

# **NATIONAL INSTITUTE OF TECHNOLOGY**

**SILCHAR-788 010**



**TENDER DOCUMENT FOR  
PROVIDING TOTAL CAMPUS SECURITY AND INSTITUTE VEHICLE DRIVING SERVICES  
AT NIT SILCHAR  
2017 – 2018.**

**NAME OF THE AGENCY:**

**ADDRESS :**

**Phone :**

**E-mail :**



# NATIONAL INSTITUTE OF TECHNOLOGY ::: SILCHAR-10

(An Institution of National Importance)

Assam – 788 010

Phone : (03842) 224879 Website: <http://www.nits.ac.in> Fax:(03842) 224797

No. Tech/NIT/70/Pt.IV/14/

Date:

## NOTICE INVITING TENDER

### **NIT No. TECH/NIT/2017-18/12**

Sealed tenders are hereby invited in two bids system i.e. (i) Technical bid and (ii) Financial bid for **“PROVIDING TOTAL CAMPUS SECURITY AND INSTITUTE VEHICLE DRIVING SERVICES”** at National Institute of Technology Silchar for a period of 01 (one) year. The private security agencies with ISO 9001 certified with experience in providing security services to Central / State Govt. departments / Institutions may submit the bid. All the interested agencies who fulfill all the criteria for technically responsive are advised to access the local conditions before quoting the rates.

### **IMPORTANT POINTS TO NOTE:**

1.	Estimated cost of service per month	:	Rs.50,11,278.00/-
2.	Cost of tender document (non refundable), either Demand Draft / Bankers Cheque / Pay Order in favour of Director, NIT Silchar 9620or Cash payment in accounts section of NIT Silchar	:	Rs.3,000/-
3.	Period of sale of the tender document (or down load from website)	:	From 28/11/2017 to 07/12/2017 up to 4:00 PM
4.	Last date & Time of submission of duly filled-in tender document	:	On 12/12/2017 up to 2:00 PM
5.	Date & Time of opening of Technical bid	:	On 12/12/2017 at 3:00 PM
6.	Date & Time of opening of price bid those who will be qualified in Technical bid	:	15/12/2017 at 3:00 PM
7.	Earnest Money – refundable. (EM will be forfeited if the successful bidder fails to accept the offer)	:	Rs.12,00,000.00 in the form of (i) Deposit at at call receipt or (ii) Demand Draft/Bankers Cheque/Pay Order or (iii) FDR of Scheduled Bank pledged in favour of Director, NIT Silchar.
8.	Dropping of tender	:	Tender box available at Estate Engineering Branch of the Institute.
9.	Place of opening of tender	:	Estate Engineering Branch
10.	Contract duration	:	Initially for a period of 01 (one) year, which may be extended after review of performance for a maximum period of another 01 (one) year.

11.	Performance security	:	5% of Annual Contract amount with validity for contract period plus 3 months.
12.	Financial turn over	:	Minimum Rs.4.0 Crore per Annum in each of last 03 financial years.

The agency is to satisfy the following conditions, failing of any of the condition(s) the tender is liable for rejection.

- i. Company brochure showing its profile.
- ii. A copy of registration certificate under the Company's Act, 1956 or Indian Partnership Act, 1932.
- iii. Valid Private Security Agency License issued by IGP (TAP), Govt. of Assam.
- iv. Copy of ISO: 9001 certificate.
- v. Copy of EPF Registration Certificate.
- vi. Copy of PAN card.
- vii. Company's Audited Balance Sheet for the last three financial years certified by the Chartered Accountant.
- viii. The annual turnover of the company should not be less than Rs.4.00 Crore (proof to be submitted) in each of last 3 financial years.
- ix. EPF and Service Tax Challan certificates of the last complete two years ended with previous month of tender submission.
- x. Proof of minimum 5 years of experience in Security Services, wherein at least two works in Central/State Government Dept./Institute with minimum 100 security personals deployment in each work (copies of relevant documents as proof are to be submitted).
- xi. A list of clients as on date with details of security personals deployed.
- xii. Only a Company having its own Head Office / Branch Office in North East State should apply (Proof to be submitted). All communications to be made only to this office.
- xiii. The Earnest Money Deposit (EMD) and Tender cost (non refundable) in favour of Director, NIT Silchar payable at Silchar should be provided. Exemption if any, the proper government order / notification and certificate is to be submitted.
- xiv. The self-attested copy of all above documents and signed copy of complete tender document in each page to be provided along with technical bid.

Tender documents are to be submitted in 3 (three) separate sealed envelope. 1<sup>st</sup> envelope should contain EMD & Cost of tender documents, 2<sup>nd</sup> envelope should contain technical bid documents and other relevant copies of certificates, 3<sup>rd</sup> envelope should contain the price bid. All 3 (three) envelopes are to be sealed in a single envelope, mentioning name of job, NIT No, closing date & time. The 3<sup>rd</sup> envelope containing price bid will be opened only for those agencies, who are technically qualified as per condition of Notice Inviting Tender. The

tender of any agency not accompanied with proper EMD & Tender cost, incomplete tender in any form, non-submission of requisite documents shall summarily be rejected.

The detail tender notice and tender documents may be downloaded from the Institute website [www.nits.ac.in](http://www.nits.ac.in) / [www.tenders.gov.in](http://www.tenders.gov.in) or may be obtained from the Estate section of the Institute.

If any, holidays/strike falls during the notified days, the process will be continued on next working day.

The Director, NIT Silchar reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

-Sd -

Registrar, NIT Silchar

Copy forwarded to:

1. The Deputy Commissioner, Cachar, Silchar-1.
2. The Asst. Labour Commissioner (Central), College Road, Near Shani Mandir, Silchar-4.
3. P.A to Director – for information to the Director, NIT Silchar.
4. The Dean (P&D), NIT Silchar.
5. The Engineer, NIT Silchar.
6. The Deputy Registrar (Admin), NIT Silchar.
7. The Estate (i/c), NIT Silchar – for information & necessary action.
8. RTI Cell, NIT Silchar – for information
9. The Webmaster, NIT Silchar – email Ids: (i) [webmaster@nits.ac.in](mailto:webmaster@nits.ac.in) (ii) [nitsupload@rediffmail.com](mailto:nitsupload@rediffmail.com) with request to upload the Notice Inviting Tender to [www.nits.ac.in](http://www.nits.ac.in) and [www.tenders.gov.in](http://www.tenders.gov.in) in soft copy of the NIT enclosed.
10. Advertisement agency M/s Frontway Advertising and Marketing Consultant Pvt. Ltd for publishing the short form of NIT, as attached herewith separately.
11. Notice Board, Estate Engineering Branch, NIT Silchar

**TENDER DOCUMENT FOR  
PROVIDING TOTAL CAMPUS SECURITY AND INSTITUTE VEHICLE DRIVING SERVICES  
AT NIT SILCHAR  
2017 – 2018.**

**PART-I**

**GENERAL INFORMATION AND FINANCIAL BID**

## SECTION – 1

### I. PREAMBLE

1. National Institute of Technology Silchar, herein after referred to as “NIT Silchar” or “NITS” or “Institute” only, would outsource the security services for the Institute campus on Annual Rate Contract Basis.

The nature of Security Service includes arranging security personnel and providing security service to the entire campus of the Institute which includes among others all buildings, premises within the security wall of the Institute as well as the lives and properties therein, as per the “Scope and General Terms & Conditions” of the job defined in PART-2 of this document.

2. The Contractor/agency, herein after referred to as “Contractor” or “agency”, will arrange/provide manpower who will be paid as per Central Govt. Minimum Wages Act and other statutory provisions of Govt. of India, that would be quoted by the agency in the financial bid (given in PART-3 of this document), and provide security services, as per the “Scope and General Terms & Conditions” of the job defined in PART-2 of this document.

3. The agency will arrange all necessary equipments/tools as per PART-1 of this document for providing the aforesaid security services as per the “Scope and General Terms and Conditions” of the job, defined in PART-2 of this document. No extra payment will be made in this respect.

### II. GENERAL INFORMATION

#### (A) Category of Security Personals& their Minimum Eligibility Criteria:

##### (i) The Security Guards (SG):

Security guards (SG) should be ex-service personals from Indian Army/Paramilitary Forces or persons possessing certificate of training obtained from Director General of Police, Home Guard & Civil Defence, Ministry of Home, Govt. of Assam, and civilian personals of VIII passed with minimum of two years of experience in working under a recognized security agency. The maximum age limit is 55 years for ex-service personnel and 50 years for civilian personals as on 01/06/2017. Agency shall engage adequate numbers of lady SG for Three Girls hostels and Gunman with arms at Main gate, Administrative building and Director’s bungalow. The agency shall maintain deployment of SG in the category of Ex-serviceman personals at least in the ratio of Ex-serviceman : Civilian = 2 : 1 for at any point of time during contract period. The agency shall fully responsible for selection and deployment of the security guards/ staff and solely responsible for providing good quality of services.

##### (ii) Experience Drivers, Conductor and Vehicle Cleaner :

Drivers as engaged by the agency shall be experienced and valid LMV/ HMTV licence for running different Institute vehicles, with age less than 50 years as on 01.06.2017. Conductor and Vehicle Cleaner also shall be the age less than 50 years as on 01.06.2017.

**(iii) Field Supervisor (FS):**

Supervisor(s) should be ex-service personals only from Indian Army/Paramilitary forces, not below the rank of JCO/ Sub-Inspector. The maximum age limit is 55 years as on 01/06/2017.

**(iv) Commanding Officer (CO):**

Commanding Officer should be ex-service personnel from Indian Army/Paramilitary forces not below the rank of Captain/ Dy-Suptd./ Asst. Comdt. The maximum age limit is 55 years as on 01/06/2017.

All the relevant documents of all persons under the agency shall be made available to the security in charge for scrutiny and acceptance by the Institute authority. All the deployed security personnel must be physically fit for performing security duty round the clock in NIT Silchar campus and must possess good moral character. The agency shall recruit the personnel for deployment in the Institute and if required, they may be interviewed by NIT Authority.

Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the NIT Silchar's authority to the extent of only one person in any one of the shifts. But payment to such a person for the extra shift shall be restricted to 50% of the rates applicable.

B) Estimated deployment of Security guards (Ex-army personal/ Trained security guard), Gun men with arms and ammunition, Driver, Motor vehicles and equipments etc:

**I. Security personnel:**

**i) COMMANDING OFFICER (CO)**

Nature of Duties & Responsibilities	Min. Number	Remarks
i) Preparing the duty chart for all the security personnel. ii) Taking appropriate steps to improve the service quality (wherever required) of all the security personnel. iii) Monitoring the security status of the entire Institute based on information gathered through Field Supervisor and verifying the same through personal visit. iv) Taking appropriate measures to ensure discharge of the contracted security services up to the satisfaction of the Institute authority. v) Submitting weekly report on security status of the Institute to the Security – in-charge of the Institute, in writing on the working day (of the Institute) of every week. vi) Any other duty to be done from time to time.	1 (one)	Round the clock responsibility must be available in the campus.

**ii) FIELD SUPERVISOR (FS)**

Nature of Duties & Responsibilities	Min. Number	Remarks
i) Patrolling the entire campus to supervise the security status of deployed security guards. ii) Ensure that all on-duty security guards are alert/ watchful in respect to their assigned responsibilities. iii) Passing the collected information regarding security status of all the security areas/posts of the entire Institute as well as the nature of security services being provided by each of the on-duty security guards to the Commanding Officer, in writing. All records are to be preserved by the agency for verification by the Institute authority or any of its authorized representatives.	3 (three)	Round the clock duty in shifts.

**iii) SECURITY GUARDS (Ex-army/Trained security):** Security guard shall be responsible for ensuring total safety and security of the campus within the allotted 8 hours shift duty. Performance of duty in two shifts by the same guard on a day shall not be permitted. Deployment of guards will be made by the Commanding Officer/ Supervisor in consultation with the Security Officer/ Security in Charge of Institute authority.

**II. Lady Security guards (included as part of total nos. of guards):**

S/N	Location	Morning	Evening	Night	Total-min.
1.	In 03 Girls Hostel (Ex-Army/Civilian).	yes	yes	yes	9

**III. Experienced Driver, Conductor and Vehicle Cleaner:**

S/N	Location	Morning	Evening	Night	Total-min.
1.	Driver - deployment will be decided by Vehicle in-charge/ Institute.	yes	yes	yes	11 (LMV) 04 (HMT)
2	Conductor - deployment will be decided by Vehicle in-charge/ Institute.	yes	yes	yes	03
3	Vehicle Cleaner - deployment will be decided by Vehicle in-charge/ Institute.	yes			01

**IV. Gunmen with Arms & ammunition having valid license by appropriate authority:**

S/N	Location	Morning	Evening	Night	Total-min.
1.	Main gate, Admin. Build. & Director's residence.	yes	yes	Yes	08

**V. Motor vehicle:**

S/N	Location	Morning	Evening	Night	Total- min.
1.	Motor vehicle with driver, fuel, lubricant round the clock duty& patrolling purpose in Total campus of NIT Silchar.	yes	yes	yes	01



**V. Equipments:**

S/N	Location	Remarks
1.	Torches with workable batteries (>30)	Adequate numbers is to be provided (more as specified) for adequate total security services round the clock and throughout the campus. No extra payment is payable for equipment. Institute authority may verify and check at any time, whenever feels.
2.	Lathi/ Danda/ Ballam (>40)	
3.	Search lights (>6)	
4.	Mobile phone (>5)	
5.	Land phone (>1)	
6.	Hand held metal detector (>2)	
7.	Door type metal detector (>1)	
8.	Vehicle/ Jeep with image viewer (=1)	
9.	Motorbike (>3)	

**D) SHIFT DUTY HOURS**

Shift 1	= 05:00 hrs. to 13:00 hrs.
Shift 2	= 13:00 hrs. to 21:00 hrs.
Shift 3	= 21:00 hrs. to 05:00 hrs.
Day Shift	= 09:00 hrs. to 11:00 hrs. – if necessary.

*Note: Duty shifts may be changed in consultation with Institute Authority.*

While quoting the rates by contractor for this is a job contract, tenderer shall take into consideration of further possible enhancement of wages, which the agency shall have to bear as applicable in time to time. The Contractor will follow all the statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for following all such laws.

It shall be the responsibility of the Contractor to ensure that the Security Personnel deployed by him, as the case may be, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In cases of revision/ increase of rate of minimum wages by the Government, the excess amount pertaining to Minimum wages, along with EPF etc will be paid by the contractor for this job contract during the contract period. The number of security personnel required can vary in time to time as per requirements. The increase/ decrease in security personals at any point of time as demanded by the Institution authority will bear by the NIT Silchar authority as per quoted rates by the agency.

The Contractor is required to quote all the Taxes (Government Levy) separately at the rates applicable in Assam. Only the excess or reduction in Taxes applicable in Assam in future during the contract period shall be applicable to the Institute authority .

**E) Uniform and others for the Service Personnel to be provided by Contractor**

i) The Uniform of the deployed personnel must be well maintained. They must carry wheels, stick, torch etc. and must remain alert, active and ensure full-fledged security at their areas of duty, up to the satisfaction of the Institute authority.

ii) The deployed personnel should carry photo identity card issued by the competent authority (specified in Part-2), and possess their nameplate attached with the uniform during the time of their duties.

iii) They should carry proper job card (issued to them) during the duty period.

The contractor will bear full responsibility in providing a smart uniform to the security personnel at his own cost. The details of uniform as well as other items those are to be provided by the contractor per annum per security personnel are as follows:

- i) Two shirts and two trousers,
- ii) One pairs of shoes and socks,
- iii) One jersey pullovers,
- iv) One jacket,
- v) One cap and one belt,
- vi) Ceremonial uniform for special occasions for the security guards at the gate and the office complex in working hours of the Institute,
- vii) Any extra warm clothing required in case of extreme cold, of uniform pattern,
- viii) One Rain coat,
- ix) One umbrella.

#### **General Conduct:**

i) **Good behavior:** The agency will ensure good behavior of his all deployed security personnel with the students, staff of NITS and visitors to the Institute. The agency must ensure that security staff shall abstain from taking part in any staff union and association activities within the Institute or outside.

ii) **Conduct:** In case any of the staff for security services deployed by the agency commit any act of omission or commission constituting misconduct or Indiscipline, the agency will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal for service etc. or removal of concerned staff.

#### **Penalty & Recovery**

**a) Penalty points will be counted on the following four basic factors:**

i) Lapses/failure on the part of security guards in providing contracted security services, and / or, failure to wear the specified dresses, and / or, failure to carry the required articles (e.g. lathis, identity card, job card etc.), while on-duty, as per “General Terms and Conditions” of PART-2 and others conditions of this document.

ii) Indiscipline activity of the security personnel.

iii) Lapses/Failure on the part of the Contractor/management in providing essential tools/equipments, as described under “General Instructions” in PART-1 (Section – 1) of this document, and/or, Lapses/failure, in any form, on the part of security management.

*NOTE: This penalty and the consequent penalty amount has got on link/relation with the recovery that the contractor has to make to the Institute/inmates of the Institute due to loss of any property etc of the concerned, as stated in PART-2 of this document, as a result of theft/burglary etc.*

**b) The methods of evaluating penalty amount are given below:**

i) Penalty for non-performance of the contracted security duty by any of the deployed security personnel (SP) would be evaluated based on the wage of the concerned SP per day = A (say, in Rupees). The details are as follows:

S/N	Reasons for imposing penalty	Recovery amount in Rs.
1.	Non alternating to duty per occasion per SP	$X_2 = 3.0 \times A$
2.	Remaining inactive in discharging duties, and/or, remaining un-attentive towards the assigned responsibility per occasion per SP.	$X_2 = 3.0 \times A$
3.	Late attendance to, and/or, early leaving from any of the places of duty per occasion per SP.	$X_3 = 2.0 \times A$
4.	Sleeping while on duty per occasion per SP.	$X_4 = 1.0 \times A$
5.	Attending to duty without wearing specified dress, and/or, without carrying all specified articles per occasion per SP.	$X_5 = 0.5 \times A$
Total penalty to be recovered from contractor for non-performance of security duty in, Rupees $X = n_1X_1 + n_2X_2 + n_3X_3 + n_4X_4 + n_5X_5$ , where $n_1, n_2, n_3, n_4, n_5$ are the total number of occasions occurred per month and A is daily wages of the concerned.		

ii) Penalty for doing indiscipline activity by the security guards of the contractor would be five times the wages of the concerned SP per day, i.e.  $Y = 5.0 \times B_1 \times N_1 + 5.0 \times B_2 \times N_2 + 5.0 \times B_3 \times N_3$ , where  $B_1, B_2, B_3$  etc are the wages of the concerned SPs per day and  $N_1, N_2, N_3$  etc. are the number of SPs involved in indiscipline activity.

iii) Penalty for not supplying the contracted tools/equipments, vehicle, and/or, for non-functioning of supplied tools/equipments for more than 3 (three continuous days in a month, and/or, for lapses/failure, in any form, on the part of security management will be evaluated as follows:

Z=For lapse of any type, as mentioned under item (iii) above, accruing in any month, penalty would be imposed based on 5% of the bill value of the contractor for that month in which the lapses would occur.

The items those will be included for penalty calculations are: Bicycles, motorbikes, mobile phones, land phones, car bottom viewers, hand held metal detector, door type scan metal detector, laptop, battery, close camera network/4 channel CCTV with recording facility, etc.

**FINANCIAL BID (JOB – CONTRACT)**

Sl. No.	Description	Number of services/ day	Rate/ day in INR	Rate/ day in words	Per month in INR	Monthly Total in INR (Figure)
1.	Commanding Officer	01				
2.	Field Supervisor	03				
3.a.	Ex-serviceman Security guards- (M/F)	143				
3.b.	Civilian Security guards - (M/F)	71				
4.	Gunmen with Arms & Ammunition having valid license.	08				
5.a	Drivers (Ex-army/ civilian)- LMV	11				
5.b	Drivers (Ex-army/ civilian)- HMTV	04				
6.	Conductor	03				
7.	Vehicle Cleaner	01				
8.	Patrolling Vehicle (Mahindra/ Sumo with driver for 24 hrs. patrolling in the campus including POL & maintenance)	01				
	<b>Total:</b>					
	Other expenditures, if any (to be mentioned in details).					
	Contractor profit (LS)					
	<b>Total:</b>					
	Taxes(G.S.T):..... % (Break up to be provided)					
	<b>Grand Total for the Job</b>					

In words: Rupees ..... only.

Note:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
- The payment of deployed personal should be as per minimum wage act as per Ministry of Labour, GOI during the contract period. The quoted rate of deployed personal should be inclusive of all allowances, EPF etc as per GOI norms.
- The actual number of security guards, drivers etc may vary according to requirement of the Institute from time to time during service period. In that case, Institute will pay extra/ deduct the amount as per quoted rates.
- **It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.**

Date:

Seal of the Agency

Signature of the Tenderer

**TENDER DOCUMENT FOR  
PROVIDING TOTAL CAMPUS SECURITY AND INSTITUTE VEHICLE DRIVING SERVICES  
AT NIT SILCHAR  
2017 – 2018.**

**PART-2**

**THE SCOPE OF WORK AND GENERAL TERMS & CONDITIONS**

## **PART-2**

### **(Section-1)**

#### **1. Requirements for Technically Responsive Bidders:**

The agency is to satisfy the following conditions, failing of any of the condition(s) the tender is liable for rejection.

- i. Company brochure showing its profile.
- ii. A copy of registration certificate under the Company's Act, 1956 or Indian Partnership Act, 1932.
- iii. Valid Private Security Agency License issued by IGP (TAP), Govt. of Assam.
- iv. Copy of ISO: 9001 certificate.
- v. Copy of EPF registration Certificate.
- vi. Copy of PAN card.
- vii. Company's audited Balance Sheet for the last three financial years certified by the Chartered Accountant.
- viii. The annual turnover of the company should not be less than Rs. 4.00 crore (proof to be submitted) in each of last 3 financial years.
- ix. EPF and Service Tax Challan certificates of the last complete two years ended with previous month of tender submission.
- x. Proof of minimum 5 years of experience in Security Services, wherein at least two works in Central/ State Government Dept./ Institute with minimum 100 security personals deployment in each work (copies of relevant documents as proof are to be submitted).
- xi. A list of clients as on date with details of security personals deployed.
- xii. Only a Company having its own Head Office/ Branch Office in North East State should apply (Proof to be submitted). All communications to be made only to this office.
- xiii. The Earnest Money Deposit (EMD) and Tender cost (non refundable) in favour of Director, NIT Silchar payable at Silchar should be provided. Exemption if any, the proper government order/ notification and certificate is to be submitted.
- xiv. The self-attested copy of all above documents and signed copy of complete tender document in each page to be provided along with technical bid.

**IMPORTANT POINTS TO NOTE:**

1.	Estimated cost of service per month	:	Rs.50,11,278.00
2.	Cost of tender document (non refundable), either Demand Draft / Bankers Cheque / Pay Order in favour of Director, NIT Silchar 9620or Cash payment in accounts section of NIT Silchar	:	Rs.3,000/-
3.	Period of sale of the tender document (or down load from website)	:	From 28/11/2017 to 07/12/2017 up to 4:00 PM
4.	Last date & Time of submission of duly filled-in tender document	:	On 12/12/2017 up to 2:00 PM
5.	Date & Time of opening of Technical bid	:	On 12/12/2017 at 3:00 PM
6.	Date & Time of opening of price bid those who will be qualified in Technical bid	:	15/12/2017 at 3:00 PM
7.	Earnest Money – refundable. (EM will be forfeited if the successful bidder fails to accept the offer)	:	Rs.1200000/- in the form of (i) Deposit at call receipt or (ii) Demand Draft/Bankers Cheque/Pay Order or (iii) FDR of Scheduled Bank pledged in favour of Director, NIT Silchar.
8.	Dropping of tender	:	Tender box available at Estate Engineering Branch of the Institute.
9.	Place of opening of tender	:	Estate Engineering Branch
10.	Contract duration	:	Initially for a period of 01 (one) year, which may be extended after review of performance for a maximum period of another 01 (one) year.
11.	Performance security	:	5% of Annual Contract amount with validity for contract period plus 3 months.
12.	Financial turn over	:	Minimum Rs.4.0 Crore per Annum in each of last 03 financial years.

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If any, holidays/ strike falls during the notified days, the process will be continued on next working day.

The Director, NIT Silchar reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.



## 2. Scope of the work:

National Institute of Technology Silchar would outsource the security services pertaining to the Institute Campus on Annual Rate Contract (ARC) basis. In brief, the work includes (broadly described under 'General Terms and Conditions' in Part-2 of the document along with other criteria to be fulfilled):

- i) Arranging security personnel and Providing round the clock security services to the Institute which include:
  - a) Guarding & protecting all properties belonging to the Institute as well as those of the campus dwellers/ visitors/ guests of the Institute, against theft, pilferage, burglary, fire etc.
  - b) Ensuring safety of all Institute staff, their family members, visitors and dwellers in the Institute campus.
- ii) Preventing all sorts of anti-social elements from entering into the Institute and/or occurrence of anti-social activities in the Institute campus, regulating entry of unwanted visitors/ salesmen to the Institute, preventing entry of stray animals like cows, buffaloes etc. into the Institute, checking of gate passes and allowing the entry/exit of valid material accordingly to/from the Institute, regulating the entry and exit of vehicles, maintenance of visitor register and register for vehicles and preserving the registers for verification by the Institute authority.
- iii) Providing services for the Institute vehicles (including their cleaning).

### **Tentative areas/ Security posts to be covered under the Scope of Contract:**

(Survey shall be carried out by the contractor & not limited to the areas as mentioned here)

Sl No.	Name Of Security Post	Morning Shift	Evening Shift	Night Shift	Total- Min.
1	MAIN GATE	02 + 01 (Gun Man)	02 + 01 (Gun Man)	02+01 (Gun Man)	09
2	Director's Residence	01+01 (Gun Man)	01+01 (Gun Man)	01+01 (Gun Man)	06
3	Administrative Builds.	01+01 (Gun Man)	01+01 (Gun Man)	01	05
4	Gates at Borakhai Tea side, Babutilla gate & Garden side	03	03	03	09
5	Boys Hostels (10 nos.)	01x10	01x10	01x10	30
6	Girls' Hostels (3 nos.)	01x3+02(M)	01x3+02(M)	01x3+02(M)	15
7	Married Scholar Hostel	01	01	01	03
8	PATROLLING	02	02	02	06
9	Academic Buildings				31

Sl No.	Name Of Security Post	Morning Shift	Evening Shift	Night Shift	Total- Min.
10	In Qtrs. – T-IV(old), AP Qtrs, D-Type, T-V(old), Professor Qtrs, T-IV(new), L-Type, C-type, T-V(new), T-VI(old), T-VI(new), Gr.-3, Gr.-4, Type-III (100 units), KV	15	15	16	46
11	Health Center, Guest house, Children park, KV School & KIDS school.	06	07	04	17
12	Sports complex, Dhaba Build. area, & Estate Branch.	03	03	04	10
13	New Academic building	1	1	2	4
14	Earthquake building	1	1	1	3
	<b>Sub Total</b>				<b>194</b>
	Leave reserve considering 26 days wages				28
	<b>TOTAL</b>				<b>222</b>

*Note: Agency needs to maintain sufficient guards at reserve, so as to avoid double shift duty and leave of staff as applicable.*

The time of duty is specified in terms of shifts as given under:

**Shift 1=** 05:00hrs. to 13:00hrs.

**Shift 2=** 13:00hrs. to 21:00hrs.

**Shift 3=** 21:00hrs. to 05:00hrs.

**Day Shift =** 09:00hrs to 17:00hrs - optional shift.

### **3. Confidentiality of the Document:**

This Tender Document is confidential and the Tenderer shall ensure that anything contained in this Tender Document shall not be disclosed to any third party in any manner, whatsoever.

**PART-2**  
**(Section-2)**

**THE GENERAL TERMS & CONDITIONS**

**A. Services required to be provided under the contract**

**1. The Contractor shall –**

i) Arrange/ recruit specified numbers of well trained security personnel, having qualifications/ eligibility criteria as mentioned under section-1 of the tender document. The arranged/ recruited security personnel, in requisite number as required by the National Institute of Technology Silchar (herein after referred to as 'Institute') shall be deployed in and around the Institute as decided by the Institute. Locations, where the security personnel are to be deployed include: entire campus, all the gates of the Institute viz. (a) Main gate at the Kalibari side, (b) Gate at Borakhai Tea Garden side and (c) Garden side and (c) Baburtilla side and at any other points (security posts) in the Institute campus. A tentative list of security check post is given in a later section. The 'Institute' reserves the absolute right to either add, or, exclude or modify the specified locations in and around the Institute, or, at any other place, at any time during the period of the contract.

ii) Provide round the clock security services on all working days including all Sundays, and all holidays, throughout the period of contract, for guarding and protecting the properties/items etc. in the entire campus of the Institute, which among others, include: all buildings of the Institute, like offices, classrooms, guest house, hostels, staff/faculty quarters and all movable and immovable properties therein, Institute premises, lands, lakes, transformers, electrical gadgets, flora and fauna etc. Details of some of the above, are given below:

Academic Complexes (LTD building, its extension, CSE/ ECE building, Mechanical Engineering Department, Workshop etc.) Administrative building, different offices, Guest Houses, Library building, Estate Engineering Building, Power Houses, Commercial Complexes (Old LTD building), Sports Complexes (Indoor & Outdoor sports including SAC building), Water Treatment Plant, all the Boys' and Girls' Hostels, Hospital building, Director's Bungalow, all residential quarters (occupied and vacant, if any), all ongoing buildings/constructions etc., all entrance/exit gates, all office and house hold appliances, materials, items, and properties, all structures, installations, fittings, equipment, vehicles, building materials, any other property owned by the Institute and the inmates residing in and/or visiting the campus of the Institute.

2 i) The responsibility to protect lives of all Institute inmates/dwellers (like students, teachers, other non-teaching staff members, visitors etc.) shall exclusively rests on the contractor during the entire period of the contract.

ii) The bidder shall not be allowed to transfer, assign a sub contract if rights and liabilities under the contract to any other agency without prior consent written from the NIT Silchar.

3. Further, the contractor and/or his representatives shall:

- i) Regulate the entry and exit of all materials, items etc. to/from the Institute campus, in a manner to be decided by the Institute and prevent any attempt being made by anybody (both insiders and outsiders) to either spoil any property of the Institute or disrupt any activity of the Institute. Also, the contractor must check/stop movement of illegal/unauthorized articles from/to the Institute. Any such illegal activity, once detected, should be brought to the knowledge of the Institute authority by the contractor immediately the case is detected. The manner in which all such activities shall have to be performed by the contractor would be decided by the Institute (and be intimated to the contractor) from time to time during the period of the contract.
- ii) Regulate entry/ exit of all vehicles through the Institute gates, keep detailed records of all such vehicles along with taking signatures of drivers in a specific register and preserve such records for verification by the Institute at any time. The details in this regard would be decided by the Institute (and intimated to the contractor) from time to time during the period of the contract.
- iii) Prevent anti-social and/or unauthorized persons from entering into the Institute. Also, the contractor shall prevent occurrences of anti-social activities within the Institute campus. The security personnel at the entry points should be able to categorize the legitimate residents and visitors without causing any embarrassment or discourtesy. The contractor shall maintain visitor registers and preserve the same for verification by the Institute authority. The details in this regard would be decided by the Institute (and intimated to the contractor) from time to time during the period of the contract.
- iv) Ensure that trees, flowers, plants, lawns etc. are not damaged either by the campus inmates or by outsider(s).
- v) Prevent entry of stray animals like cows, buffaloes etc. into the Institute.
- vi) Extend full help/ co-operation in all kinds of disaster management that may break out in the institute due to fire, natural calamities, mob violence, strikes, riots, etc.
- vii) Lodge an FIR at the concerned Police Station, in case any theft or burglary occurs, giving due intimation to the Institute authority.

4. Whenever additional manpower would be required, the contractor will have to arrange for the same on the minimum wage rates/ statutory charges, etc. as quoted by the contractor in the financial bid.

5. The contractor shall always maintain proper liaison and contact with the Police/ Civil Administration for providing smooth and peaceful day-to-day security services to the Institute. In case, any disruption of law & order take places in the campus, at any time, it would be the responsibility of the contractor to contact and seek assistance from Police and Civil Administration on their own.

The Commanding Officer of the agency, stationed in the Institute campus, shall report all such incidents, as early as possible, to the Officer in-charge (Security)/authorized representative of the Institute to discuss such matters related to Institute security and take immediate steps as suggested by the Institute. Lapses, if any, with regard to fulfilling any of the aforesaid responsibilities by the contractor will entail penalty to be imposed by the Institute on to the contractor. The details are given in PART-I of this document.

6. The contractor shall always maintain proper liaison and contact with the Police/Civil Administration for providing smooth and peaceful day-to-day security services to the Institute. In case, any disruption of law & order take places in the campus, at any time, it would be the responsibility of the contractor to contact and seek assistance from Police and Civil Administration on their own.

The Commanding Officer of the agency, stationed in the Institute campus, shall report all such incidents, as early as possible, to the Institute Officer-in-charge (Security)/ authorized representative of the Institute to discuss such matters related to Institute security and take immediate steps as suggested by the Institute.

7. Before quoting the rates, the bidder should satisfy themselves that nos of Security personnel as shown in the tender document will cover the whole NIT Campus for security. If there is any variation it may be stated clearly.

#### **B. Compensation of losses and settlement**

1. The Contractor shall compensate, in full, the loss sustained by the Institute or its campus inmates on account of any theft, burglary and/or any other kind of intrusion in the campus, for which responsibilities are entrusted to the agency, as per terms and conditions.
2. The amount of loss to be compensated by the contractor shall be determined by the Director of the Institute on the basis of or otherwise, on findings off a Joint Enquiry Committee including representatives of both the Institute and the contractor, and the same shall be binding on the Contractor.

The matter may be referred to the Law Enforcement Authority at Silchar only, if it does not get settled for recoveries. If the Institute does not have enough dues of the Contractor with it to recover such amount, legal remedies will be resorted to as per the relevant law, in the Courts located at Silchar, Assam.

3. The contractor shall also be fully responsible for any loss of material and/or property of the Institute attributable to the negligence or failure of the Security personnel in complying with the procedure. All losses suffered by Institute on this account shall be compensated in full by the Contractor. The decision of the Director of the Institute in this regard shall be the final and binding on the Contractor.
4. The Contractor shall be liable to be fined to the extent of agreed amount, in each case, if any theft occurs in the premises of the Institute, during the period of contract, if that does not cover by the aforesaid clauses.
5. The amount of loss will be withheld from monthly bill till finalization of the case. In this respect, Director, NIT Silchar's decision will be final and bindings on the contractor.

#### **C. Recruitment security personnel and General Terms & Conditions of Service**

1. For all intents and purposes the Contractor will be the "Employer" within the meaning of different labour legislations in respect of the security personnel so employed and deployed by him. The Contractor shall be responsible for recruitment and deployment of security personnel and the security personnel so recruited and deployed by him shall be under his direct control/ supervision. The Contractor shall exercise total superintendence, control and supervision over the security personnel so deployed for the entire security services.
2. The security personnel deployed by the contractor will be bound to observe all instructions issued by Institute's authority concerning general discipline and behavior.

3. Contractor will be paid on monthly basis for his services. Bill shall be raised by the Contractor in accordance with the agreed rates on every 1<sup>st</sup> week of the succeeding month and bills will be submitted for payment along with the EPF deposits and details of tax paid before the NIT Silchar authority.
4. The Contractor will only fix the timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the NIT Silchar. A single duty shift will have a normal duration of 8 (eight) hours including rest intervals, if any. Over time engagement shall be avoided unless it specially permitted by the Institute on emergency.
5. In case any of the security and other staff found to be posted without the previous knowledge of the NIT Silchar's Authority, NIT Silchar's Authority shall not be liable to pay for such security and other personnel. The Contractor will be at absolute liberty to rotate the deployment of staff/ personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel. Periodic rotation of the staff/ personnel by the concerned Security agency shall be a mandatory requirement.
6. No leave of any kind shall be sanctioned by NIT Silchar's authority to the security and other personnel. The Contractor shall be liable to make substitute arrangements in case of the absence of the security personnel. The Contractor shall man all the security check posts and other locations as specified by NIT Silchar's authority on all the weekdays. No short leave or meal relief shall be permitted to the security and other personnel unless the Contractor provides suitable substitute without any extra payment. The Contractor will have to provide sufficient number of leave reserves.
7. Security personnel must be literate and physically fit. The Contractor shall deploy, only pension drawing Ex-Serviceman or Paramilitary personnel such as BSF, CRPF, or PAC etc. or trained persons (training obtained from Director General of Police, Home Guard & Civil Defense, Ministry of Home, Govt. of Assam, or equivalent) having minimum of two years experience in working under a recognized security agency. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their eligibility is not provided in time by the Contractor.
8. The Contractor shall be responsible for recruitment and deployment of security personnel and the security personnel so recruited and deployed by him shall be under his direct control/ supervision. The Contractor shall exercise total superintendence, control and supervision over the security personnel so deployed for the entire security services.
9. Security guards (SG) should be ex-service personals from Indian Army/ Paramilitary Forces or persons possessing certificate of training obtained from Director General of Police, Home Guard & Civil Defence, Ministry of Home, Govt. of Assam, and civilian personals of **VIII** level passed with minimum of two years of experience in working under a recognized security agency.
10. The maximum age limit is 50 years for ex-service personnel and 50 years for civilian personals as on 01/06/2017. Agency shall engage drivers with valid LMV/ HMTV licence and adequate numbers of lady SG for Three Girls hostels and Gunman with arms at Main gate/ Administrative building/ Director's bungalow.
11. The agency shall maintain deployment of ex-serviceman personals at least in the ratio of Ex-serviceman : Civilian = 2 : 1 for all the months of contract period. The agency shall fully responsible for selection and deployment of the security guards/ staff and solely responsible for providing good quality of services.

12. All the relevant documents of all persons under the agency shall be made available to the security in charge for scrutiny and acceptance by the Institute authority. All the deployed security personnel must be physically fit for performing security duty round the clock in NIT Silchar campus and must possess good moral character.
13. The contractor shall provide a complete list of the security personnel engaged by him in its final form (after the characters and other antecedences of the listed persons are verified by the police/ officer not below the rank of Judicial Magistrate and found good) along with their addresses, photos and other antecedents for records.
14. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the NIT Silchar's authority to the extent of only one person in any one of the shifts. But payment to such a person for the extra shift shall be restricted to 50% of the rates applicable.
15. The Contractor shall ensure that at no time any designated security point is unmanned. A register shall be maintained at the main gate where round the clock duty is performed, for the purpose of taking charge/ handing over of the duty by the security personnel. A register will be maintained by the Contractor at the Main gate to enter incoming and outgoing vehicles. Apart from this, the Contractor may have to maintain such register as required from time to time. The Contractor will have to abide by any other regulatory system as found necessary by the NIT Silchar.
16. The Contractor as envisaged in hereto will have to bear the expenses incurred for Providing torches and batteries to all the night security guards and night patrol team, Providing Lathi/ Ballam and other implements to the Security personnel, Providing stationery for writing duty charts and registers at the security checkpoints and for making entries of all visitors/ vehicles, Provide training programme for the security personnel from time to time, at least once in every 6 months, Provide appropriate uniform, Provide accommodation for security personnel, if necessary.
17. The Company shall have its own Head Office/ Branch Office in North East State and all communications to be made only to this office. Also, company shall place one designated staff at NIT Campus who can take part in decision from time to time as desired by NIT Silchar authority.
18. In case the security personnel deployed by the Contractor commit any act of omission or commission constituting misconduct or indiscipline, the Contractor will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal from NIT Silchar's premises /campus.
19. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of minimum wages, Provident Fund, etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to NIT Silchar's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970.
20. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the NIT Silchar is put to any loss or obligation, monetary or otherwise, the NIT Silchar will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.

21. In case, the previous month's challan pertaining EPF having been deposited do not accompany the bill as a documentary proof, the NIT Silchar has the right to hold up a requisite portion/ whole of the bill amount till such proof is produced and furnished, at the discretion of the NIT Silchar . The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose.
22. Income tax will be deducted at source (TDS) as per Income Tax Laws and certificate to this effect shall be provided to the Contractor by the NIT Silchar. The responsibility of paying the Tax as per prevailing rates and as claimed in the bill amount will rest entirely on the Contractor. The Contractor will be required to furnish proof of such deposits to the NIT Silchar every month.
23. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give 03 months advance notice to the NIT Silchar.
24. In case of termination of this contract/ agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/ deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the NIT Silchar . The personnel of the Contractor will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the NIT Silchar during the subsistence of the contract/ agreement and even after the expiry of the Contract/ Agreement.
25. In case of any difference of opinion or dispute arising between the two parties regarding interpretation or implementation of any of the terms and conditions of the Contract / Agreement, the same shall be referred to the sole arbitration of the Director of the NIT Silchar, whose decision shall be final and binding upon both the parties.
26. In case, any of the security and other staff is found to be posted without the prior knowledge/approval of the Institute Authority, Institute Authority shall not be liable to pay for such security and other personnel.
27. The NIT Silchar's Authority shall have the right to check the various implements/ torches etc at any point of time. The Contractor will have to maintain these items to the satisfaction of the NIT Silchar's authority.
28. NIT Silchar shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security functions/ duties, or for payment of any compensation.
29. The NIT Silchar has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason/ notice in advance to the Contractor in writing or by making payment thereof. The NIT Silchar shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/ deletion/ modification for a further period of one year or for a shorter period until such time as a new security agency takes over in the event of NIT Silchar resorting to the process of appointing a fresh contractor/ Agency.

#### **D. Behavior of security personnel**

1. Contractor has to ensure good behavior of his security personnel with the NIT Silchar establishment and visitors. They shall abstain from taking part in any staff union and association activities.



2. If the services and/or conduct of any of the security personnel deployed by the contractor is found to be unsatisfactory, even though he is an Ex-Serviceman/trained person, he shall have to be withdrawn by the Contractor within 24 hours from the campus.
3. In case the security personnel deployed by the contractor commit any act of omission or commission constituting misconduct or indiscipline, the contractor will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal from Institute premises/campus.

#### **E. Duty hours, site allotment**

1. The deployment of security personnel shall be as per details given in Part-I hereto and will be executed by the Contractor (which can be changed at the discretion of the Institute authority).
2. The Contractor will have to submit weekly duty chart of the security personnel to the Institute authority prior to commencement of the week. The Contractor will also submit the list of personnel deployed by him.
3. The Contractor will fix the timings of various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the Institute. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals.
4. The Contractor shall transfer & replace 25% of the total strength of security and other personnel within a period of every 06 (six) months on random basis at least for a period of 03 months. This shall be done giving prior intimation to the Institute authority. The full particulars of the replaced security and other personnel shall be supplied to Institute Authority.

#### **F. Period of contract, termination/extension**

1. The duration of the contract shall be a period of 01 (one) year, except in the event of earlier termination, as per the terms and conditions. The contract shall automatically expire after completion of 01 year, unless extended further.
2. The Institute has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason, by giving 3 (three) months notice in advance, to the Contractor, in writing, or by making equivalent payment thereof. The Institute shall also have the right to extend the contract in writing on the same terms mid conditions or with some addition/ deletion/ modification for a further period of 01 (one) year, or for a shorter period until a new security agency takes over, in the event of Institute resorting to the process of appointing a fresh contractor/ agency.
3. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give 3 (three) months advance notice to the Institute in writing.
4. In case of termination of this contract/ agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the Institute. The personnel of the Contractor will not claim and will not entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the Institute during the subsistence of the contract/ agreement and even after the expiry of the Contract/ Agreement.

## **G. Performance of security personnel and criteria**

1. The performance of security personnel, under the contract, will be reviewed by the Institute level Security Advisory Committee (SAC), or, by any other representative, to be named by Director of the Institute, at 3:00 pm on the second Sunday of every month and the Contractor will arrange it & remain present, personally or depute an authorized representative for the same. All decisions taken in the meeting and/or suggestions given by SAC to the Contractor or his representative, on matters related to Institute security, must be implemented by the Contractor.
2. Security personnel shall turn out properly with boot/ shoes, belt, caps, badges, whistles, lathis, khurkis, rain-coats, torches etc. for attending the duties and shall carry the identity card, issued by the contractor and duly endorsed by the authorized officer of the Institute, along with them.
3. The Contractor shall provide ON-DUTY Card, duly signed by the security supervisor and endorsed by Security-in-Charge, to every security personnel, at the beginning of each month. These cards are to be carried by every security personnel during duty period and will provide opportunity to all the concerned (interested) staff of the Institute to write complains/ comments regarding performance of the concerned security personnel on it. The contractor shall submit the cards (carrying comments etc written on them), in the meeting of SAC with contractor of succeeding month for discussions.
4. In the event of any on-duty security personnel found absent from the scheduled duty, and/or found sleeping, and/or found not performing the assigned job properly, then penalty would be imposed, as mentioned in the Operational Parameter (Annexure-I).
5. The Contractor shall ensure that at no time a designated security point is left unmanned. Performing duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with prior approval of the Institute Authority to the extent of only one person in any one of the shifts per day. But payment to such a person for the extra shift shall be restricted to 50% of the rates applicable.
6. Registrar shall be maintained at all the entry/exit gate for recording the names and other details of security personnel taking over/handing over the charge at all the gates. Another register will be maintained there to record the details of incoming and outgoing vehicles. Apart from this, the contractor may have to maintain any such register, as would be required, from time to time.
7. The Contractor shall undertake, at his own expenses and up to the satisfaction of the Institute, the task of updating the general as well as special skills of all his security personnel on regular basis, through a procedure followed by the standard Security Organizations by organizing suitable programs for them.

## **H. Payment, leave, statutory obligations**

1. The rates payable to the Contractor for security personnel to be deployed viz. (Commanding Officer/ Asstt. Security Officer, Security Supervisor, Security Guards, drivers etc are to be quoted separately in ANNEXURE-I. No extra amount will be paid by the Institute over and above the amount calculated based on the prices quoted by the contractor and accepted by the Institute. While quoting the rates by contractor for this is

job contract, tenderer shall take into consideration of further possible enhancement of wages, which the agency shall have to bear as applicable in time to time. The Contractor will follow all the statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for following all such laws.

- a. It shall be the responsibility of the Contractor to ensure that the Security Personnel deployed by him, as the case may be, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In cases of revision/ increase of rate of minimum wages by the Government, the excess amount pertaining to Minimum wages, along with EPF etc will be paid by the contractor for this job contract during the contract period. Moreover, the number of security personnel/ posts required can vary in time to time as per requirements of the Institute. The increase/ decrease in security personals/ posts at any point of time as demanded by the Institution authority, the NIT Silchar shall pay/ recover (as the case may be) as per quoted rates by the agency.
  - b. The Contractor is required to quote all the Taxes (Government Levy) separately at the rates applicable in Assam. Only the excess or reduction in Taxes applicable in Assam in future during the contract period shall be applicable to the Institute authority.
2. (i) The Contractor will be paid on monthly basis for his services. Bill shall be raised by the Contractor in accordance with the agreed upon rates on every 1<sup>st</sup> week of the succeeding month with evidences about payment disbursement.  
(ii) The bidder should maintain the register of payment and on demand this may be produced to the Institute for verification.
  3. The selected bidder will be required to pay minimum wages as prescribed under minimum wages act of Central Govt.
  4. The Contractor will follow all statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law. In all cases, EPF etc, if applicable, will be paid and deposited by the Contractor.
  5. The Contractor will be responsible and liable for the implementation of all statutory provisions in respect of minimum wages, EPF etc and when they become applicable under the Labour Laws in connection with security personnel to be deployed by him. The Contractor shall maintain all the statutory registers under the law. The contractor shall produce the same on demand to Institute's authority or any other authority under law.
  6. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.
  7. No leave of any kind shall be sanctioned by Institute authority to the security and other personnel. The Contractor will have to maintain sufficient number of leave reserves. The Contractor shall be liable to make substitute arrangements, at his own cost, in the case of absence of the security personnel. The contractor shall man all the security check posts and other locations as specified by Institute authority on all days of a year.

8. The agency shall alone be liable to pay compensation for any damage/ death/ injury sustained by the personnel and any other members of the agency as sustained by them in course of their work/ duty at the Institute during the contract period.
9. The successful bidder will have to deposit a performance security as specified in the tender document subject to the revision at the timing of placing the work order. The performance security will be furnished in the form of bank draft in favour of Director, NIT Silchar payable at Silchar or Bank guarantee drawn in favour of Registrar, NIT Silchar. The performance guarantee should be valid for a period of 60 days beyond the date of completion of all the contractual obligation of the service provider.
10. In case of breach of any terms and condition of this contract the performance security deposit of the agency will be liable to be forfeited besides announcement of the contract.
11. On all matters pertaining to this tender the discussion of the Director of NIT Silchar is final and binding.

#### **I. Facilities to be provided to personnel by Institute / Contractor**

1. The Contractor will have to arrange to robe all the security personnel on duty smartly and neatly on the pattern of Uniformed Armed Services of India. The Contractor will have to provide appropriate woolens dresses to the security personnel in winter season and raincoats/umbrella in the rainy season. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.
2. The Contractor shall provide the followings for the security personnel at his own cost. The Institute authority shall have the right to check whether the contractor has provided the various implements, as stated, to the security personnel up to the satisfaction of the Institute authority. In case of major fault occurring in CCTV system, or, in any other electronic or in any of the transport/ communication items, requiring more than 3 (three) days time to make equipment operational, the agency will provide replacement for them.
3. The Institute will provide an unfurnished security barrack (dormitory accommodation) for around 50% of staff only for the Security Guards/ Security Supervisors within the Institute campus. The Institute will provide facility of electricity and water and the bill for the same shall be paid & by the contractor on actual. Such accommodation shall be handed over to the Institute in original state on termination of the contract or at any time earlier at the instruction of the Institute authority. In case the possession is not handed over in the manner as referred to herein above, the Institute shall be entitled to remove the possession of the unauthorized occupants by the use of such force as required.

#### **J. Other responsibilities of the contractor**

1. The Contractor will be bound by the details and documents as furnished by him to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, it would be deemed to be a breach of the terms of contract, making him liable for punitive action.
2. Institute shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security duties, or for payment of any compensation.

3. The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise.
4. In case of breach of any of the terms of Agreement, the security deposit of the contractor will be liable to be forfeited by the Institute. In addition, the Contract/ Agreement will also be liable to be terminated. Any sum of money due or payable to the Institute including the security deposit refundable to him under the contract can be appropriated by the Institute against any amount which the Contractor may own to the National Institute of Technology Silchar.
5. Income Tax will be deducted at source (TDS) as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Contractor by the Institute. The responsibility of paying the Tax as per prevailing rates and as claimed in the bill amount will rest entirely on the Contractor. The Contractor will be required to furnish proof of such deposits to the Institute every month.
6. The successful bidder has to deposit a Performance Guarantee Deposit (PGD) by submitting demand draft/ banker's cheque/ pay order/ bank guarantee or any other prescribed form under rules. The PGD shall be released in full only when complete handing over of security charge is made to the Institute in the event of completion of the contract or otherwise and if no dues are recoverable from the contractor.
7. In case of any difference of opinion or dispute arising between the two parties regarding interpretation or implementation of any of the terms and conditions of the Contract/Agreement, the same shall be referred to the sole arbitration of the Director of the Institute whose decision shall be final and binding upon both the parties.
8. The Contractor shall seek instructions from NITS or any concerned officers of the Institute authorized for the purpose. The Contractor will be required to sign a written Agreement before the initiation of the contract. The agreement once signed shall be deemed to be an Agreement between two Principal Employers. The Agreement shall be one for services and not of services.
9. The Contractor shall have to coordinate with local police during major events of the Institute under the guidance of Institute Security Officer/ Assistant Security Officer/or any other officer.
10. The Contractor shall well and truly execute/perform the required services contracted to be performed by him hereunder, to the satisfaction of the Institute.
11. *Every page of the tender document should be signed by the bidder.*

### **PART-3**

#### **Annexure-1**

#### **ANNUAL TRUNOVER DURING LAST 5 YEARS**

Value of job for providing security services be filled up as per the following format.

<b>Year</b>	<b>Name &amp; Place of work</b>	<b>Value of job for providing security services during the period</b>	<b>Certificate from competent authority to be enclosed</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
2012-13	a. .... b. .... c. ....	a. .... b. .... c. ....	a. .... b. .... c. ....
2013-14	a. .... b. .... c. ....	a. .... b. .... c. ....	a. .... b. .... c. ....
2014-15	a. .... b. .... c. ....	a. .... b. .... c. ....	a. .... b. .... c. ....
2015-16	a. .... b. .... c. ....	a. .... b. .... c. ....	a. .... b. .... c. ....
2016-17	a. .... b. .... c. ....	a. .... b. .... c. ....	a. .... b. .... c. ....

Seal of the agency

Date:

Signature of the Tenderer.

Note: Self attested Audited balance sheet of the respective year, including Labor clearance certificate for all such works during to be enclosed.

**DETAILS OF EPF REGISTRATION**

1. Name of the agency :
2. EPF Registration No. :
3. Valid for :
4. Name & address  
of the issuing authority:

Seal of the agency  
Date:

Signature of the Tenderer.

Note: Self attested copy of EPF Registration valid for year to be enclosed.

**Form of Solvency Certificate from a Schedule Bank**

This is to certify that to the best of our knowledge and information M/s/ Sri ..... having marginally noted address, a customer of our Bank are/is respectable and can be treated as good for any engagement up to a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)  
For the Bank

Note: In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



**Details of IT return filed for the last 5 Financial years**

1. Name of the agency :

2. PAN No. :

3. Dates of submission of returns:

Seal of the agency

Date:

Signature of the Tenderer.

Self attested copy of the returns to be submitted.

**Profile of the Tendering Company**

The Security Companies are required to furnish the following information along with the “Technical Bid” of the tender.

1. Name of the Tendering Agency:
2. Postal Address:
3. Name of the Contact person(s) with address, Phone & E-mail:
4. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding tendering agency (hereinafter referred as bidder):
5. Whether the firm is private or public limited:  
(attested copies of deed for articles of association to be enclosed)
6. Name of the person holding the power of attorney, if any: (attested copy of power of attorney to be enclosed):
7. State the present nationality and liabilities of the person holding the power of attorney, if any:
8. Name of partners, their present nationalities with their liabilities, if any:  
(attested copy of partnership deed to be enclosed)
9. Name & addresses of Bankers:
10. Telegraphic address of the tendering agency:
11. Telephone no. registered in the name of the tendering agency:  
(A copy of the latest bill paid is to be enclosed)
12. Fax No. of the tendering agency:
13. Email Address of the tendering agency:
14. Website address, if any:
15. Place of Head quarters& Address of the tendering agency:
16. Place of Branch Office & Address:
17. Date of Establishment:

18. Date of registration of the tendering agency with Government and Registration No.: (certified copy is to be attached with the tender document)

19. Profile and detailed set-up of the tendering agency:  
(The brochure, booklet etc. of the Company, if available should be attached)

20. List of equipments available with the tendering agency to undertake the security job:

21. Total No. of regular staff employed by the tendering agency:

Regular employees	No. of officers		Non officers	
	Ex-Servicemen	Civilians	Ex-Servicemen	Civilians

22. Names and qualifications (including professional qualifications) and experience of senior Executive, Advisers and Consultants of the tendering agency:

SI No.	Name	Position	Qualification	Experience

23. Financial turnover of the tendering agency for the past five years:

Year	Amount in Lakhs
2012-13	
2013-14	
2014-15	
2015-16	
2016-17	

Please attach the attested copies of the proof of annual turnover for the above financial year.

24. Addresses with telephone numbers of the Regional Offices of the tendering agency in India.

25. Give the details of major contracts handled by the tendering agency in the past 05 years in the following format:

SI No.	Customer details with address (mobile phone, email)	Amount of contract	Nos. of security personnel provided	Duration of contract/ Status
2013				
2014				
2015				
2016				
2017				

Please attach the attested copies of work order for each job.

26. Exhaustive lists of present and past clients:  
(may attach a separate list if space is insufficient)

27. Details of present clients:

28. Any other information of the present or past in support of bidder's professional capability supported with documentary evidence:

I/We authorize hereby declare that the statements and documents submitted with this application are correct to the best of my/our knowledge and belief. I/ We hereby authorize NIT Silchar to make any investigation to verify the correctness of the statements made and/or obtain clarifications or information on the technical and financial aspects of the applicant.

Seal of the agency

Date:

Signature of Tenderer

Name of Tenderer :

Designation of Tenderer:

Address :

**Annexure-6**

**Details of personals Engaged by the Company with Passport size photograph**  
*(To be submitted after signing agreement & before commencement of the work)*

Sl. no.	Name with Photo	Full address	Category of Engagement	Date of engagement	Ex-serviceman/ Civilian	Age as on 01.06.2017	Experience in Security / Driving	Educational Qualification	Any Others
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
...									

*Note: Documentary evidences, countersigned by the Agency in support of (5)-(10) to be provided for each person. Additional list, whenever necessary to be submitted by the Agency in the same format.*

Seal of the agency

Date:

Signature of Contractor

**UNDERTAKING FROM THE AGENCY**

Sub: Providing Security Services & Institute vehicle driving service at NIT Silchar

1. Having carefully examined the tender, we offer our rates for services of aforesaid work in conformity with all the terms and conditions stated therein.
2. We certify that we have carefully read each and every conditions and the scope of work given in the document and having understood the same. We confirm our acceptance without any condition and deviation.
3. On allotment of work, we hereby agree to abide by & fulfill all terms and condition of the document and in default thereof to forfeit Earnest Money/Security deposit absolutely as shown in the tender.

Signature of Bidder

Address: \_\_\_\_\_

\_\_\_\_\_

(Seal)