



NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
Hazratbal Srinagar Kashmir

TENDER DOCUMENT ISSUED TO AGENCY

M/s:- _____

Name of the Proprietor:- _____

Address:- _____

Date of Issue:- _____

Name of Work:- Hiring of the Contractual Security Staff for NIT Srinagar for 03 years w.e.f. 01-02-2019

Cost of Document:- Rs. 5000/- (Rupees Five Thousand only) deposited in J&K Bank NIT against Account No: CD 106/ Demand Draft No. _____ Dated _____ drawn in favour of Director NIT Srinagar. (Non Refundable)

CDR:- Rs. 5,00,000/- (Rupees five Lac only)

Last date of Receipt of tenders:- 15-01-2019 to 4.00 pm through Speed/Registered post only.

Opening of tenders:- 17-01-2019 at 11.30 AM

Dean Students Welfare

The National Institute of Technology Srinagar intends to hire security services from the **reputed and financially sound Security Agencies having annual turnover of more than Rs. 08 (Eight) Crores for the previous financial year.** The Committee reserves the right to reject any or all of the tenders without assigning any reason thereof. The Agencies should be registered with the Central/State Government having at least five years of experience with regard to successful completion of job contract of running security services in reputed Govt./Semi Govt. / PSUs / Bank /Financial Institutes etc on the following terms and conditions.

1. The agencies have to quote the percentage (%) of service charges of the total wages as worked out at (k) in the Table of Wages Calculation. It may be mentioned that the overhead charges of total amount at S. No. (k) should be quoted between 0.5% to 5% and the contract shall be allotted to the agency quoting the lowest rate of service charge. The total requirement of the man power in various categories is 94 persons approximately per day in three shifts. However the man power shall be reduced as per the actual requirement of the Institute and the payment shall be released only in favour of the persons actually taken on duty by the Institute.

Wages Calculation

S. No	Description		Security Guard (Without arms)	Supervisor
(a).	Total Wages Per Month		16042.00	17654.00
(b).	Deduction Amount			
(c).	Employees State Insurance (ESI)	6.5% of Basic	1043.00	1148.00
(d).	Employees Provident Fund (EPF)	24% of Basic	3850.00	4237.00
(e).	Employees Deposit Linked Insurance (EDLI)	1% of Basic	160.00	177.00
(f).	Administrative Charges (EPF)	5% of Basic	193.00	212.00
(g).	House Rent Allowance (HRA)	Barack Type Accommodation will be provided on the campus		
(h).	ESI on HRA			
(i).	TOTAL Deduction per Month per Person		5246.00	5774.00
(j).	Total Cash in Hand Per Head		10796.00	11880.00
(k).	Sum Total		16042.00	17654.00
(l).	Service Charge (% quoted should be between 0.5% to 5% only)			
(m).	GST or other service taxes		GST or any tax levied in lieu of Service Tax shall be reimbursed by the Institute at the rates notified by the Government from time to time.	

- | | |
|--|------------|
| (i). Supervisor (Ex-serviceman) | 03 persons |
| (ii). Security Guard - Male (Ex-serviceman)
From ARMY, BSF, CISF, ITBP, CRPF, SSB,
J&K Police, Home Guard. | 85 persons |
| (iii). Security Guard - Female (12 th pass) | 06 persons |
| (iv). Age: Below 55 Years as on 01-01-2019 | |
2. The Agency owner should be a retired person from Defence or Police.
 3. All the Security agencies who want to participate in Tendering process must have obtained J&K PSARA (Private Security Agencies Registration Act) from Home Department, Government of J & K.
 4. The Agency should attach the following documents with the tender document.
 - a. Non-refundable tender fee of Rs. 5000/- (Rupees Five Thousand only) in the form of demand draft favouring Director NIT Srinagar in case the tender documents are downloaded from the website.
 - b. Earnest Money Deposit for Rs. 5,00,000/- (Rupees Five Lac only) in the form of CDR pledged to Dean Students Welfare, NIT Srinagar.
 - c. GST Registration Certificate. (Along with latest monthly challan regarding deposition of both CGST& SGST)
 - d. Copy of the latest GST return filing certificate.
 - e. Copy of the latest Income Tax Return (ITR) certificate issued by the Competent Authority.
 - f. Annual turnover certificate of the last five years duly authenticated by the chartered accountant with stamp and ink signatures on his letter head.
 - g. Copy of the PAN Card.
 - h. Copy of the EPF Registration certificate. (Along with latest monthly challans regarding deposition of EPF/EDLI/ADM charges.)
 - i. Copy of ESI Registration Certificate.
 - j. Copy of Valid Labour Licence / Registration under the Labour Act.
 - k. Experience certificate of 5 years or more in the relevant field of providing Security services to any govt. / Semi-govt. Department / Institution / reputed public / private organizations in case of firm registered for more than 6 years.
 - l. An undertaking on non-judicial stamp paper of Rs.100/= duly attested by 1st Class Magistrate to the effect that:-
 - a) "The Agency / Firm has not been blacklisted by any Government / Semi-govt. Department / Institution and also the firm is not involved in any litigation nor any criminal case is pending with the police against the Proprietor / Agency / Firm / Partner or the Agency / Firm that may have an impact of effecting or compromising the execution of contract / delivery of services as required under this tender, as on the date of submission of the tender. Also the documents / certificates etc. enclosed with the tender are original & genuine and have not been tampered with or fabricated".
 - b) The Agency / firm will have to certify the following:
"I, before signing the tender documents, have read and fully understood all the terms/conditions and instructions contained therein and undertake myself to abide by the said terms and conditions."

3. The ESI/EPF and other entitlement of the engaged persons are to be deposited with the office of the relevant agencies in the Srinagar district only and the bill of a particular month shall be cleared only on submission of the proof of remittance of deduction of previous month to the concerned departments by the agency.
4. The Agency shall provide the details of the staff proposed to be deployed viz. their name, fathers name, DOB, residential address, Telephone numbers, recent passport size photograph, Discharge certificate/PPO in form of data base in both hard & soft form and also provide a local police clearance certificate as per the format. A security personal who has left the job or has been forced to leave the job for one reason or the other shall not be entertained.
5. The manpower proposed to be deployed by the agency shall be subject to screening by the Institute, to ascertain their suitability and skills. Before deploying a person in the Institute, the Agency shall furnish complete particulars of the person and detailed as per para 3 above and obtain written approval of Dean Students Welfare.
6. The Agency shall not be allowed to change its name and style after the award of the contract and in case of the change of the name & style by the agency the contract shall be cancelled and Security Deposit shall be forfeited.
7. The engagement shall be for **03** years from 01-02-2019. There shall be an enhancement of only Rs 1000/- in the total wages of each category from 01-02-2020 and further enhancement of Rs 1000/- in the basic wages of each person from 01-02-2021.
8. The tenderer has to deposit CDR of Rs. 5,00,000/- (Rupees five Lac only) as security deposit with the Institute pledged in the name of Dean Students Welfare NIT Srinagar.
9. The agency shall have to provide a copy of the details of infrastructure along with the tender.
10. The successful agency shall have to deploy the required strength of man power in the campus within the period of 15 days of the issue of allotment letter. After 15 days if, the agency fails to provide required strength, penalty of Rs. 5000/- per person per month will be imposed and if the agency fails to provide man power in the subsequent month also, then the penalty will be double for the next month and ultimately may lead to termination of the contract and forfeiture of CDR.
11. Tenderer shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulation made herein or backs out after quoting the rates, the aforesaid CDR shall be forfeited.
12. The tender without CDR, cost of tender document and processing fee shall be rejected summarily.
13. The security personnel shall have to work under the overall supervision of Security Officer, Asst. Security Officer and Dean Students Welfare of the Institute and shall be deployed as per the need and requirement of the Institute.

14. The successful agency has to execute an agreement with the Institute within one week after the allotment order.
15. The payment shall be made in favour of the agency by or before 15th of every month against the bill preferred, duly verified by the Institute Asstt. Security Officer /Security Officer / Dean Students Welfare.
16. The agency is responsible for security of men and material of the campus. The main duties of the Security guard are as under.
 - (i). Prevention of theft / pilferage in the NIT campus and in all the Hostels.
 - (ii). Checking and controlling the nuisance in and around the premises.
 - (iii). Prevention of any untoward happenings within the NIT Srinagar premises and any damage to the NIT Srinagar property.
 - (iv). To regulate and monitor the entry of visitors/materials in the Institute premises.
 - (v). To ensure the entry of visitors in the visitor's books at different places in the campus.
 - (vi). In case of loss of any materials like laptops / Mobiles phones etc from hostels / Institution, the agency shall be held responsible and cost of the items shall be deducted from the monthly bill of the contractor. Loss will be sole responsibility of the agency and no request of FIR etc will be entertained.

PERIOD OF CONTRACT TERMINATION / EXTENSION

1. The duration of the contract shall be for a period of **03** years except in the event of earlier termination, as per the terms and conditions.
2. The Institute has the absolute right to terminate the contract at any time before the due date of expiry of contract without assigning any reason, by giving (one) month, notice in advance, to the contractor, in writing, or, by making equivalent payment thereof.
3. 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 services of the Institute. 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 Institute. Institute shall have the right to terminate the contract / man power in case the performance is not satisfactory during agreement period.

Shift Duty Hours are:

Shift A= 8AM to 4PM

Shift B = 4PM to 12AM Midnight

Shift C= 12AM Midnight to 8AM

Note: - No Security personal is permitted to leave his place of duty without being properly relieved.

1. Uniform etc of the Security personnel.

- (i).The uniform of the deployed Security personnel are to be supplied by the agency. The Security personnel must carry Whistle, Stick, Torch, etc as per their requirement. They must remain alert and active during the duty hours to the satisfaction of the institute authority.
- (ii).The deployed Security personnel should carry photo Identity cards issued by the security Officer, Dean Students Welfare and wear the uniforms having their name on it during duty hours.
- (iii).They should carry proper job card / Security check diary (issued by agency) during their duty period.

2. The details of uniform and other items are listed below.

- (i). Two Shirts (Dark Blue) and Two Pants (Dark Blue).
 - (ii). One Pair Shoes (Boot ankle with rubber sole) and two pair of socks.
 - (iii). One jersey pullovers / Jacket (blue)
 - (iv). One long coat (Blue)
 - (v). One cap (Blue) and one Belt.
 - (vi). One Rain Coat.
 - (vii). One pair Title shoulder with blue line yard.
5. Tools and equipments as detailed in Para 2 are to be provided by the Contractor. The contractor should arrange the following equipment and tools of reputed brand in serviceable condition at his own cost for the proper management of Security in the campus.

S.No	Equipment	No's
01.	Rechargeable Torches	30.No's
02.	Search lights	10.No's
03.	Flask Hot & Cold (02.Cups) each	30.No's
04.	Unbreakable Cup	30.No's
05.	Cane / Stick	90. No's

Or any other tool or equipment required for the performance of their duties.

Non compliance of the above said items shall attract penalty up to 5% on total bill amount.

- 4. **Good Behaviour:** - The contractor / service provider shall ensure good behaviour of all deployed security personnel with the Faculty, Staff, Students and visitors of the Institute.
- 5. Ensure that flowers, plants in the lawns etc are not damaged either by the campus inmates or by the outsiders or by the Security Staff.
- 6. Security Guard Ex-Serviceman must be below 55 years and must be Ex-Serviceman as per defence field.
- 7. 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 and replacement to be provided within 03 days falling which extra 5% deduction from bill for that month / months will be imposed.

PERFORMANCE OF SECURITY PERSONNEL AND CRITERIA

1. Security personnel shall turn out properly with decent haircut, shave, shirt, trouser, boot / shoes, belt, caps, badges, whistles, lathis, 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.
2. In the event that, any on duty security personnel is found absent from the scheduled duty / post and / or found sleeping, and / or found not performing the assigned job properly, then penalty would be imposed 5% monthly wages of the security personal.
3. NIT Srinagar premises is a NO SMOKING ZONE. No Security Staff of the agency should be found smoking, eating pan, gutka or intoxicants / drugs.
4. The Agency should be having valid ESI, EPF NO, PAN & Service Tax No.
5. All Funds like ESI, EPF etc must be deposited in Srinagar Labour Court.

CODE OF CONDUCT

The Contractor shall ensure that their Security Personnel observe the following:

- a. Are always smartly turned out and vigilant.
- b. Are punctual and arrive at least 15 minutes before start of their shift .
- c. Take charges of their duties properly and thoroughly.
- d. Perform their duties with honesty and sincerity.
- e. Read and understands their post and site instructions and follow the same.
- f. Extend respect to all the Officers and Staff of the Institute.
- g. Shall not leave the post unless their reliever comes.
- h. Shall never sleep while on duty post.
- i. Shall not read newspaper or magazine etc while on duty.
- j. Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to the Supervisor concerned Asstt. Security Officer / Security Officer.
- k. When in doubt approach concerned person immediately.
- l. Security personnel should get themselves checked whenever they go out by the other shift security.

CONFIDENTIALITY

- a. The phone number and movement plans of the Institute will not be given to anyone.

- b. The following information about the Institute will not be given to anyone.
 - i. Telephone number / any other information.
 - ii. Location and movement plans.
 - iii. Meetings and conference schedules.

MATERIAL MOVEMENTS

- a. **Incoming material:** check the documents carefully and receive the items with the due entry and forward it to the concerned person.
- b. **Outgoing:** - Before sending the material, have a proper check as per Outward Gate pass. Do not send out any material without seal and sign of the authorized person.
- c. All material coming in and going out to be recorded correctly.
- e. No item will be taken out from Hostel and Institute without permission of the authorized person.

PATROLLING PROCEDURES

- a. The Security Guard must ensure that once the office is closed all the unwanted lights are put off.
- b. Security should not switch off the computers which are left on.
- c. Patrolling should be taken on an hourly basis once the offices are closed.
- d. Security personnel will keep a watch on the activities of the casual labours / contractors.
- e. If the Security personnel find anything unusual / untoward, a written report must be given to the concerned authority.
- f. The Security Guards shall maintain a register at the Main Gate of each hostel for record incoming / outgoing Students and material.

CHANGING OVER AND TAKING OVER

- a. Security personnel will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- b. Both the Security Guards / Supervisors will check the entire building thoroughly.
- c. During the change of shifts the guards coming for replacements should check all the documents, which are related to Security before taking over charge.
- d. They should check all the systems, which are in the facility / under Security.
- e. Occurrences report register to be maintained.

Award of the contract

After evaluation of all the accepted proposals by the evaluation committee, a contract may be awarded to the successful bidder whose proposal meets the requirement of our Institute i.e. the bid submitted by him is able to qualify technically as explained and has the lowest value for the financial bid. The evaluation committee of NIT Srinagar may reject/accept the lowest bid based upon the experience/performance of the bidder in concerned field. In case more than one bidder quotes the lowest percentage, NIT evaluation committee will reserve the right to award the contract to the Agency having vast experience in the relevant field.

Particulars of Agency

- a. Name of Agency: _____
- b. Date of Establishment /
Incorporation of Agency: _____
- c. PAN: _____
- d. TAN: _____
- e. GST No: _____
- f. EPF Registration No: _____
- g. ESI Registration No: _____
- h. Office Address: _____
- i. Telephone No: _____
- j. Mobile No: _____
- k. Fax No: _____
- l. E-Mail ID: _____
- m. Authorized Person: _____
- n. No of years working Experience : _____

Signature and Seal of Tenderer