, without any protest and/ or demur within a period of seven days from such demand being made by the institute upon the Security Agency

2.4. Loss or damage to any material/property either through theft or otherwise due to negligence of the security agency and its Security staff shall be made good by Security Agency at its own cost. The decision as to whether the loss or damage through the theft is attributable due to negligence of its Security Staff, shall solely rest with the dedicated security committee of the institute, who shall has the right to instruct to the Security Agency to pay the costs of such missing/damaged material/property and it shall make good without any demur or objection on receipt of a instruction/ demand from institute security committee as and when circumstances arises.

2.5. The security agency will have to make good the cost of the damaged/lost goods/property of the institute/its staff/students and accordingly the assessed cost of such goods will be deducted from the bills of the security agency, by the institute, if the security agency failed to replace with a new one/repair or failed to pay the compensate to the claimer/victims.

2.6. The Security Agency shall be responsible for all its employees and shall pay any compensation to its employees under any law for the time being in force for any liabilities arising there under.

2.7. 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.

2.8. 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 and his security personnel shall attend the court as and when required.

03. JOB RESPONSIBILITIES OF THE CONTRACTOR/SECURITY AGENCY:

3.1 The Company/Security Agency should deploy efficient & trained Security staff to manage the security (watch & ward) task & issues in the institute.

3.2. The security agency required to deploy his security personnel in the campus to ensure the security (watch & ward) task, in following manner:-

3.2.i. Every aspect of the campus security, personal security, escort of Honorable Director & VIPs, Guest and escorting of girls students, prevention of unauthorized movement of the goods/stranger, avoiding damage and/or loss of any kind to the institute, staff & families and students in which service is being provided.

3.2.ii. Detection/tracing of any persons involved in theft and to report the matter to the concerned police authority.

3.2.iii. keep always in constant watch & vigil watch in alertness stage for the movement of men & women, students, visitors, vendors, domestic helpers and others, materials, vehicle ,bicycles and equipments & systems at institute premises, verification of all inwards goods going out, unloading loading of goods and signing & keeping of relevant documents.

3.2.iv. Ensure to proper screening and recording of all the incoming and outgoing persons, students, women's, guest, vendors, visitors, vehicles, bicycles and materials in the institute.

3.2.v. e. Introducing anti-theft measures.

3.2.vi. Reporting of each cases of theft to the local police as well as pay the full compensation to the institute/claiming person /students and take necessary precautionary measures to prevent it in future.

3.2.vii. Providing escort services to men, women and students, VIPs , materials and valuable.

3.2.viii. Informing and assisting the fire brigade staff in emergency.

3.2.ix. Ensure and required to prevention of entry of unauthorized persons, anti social persons, anti social elements to the premises with due regard to security and vigilance of the campus including new campus as well as staff quarters.

3.2. x.Any other task assigned by the Security Officer of the institute.

3.2.xi. The Security Agency shall keep liaison with the Police/Local Authorities and Fire Brigade in order to get timely assistance from them in case of an Emergency.

3.2.xii. To provide safe security to the staff, students and the institute property, campus boundary wall inside and outer side boundary wall including the institutes new campus boundary wall ,security of soil, Murom, scrape material, waste material, waste papers, waste banners & etc, dry wood, plant and flower and soil .

3.2.xiii. The Security Agency also required to ensure traffic control, proper and accurate Parking & Trespassing.

3.2.xiv. The Security Agency required to ensure and required to prevent the theft, pilferage, sabotage,, mischief or other kinds of loss or damage and to maintain strict vigil in the institute and its premises and with reference to the said matter i.e. theft, pilferage, sabotage,, mischief or other kinds of loss or damage, if any complain arises/observed the security agency required to replace with new one or repair it or pay the full compensation to the institute, claimer/victims, students and staff without any excuse.

3.2.xv. As per the 1970 Contract labour is the system of employing labourers through a contract by a contractor . It is the responsibility of the contractor to hire, supervise and remunerate contract labourers. The Security personnel shall be hired by the security agency. The security agency shall have full control and supervision on the acts of its security personnel including their employment, transfer, promotion and training, debarred from duty, shift change, post change, duty change and termination from employment.

3.2.xvi. 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.

3.2.xvii. The Agency shall not replace his Security personnel at random. This shall be done with the prior approval of the Security officer. In case any of the security personnel is found to be posted without the previous knowledge of the institute, without sanctioned/ issue of Biometric Face attendance registration numbers by the security officer of the institute, then the institute shall not be liable to pay for such security personnel deployed, besides, the agency will have to withdraw the said security person/persons immediately.

3.2.xix. 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.

3.2.xix. **Requirement of Extra Manpower:** The Institute may require extra/additional

manpower on special occasions. To ensure the under mentioned functions conducted in a safe & hassle free manner, the security agency has to provide the under mentioned 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. However the chairman of the respective committee should endeavor their best to arrange and provide the tea, breakfast, launch, snacks, tea and dinner to the additional security force deployed for the respective functions as a compensation for their (additional security force) additional work in their off duty hours. The security agency also requires inform/intimate to the local law & ordering authority prior to the function days. The requirements of the extra manpower are as follows: -

Engineers day- Additional 40 persons for each day & night

'Aavartan- Additional 40 persons for each day & night

Annual Sports- Additional 50 persons for each day & night

Convocation & Foundation day- Additional 75 persons.

Convocation previous night- 15 additional persons for Pandal security.

Annual Function- Additional 80 persons for each day & night.

Shruti- Additional 60 persons.

Garwa- Additional 40 persons.

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

Holi- Additional 20 persons for each day.

Counseling- Additional 04 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 required to be deployed by the agency as per the instruction of the S.O.

The security agency required to ensure under mentioned instruction:

- 1). Make sure that all the function should be conducted in a hassle free manner.
- 2). Make sure that the adequate security of the Campus.
- 3). Make sure that the deployment of additional security personnel's in the campus.
- 4). Make sure that the women's security is the top most priority in the campus.
- 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.
- 11). Inform to the local Law & Order Authority, 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 security of the students & women's in the campus.

15). Make sure and arrange proper escorting to girls students from function place to their respective hostels, main gate and Saraswati nagar gate (inside the campus).

The security agency and his assignment manager ensure to deploy the above mentioned additional manpower positively in the respective function at the correct time which is instructed by the S.O of the institute and the agency required to submit it's in time, out time and total nos. of deployed additional security persons written proof, failure shall attract suitable penalty mentioned in this tender document. For this purpose the assignment manager required to maintain a register. The security agency & his assignment manager require ensuring the above mentioned function conducted in hassle free manner.

04. A. FUNCTIONS/ DUTIES OF THE SECURITY AGENCY AND HIS STAFF IN THE CAMPUS:

- (i) To guard entrance and exist points and to control the movement of the visitors, students, vehicles and avoid inconvenience, if any, cordially and diligently.
- (ii) Each & Every visitor should be guided to Reception with pleasant personality and behavior; Identity cards of staff of employees, visitors, vendors, students, domestic helpers should be personally & properly checked.
- (iii) Custody & Protection of materials, machines, equipments, systems, accessories, and installations belonging to the institute round the clock. Control of visitors and outgoing as well as incoming employees and maintain records thereof.
- (iv) Control of incoming and outgoing materials, proper checking/counting and to maintain records thereof.
- (v) To check all incoming and outgoing property/ goods and to ensure that they are accompanied by proper gate pass. Copy of such gate-pass/authority letter should be kept in safe custody and produced as and when demanded by the institute security officer.
- (vi) To check the movement of office vehicles by noting time of outgoing and incoming vehicle with their numbers. A separate register shall be kept for private vehicle with similar particulars.
- (vii) Supervision of loading and unloading of materials.
- (viii) Maintaining movement records of incoming and outgoing vehicles of institute and those belonging to visitors and search/checking thereof.
- (ix) Prevention of cases of theft, pilferage, sabotage, mischief or other kinds of loss or damage and required pay the compensation if anything happen in the institute.
- (x) Required to check the alcohol in breath of personnel through breath analyzer.
- (xi) Maintain records pertaining to late arrival/outgoing/incoming employees of the institute.
- (xii) Search of outgoing employee's materials/visitors /vendors/material by the security personnel.
- (xiii) Ensure and providing security cover to the NITRR Campus as well as new campus in 24 hoursx07x365 days basis.
- (xiv) Maintain Key records
- (xv) To escort Honorable Director.
- (xvi) To check loading of Garbage/waste materials dispatched from institute to out.
- (xvii) Provision of arrangements for proper security of vehicles (bicycles/two wheelers/four wheelers) of institute employees/guests/ students on a regular basis.
- (xviii) The removal of Stray animals and its entry into the campus premises and if required, the Security Agency will have to liaison with Nagar Nigam Office to arrange for 'Cattle Catching Squad'. Expenditure so made, will be borne by security agency.
- (xix) Surveillance and security of the campus and its boundary walls including the new campus.
- (xx) To conduct regular drills & training of the security personnel.
- (xxi) All Security Personnel should report on duty 30 minutes prior to their scheduled duty.

- (xxii) The Security Guards on a post must not vacate the post until the replace arrives or arranged through control room of security.
- (xxiii) The Security Guard should always be present and alert while on duty. Non availability of security Guard from the post or designated duty area will be treated as fault and will be liable for penalty.
- (xxiv) The performance of the agency shall be reviewed / evaluated by the S.O. of the institute.
- (xxv) 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 as per the penalty clause of this tender document.
- (xxvi) The security agency must arrange & provide four-wheeler vehicles to the security for inspection/round of the new campus as and when required.
- (xxvii) The security agency must ensure & required to be kept the accountability as well as safe custody of all materials, equipments and its accessories and others installed and stored in the NITRR Campus. The security agency must compensate in full in the event of damage/misplace/theft and the loss sustained by the institute from time to time, without any explanation and excuse.
- (xxviii) The security agency must ensure the security, safety and accountability of the campus boundary wall and its gates & lock including the new campus. Failure shall attract suitable penalty and the penalty shall impose to the security agency.
- (xxix) The security agency must ensure the security of all the hostels (Boys & Girls). As per the instruction and requirement of the hostel wardens and chief wardens, the security agency required to detail his security persons for the hostels security and also required to brief his security persons about the hostel security duties. The security agency should not change the dedicated & detailed security persons for the hostel security.
- (xxx) The security agency and his security staff must aware and ensure about the Sexual harassment under Section 354A IPC), and Stalking under Section 354D IPC.
- (xxxi) **Punishment for Making False Allegations in India:**
- (xxxii) In India, making false allegations can have serious consequences under the legal system. False allegations can include falsely accusing someone of a crime, providing false information to the authorities, or making false statements in a court of law. The punishment for making false allegations varies depending on the specific offence and the laws that apply.
- (xxxiii) **Potential legal consequences for making false allegations in India:**
- (xxxiv) Defamation: If found guilty, the person making false allegations can face imprisonment for up to two years or a fine, or both, under Section 500 of the Indian Penal Code (IPC).
- (xxxv) Perjury: perjury is punishable under Sections 191 to 195 of the IPC. Section 193 specifically deals with false evidence given during judicial proceedings. If convicted, the punishment for perjury can include imprisonment for a term which may extend to seven years and a fine.
- (xxxvi) False Complaints to the Police: Filing a false First Information Report (FIR) or lodging a false complaint can be punishable under Section 182 of the IPC. If found guilty, the person making false allegations may face imprisonment for a term which may extend to six months, or a fine, or both. Additionally, if the false complaint is found to be malicious, the person making the false allegations may be liable to pay compensation to the person falsely accused.
- (xxxvii) Malicious Prosecution: If someone initiates legal proceedings against another person with the

knowledge that the allegations are false, it can be considered malicious prosecution. Malicious prosecution is a civil offence, and the aggrieved party can file a lawsuit seeking compensation for the harm caused, including mental distress, loss of reputation, and legal expenses.

(xxxvii) Harassment and Intimidation: Making false allegations with the intention to harass or intimidate someone can also have legal consequences. Such actions can fall under various sections of the IPC, including Section 503 (criminal intimidation) and Section 506 (punishment for criminal intimidation). The punishment for these offences may include imprisonment and/or a fine.

(xxxviii) Section 14 of the POSH Act read with Rule 10 of the POSH Rules deals with the punishment for filing false or malicious complaints by the complainant or any other person who is involved in the conspiracy of filing a false or malicious complaint or producing false or misleading documents or evidence. Section 14 is made and hugely implemented for giving a penalty to the false complaints which are made by the complainants. These complaints are made intentionally. If no evidence or proof regarding such a complaint is found then it will be said to be filed with some malicious intent and will be punished under this section under the POSH Act without any excuse. Any person or woman who files such a complaint either knows beforehand that it is a forgery or knows that they are making it falsely. They are trying to take advantage of the law which is made for the betterment of society and hence misuses any law treated with strict Actions. Penalizing this person is much needed so that no other person will again try to make the same mistake or else will have to face reasonable consequences.

(xxxix) The security agency and his security staff must aware and ensure 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. 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—

In this regards, the security agency required to submit the necessary undertakings of his all security persons in every month along with their wage slip, EPFO & ESIC Pass book copies, bank sheet and other documents as per the instruction of the S.O. for the reimbursement of his security service bill in the Security Office.

(xl) The security agency must ensure the security of the new campus. The security agency required to nominate/detail and deploy adequate security persons for the security of the new campus. 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. The security agency must ensure the security of the new campus boundary wall, gates, guard rooms & its washrooms,

Murom soil, trees and all other assets. They must ensure no cattle enter inside the campus. They must ensure that cremation, funeral must not take place in the campus. They must ensure to and required 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 regularly in the Biometric Face attendance machine.

- (xli) The security agency must ensure that his security personnel shall be deployed round the clock in shift wise at the NITRR campus for safeguard of the NITRR premises.
- (xlii) The Security agency and his assignment manager shall be sole responsible for overall security arrangements of the NITRR Campus.

05. SCOPE OF WORK:

a).To maintain full proof security at the NIT Raipur campus premises and the new campus of the institute round-the-clock (24 hours) in three shifts including the general shift.

b).To ensures safety and security of Girls' students, Lady Staff / officials and visitors from the eve-teasers and miscreants.

c).To ensure orderly marshalling and parking vehicles of the institute, students, officials and Visitors' in the campus.

d).To performs a pro-active role to guide, escort, and control tourists' / visitors' within Campus to maintain the dignity of the institute. Ensure to welcome the Guest, VIPs at the college porch and escort them to the Director office, E-Class room and other locations in the institute.

e).Monitoring and preventing of breach and breakage in fencing, encroachment, trespassing, incidence of crime, defacement of wall, putting up of hoarding / banners / posters, cable lines etc. in the campus

f).Ensure to carry out patrolling duties throughout the campus round-the-clock (24 hours)

g). To report on time to the nearest Fire & Emergency Services Station in case of any emergency posing threat to the lives and / or properties within the campuses of the institute.

h). Ensure to control Hawkers, Vendors and Vehicles in the campus area.

i).The Security Agency shall remain professional and independent even when maintaining amicable relations with the institute fraternity. They shall be polite, but must be rigid and firm on security and access issues.

j). To control speed of vehicles in roads running through the University particularly during school and office hours.

k).To prevents ragging in any form as per the guidelines of G.O.I and as per the instructions of the Dean Student welfare, in the institute.

l).The agency required to provide 10 nos.of security guards cum driver having proper valid driving license along with the above mentioned manpower strength.

m).The Security Agency shall maintain all security registers in the proper format as per the Security S.O.P like In and Out Material Registers, Vehicle Movement registers, incident register, mock drill register, Visitors' Register and Returnable Gate Pass Register etc. with their stationery and required to submit in the

institute security office record room after completion of the pages of that register from time to time (Agency should provide the stationery).

n).To prevent consumption and carrying & storage of alcoholic beverages and drugs or any unlawful indecent / activities inside the campus and if found immediately report to the Saraswati Nagar Police.

o). Quick Reaction Team (QRT):-The security agency and his assignment manager require ensuring and nominated his security staff for the dedicated QRT team in the campus. The assignment manager requires making a register and should write down the nominated security person's name in this register and all the nominated persons requires signing in their respective column. The agency requires producing this register as per the demand of the security officer. The QRT Team must be activated 24 hours X 07 days X 365 days in the campus. The QRT team should be consisting of 01 supervisor, 01 Gun man if available and security guards. The QRT team requires rushing to the scene of the incident immediately and should take necessary action. Failure shall attract suitable financial penalty as per the penalty clause of this tender document.

p). In the event of emergency:-The security agency and his assignment manager require ensuring the under mentioned prompt actions:-

pa).The Security agency and his assignment manager and his security staff should have all the address and contact numbers of the nearest Police station, Hospital, Ambulance, Nagar Nigam and Fire Brigade.

pb).The Security agency and his assignment manager and his security staff requires to report immediately to the concerned authority, if any untoward incident occurs in the campus including the new campus.

q).Any other relevant work that may be assigned to Security Personnel by the security officer from time to time. The security agency required to provide his four wheeler to S.O for any security related work in the campus.

06. INSTITUTE'S OBLIGATIONS:

Except as expressly otherwise provided, the Institute shall, at its own expense, provide timely all the required facilities at its own expense, provide timely all the required facilities at the locations where the Security Services are to provided required enabling Contractors employees to carry out the Security Services. Such equipment and facilities shall include, without limitation, guard room, shelter post for guard, adequate heating/air, lighting, power, toilet facilities, table, chair, desk and drinking water. The Institute shall comply with and fulfill the security recommendations (if any), if considered necessary by the Institute, made in writing by the Contractors in connection with the performance of the Security Services.

07. GOVERNING LAWS AND SETTLEMENT OF DISPUTE:

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

08. 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.

09. 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:

- i. Members of a Hindu Undivided Family.
- ii. Their husband or wife.
- iii. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

10. PAYMENTS:

Instruction & Submission of the under mentioned essential documents by the security agency in the institute security office, for verification of the security service reimbursement bill:

- a). The selected service provider shall pay wages to its workers/workmen latest by 07th of the respective month. 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. A monthly pay slip containing complete breakups for all statutory and other permissible deductions has to be provided to all workmen by the service provider. The security agency required to submit all the security persons wage slip as per the FORM XIX, See Rule 78(1) (b) and it must be duly certified by the authorized manager of the company with company seal.
- b). The service provider shall submit the bill with the NITRR security office for re-imbursement by 10th of every month, strictly & mandatory only after paid the wage to his all employees deployed in the NITRR Campus. The security agency required to ensure that all the security persons must have received their wage according to the wage book and as per their entitlement. The security agency required to ensure that the wage disbursement to all the security persons must be carried out through the SBI NIT Raipur Branch only. The security agency required to submit its proof in the form of Bank Sheet with Bank Seal and authorized bank manager/staff Signature (SBI NIT Raipur Branch only).
- c). The service provider shall submit the bill with the NITRR security office for re-imbursement by 10th of every month (not before the 10th), the security agency required to ensure that all the security persons must have received their wage according to the wage book and as per their entitlement, if any deviation less than the entitled amount due to any reason, the security agency required to submit the actual amount in the respective security persons bank account and submit its proof along with the all documents in the security office.
- d). The agency can't not hold any security persons wage at all, Even though a security person left his job after carried out only 01 day duty in the NITRR Campus. 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).
- e). The agency can't not deduct any security persons any wage amount/salary at all, even though 50 paisa/Rs.1/- or more in the name of other deduction, Even though a security person left his job after carried

out only 01 day duty in the NITRR Campus. The wage book column number 15 i.e. the other deduction column required to be kept always zero only.

f).The agency can't not hold /not submit any security persons EPF subscription amount (Employer plus Employees contribution amount) at all, Even though a security person left his job after carried out only 01 day duty in the NITRR Campus. The security agency required submitting its proof in the form of a separate ECR & TRRN Details of all the security persons deployed in the NIT Raipur and the total members of TRRN Details and total members of ECR must be equal with the total members of the wage book. The security agency required to ensure that the ECR Copy must be a separate and it must be exclusively for the security persons of NIT Raipur. The combine ECR shall not be acceptable at all by the security office. The security agency required to submit all the security persons the EPFO Member Pass book Copy (down loaded Print out hard copy) duly signed by respective security persons in the security office along with his reimbursement bill. The security agency required to submit(in the security office) the separate ECR and EPFO Member pass book copies of all security persons of the previous month and EPFO Subscription amounts(employer share and employees share) and its details of the current month and it should be duly verified & certified by the security agency with a under taking & company seal.

g).The agency can't not hold/not submit any security persons ESIC subscription amount at all, Even though a security person left his job after carried out only 01 day duty in the NITRR Campus. The security agency required to submit (in the security office) its proof in the form of an ESIC Contribution History sheet, ESIC transaction Details and the details of contribution of individual security person (down loaded and print out hard copy of all the security persons). The security agency required to submit (in the security office) an ESIC Contribution History sheet, ESIC transaction Details and the details of contribution of individual security person (down loaded and print out hard copy of all the security persons of the previous month and ESIC Subscription amounts (employer share and employees share) and its details of the current month and it should be duly verified & certified by the security agency with a under taking & company seal.

h).Along with the above mentioned documents, the security agency required to submit the exact, accurate & original Biometric Face Attendance sheet/data of his all security persons duly in the security office and it must be verified & certified by the agency/company authorized manager with company seal strictly as per the clause 1.18 a to 1.18g and other clauses mentioned in this tender document.

i).The security agency required to submit his TAX INVOICE Copy, contains of Invoice No, GSTIN, PAN No and it should addressed to the Director, National Institute of Technology, Raipur (C.G).

j). The security agency required to submit his Annexure contains of Unit Code, Bill Code, Bill Date, contract details, description, Rate, Qty, Man Days, amount and total amount.

j). The security agency required to submit his payment declaration/wage break up certificate.

k).The security agency required to submit his covering request letter regarding reimbursement of security service.

l).The security agency required to submit his other undertakings as per the prescribed in the tender document.

m).The security agency required to submit his undertaking regarding submission of his all the essential complete documents in the security office for the reimbursement of his security service bill along with that

day and time also required to sign in page of the description of the document in the last para i.e. submission of all the essential and completed documents in the security office.

n. The security agency also required to submit the wage book (as per the FORM X *Register of Wages* [Rule 26(1)])signed by all the security persons and verified by the assignment manager of the security agency, security office wage received by the security persons and its acknowledgement register, attendance registers signed by all the security persons and verified by the assignment manager of the security agency, handing over taking over registers signed by all the security persons, incident register signed by the assignment Manager of the security agency, all formats signed by all the security persons, labour registers signed by the assignment Manager of the security agency, and undertakings signed by that respective security person and assignment Manager of the security agency.

o).After receiving of all the essential complete documents and its proof, the Security Officer of the institute will verify it. During the documents verification process if any kind of deficiency, deviation, issue, grievances and abnormality observed by the security officer, the security officer will instruct to the security agency and his assignment manger to rectify and redress & resolve that issue, in this regard the security agency and his assignment abide that instruction and required to immediately rectify and redress & resolve that issue. The security officer shall deduct/hold the required necessary amount of the security agency reimbursement bill if any fall short, short fall observed during the verification of document and it will be registered in the security office deduction and hold & penalty register. During document verification period the assignment manager and his security persons requires to assist to the security officer.

p).After verification of all the documents for the reimbursement bill, the security officer will make a note sheet and it will submit to the institute security committee for the necessary verification & recommendation and forwarding. The Institute security committee (Headed by the chairman of the committee and other two members, an associate professor and an assistant professor madam) shall have right and authorized committee for verification and recommendation & forwarding of the security service reimbursement bill. After completion of the verification and recommendation, the security committee shall forward the bill to the Joint Registrar (Administration) for his necessary verification and recommendation and the Joint Registrar (Administration) shall forward the bill to the Dean-P&D office for the necessary recommendation and action.

q).The Institute will make the payment to the agency preferably within 30 days of receipt all the essential documents (mentioned in this tender) for the reimbursement of security service Bill. The payment will be released after the any hold amount for the Wage, EPF, ESIC, as well as deduction for excess billing amount / deduction of any penalty that may be imposed by the Security officer of the institute.

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 administrative departments keys of the institute. The security agency must ensure the safe custody of institute administrative department's 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 as per the penalty clause mentioned in this tender document. Good key authorization and issuance procedures are very essential part of key management systems. The following are recommended, to comply with the effective institute administrative department's key management, the security agency must ensure

the under mentioned key handling procedures:-

11.a).ISSUING KEYS: Institute administrative departments Keys e.g. Director office, Conference room, Registrar office, Central store, Student section, Establishment section, Account section, will be issued to the above mentioned respective authorized employees. Each key issued to the above mentioned administrative offices & and its employees must be documented by the security agency in the Key register. **No key shall be transferred from one person to another without being returned to the security agency Key & Lock Board for appropriate re-issue.** 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 at institute main gate.

11.b).DUPLICATION: All keys referred to in this policy are the property of NIT Raipur and are not to be duplicated by anyone. Duplication of a key, or the possession of an unauthorized duplicate, or, opened by security persons during the night time, holiday and off working hours may result in appropriate disciplinary action as well as heavy penalty shall be imposed on the security agency as per the penalty clause of this tender document.

11.c).KEY RETRIVAL: All keys must be returned immediately to the security key board after the institute administrative 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.

11.d).LOST OR STOLEN OF KEYS: Lost or stolen of institute administrative departments keys must be reported to the Security officer as soon as possible. A suitable heavy fine shall impose to the agency as per the penalty clause of this tender document and the penalty amount shall deduct from the agency monthly bill.

12.I).PENALTY:A:-PENALTY FOR NOT PROVIDING OF SECURITY EQUIPMENTS,THE SELECTED AGENCY REQUIRED TO PROVIDE ALL THE SECURITY ITEMS AS PER THE PRESCRIBE DESCRIPTION WITH IN 30 DAYS FROM THE COTRACT STARTING DAY(WITH EFFECT FROM FIRST DAY OF CONTRACT):-

SL. No.	Description of the security gadgets(items)	In event of Penalty- Event/Occasion	Penalty (Financial) Deduction of money from the monthly billing of the agency. The deduction amount must not hamper to the security personnel minimum wage. The deduction money will deduct from the contractors Monthly reimbursement bill.

01	Ability to provide 06 nos. of Contactless/Touch less Face recognition based Biometric time attendance machine system: The Contactless/Touch less Face recognition based Biometric time attendance machine system must be integrated with powerful processor for the faster & flawless performance. It must powers the camera to capture the photo of user in less than 0.5 seconds and the Immense Wi-Fi connectivity protocol to keep intact with the data on everyday basis and it must give flexibility to use both LAN and Wi-Fi. The Biometric time attendance machine must be only Contactless/Touch less Face recognition and the machine must not have finger print option (mandatory)	01).Not provided the 06 nos.of Contactless/Touch less Face recognition based Biometric time attendance machine system.	01).Rs.20,000.00 shall be deducted from the contractor's monthly reimbursement bill for each deficiency Biometric time attendance machine.
		01.a). Not provided the 06 nos.of Contactless/Touch less Face recognition based Biometric time attendance Face machine system as per the description Column 01-I and provided other type of Biometric attendance machine	01.a).Rs.10,000.00 shall be deducted from the contractor's monthly reimbursement bill for each deficiency discrepancy Biometric time attendance Face machine.Rs.60,000.00 shall be deducted from the contractor's monthly reimbursement bill for the 06 Biometric time attendance-Face machines discrepancy.
		01.b). Not working of the Contactless/Touch less Face recognition based Biometric time attendance machine system as per the description Column 01-I	01.b).Rs.10,000.00 shall be deducted from the contractor's monthly reimbursement bill for each defective not working Biometric time attendance Face machine.
02	MOTOROLA TALKABOUT TWO-WAY RADIO WALKIE TALKIE ULTRA High Frequency LONG RANGE Walkie-Talkies: The Agencies should have ability to provide 80 nos.of MOTOROLA Walkie-Talkies TWO-WAY RADIO (Portable two ways radio transceiver-Only Motorola Company Walkie Talkie required and the models of Motorola must be only T260TP/ T 200TP/ T 460. The NITRR will not pay any amount of payment for these Motorola Walkie Talkie equipments.	02).Not provided the 80 nos.of MOTOROLA Walkie-Talkies TWO-WAY RADIO (Portable two ways radio transceiver- Only Motorola Company Walkie Talkie required.	02). Rs.5,000.00 shall be deducted from the contractor's monthly reimbursement bill for each MOTOROLA Walkie-Talkies TWO-WAY RADIO..
		02.a).Provided the 80 nos.of MOTOROLA Walkie-Talkies TWO-WAY RADIO but not as per the described Mortola company. Required to be provided only Motorola	02.a). Rs.5, 000.00 shall be deducted from the contractor's monthly reimbursement bill for each MOTOROLA Walkie-Talkies TWO-WAY RADIO.

		Company.	
		02.b). Not working/defective MOTOROLA Walkie-Talkies TWO-WAY RADIO (Portable two ways radio transceiver-Only Motorola Company.	02.b). Rs.5, 000.00 shall be deducted from the contractor's monthly reimbursement bill for each defective MOTOROLA Walkie-Talkies TWO-WAY RADIO.
03	Ability to provide four wheeler vehicles in NITRR campus: The selected Agency ability to & required to provide round the clock (24x7) a four wheeler Jeep with unlimited fuel (Diesel/Petrol) in his own expenses in the NITRR Campus. The four wheeler pick up Jeep must be a Mahindra Bolero Pick up/Tata Pick up/Ashok Leyland Pick up/Force Pick up/Maruti Suzuki Pick up and the modified with any pickup jeep must be facilitated with required <u>Canopy</u> . The four wheeler Jeep must be equipped/installed with a siren speaker, PA System and the PA system must be a DC-12 Volt, 200-watt, 09-Tones wired hand held Microphone Loudspeaker emergency siren electronic, the noise level-300 Db and the system output must be 200 watt with a powerful speaker, model no- CB-JBQ-200W-12V-9Y. The NITRR will not pay any amount of payment for this four wheeler Jeep and for its petrol/Diesel consumption expenses.	03).Not provided the four wheeler vehicles in the campus.	03).Rs.5,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day..
		03.a).Provided but not as per the prescribed tender clause i.e not a pick up Jeep, covered with canopy/ modified with any pickup jeep with canopy.	03a).Rs.3,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		03b).Provided but not as per the prescribed tender clause i.e not installed the equipped/installed with a siren speaker, PA System and the PA system must be a DC-12 Volt, 200-watt, 09-Tones wired hand held Microphone Loudspeaker emergency siren electronic, the noise level-300 Db and the system output must be 200 watt with a powerful speaker, model no- CB-JBQ-200W-12V-9Y	03b).Rs.3,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.

		03c).Provided and installed but not as per the prescribed tender clause i.e installed the equipped/installed with a siren speaker, PA System and the PA system must be a DC-12 Volt, 200-watt, 09-Tones wired hand held Microphone Loudspeaker emergency siren electronic, the noise level-300 Db and the system output must be 200 watt with a powerful speaker, model no- CB-JBQ-200W-12V-9Y	03c).Rs.3,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		03d).Provided and installed but the equipped/installed with a siren speaker, PA System and the PA system must be a DC-12 Volt, 200-watt, 09-Tones wired hand held Microphone Loudspeaker emergency siren electronic, the noise level-300 Db and the system output must be 200 watt with a powerful speaker, model no- CB-JBQ-200W-12V-9Y is defective/not working	03d).Rs.1,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		03e).Provided and installed but not, vehicle is not working/defective	03e).Rs.1,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.

		03f).Provided and installed but not, vehicle is not working sufficient fuel/diesel is not in the fuel tank	03f).Rs.1000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
04	Ability to provide Two wheeler Motorcycle in NITRR campus: The selected Agency ability to & required to provide round the clock (24x7) a Two wheeler Motorcycle with unlimited fuel petrol in his own expenses. The above mentioned motorcycle registration certificate (RC) must be in the name of security agency company name. (The two wheeler motorcycle should be Hero Honda/ Hero/ Honda/ TVS/ Bajaj / and it should not be less than 100 CC Engine.) The NITRR will not pay any amount of payment to the agency for his the above mentioned two wheeler Motorcycle and for its petrol consumption expenses.	04).Not provided the Two wheeler vehicles in the campus.	04).Rs.2,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day..
		04a).Provided but not as per the prescribed tender clause	04a).Rs.15,00.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		04b).Provided and installed but not, vehicle is not working/defective	04b).Rs.1,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.

		04c).Provided and installed but not, vehicle is not working sufficient fuel/diesel is not in the fuel tank	04c).Rs.500.00 shall be deducted from the contractor's monthly reimbursement bill for each day
05	Ability to provide Assignment Manager: The selected security agency ability to/required to provide/deploy an assignment manager for the round the clock (24x7) in the NITRR Campus in his own expense. The NITRR will not pay any amount of payment to the agency for his assignment manager.	05).Not provided the Assignment Manager in the campus.	05).Rs.1000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		05a).Provided but not registered his attendance in the Biometric attendance machine as per the prescribe clause.	05a).Rs.1000.00 shall be deducted from the contractor's monthly reimbursement bill for each case and each day.
06	Ability to provide All the required stationary items in every month: The selected security agency ability to/required to provide all the required stationary items in every month i.e. 100 pages Registers total 100 nos., Printer Cartridge -02 nos., A4 Size 75 GSM Plain Copier Paper- 03 Ream (1500 sheets), White Board Marker, Pencil, Pen, PMT Marker, Highlighter, paper flag, Pen drive, stamp pad ,cello tap, items in every month for his office work in the NITRR Campus in his own expense. The NITRR will not pay any amount of payment to the agency for his stationary expenses.	06).Not provided the stationary items in every month.	06).Rs.5000.00 shall be deducted from the contractor's monthly reimbursement bill for each month.

07	Ability to provide 50 nos.of Search Light: The selected agency required to provide 50 nos.of search light and the search lights must be with the features of such as an OPERATING RANGE must excess of 1 kilometer, High Power 55W Halogen Bulb, Heavy Duty 7Ah Leak-Proof SMF Battery, Flasher (for signaling), automatic timer mode, 3mm thick waterproof High Grade ABS body, Removable & Adjustable Shoulder Strap. The search lights must be according to the under mentioned highlights: Bulb, Rechargeable, Power Consumption: 55 W, Type: 12V, 7Ah Rechargeable Heavy Duty Leak-4F Battery, W x L: 16.5 cm x 25 cm	07). Not provided the 50 nos.of search lights.	07).Rs.50,000.00 shall be deducted from the contractor's monthly reimbursement bill for each month
		07a). Not provided the search lights but the quantity's are less.	07a)..Rs.5,000.00 shall be deducted from the contractor's monthly reimbursement bill for each light for month.
		07b).Provided but not as per the prescribed description in this tender clause.	07b).Rs.2,000.00 shall be deducted from the contractor's monthly reimbursement bill for each search light for each day.
		07c).Provided but found defective/not working	07c).Rs.1,000.00 shall be deducted from the contractor's monthly reimbursement bill for each search light for each day.

08	Ability to set up a security office in NITRR Campus:-The selected agency ability to & required to set up his own security office in the NITRR Campus at campus main gate. The selected agency's security office must be equipped with his own BSNL/AirTel Telephone along with Broadband/AirTel Internet connection, Computer, Printer H.P.LASERJET (Black) M-1136 along with good quality scanner, Web Camera; stationary and 05 Android Mobile Phones with camera. The Mobile Phone must be with BSNL SIM and AirTel SIM card only and the entire 05 Mobiles SIM card must be in the name of Agency/company Manager only. The Land line Telephone connection must be in the name of the Agency branch manager only. The Land line Telephone connection and all the 05 Mobile Phones must be charged with prepaid connection plan with one-year validity from the date of commencement of the contract to the last date of contract in the NITRR Campus. The NITRR will not pay any amount of payment to the agency for his security office expense	08).Not provided /not set up his office in the Campus	08).Rs.1,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		08a).Not having BSNL/AirTel Telephone connection and system in his office in the campus	08a).Rs.1,000.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		08b).Having BSNL/AirTel Telephone connection and system in his office in the campus but having of Broadband/AirTel Internet	08b).Rs.1,00.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		08c).Not provided 05 Android Mobile Phones with camera. The Mobile Phone must be with BSNL SIM and AirTel SIM card only and the entire 05 Mobiles SIM card must be in the name of Agency/company Manager only.	08c).Rs.1000.00 shall be deducted from the contractor's monthly reimbursement bill for 05 mobile phones for each day.

		08d).Provided but less quantity of mobile phones.	08d).Rs.200.00 shall be deducted from the contractor's monthly reimbursement bill for each mobile phone for each day.
		08e).Provide but not as per the prescribed description	08e).Rs.100.00 shall be deducted from the contractor's monthly reimbursement bill for each mobile phone for each day.
		08f).Land line phone not charged/top up and not working	08f).Rs.300.00 shall be deducted from the contractor's monthly reimbursement bill for each each day.
		08g).Land line phone has not charged/top up and not working	08g).Rs.300.00 shall be deducted from the contractor's monthly reimbursement bill for each day.

		08h).Mobiles phones have not charged/top up and not working	08h).Rs.100.00 shall be deducted from the contractor's monthly reimbursement bill for each mobile phone for day.
	Printer H.P.LASERJET (Black) M-1136 along with good quality scanner, Web Camera;	08i).Not provided H.P.LASERJET (Black) M-1136 along with good quality scanner, Web Camera;	08i).Rs.100.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		08j).Provided but not as per the prescribed description as per the tender clause i.e.H.P.LASERJET (Black) M-1136 along with good quality scanner, Web Camera;	08j).Rs.100.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		08k).Provided but defective and not working, empty printer cartridge.	08k).Rs.100.00 shall be deducted from the contractor's monthly reimbursement bill for each items for each day

09	Ability to provide 03 nos.of Battery backups for the Face Biometric Attendance Machine system: The selected security agency required to provide 03 nos.of Power back up inverter/home UPS system for his Face recognition Biometric Attendance machines and the Power back up inverter/home UPS system must have power back up capacity at least minimum 08 hours. The Power back up inverter/home UPS system should be Microtek/Luminous brand.	09).Not provided 03 nos.of Battery backups for the Face Biometric Attendance Machine system	09).Rs.600.00 shall be deducted from the contractor's monthly reimbursement bill for each day.
		09a).Provided but less quantity	09a).Rs.200.00 shall be deducted from the contractor's monthly reimbursement bill for each Battery backups for the Face Biometric Attendance Machine system for each day.
		09b).Provided but not as per the prescribed description mentioned in the render clause.	09b).Rs.200.00 shall be deducted from the contractor's monthly reimbursement bill for each Battery backups for the Face Biometric Attendance Machine system for each day.
		09c).Provided but defective	09c).Rs.200.00 shall be deducted from the contractor's monthly reimbursement bill for each Battery backups for the Face Biometric Attendance Machine system for each day.

10	Ability to provide 04 nos. of Door Framed Metal Detector (DFMD): The selected security agency required to provide 04 nos. of Door Framed Metal Detector (DFMD) for his security arrangement in the campus.	10).Not provided 04 nos. of Door Framed Metal Detector (DFMD): The selected security agency required to provide 04 nos. of Door Framed Metal Detector (DFMD) for his security arrangement in the campus.	10).Rs.10,000.00 shall be deducted from the contractor's monthly reimbursement bill.
		10a).Provided but less quantity	10a).Rs.1250.00 shall be deducted from the contractor's monthly reimbursement bill for each DFMD
		10b).Provided but defective not working	10b).Rs.1250.00 shall be deducted from the contractor's monthly reimbursement bill for each DFMD
11).	Ability to provide 04 nos. of Hand Held Metal Detector: The selected security agency required to provide 04 nos. of Hand Held Metal Detector for his security arrangement in the campus.	11).Not provided 04 nos. of Hand Held Metal Detector:	11).Rs.10,000.00 shall be deducted from the contractor's each monthly reimbursement bill.

		11a).Provided but less quantity	11a).Rs.1,000.00 for each Hand Held Metal Detector shall be deducted from the contractor's each monthly reimbursement bill.
		11b).Provided but defective not working	11b).Rs.1,000.00 for each defective Hand Held Metal Detector shall be deducted from the contractor's each monthly reimbursement bill.
12	Ability to provide 02 nos. of Under Vehicle Search Mirror-Trolley type: - The selected security agency required providing 02 nos. of Under Vehicle Search Mirror (Trolley type) for his security arrangement in the campus.	12).Not provided 02 nos. of Under Vehicle Search Mirror-Trolley type	Rs.1,000.00 for each Under Vehicle Search Mirror-Trolley shall be deducted from the contractor's each monthly reimbursement bill.
		12a).Provided but less quantity	12a).Rs.1000.00 for each Under Vehicle Search Mirror-Trolley shall be deducted from the contractor's each monthly reimbursement bill.

		12b).Provided but defective not working	12b).Rs.1000.00 for each defective Under Vehicle Search Mirror-Trolley shall be deducted from the contractor's each monthly reimbursement bill.
13	Ability to provide 04 nos. of Ahuja –Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA system (AM-25DP, Multicolor): - The selected security agency required to provide 04 nos. of Ahuja – Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA System (AM-25DP, Multicolor for his security arrangement in the campus.	13).Not provided 04 nos. of Ahuja –Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA system (AM-25DP, Multicolor)	13).Rs.8,000.00 shall be deducted from the contractor's each monthly reimbursement bill.
		13a).Provided but less quantity	13a).Rs.2,000.00 for each of Ahuja –Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA system (AM-25DP, Multicolor) shall be deducted from the contractor's each monthly reimbursement bill.
		13a).Provided but less quantity	13a). Rs.2,000.00 shall be deducted for each mentioned equipment from the contractor's each monthly reimbursement bill.

		13b).Provided but defective not working	13b).Rs.2,000.00 for each defective Ahuja – Shoulder Sling & Handgrip Type/Handheld Battery Operated Megaphone with Microphone, Siren/Indoor, Outdoor PA system (AM-25DP, Multicolor) shall be deducted from the contractor's each monthly reimbursement bill.
14	By cycle-05 nos.of required to provide by the agency for his security staff in the campus	14).Not provided 05 nos. Bicycle	14).Rs.10,000.00 shall be deducted from the contractor's each monthly reimbursement bill
		14a).Provided but less quantity	14a).Rs.2,000.00 shall be deducted from the contractor's each monthly reimbursement bill for each cycle.
		14b).Provided but defective not working	14b).Rs.1,000.00 shall be deducted from the contractor's each monthly reimbursement bill for each cycle.

15	Cane shield 50 nos. of can shield required to provided by the agency for his security staff in the campus	15).Not provided shield 50 nos.of cane shield	15).Rs.5,000.00 shall be deducted from the contractor's each monthly reimbursement bill for each cane shield
		15a).Provided but less quantity	15a).Rs.5,00.00 shall be deducted from the contractor's each monthly reimbursement bill for can shield.
16	Lathi –made in cane 200 nos. of cane lathi required to provided by the agency for his security staff in the campus	16).Not provided shield 200 nos.of lathi	16).Rs.40,00.00 shall be deducted from the contractor's each monthly reimbursement bill for can lathi
		16a).Provided but less quantity	16a).Rs.200.00 shall be deducted from the contractor's each monthly reimbursement bill for each can lathi

17	Helmet 50 nos. of helmet required to provided by the agency for his security staff in the campus	17).Not provided 50 nos. of helmet	17).Rs.20000.00 shall be deducted from the contractor's each monthly reimbursement bill for each can lathi
		17a).Provided but less quantity	17a).Rs.500.00 shall be deducted from the contractor's each monthly reimbursement bill for each helmet.
18	Digital Breath Alcohol tester Breathalyzer or Alcometter 03 nos. of Digital Breath Alcohol tester Breathalyzer or Alcometter required to provided by the agency for his security staff in the campus	18).Not provided the 03 nos. of Digital Breath Alcohol tester or Alcometter	18).Rs.9000.00 shall be deducted from the contractor's each monthly reimbursement bill for 03 Digital Breath Alcohol tester Breathalyzer or Alcometter.
		18a).Provided but less quantity	18a).Rs.3500.00 shall be deducted from the contractor's each monthly reimbursement bill for each Digital Breath Alcohol tester or Alcometter.

		18b).Provided but not working	18b).Rs.3500.00 shall be deducted from the contractor's each monthly reimbursement bill for each defective Digital Breath Alcohol tester Breathalyzer or Alcometer.
19	Wheel lock for four wheeler vehicles 06 nos. of Wheel lock for four wheeler vehicles required to provided by the agency for his security staff in the campus	19).Not provided 06 nos.of Wheel lock for four wheeler vehicles.	19).Rs.12000.00 shall be deducted from the contractor's each monthly reimbursement bill for all 06 nos. Wheel lock for four wheeler vehicles.
		19a).Provided but less quantity	19a).Rs.2000.00 shall be deducted from the contractor's each monthly reimbursement bill for each Wheel lock for four wheeler vehicles
		19b).Provided but not working/defective	19b).Rs.2000.00 shall be deducted from the contractor's for each mentioned equipments in each monthly reimbursement bill.

20	Two wheeler wheel lock used by police 20 nos. of Wheel lock for two wheeler vehicles required to provided by the agency for his security staff in the campus	20).Not provided 20 nos. of Wheel lock for two wheeler vehicles required to provided by the agency for his security staff in the campus	20).Rs.20000.00 shall be deducted from the contractor's each monthly reimbursement bill for each Wheel lock for four wheeler vehicles
		20a).Provided but less quantity	20a).Rs.500.00 shall be deducted from the contractor's each monthly reimbursement bill for each Wheel lock for two wheeler vehicles
21	Traffic Safety Baton Light with torch battery operated, 20 nos. of Traffic Safety Baton Light with torch battery operated required to provided by the agency for his security staff in the campus	21).Not provided Traffic Safety Baton Light with torch battery operated	21).Rs.10000.00 shall be deducted from the contractor's each monthly reimbursement bill for Traffic Safety Baton Light with torch battery operated
		21a).Provided but less quantity	21a).Rs.300.00 shall be deducted from the contractor's each monthly reimbursement bill for each Traffic Safety Baton Light with torch battery operated

		21b).Not working/defective	21b).Rs.200.00 shall be deducted from the contractor's each monthly reimbursement bill for each Traffic Safety Baton Light with torch battery operated
22	Safety jacket, glow in night 20 nos. of Traffic Safety jackets required to provided by the agency for his security staff in the campus	22).Not provided	22).Rs.5000.00 shall be deducted from the contractor's each monthly reimbursement bill for Traffic Safety jackets
		22a).Provided less quantity	22a).Rs.200.00 shall be deducted from the contractor's each monthly reimbursement bill for each Traffic Safety jackets
23	Torches with batteries(steel) 4/5 shells 50 in nos.	23).Not provided	23).Rs.200.00 shall be deducted from the contractor's each monthly reimbursement bill for Torches with batteries(steel) 4/5 shells 50 in no

		23a).Provided but less quantity	23a).Rs.300.00 shall be deducted from the contractor's each monthly reimbursement bill for each Torches with batteries(steel) 4/5 shells
		23b).Provided but defective /not working	23b).Rs.300.00 shall be deducted for each defective light for each monthly reimbursement bill of the contractor.
24	Assignment manager and supervisors not taken the round and any incident observed /happened in the campus	Negligence to take proper round in campus	Rs.30,000.00 shall be deducted from the contractor's each monthly reimbursement bill negligence of taking round by his supervising staff
25	Assignment managers absent as per the Biometric face attendance machine.	25).Attendance in time and out time not reflected in the Biometric face attendance machine.	25).Rs.1000.00/- shall be deducted from the contractor's each monthly reimbursement bill for each non attendance day(for each absent day of the assignment anager).Rs.1000.00/- penalty shall be imposed on security agency and the penalty amount shall be deducted from the contractor's each monthly

			reimbursement bill.
26	The security agency required to provide 50 nos.of umbrellas for his security staff in the campus.	26).Not provided	25).Rs.2000.00/- shall be deducted from the contractor's each monthly reimbursement bill for this 50 nos.of umbrella.
		26a).Provided but less quantity	26a).Rs.500.00/- shall be deducted from the contractor's each monthly reimbursement bill for each nos.of umbrella.
		26a).Provided but defective/broken	26a).Rs.200.00/- shall be deducted from the contractor's each monthly reimbursement bill for each nos.of broken umbrella.

27	Additional man powers for the institute various functions. Any other function/event- Additional persons required to be deployed by the agency as per the instruction of the S.O. The additional security persons and the assignment manager must no left the campus without permission of the S.O. of the institute.	27).Not provided/provided but less man power and it is not complied with the tender document clause 3.2 xix. 27.i).Provided but not in proper time. 27.ii)..Provided but security persons left the campus without permission of the S.O.	27). Rs.500.00/- shall be deducted from the contractor's monthly reimbursement bill for each single absent person specified in tender document clause 3.2 xix. i.e. requirement of extra manpower.(For each events shortage of man power as per the prescribed clause of this tender document and as per the instruction of the S.O).
----	---	--	---

12.ID. PENALTY: PENALTY FOR LATE PAYMENT OF WAGES TO SECURITY PERSONNELS.

SL.No.	Contractors obligation time to pay	Specified and determined week and date by the NIT Raipur	Penalty- Event/Occasion	May be consider in the eventof:-
01	the monthly minimum wages to his security personnel's deployed in the NIT Raipur	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	As per the payment of wage act time/period schedule	2 nd week of the month from the date 8 th to 14 th	Rs.25, 000/ will automatic deduct from the contractors monthly reimbursement bill service charge, however it should not hampers to the minimum wages of the security 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.50, 000/- will automatic deduct from th e contractors monthly bill s monthly reimbursement bill, however it should not hampers to the minimum wages of the security personnel's	In the event of Bank national strike, it will take consideration
04	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	4th week of the month from the date 22 nd to last day of that month	Rs.150,000/- will automatic deduct from th e contractors monthly bill s service charge, however it should not hampers to the minimum wages of the security personnel's	In the event of Bank national strike, it will take consideration
05		If the agency failed to provide	The principal employer will	

	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.	
--	-------------------------	--	---	--

12. III). PENALITY: PENALITY FOR OTHER UNWANTED ACTIVITY:-

SL.No.	Description of events	Penalty (Financial) Deduction of money from the monthly billing of the agency.
01	Security personnel's sleeping induty	Rs.4000.00 shall deduct from the contractors monthly bill. The deduction money Rs.4000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to issue warning notice to the accused person in writing.
02	Security personnel are smoking, chewing of Ghutka, pann.	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to issue warning notice to the accused person in writing.
03	Security 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 personnel's minimum wage. The deduction money must deduct from the contractors

		monthly reimbursement bill. The agency has to issue warning notice to the accused person in writing.
04	Security 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 personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to issue warning notice to the accused person in writing and remove him from the campus.
05	Security personnel are not found in proper uniform and identity card and not clean shaved & not taken proper hair cut.	Rs.500.00 shall deduct from the contractors monthly bill for each security person and for each occasion. The deduction money Rs.500.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency must warn to the accused person in writing.
06	Security personnel's drinking (alcohol) in duty or under the influences of alcohol.	Rs.10, 000.00 shall deduct from the contractors monthly bill. The deduction money Rs.10, 000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to remove the accused person from the NIT RAIPUR Campus.

07	Security personnel's taking (drugs)in duty or under the influences of any drugs & Ganja.	Rs.10, 000.00 shall deduct from the contractors monthly bill. The deduction money Rs.10, 000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors service charge. The agency has to Remove/transfer the accused person from the campus to outside.
----	--	---

		NIT RAIPUR Campus and intimate to the police.
08	Security personnel having/possessing any anti social elements i.e. illegal arm & ammunition, knife, axe, sword and involved in case of theft/dacoit case of money, gold, articles, office items, mobile, vehicle, cycle, & any other items and drugs, alcohol, acid or anything which is illegal.	Rs.20, 000.00 shall deduct from the contractors monthly bill. The deduction money Rs.20, 000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. 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 personnel's misconduct/misbehavior with the institute Officer/Staff/Student/women/guest/handicapped persons.	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to give warning in writing to his security person.
10	Security 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 from duty and etc.	Rs.1000.00 shall deduct from the contractors monthly bill. The deduction money Rs.1000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to give warning in writing to his security person.

11	Security personnel's indulging with any 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 personnel's minimum wage. The deduction money must deduct from the contractors Monthly reimbursement bill. The agency has to give warning in writing to his security person and immediately remove & transfer from the campus.
12	Security 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 personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency has to give warning in writing to his security person and immediately remove & transfer from the campus.
13	Security personnel's involvement in riot/theft/house break/dacoit/malpractice/illegally remove items from the campus/petrol/diesel/accessories from parkingvehicle/mobile/laptop fromhostel/office/classroom / class roomaccessories/e class room accessories/misplaceof key/damage of equipments/ illegally opening of office/class room/studentsroom/illegally enter in the studentsroom/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 monthly reimbursement bill. The agency has to give warning in writing to his security 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 personnel's minimum wage. The agency has to give warning in writing to his security persons.
----	----------------------	---

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 personnel's minimum wage. The agency has to give warning in writing to his security 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 personnel's minimum wage. The agency has to give warning in writing to its security 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 personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency must warn to the accused person in writing.
18	Non-compliance with instructions/orders of the S.O.	Rs.10000.00 shall deduct from the contractors monthly bill for each case/events/ occasion. The deduction money Rs.10000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractorsmonthly reimbursement bill. The agency must warn to the Assignment

		manager in writing.
19	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 personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill.
20	Rush driving on campus by security employees.	Rs.500.00 shall deduct from the Contractor's monthly bill.
21	The Security Agency shall make serious efforts to control the entry of stray animals in to the campus as per the Government Rules & regulations & laws. Failure shall be attracted suitable penalty.	Rs.1000.00 shall deduct from the Contractor's monthly bill for each one, each case, occasion and incident. The deduction money must not hamper to the security personnel's minimum wage
22	i).The security agency and his manager failed to inform to the institute S.O, the manager intentionally hide that matter and did not inform to the S.O.,by phone or reporting physically, failure shall be attracted suitable penalty(i.e. in the theft case, ragging case, molestation, sexually molested, anti-social activity, anti-social elements, accident, incident, damage and any other matter of the institute) ii).The security agency and his manager failed to take necessary prompt and early action on the above mentioned matter or any other matter of the campus.	i).Rs.10, 000.00 shall deduct from the contractor's monthly bill for case and for each occasion and incident. The deduction money must not hamper to the security personnel's minimum wage. ii). Rs.30, 000.00 shall deduct from the contractor's monthly bill for each case and for each occasion and incident. Also the agency required to pay compassion to the institute/student/staff, required to recover/repair that item positively. The deduction money must not hamper to the security personnel's minimum wage

23	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 personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency must warn to the accused person in writing.
24	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 personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency must warn to the accused person in writing.
25	Institute key relating any complain	Rs.25000.00 shall deduct from the contractors monthly bill. The deduction money Rs.25000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill. The agency must warn to the accused person in writing.

26	Failure to carry out, incorrect, preparation & not produce the documents/log book of security systems along with the monthly bill.	Rs.5000.00 shall deduct from the contractors monthly bill for each occasions. The deduction money Rs.5000.00 must not hamper to the security person's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill.
27	Misuse of Institute administration departments key which is under custody of the security agency.	Rs.500,000.00 shall deduct from the contractors monthly bill for each Occasion. The deduction money must deduct from the contractors monthly reimbursement bill. The agency required to remove that accused person from the campus immediately. The penalty amount Rs.500,000.00 must not hamper to the security personnel's minimum wage. In addition to the above mentioned penalty amount i.e.Rs.5000,000/- the agency also required to pay the full compensation to the user department/office/ complainers on demands.
28	Inside the NITRR campus, the security agency must not collect /extraction of any amount of money from his security staff, failure shall attract penalty.	Rs.50, 000.00 shall deduct from the contractors monthly bill for each occasion. The deduction money Rs.50, 000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly reimbursement bill.

29.	Mobile phone found with any security persons other than the authorized mobile phones supplied by the Security persons	Rs.4000.00 shall deduct from the contractors monthly bill for each mobile phone of each security person in each occasions. The deduction money Rs.4000.00 must not hamper to the security personnel's minimum wage. The deduction money must deduct from the contractors monthly bill. The agency must warn to the accused person in writing.
30	Weekly off rest days:-The security agency must ensure that all the security persons has to get/avail their weekly off rest day strictly after completion of 06 days duty as per the labour law. The security agency must ensure that weekly off rest security persons not to be deployed in the campus & outside the campus for the security (watch &ward) duty. The security agency required maintaining it strictly, failure shall attract suitable penalty mentioned in the penalty clause & column and it will impose on the security agency and the penalty amount shall deduct from the agency reimbursement bill.	Rs.1000.00 shall deduct from the contractors monthly bill for engagement/deployment of each security persons in his/her weekly off day, for each day and for each case. The deduction money Rs.1000.00 must not hamper to the security persons minimum wage. The deduction money shall deduct from the contractors monthly reimbursement bill.
31	The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by <u>Central Government from time to time</u> , as applicable during the contract period. Failure shall attract penalty as per the penalty clause of this tender document.	Rs.50, 000.00 shall deduct from the contractors each monthly bill for violence of the GOI ministry of labour & Employment CLC order regarding revision of wage of security (watch &ward) persons.

SECTION 04**PRICE SCHEDULE (FINANCIAL BID)**
SECURITY (WATCH & WARD SERVICE)

S. No.	Description	Rate for Security Guard (Male &Female) (per person for per month-26 days.)	Rate for Security Field Supervisor/Supervisor hostels/QRT Supervisor/Female Supervisor/Gunman/security inspector (per person for Per Month-26 days)
(A)	(B)	(C)	(D)
01	Basic Wages plus Variable Dearness Allowance (VDA)		
02	ESI @3.25%(as per ESIC Act/rule)		
03	EPF@12%		
04	Admin Charges@1%		
05	Total		
06	Relieving Charges(1/6 i.e.16.67 % of the column 05		
07	Any other Charges, ifany (please Specify) (monthly basis)		
08	Service Charges (%)		
09	GST (%)		
10	Grand Total		

NOTE:

1. The rate is inclusive of weekly off.
- 2.The selected security agency is required to provide positively all the security gadgets & equipment mentioned in this tender document (mandatory) within 30 days with effect from the first day of the contract. Failure shall attract a suitable penalty amount as per the penalty clause of this tender document and it will be

deducted from the agency's monthly reimbursement bill.

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 percentage of “Service Charges” quoted by the bidder shall remain unchanged for the entire contact period.

5. The wage revision of the security persons shall be applicable as per the Government of India Ministry of Labour & Employment Office of the Chief Labour Commissioner (C), New Delhi, Order, Dated----.

6. The security agency is required to deploy the additional security personnel as per the requirement of the institutes various functions from time to time as per the instruction of the security Officer & as per the mentioned clause in the tender document, without any other extra payment/cost to the security agency.

7. 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.

8. 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.

9. The minimum service charges in the procurement of Manpower Outsourcing Service may be as per the No.F.6/1/2023-PPD Government of India Ministry of Finance Department of Expenditure procurement policy division, New Delhi, dated 06/01/2023.

10. **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 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 undertaken that no other charges wouldbe payable by the client at all.

Signature of the Bidder with Seal &Address,

Place & date

SECTION 05 FORMS

Section: 05.1

(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)

FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2019-20	2020-21	2021-22
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:

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

Sl · N o	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.-----	
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? <i>Government Departments?</i>	
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 tender wizard portal.	
14	Have you 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

UNDERTAKING

(TO BE SUBMITTED BY THE SECURITY AGENCY)

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

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

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

I / We have complied with the provisions of Contract Labour (R& A) Act 1970 in holding a valid license under the Act and rules thereto. **I have paid the wages for the month of _As _____ per 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)

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART
INTENDER.**

(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
not completed
/ partially completed work.

DEPONENT

Attested:
(Public Notary / Executive Magistrate) with Date

Name _____
Address _____

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

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicialStamp 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 not completed /partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with

Date Name _____

Address _____

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

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

Others.Or

I / We ----- (Tenderer) hereby declare that the Firm / agency namely M/s.-----

----- has not having any pending criminal case against Partners / Proprietor / Others for a period of-
----- years w.e.f.----- to----- The period is over on----- and
now the firm/company is entitled to take part in Government tenders.

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

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

DEPONENT

Attested:
(Public Notary / Executive Magistrate) with
Date Name _____
Address _____

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

To,
The Director,
National Institute of Technology 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 personnel's of NIT RAIPUR.
5. I shall submit the individual ECR hard copies (EPF & ESIC) of all security personnel's in the security office for the bill verification.
6. I shall submit the wage slips of all the security personnel's in the security office for the bill verification.
7. I shall submit the wage distribution bank sheet in the security office for the bill verification. I shall ensure that all my security 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 with

accessories along with the necessary training as per the Private Security agencies (Regulation) Act 2005 * I shall comply with and follow all the provision of Chhattisgarh Rajya Niji Suraksha Abhikaran (Viniyaman) Niyam-2008.

9. I/We do hereby undertake that complete security arrangement of 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 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.

1.0. I/We do hereby undertake that complete security arrangement of 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 lapse, as well as any other Point considered by our Agency. Our Security Service shall be covered under “Fidelity Bond” through Insurance Agency for minimum sum of Rs. _____ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder)

Name and Address of the Bidder. Telephone. No

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

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

1. THIS DEED of Guarantee made this day of -----between ----- (Name of the Bank) (hereinafter called the “Bank”) of the one part and NIT Raipur (Name of the Institute) (hereinafter called the “Institute”) of the other part.
2. WHEREAS NIT Raipur (Name of the Institute) has awarded the contract for Security arrangement of the campus including the new campus including the custody of institute administrative departments keys mentioned in this tender document contract for Rs.--
------(Rupees in figures and words) (hereinafter called the “contract”) to M/s-----

------(Name of the contractor) (hereinafter called the “contractor”).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs ------(Amount in figures and words).
4. NOW WE the Undersigned----- (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of ------(Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs.-----

----- (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Institute, the Bank is engaged to pay the Institute, any amount up to and inclusive of the aforementioned full amount upon written order from the Institute to indemnify the Institute for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Institute immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Institute any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of----- months from the date of signing. (The initial Period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Institute agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Institute and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

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

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

IN WITNESS whereof/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

officialName.....

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.....

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

Section: 05.10

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. Prakash Y.Dhekne, 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 Endeavour’s to provide security services to the NIT RAIPUR, G.E. Road, Raipur, Chhattisgarh by deploying its security personnel.

NOW THIS AGREEMENT WITNESSETH as follows:-

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

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

- a. Notice Inviting Tender for Providing Security Service(watch & ward) of 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(Price Schedule)
- f. Section-5(All Forms)
- g. Any other documents forming part of the contract.

3. In consideration of the payments to be made by the Principal Employer to the Service Provider Contractor as hereinafter mentioned, the Service Provider Contractor hereby covenants with the Principal Employer to execute and provide Security service in the NIT RAIPUR)W.E.F. 01/December/2023 at 0600 hrs as per the provisions of this Agreement and the tender document.

4. The Principal Employer hereby covenants to pay the Service Provider contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract

price of Rs. ----- (----- Rupees in words) Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the

provisions of the contract at the times in manner prescribed by the contract.

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

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 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 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: 5.12

15. The Agency also agrees to comply with all the annexed i.e. Notice Inviting Tender for Providing Security Service (watch & ward) in the NIT RAIPUR

Campus.), Section-1(Technical Proposal Submission Form),Section-2(Instructions to the Bidders), Section-3(General Conditions of Contract), Section-4(Price Schedule), Section-5(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 andCondition 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 Signature of the authorized representative
/authority of NIT RAIPUR with Stamp/Seal of Service Provider Contactor

Stamp/Seal of the Employer
ContractorDesignation

Stamp/Seal of the
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:_____

(To be furnished in Stamp paper as per the Indian Stamp Act)(At presents not less than Rs.100.00 Stamp Paper)

Section: 05.11

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 service, 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 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 not constant vigilance, mishandling, not prompt action, not appropriate action, incapable to monitor, failure to provide adequate security and damage caused to or suffered by the Institute or by reason of any breach or breaches on the Contractor's art of any of the Terms & Conditions contained in the said Agreement and in the event the contractor shall make any default or defaults in carrying out any of the works under the said Agreement or otherwise in observance

or performance of any of the Terms & Conditions relating thereto in accordance with the true intent and meaning thereof, the Contractor shall forthwith on demand and without demur pay to the Institute such sum or sums as may be claimed by the Institute as losses, damages, costs, charges or expenses by reason of such default or defaults on the Contractor's part.

2. Notwithstanding anything to the contrary in these presents or in the said Agreement The Institute's decision as to whether the Contractor has made any default or defaults or the amount or amounts to which the Institute is entitled by reason thereof will be binding on the Contractor for the purpose of this Indemnity and the Contractor shall not be entitled to ask the Institute to establish its claim or claims under this Indemnity but will pay the same on demand without any objection provided always the mutual rights under the said Agreement shall not in any way be prejudiced by reason of such demand by the Institute and payment by the Contractor under this Indemnity and the claims under the said Agreement (which Shall be settled in accordance with the said Agreement) without prejudice to the Institute's rights to demand immediately under this Indemnity and the Contractor's liability to pay the same.

3. This Indemnity shall continue and hold good until it is released by the Institute in writing on the Contractor's application after expiry of relative Guarantee period of the said Agreement and after the contractor has discharged all his obligations under the said Agreement and submitted a "NO DEMAND CERTIFICATE" from the Institute under the said Agreement. The Indemnity Bond shall be valid for a minimum period of CONTRACT PERIOD and renewable thereof (Claim Period).

4. The Institute will have the fullest liberty from time to time to enforce or forbear to enforce any of the Terms & Conditions of the said Agreement and the Contractor shall not be released from his / their liability under this Indemnity by the exercise of the Institute 's liberty with reference to the matters aforesaid or by reason of any time being given to the Contractor or any forbearance, act or omission on the Institute's part or any indulgence by the Institute to the Contractor or by any variations or modifications of the said Agreement or any other act, matter or thing whatsoever on the Institute's part.

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

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

In the presence of following Witness
Witness 1.
2.

In the presence of following
1.
2.

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

1	Name of the Contractor/Agency	
2	Address & Contact number	
3	Name of person, who has signed the tender	
4	Details of Tender cost	
5	Details of EMD	
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

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. <i>(As per Shop and Establishment act.)</i>	
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 2019-20, 2020-21, 2021-22
06-iii	Annual Turnover	
06-iv	Net Profit	
06-v	Loss if any	

Signature and seal of Bidder

Date:

Place:

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 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.

Section: 05.15

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

Subject: Tender for Providing Security 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:

Section: 05.16

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

Section: 05.17

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

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

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