



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung Block, South Sikkim – 737139

www.nitsikkim.ac.in

Tender for providing professional Security Services at NIT Sikkim

Tender No: 119/NITS /Admin/Security Services/2015-16/691

Date: 01 / 03 / 2017

Floating Date	01 /03 / 2017
Closing Date & Time for submission of bid	03 / 04 / 2017, 5 pm
Pre Bid Meeting Date, Time and Place	20 /03 / 2017, 11 am
Opening Date & Time (Technical bid)	To be announced later.
Bid to be submitted to	Faculty In-charge of Store and Purchase Activities (FISPA) National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139.
Place of opening of bid	Conference Hall National Institute of Technology Sikkim Ravangla Campus, Barfung, South Sikkim, 737139
Tender fee	₹500/- (non-refundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
Earnest Money Deposit (EMD) (Non-interest bearing)	₹1,00,000/- (One Lakh only) in the form of a Demand Draft drawn in favour of DIRECTOR, NIT SIKKIM payable at SBI Ravangla (Code 7218), South Sikkim and valid for a period of 90 days beyond the bid validity period
For any Clarification	e-mail:- purchaseoffice@nitsikkim.ac.in Mr. Swapan Manna, (M - +91-7686866856) Assistant Registrar, Stores & Purchase Activities, NIT Sikkim

You are requested to submit your competitive rate of Security Services through quotation on the basis of below details. Bidder must send Eligibility criteria supporting documents, Technical Bid and Financial bid in separate three sealed envelope and all three again put in another one sealed envelope. Other terms & Conditions, eligibility criteria remain as below. If eligibility criteria satisfy then may open technical bid, after satisfying technical bid, financial bid will open. All Security will be used in NIT Sikkim campus, any Offices, Hostel, Faculty/Staff building and different Departments/Lab.



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Provisions requirement of Security Supervisors and Guards (Tentative, may increase or decrease)

Security category	Total
Security Supervisor (Ex-Serviceman)	3
Security Guard (Ex-Serviceman)	7
Security Guard (Trained Civilians with minimum 02 years' experience)	27
Total	37

*The additional requirement of duty in time to time may be managed by agency on payment of equivalent wages of one shift. Over time is not permitted and one person is eligible for maximum 26 duties only in a month as per Shop and Establishment Act. The number above is indicative, may increase or decrease at the time of evaluation and award of contract. The 20% of guard with background of Ex-serviceman, trained in military courses, Home guards or NCC "C" certificate holder is preferred. The Selected Security Agency will deploy security personnel, to work in three shifts of eight hour's duration, every day. The shifts will be as under:

- a) 'A' Shift – 0800 hrs to 1400 hrs
- b) 'B' Shift – 1400 hrs to 2200 hrs
- c) 'C' Shift – 2200 hrs to 0800 hrs (next day)
- d) 'General Shift' – 0900 hrs to 1730 hrs

Faculty In-charge of Store and Purchase Activities (FISPA)

NIT Sikkim



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ELIGIBILITY CRITERIA FOR BIDDERS:

Eligibility Criteria: These documents must submit together in one sealed envelope written on Eligibility criteria documents.

1. Sealed tender with tender no, Subject, due date, e-mail and mobile no of the bidder.
2. Tender must reach / submitted /received as sealed envelope on or before due date.
3. Separate Eligibility criteria supporting documents, Technical and Financial Bid
4. Tender Fees as DD (non-refundable).
5. Non-interest bearing EMD as DD with validity 90days after closing date of receiving tender.
6. **The copy of valid document:** The bidder must be a Proprietary/Partnership firm/Limited Company/ Agency/Society legally constituted or registered under the relevant Act having a valid license under Private Security Agency (Regulation) Act 2005 to operate in the state of Sikkim. Valid document of Firm registration certificate, PAN of the Firm or sole owner, must have valid ESI, EPF Registration and Income Tax Account No. (PAN) and Service Tax Registration.
7. The Company/Agency should have provided or currently be providing at least 20 (Twenty) security services at one location in a Government/ Semi Government organization/Public Sector undertaking/ University/ Academic Institute/Reputed private company for at least a period of last two years or more and its proof of documents.
8. **Experience in Sikkim:** Agency must have deployed security guard at least one other organization (desirable central govt.) in Sikkim and its valid documents.
9. **Declaration for PBG:** Declaration with authorized signature regarding willingness of providing non-interest bearing PBG of **Three Lakhs** (03 Lakhs) validity 60 days after contract period if win this bid within 15 days of receiving confirmed order/contract agreement.
10. **Signature and seal** on each tender document pages by authorized person of the bidder.
11. **Central Govt. Minimum Wages Act:** Bidders must quote according to Central Govt. minimum wages (vide GOI Order No. 1/43(7)/2016-LS-II dated 30/09/2016 or the latest to be enclosed with the price bid) act. Tender according to State Govt. wages / standard is not acceptable.
12. The bidder should submit Customer Satisfactory Performance Report (CSPR) from the organizations for which experience certificate is being submitted for the financial year in which they have provided the manpower services. Such CSPR must be signed by the authorized signatory of the organization concerned and should have been issued on or after 01.04.2015.
13. Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/consortium/ Partnership or relevant document about sole proprietorship.
14. The bidder shall submit full details of his ownership and control or, if the bidder is a partnership, joint venture or consortium, full details of ownership and control of each member must provide.



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15. Declaration document that bidder are not black listed by any other Govt. Organisation.
16. Documents to be submitted with the tender:
17. (a) Tender Document, Terms and conditions in original duly signed by the proprietor /Partner of the Company as a token of acceptance of terms and conditions of the tender.
(b) Latest Income Tax, Professional Tax clearance certificates, Service Tax Registration and a copy of valid Trade Licence and valid government registration along with other relevant documents.
(c) Past track record indicating services rendered/being rendered to Education Institute/Universities of Central or State Governments / Public Undertakings with documentary evidences.
18. Agencies must submit complete documents along with the checklist to verify their credentials.
 - a. Attested copy of registration certificate to be submitted, as applicable under:
 - (i) Shops & Establishment Act, in case of proprietary concern.
 - (ii) Partnership Act, in case of Partnership Firm
 - (iii) Companies Act, in case of a Company
 - b. The Agency must possess licence to operate Security Agency in Ravangla, Sikkim area in accordance with the provisions of Central/Stat Govt. Security Agencies (Regulation) Act, as applicable and be in the business for providing security personnel for security services, as its primary activity, for at least 5 years.
 - c. The Agency should be registered with Service Tax, Professional Tax Authority etc.
 - d. The bidders should have their PF & ESI registration code, proof of which is mandatory and copy shall be enclosed.
 - e. The Agency shall submit police clearance, verification of character and antecedents of each guard, before being deployed by them.

Other Terms and Condition:

1. Must provide contact Nos. Mobile no / E-mail IDs of Authorized persons on sealed envelope.
2. The agency must have a capacity to pay salary to its employees at beginning of succeeding month within 7 days as per the payment of Minimum Wages Act.
3. **PBG:** Winning bidder must have to submit non-interest bearing security deposit **Three (03) Lakhs** with validity 60 days after contract period as PBG in favour of “The Director, NIT Sikkim” payable at Ravangla within 20 days of providing confirmed order.
4. Firms blacklisted by Govt. /Autonomous Body/PSU/Corporate organization are not eligible to Bid. If any stage of bidding process or during the currency of contract, such information comes to knowledge of Office of NIT Sikkim shall have right to reject the bid and forfeit the EMD/Security Deposit or may deduct cost as decided by



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NIT Sikkim's competent authority or terminate the contract as the case may be without any compensation to the bidder.

5. The Company /Agency should have an annual turnover of Twenty Five (25) Lakhs in single contract per annum with a reputed company, preferably with Government/Educational/R & D Establishments at least for the last Three (03) consecutive financial years. (Attach I.T. return and balance sheet for the last Three years).
6. Financial bid be kept in a separate sealed envelope and should be super-scribed as "Financial Bid" for providing security services at NIT Sikkim, and should contain only price bid without specifying any conditions. The financial quote should satisfy all the requirements and obligations contract labour (regulation and Abolition) Act. 1970; Contract Labour (Regulation and Abolition) Rules 1971; Minimum Wages Act- 1948; Payments of Wages Act- 1936; Payment of Bonus Act-1952d and Amendment Act 1988 (revision of Bonus w.e.f. 01/04/2016 vide the Gazette of India No. 6- REGISTERED NO > DL-(N) 04/0007/2003-16, New Delhi, Friday January 1, 2016); Employees Insurance Act-1938 and Amendment Act-1989; Employees Provident Fund Act, 1952; Private Security Agencies (Regulation) Act-2005; and the Rules notified under these Acts, failing which the same be rejected.
7. At the first stage, the Technical Bids will be opened in the Meeting Hall of NIT Sikkim, in the presence of bidders who choose to attend. The time and date of opening of Financial Bids shall be intimated later to successfully qualified Bidder. The financial bids of only those bidders will be opened who are declared qualified / determined to be responsive in the Technical bid.
8. **Non Transferable:** The Tender is not transferrable under any circumstances. Winning bidder cannot transfer / deploy to any third party after receiving this order.
9. Telegraphic/Electronic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
10. The Tender should invariably be submitted in the prescribed form falling which it will not be entertained and will summarily be rejected.
11. Tenders with revised/modified rates/offer after opening of the tenders will summarily be rejected.
12. If the awardee does not start his work within the stipulated time, his entire Earnest Money deposit submitted with the tender will be forfeited.
13. NIT Sikkim reserves the right to accept or reject any or all or any part of the tender without assigning any reason thereof, and the decision of NIT Sikkim in this respect shall be final.
14. **Validity:** The Bid shall remain valid for a period of not less than 90 days after the last date of receipt of the Bids.
15. **Minimum Wages:** Basic rates of wages, quoted below minimum wages applicable for watch and ward and security supervisory staff by the chief labour commission shall render the bid to be disqualified for evaluation. The minimum rates of wages have been fixed by the Central Government will be applicable. (A copy of the latest



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minimum rates of wages issued by the Central Government must be enclosed with the quotation)/ (vide GOI Order No. 1/43(7)/2016-LS-II dated 30/09/2016). Any offer or other charges that are levied should be clearly/expressively indicated.

16. All equipment's, accessories, material required for providing security services (like Dress, Torch, shoe, umbrella, stick, raincoat, mobile phone etc.) shall be provided by the contracted agency only.
17. **Agency must provide two sets of Dress (Shirt, Full Pant, Shoes, Sweater/Jacket, Cap, and Rain Coat) High Beam Torch Light, Lathi to each security. Mobile should be available with all security guards and supervisors.**
18. Security supervisor must be available on phone and all security guard and supervisor must carry torch after Sun set. Security agency take responsible **to recharge phone for supervisor** each and every month. NIT Sikkim will reimburse ₹200/- to the vendor for each of three Security Supervisors against actual bill to be submitted by along with monthly wages bill.
19. **Security agency will be responsible for pick up and drop of security guards. After Sun set or before Sun Rise cannot miss not a single days to pick up and drop lady security. Travel expenses for Security/ Supervisor from in-campus to off-campus must bare by agency.**
20. **Payment Procedure:** Monthly bills along with attendance sheet signed by the all personnel along with pay slip, ESI & EPF challan, (in triplicate) shall be submitted by beginning of the next month. The bills shall be processed and paid within a reasonable time. The bills should be submitted along with proforma / certificates as required by the organisation ESI challan, EPF account and payment details of the personnel deployed etc. If fail to produce ESI / EPF challan / certificate / proof with invoice then NIT Sikkim authority may hold payment until received above document.
21. **TDS** at the prescribed rate from time to time would be deduct from the bills in accordance with the provision of Govt. rules and regulations.
22. Any other deductions mandated by the prevailing laws applicable to such contracts would also be made.
23. No enhancement of rate on any account/reason, whatsoever shall be considered during the currency of contract.
24. If any fine / penalty applicable then same will deduct from bill and balanced will pay.
25. No advance payment would be made under any circumstances.
26. **Fore-closure of the service contract in full or part:** The NIT Sikkim reserves the right to reduce in part or full the scope of the contract during the period of award of contract. The payments would also be adjusted on pro-rata basis as determined by the NIT Sikkim. The revised payment would be accepted by the Agency.
27. NIT Sikkim reserves the right to terminate the contract earlier either in part or in full. In the event of such termination, Agency shall be paid for the actual work performed till the date specified in the notice



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28. Penalty for non-performance/under-performance: If the Agency fails to provide competent and adequate number of personnel for satisfactorily completion of the NIT Sikkim work or in case of any delay in deployment of personnel shall be deducted proportionately.
29. Settlement of Disputes & Arbitration: In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be settled amicably in the first instance. All unresolved disputes/ difference shall be referred to the sole arbitration of mutually agreed person appointed by the Director, NIT Sikkim.
30. **Contract Period:** The contract will be initially for one year from the date of services start which on satisfactory performance may be extend further based on written approval from competent authority or decided by competent authority of NIT Sikkim on the serving terms and conditions. However if the performance is found not satisfactory the contract may be curtailed / terminated at any time before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. Further, the NIT Sikkim reserves the right to terminate the contract at any point of time even before the expiry of contract. In case of unsatisfactory performance the contract can be cancelled by three/one month notice from either side at any time during the contract period.
31. During service, due to any reason if anything happen medical or accidental or even death then NIT Sikkim will not take any responsibility and security agency will take responsibility.
32. Bid Security Deposit / EMD shall be forfeited if the bidder withdraws bid during the period of Tender validity or refuses/neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.
33. **Conditional bids/offers** will be summarily rejected.
34. **BID OPENING AND EVALUATION:** The authorized representatives of the Institute will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm/agency at the time of opening of the bids failing which they will not be allowed to participate in the opening process.
35. **Original documents** have to be produced on the date and time indicated by NIT Sikkim authority by winning bidder before offering work order / agreement, without which the Bid / offer is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities independently who have issued such documents for the purpose of this tender. If winning bidder fail at any document verification stage then NIT Sikkim may provide work order to any other agency.
36. **Right to accept any bid and to reject any or all bids:** The Institute is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process. No counter terms by any bidder will be accepted.



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37. **Award of Contract:** The Indenter will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price.
38. The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of security indicated above based on requirements of NIT Sikkim.
39. **Child labour:** are totally prohibited as per directives of Government of India. Agency/supplier shall also ensure that the norms prescribed by the State and Central Human Rights Commission, Minimum Wages Act, Provision of Industrial Dispute Act or any such legislations (both State and Central Govt.) to the extent applicable are fully observed. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.
40. **Smoking Free Campus:** NIT Sikkim is a Smoke Free Campus. Security guards cannot do such activities and if found then necessary action may take by NIT Sikkim's authority.
41. If found any security or supervisor consumed alcohol during duty timing then NIT Sikkim's authority may suspend him immediately without salary.
42. In case the due date happens to be a holiday or the office remains closed for reasons beyond control of the Institute, the tender will be accepted and opened on the next working day. The timing will, however, remain unchanged. Please note that Office remains closed during Saturdays and Sundays.
43. The Agency should be able to deploy physically fit and smart guards in the average age group of 25-45 years.
44. The Agency should have Zonal or Regional Head Quarters in Sikkim.
45. The Agency must have capability of providing vehicle, mobile, high beam torches etc. to their staff.
46. Security Agency, should possess ISO 9001/2008 Certification (preferable)
47. Bidder should also hold licence under Contract Labour (Regulation and abolition) Act, 1970.
48. NIT Sikkim can increase or decrease above mention security any time based on requirement and approval from competent authority on NIT Sikkim.

Scope of Work of the Contract and duties / responsibility of security staff:

1. Providing round the clock general security services and guarding the buildings and areas earmarked.
2. Patrolling through the length and breadth of the campus at frequent intervals round the clock
3. Keeping vigil against trespassing by strangers, vehicles etc.,
4. Mobilizing security guards to extinguish fire when incidents of fire occur in the campus
5. Security at the Hostel of the Institute and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus and the Institute building.
6. **Qualification:** The Contracting Agency will deploy the trained/professional security guards with a **minimum educational qualification of 8th standard**. Trained in handling standard firefighting equipment's and able to



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maintain documents as per the security guidelines of the NIT and the instructions of the Official NIT, Sikkim with a knowledge in First Aid/driving/handling wireless equipment's /modern security gadgets etc. The contracting agency will also ensure that the security guards/security supervisors are free from any infectious disease before deployment for work.

7. Security possess adequate experience of Guarding and handling Electronic/Non-electronic gadgets and Basic Crowd Control Devices duly certified by the clients.
8. Besides providing Security Services the Company/Agency should be capable to monitor Traffic Safety, Parking & Trespassing.
9. All Security Guards posted must be able to communicate in Hindi, English (preferably Nepali and Bengali also).
10. No person who has been convicted by a competent court/who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State police organization, Central or State Governments or in any private security agency shall not be employed or engaged as a private security guard or supervisor.
11. The Security Supervisor will be responsible for overall security arrangements of the Institute covered under the contract.
12. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
13. No outsiders are allowed to enter in the campus / building without proper entry and checking at gate of the Institute.
14. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
15. The Faculty, officers and staff of the Institute may keep the Identity cards with them for checking by the security personnel and allowing entry.
16. Deployment of Guards/ Security Supervisors will be as per the instructions of the authorities of the Institute and the same will be monitored personally by the concerned authorities responsible for its optimum utilization from time to time.
17. Security personnel deployed in the premises on holidays and Sundays may be assessed as per actual requirement and the number of personnel may be suitably charged.
18. The Security Supervisor/Guard will also take round of all the important and sensitive points of the Campus as specified by the Institute.
19. Security personnel shall also ensure door keeping duties.



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20. The Guards on duty will also take care of vehicles parked in the parking sites located within the Campus of the Institute.
21. Entry of the street-dogs and stray cattle into the Campus is to be prevented. It should be at once driven out.
22. The Guards on patrol duty should take care of all the water taps, valves, light etc. installed in the open all over the premises.
23. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the NIT Sikkim's employees or by the outsiders or by stray cattle.
24. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
25. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. Guards/Supervisors should be sensitized for their role in such situations.
26. The Security Supervisor/Guards are required to display mature behaviour, especially towards female staff, female visitors and students.
27. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
28. Any other provisions as advised by the Institute may be incorporated in the agreement. The same shall also be binding on the Contractor.
29. NIT Sikkim premise is a 'NO SMOKING ZONE'. No Security Staff of the company should be found Smoking, eating pan, gutka or intoxicants/drugs/Alcohol, etc. while in duty.
30. Security/Supervisor must inform to concern officer/authority of NIT Sikkim regarding any un-usual thing/situation any time without fail. Supervisor must discussed/report with official on weekly, fortnightly and monthly basis.
31. Security Supervisor must be provided with Motor – Cycle (Two Wheeler) by the agency to carry out the checking of the Guard post frequently or rush to the Guard post during any emergency.
32. An agreement on non-judicial stamp paper of ₹100/- (two stamp papers to be provided by the Agency) for one year has to be executed by both Institute and the Agency where all the terms and conditions, mode of payment, mode of termination of services, responsibilities etc. are to be specified clearly.

INSTRUCTIONS TO BIDDERS

1. ONE BID PER BIDDER: Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.



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2. COST OF BID: The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

3. VISIT TO THE INSTITUTE: The bidder is required to provide security services to this Institute and is advised to visit and acquaint himself with the operational system if desire so. The costs of visiting shall be borne by the bidder. It shall be deemed that the Contractor has undertaken a visit to the Institute and is aware of the requirement and operational conditions prior to the submission of the tender documents.



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(ON THE LETTER HEAD OF THE BIDDER)

Declaration

To

Faculty Incharge of Store and Purchase Activities (FISPA),
National Institute of Technology Sikkim
Ravangla Campus, Barfung Block, South Sikkim 737139.

Subject: "Tender for providing Security Services" at NIT Sikkim

Dear Sir,

We, the undersigned Agency, having read and examined in detail the terms and condition as specified in this document in respect of providing Security Services at NIT Sikkim, do hereby propose to supply security manpower as required.

Tender No:				
Tender Fee : Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
EMD : Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			

- i. **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document and according to Government of India minimum wages rule. We further understand that the numbers as specified in this Tender may increase or decrease at the time of Award of offer letter as per the requirements of NIT Sikkim.
- ii. **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- iii. **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee/ Security Deposits DD for the amount mentioned at tender document of the total contract value.
- iv. **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.
- v. **CERTIFICATE AND DECLARATION:**

a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and



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conditions contained in the original tender document, failing which NIT Sikkim reserves the right to reject the tender and/or cancel the contract and NIT Sikkim may forfeit our EMD / Security deposit.

b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that NIT Sikkim is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients or any authority related to produced documents.

c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims. Further NIT Sikkim is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future and NIT Sikkim may forfeit our EMD / Security deposit.

d) I / We assure the Institute that neither I /We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.

e) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.

f) Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.

g) Our Firm / Company / Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.

h) I/We certify that, I have understood all the terms & conditions as indicated in enquiry of the tender document, and hereby accept all the same completely.

i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,

j) We understand that you are not bound to accept the lowest or any bid you may receive.

k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.

l) I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to

Date: Signature and Seal of the Bidder



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(ON THE LETTER HEAD OF THE BIDDER)

(To be put in a separate sealed envelope, marked TECHNICAL BID)

Questionnaire to be filled by the Company/Agency applying for tender (each response/document must be given with proper reference in the following tender document)

1	Name of the Company/Agency (Full address with Tel. No.) Tel. No: Mobile No.: Fax: Email: Web (URL):	:	
2	Status of the Tenderer (attach documents, if registered company/partnership/propriety ship)		
3	Details of key top official/authorized official (attach details)		
4	Details of tie-ups for services/manpower, if any: (attach details, agreements)		
5	Registration No. of the Company/Agency under State/ Central Govt.		
6	1 st Authorised Contact name e-mail Mobile number	:	
7	2nd Authorised Contact name e-mail Mobile number	:	
8	ESI No. EPF No. Service Tax No. PAN No. (Please attach self-attested copies of documents)	:	
9	ESIC/EPFIIT and ST returns or clearance Current/previous year (attach copies of registration):		



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10	Financial status of Agency and/or his associates including Annual Report & Audited Balance Sheet/Statement of Account of past 3 years:		
11	List & address of client institutions where similar security services were provided in the past (also attach certificate):		
12	Name of Agency's three largest clients, where at present similar services are being provided. Mention average amount of monthly bills & EPF/returns for such clients:		
13	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once		
14	Complete Bank Account No. of the Firm [beneficiary].		
15	Bank Name		
16	Bank Address		
17	IFSC Code no		
18	Mobile no (for SMS)		
19	Email ID (for information)		
20	Any Other		

UNDERTAKING

If any information given by me/us in the above technical bid is found incorrect or false at any stage, the entire security deposit including earnest money may be forfeited by the National Institute of Technology Sikkim. I/we will not have any right to claim the earnest money. Due to wrong information if any this happen then we as bellow under sign bidder will be responsible

Date:

Place:

Signature of the Contractor or his
Authorized Signatory with seal of the Agency/Firm



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Checklist for Technical Bid		Annexure: III	
Sl No	Documents asked for	Yes/No	If Yes, Page No.
1	Tender Fees as DD		
2	EMD as DD		
3	Company details including address		
4	Address of your Registered Office (as applicable)		
5	Type of Organization		
6	Date of formation		
7	Date of incorporation (as applicable)/Security Licence; Registration Number		
8	Authorization letter from the MD/CMD or Owner/Proprietor.		
9	Undertaking to the effect that the firm has not been Blacklisted and no such cases are pending - duly notarized		
10	VAT Registration Number		
11	Copy of the PAN issued by the Income Tax Department with copy of Income-Tax Returns of the last three financial years.		
12	Copy of Service Tax Registration Certificate		
13	Copy of valid Registration Certificate of the firm/agency.		
14	Copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the Agency is currently undertaking the work		
15	Copy of valid Provident/EPF Fund Registration number		
16	Copy of valid ESI Registration Certificates		
17	Proof of experiences as per the eligibility criteria		
18	Customer satisfactory performance certificates / Work		
19	Copy of Memorandum of Understanding (MoU) in case The bidder comprises of joint venture/Consortium Partnership or relevant document about sole proprietorship		
20	Proof of ownership and control		
21	Bidders Profile		
22	A signed & stamped copy of Tender document to be submitted in token of acceptance of our terms & conditions		
23	Organization structure		
24	Outstanding Court actions/Industrial tribunals		



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25	Is your company a subsidiary of another company? If so, provide detail.		
26	Are they affiliated with any other company? if so provide detail		
27	Names and responsibilities of Executive Directors/Partners		
28	Do you comply with State / Central Legislation?		
29	Do you have any cases pending in the Court of Law (e.q., matters regarding wage settlement, E81/PF matters, insurance or beneficiary claims)?		
30	Is any Bank solvency / bankruptcy case, pending against the Agency?		
31	Have you provided financial details?		
32	Annual turnover for organization and group over last 3 years		
33	Pre-tax profit (or loss) for organization and group over last 3 Years		
34	Last 3 years audited accounts for company		
35	4 Details of your Bankers?		
36	Have you furnished details on areas of your business?		
37	Principal areas of business		
38	Other / subsidiary areas of business		
39	Have you provided details on quality assurance practice of your Agency?		
40	Details of quality assurance accreditation or quality policy		
41	Details of accreditations for which you have applied for		
42	Details of certifications, awards, best practices, safety laurels etc.		
43	Have you furnished detail information on staff / HR capital?		
44	Number of employees, permanent or casual and contractors		
45	Number of employees who are in Management /Clerical /Operational /Sales level etc.		
46	Number of staff currently involved directly with security service.		
47	Have you mentioned references?		
48	Major private sector contracts and awards currently undertaken or undertaken over last 3 years, including those which were terminated / ended.		
49	Major central government department or agency contract awards currently undertaken or undertaken over last 3 years including those which were terminated/ended		
50	Have you mentioned your affiliation to professional organizations?		
51	Professional or trade bodies/associations to which the Agency belongs to.		
52	Whether the Agency offers secret and intelligence services?		
53	Have you submitted the declarations?		
54	Declaration and undertaking to be signed.		
55	Any other documents (If required)		

Note: Photocopies of all necessary documents duly self-attested must be attached in support of the information provided. Non submission of any of the above documents may lead to rejection of the bid.

(Signature of the Bidder)
Name and Address (with seal and date)



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Financial Bid:

(All Figures in ₹)

Sl No	Category of Manpower	Number	Unit Monthly remuneration (Basic Wages + VDA) x 26 Days	Relieving Charges/ Weekly off for 53 weeks is 16.99%	Subtotal (4+5)	EPF 13.36% of Subtotal of 6	ESI 4.75% of Subtotal of 6	Bonus 8.33% of Subtotal of 6	Workman Compensation for 3 National Holidays 0.96% of Subtotal of 6	Service charges with reference to Subtotal of 6	Monthly Rate (6+7+8+9+10+11)	Gross amount Monthly (10*3)
1	2	3	4	5	6	7	8	9	10	11	12	13
2	Supervisor (Ex-Serviceman)											
3	Supervisor (Civilian)											
4	Security Guard (Ex-Serviceman / Trained etc.)											
5	Security Guard (Civilian)											

Total Amount in Rupees:.....

- NIT Sikkim will pay ₹200/- per month for each security supervisor against production of mobile recharge bill and can submit to NIT Sikkim with monthly wages bill

Bidders may quote their rate in keeping in view the indicative requirement of personnel as under:

Security category	Total
Security Supervisor (Ex-Serviceman)	3
Security Guard (Ex-Serviceman/Trained)	7
Security Guard (Civilian)	27
Total	37



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NIT Sikkim can increase or decrease above mention security any time based on requirement and approval from competent authority.

NOTE:

1. Being an educational institution the Institute is exempted from payment of Service Tax.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement.

The rates quoted are inclusive of all taxes liveable by the Central Government, State Government and other Statutory Organizations established under Acts enacted by Central/State Government.

Dated:

Place:

Signature of the Contractor or his authorized
Signatory with Seal of the Agency/Firm.