



## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

[www.nitsikkim.ac.in/](http://www.nitsikkim.ac.in/) (Ph): 03595-260042

Tender No: 119/NITS /Admin/Security Services/2015-16/23

Date: 07.10.15

### Tender for providing professional Security Services at NIT Sikkim

<b>Closing Date &amp; Time for submission of bid</b>	30.10.2015 ; 4 pm ( <i>extended date</i> )
<b>Opening Date &amp; Time (Technical bid)</b>	02.11.2015 ; 11 am
<b>Bid to be submitted to</b>	Assistant Register, National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139.
<b>Place of opening of bid</b>	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Tender fee</b>	Rs. 500 (non refundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
<b>Earnest Money Deposit (EMD)</b>	Rs. 25000 /- (Twenty Five Thousand only) in the form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim payable at Ravangla, South Sikkim, and valid for a period of 45 days beyond the final bid validity period

### Notice inviting of Tender

Sealed tenders are invited from Professional Security Services Agency capable of providing 2 Supervisors (Ex- Serviceman/Civilian) and 34 Trained Security Guards (Ex-service man/civilian) for providing 24 hours security services on rotation basis in 3 shifts of 8 hours each. Atleast 20% of total security guard should be from Ex-serviceman, trained in military courses, Home guards or NCC "C" certificate holder. Such security agencies must be holding valid licenses under the Private Security Agencies Regulation Act, 2005 (29 of 2005) for operation in the state of Sikkim, and must be registered with EPFO, ESIC and having Service Tax Number, Permanent Account Number (PAN) and Tax.

Tender document can be downloaded from our website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in). Tender carries a non-refundable tender fee of Rs. 500/- (Rupees Five Hundred Only) and EMD to be paid through a Demand Draft drawn on any scheduled commercial bank in India in favour of "Director, NIT Sikkim" Payable at Ravangla. Sealed Tender should reach this office by the 30th Oct, 2015 at 4:00 PM. The Tender document comprises of two parts, that is, (I) EMD and Tender Fees, & Technical Bid and (II) Financial Bid. The successful Bidder will need to sign a contract on Terms & Conditions contained in the Tender document. The envelopes containing EMD , Tender fees , Technical Bid and Financial bid should be kept in separate envelopes and all the envelopes should be kept in another envelope super-scribing 'Tender for providing Security Services '. Due date of opening of technical bid is 2<sup>nd</sup> Nov 2015 at 11:00 am. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited / opened on the next day, other terms and conditions and the time schedule remaining unchanged.

**Note: the bidders who have submitted the same bid in response to the earlier tender advertisement, no need to submit again.**

Sd/-  
Assistant Registrar  
NIT Sikkim

***ELIGIBILITY CRITERIA FOR BIDDERS***

1. Sealed tenders are invited under Two Bid system (Part-I: Technical Bid and Part-II: Financial Bid) from approved and eligible security service providers meeting the following criteria:-

- (a) 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.
- (b) The Company/Agency should have provided or currently be providing at least 30 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.
- (c) The bidder must 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.
- (d) 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.
- (e) 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 thereof.
- (f) The Company/Agency must have valid ESI, EPF Registration and Income Tax Account No. (PAN) and Service Tax Registration.
- (g) The company/Agency should possess adequate experience of at least two years of in security services providing duly certified by the clients.
- (h) The agency must have a capacity to pay salary to its employees at beginning of succeeding month as per the payment of Minimum Wages Act. Copy of acquaintance of previous month duly signed by the persons at the disposal of NIT Sikkim should be attached along with the bills for claiming payment monthly.
- (i) 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 or terminate the contract as the case may be without any compensation to the bidder.
- (j) All the copies of documents enclosed with the tender document should be attested.
- (k) The Company /Agency should have an annual turnover of Ten Lakh at least for the last 02 consecutive financial years. (Attach I.T. return and balance sheet for the last Two years).
- (l) The company/Agency should possess adequate experience of at least two years of Guarding and handling Electronic/Non-electronic gadgets and Basic Crowd Control Devices duly certified by the clients.
- (j) Besides providing Security Services the Company/Agency should be capable to monitor Traffic Safety, Parking & Trespassing.

(k) 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; 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.

2. The Tender Form along with other details can be downloaded form the website: [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in). The completed tender must be submitted along-with Demand Draft of Rs. 500/- (Rupees Five Hundred Only) towards tender fees and Rs. 25000 (Rupees Twenty Five Thousand Only) towards Earnest Money Deposit respectively in favour of “**Director, NIT Sikkim**”. Without EMD and Cost of the Tender Document, the tender will be rejected summarily.

3. The Bidder should quote the rate and amount tendered by them in the financial bid in figures as well as in words without any corrections or over writing.

4. The tender should be filled up and signed in Hindi or English language only, the total amount tendered should also be written in the English numerals only.

5. At the first stage, the Technical Bids will be opened 2<sup>nd</sup> Nov 2015 at 11:00 am 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. The financial bids of only those bidders will be opened who are declared qualified / determined to be responsive in the Technical bid.

6. The Tender is not transferrable under any circumstances.

7. Telegraphic/Electronic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.

8. The Tender should invariably be submitted in the prescribed form falling which it will not be entertained and will summarily be rejected.

9. Tenders with revised/modified rates/offer after opening of the tenders will summarily be rejected.

10. If the awardee does not start his work within the stipulated time, his entire Earnest Money deposit submitted with the tender will be forfeited.

11. 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.

12. The Bid shall remain valid for a period of not less than 90 days after the last date of receipt of the Bids.

13. 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 minimum rates of wages issued by the Central Government must be enclosed with the quotation). Any offer or other charges that are levied should be clearly/expressively indicated.

14. The evaluation of bid will be done for all the items put together and the contract will be awarded to the lowest responsive bidder.

15. The performance guaranty should remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty if any.

16. All equipments, accessories, material required for providing security services (like Dress, Torch, shoe, umbrella, stick, raincoat etc) shall be provided by the contracted agency only.

### **17.Payment Procedure**

- a. Pre-receipted monthly bills (in triplicate) shall be submitted by 1<sup>st</sup> day of each month by the Agency for the services provided in the preceding month after making payment to the deployed staff.  
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 details of the personnel deployed etc.
- b. TDS at the prescribed rate from time to time would be made from the bills in accordance with the provision of Income Tax Act, 1961.
- c. Any other deductions mandated by the prevailing laws applicable to such contracts would also be made.
- d. No enhancement of rate on any account/reason, whatsoever shall be considered during the currency of contract.
- e. No advance payment would be made under any circumstances.

### **18.Fore-closure of the service contract in full or part:**

- a) 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
- b) 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
- c) No enhancement in rates would be considered for whatsoever reason.

**19.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.

**20.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.

**21.Period:** The contract will be initially for one year from the date of signing of contract with selected agency and supplying/start utilizing the services by the Office of NIT Sikkim which on satisfactory performance may be extended for another year 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.

### ***Scope of Work of the Contract***

**(a)** Providing round the clock general security services and guarding the buildings and areas earmarked.

**(b)** Patrolling through the length and breath of the campus at frequent intervals round the clock

**(c)** Keeping vigil against trespassing by strangers, vehicles etc.,

**(d)** Mobilizing security guards to extinguish fire when incidents of fire occur in the campus

**(e)** Security at the Hostel of the Institute and

**(f)** to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus and the Institute building. 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

**(a)** The Contracting Agency will deploy the trained/professional security guards with a minimum educational qualification of 8<sup>th</sup> standard. Trained in handling standard fire fighting equipments and able to 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 equipments/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.

**(b)** All Security Guards posted must be able to communicate in Hindi.

**(c)** They should have work experience for at least 2 years in security assignment in similar organization like NIT, IIT, Universities, Academic Institutions or corporate etc.

**(d)** 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.

**DUTIES AND RESPONSIBILITY OF SECURITY STAFF:**

1. The Security Supervisor will be responsible for overall security arrangements of the Institute covered under the contract.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper entry and checking at gate of the Institute.
4. 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.
5. The officers and staff of the Institute will keep the Identity cards with them for checking by the security personnel and allowing entry.
6. 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.
7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
8. The Security Supervisor/Guard will also take round of all the important and sensitive points of the Campus as specified by the Institute.
9. Security personnel shall also ensure door keeping duties.
10. The Guards on duty will also take care of vehicles parked in the parking sites located within the Campus of the Institute.
11. Entry of the street-dogs and stray cattle into the Campus is to be prevented. It should be at once driven out.
12. The Guards on patrol duty should take care of all the water taps, valves, light etc. installed in the open all over the premises.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
14. 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.
15. 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.
16. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff, female visitors and students.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. Any other provisions as advised by the Institute may be incorporated in the agreement. The same shall also be binding on the Contractor.
19. **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.

**Provisions requirement of Security Supervisors and Guards (Tentative)**

<b>Security category</b>	<b>Total</b>
Security Supervisor (Ex-Serviceman)	1 (8 hours but should available on call for 24 hrs)
Security Supervisor (Civilian)	1 (8 hours but should available on call for 24 hrs)
Security Guard (Ex-serviceman/ Civilian)	34 (8 hours shift)
<b>Total</b>	<b>36*</b>

**\*The additional requirement of duty in time to time shall be managed by OVER TIME duty on shift basis from the existing security guards on payment of equivalent wages of one shift. 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.**

**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.

**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.

**4. CLARIFICATION OF TENDER DOCUMENT:**

**A)** The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of the Assistant Registrar, NIT Sikkim in writing.

**B)** The Tender document comprises of:

- (a)** Notice of Invitation of Tender
- (b)** Eligibility Criteria
- (c)** Scope of Work
- (d)** Instructions to Bidders
- (e)** Terms and Conditions of the Contract
- (f)** Confirmation of Tender Fee & EMD (Annexure-I)
- (f)** Technical Bid - Bidders Profile (**Annexure – II**)
- (g)** Check List for Technical Bid (**Annexure – III**)
- (h)** Financial Bid (**Annexure – IV**)
- (j)** Bank Mandate Form (**Annexure – V**)

*C)* The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required in the Tender document or submission of a tender not substantially responsive in every respect will be at the bidder's risk and may result in rejection of his bid.

*D)* The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## **5. PREPARATION OF BIDS**

*A)* The bidder shall, on or before the date given in the Notice Inviting Tender and submit his bid in sealed envelopes clearly super scribed as Tender for providing Cleaning, conservancy and Manpower supply services at NIT Sikkim.

*B)* One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

## **6. SUBMISSION OF BIDS**

*A)* The bidder shall submit their offer in two separate envelopes i.e. 1. EMD , Tender Fees & Technical Bid, 2. Financial Bid. These two envelopes must be sealed, stamped and put in bigger envelop duly sealed and super-scribed as "Tender for Providing Security services at NIT Sikkim" and must be sent to the following address:

**To Assistant Registrar NIT Sikkim, Barfung, Ravangla, South Sikkim, Sikkim 737139**

*B)* The sealed cover of Technical Bid /financial bid must consist of the following documents:-

**(a) Technical Bid:** Tender Fee & EMD and Technical Bid as per the prescribed format in original with copies documents as per the Checklist and Eligibility Criteria

**(b) Financial Bid::** Financial Bid as per the prescribed format in original

*C)* **Conditional bids/offers will be summarily rejected.**

## **7. BID SECURITY/EMD (Non-Interest Bearing):**

*A)* The Contractor/agency shall deposit Bid Security (**Earnest Money Deposit**) for an amount of Rs. **25000 Twenty Five Thousand through** a Bank Draft only **issued by a Commercial Bank in favour of the Director, NIT Sikkim and payable at Ravangla** along with the Tender document. Bid securities of the unsuccessful bidders will be returned to them within 30 days from the date of award of contract. Any Tender not accompanied by Bid Security shall be rejected.

*B)* Bid security of the successful bidder shall be adjusted against the Performance Security. And for remaining amount of Performance Security separate DD shall be collected from the successful bidder.

*C)* Bid Security 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.

**8. VALIDITY OF TENDER:** The tender must remain valid and open for acceptance for a period of **90 days** from the date of opening of Technical Bid.

**9. LATE AND DELAYED TENDERS:** Bids must be received in the Institute at the address specified above not later than the date and time stipulated in the NIT. The Institute may, at its



discretion, extend the deadline for submission of bids in which case all rights and obligations of the Institute and the Bidder will be the same.

#### **10. BID OPENING AND EVALUATION:**

**A) 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.**

**B) All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender for verification, without which the Bid 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. Participation of the bidder/its representative is may remain present at the time of opening the Bid.**

C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

D) Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders and the date shall be communicated later.

#### **11. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**

A) 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.

B) The Institute may terminate the contract if it is found that the Contractor is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

C) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

#### **12. Award of Contract:**

(a) The Indentor will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price.

(b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of security indicated above.

(c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

#### **13. PERFORMANCE SECURITY (PS) (Non-Interest Bearing):**

The successful bidder shall be required to furnish a Performance Security (PS) within 15 days of receipt of 'Letter of Offer' for an amount of Rs. 100000 (one lakh) in the form of Fix Deposit Receipt or Bank Guarantee issued by a Commercial Bank in favour of the Director, NIT Sikkim and payable at Ravangla. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended accordingly.

**14.** Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

**Duration of the contract shall be 1 year. In case the service is not found to be satisfactory, the contract shall be terminated by NIT by giving notice of one month to this effect.** However, the contract can be terminated by giving a written notice of 3 months by the Agency. A record of every lapse small or big to be maintained by the Institute Authorities & a monthly meeting with the representative of the Company and Supervisot will be held and minutes of the same recorded for compliance. Agency shall abide by all laws of the land including. Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such bonus shall be the exclusive responsibility of the Agency, and it shall not involve the Institute in any way what-so-ever.

# National Institute of Technology Sikkim

## BID PROPOSAL SHEET

## Annexure I

(ON THE LETTER HEAD OF THE BIDDER)

**To**

**Assistant Registrar**

**National Institute of Technology Sikkim**

**Ravangla Campus, Barfung Block, South Sikkim 737139.**

Subject: **“Tender for providing Security Services ”** at NIT Sikkim, Ravangla Campus 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, Ravangla Campus Sikkim do hereby propose to supply security manpower as required.

<b>Tender No:</b>				
<b>Tender Fee : Submitted</b>		YES/NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
<b>EMD : Submitted</b>		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. 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 Bond in the form of Bank Guarantee for the amount mentioned at tender document of the total contract value.

(v) **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

(vi) **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 conditions contained in the original tender document, failing which NIT Sikkim reserves the right to reject the tender and/or cancel the contract

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.

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.

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 Manufacturer/Bidder

**Annexure - II****NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

(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.	Registration No. of the Company/Agency under State/ Central Govt..	:	
3.	Details of any tie-ups (please attach details)	:	
4.	ESI No. EPF No. Service Tax No. PAN No.  (Please attach attested copies of Registration Nos.)	:	

Place:

Date:

Signature of the Contractor or his  
Authorized Signatory with seal of the  
Agency/firm**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.

Date:

Place:

Signature of the Contractor or his Authorized  
Signatory with seal of the agency/firm

## National Institute of Technology Sikkim

(ON THE LETTER HEAD OF THE BIDDER)

### Checklist for Technical Bid

Annexure: III

SlNo	Documents asked for	Yes/No	If Yes, Page No.
1	Bank Draft of Rs. 500/- towards Tender Fee		
2	Bank Draft for Rs. 25000 towards EMD		
3	Authorization letter from the MD/CMD or Owner/Proprietor.		
4	Undertaking to the effect that the firm has not been Blacklisted and no such cases are pending - duly notarized		
5	Copy of the PAN issued by the Income Tax Department with copy of Income-Tax Returns of the last three financial years.		
6	Copy of Service Tax Registration Certificate		
7	Copy of valid Registration Certificate of the firm/agency.		
8	Copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the Agency is currently undertaking the work		
9	Copy of valid Provident Fund Registration number		
10	Copy of valid ESI Registration Certificates		
11	Proof of experiences as per the eligibility criteria		
12	Customer satisfactory performance certificates / Work		
13	Copy of Memorandum of Understanding (MoU) in case The bidder comprises of joint venture/Consortium Partnership or relevant document about sole proprietorship		
14	Proof of ownership and control		
15	Bidders Profile as per Annexure – B		
16	A signed & stamped copy of Tender document to be submitted in token of acceptance of our terms & conditions		
17	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)**

## National Institute of Technology Sikkim

(ON THE LETTER HEAD OF THE BIDDER)

### Financial Bid:

### Annexure: IV

(All Figures in Rs.)

Sl. No	Category of Manpower	Numbers	Unit Monthly remuneration Basic Wages + VDA	EP F Rate	ESI Rate	Service charges with reference to Basic Wage +VDA	Any other (pls specify)	Monthly Rate (4+5+6+7+8)	Gross amount Monthly (9x3)
1	2	3	4	5	6	7	8	9	10
	Supervisor (Ex-Serviceman)								
	Supervisor (Civilian)								
	Security Guard (Ex-Serviceman/Trained etc.)								
	Security Guard (Civilian)								

Total Amount in Rupees:.....

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

Security category	Total
Security Supervisor (Ex-Serviceman)	1
Security Supervisor (Trained Civilian)	1
Security Guard (Ex-Serviceman/Trained )	7
Security Guard ( Civilian)	27
<b>Total</b>	<b>36</b>

### NOTE:

- Being an educational institution the Institute is exempted from payment of Service Tax.
- 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 leviable 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.

**National Institute of Technology Sikkim**  
(ON THE LETTER HEAD OF THE BIDDER)

**ANNEXURE-V**

**Banking information**

Sno	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFSC Code no	
7	Mobile no (for SMS)	
8	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

**[Seal and Signature of the firm]**