





# राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

(भारत सरकार, मानव संसाधन विकास मंत्रालय)

शांति मार्ग, श्यामला हिल्स, भोपाल 462002

फोन: 0755-2661600, 607-609 फ़ैक्स: 2661996 वेबसाइट: www.nitttrbpl.ac.in

## निविदा सूचना

**Tender No. : NITTTR/Tender/Security/2016-17**

निविदा दस्तावेज़ में उल्लेखित आवश्यकतानुसार राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल परिसर तथा इन्स्टालेशन जिसमें संस्थान की इमारतें, अतिथिगृह, छात्रावास, आवासीय परिसर, एवं संस्थान तथा परिसर में स्थित साहित्य, ईक्विपमेंट, इन्स्टालेशन की प्रतिदिन 24 घंटों के लिए सुरक्षा सेवाएं उपलब्ध करने हेतु, पंजीकृत, प्रतिष्ठित एवं अनुभवी सुरक्षा एजेन्सी/ फ़र्म/ कंपनी जो सुरक्षा गार्ड तथा गनमैन उपलब्ध कराती है एवं जिसे शासकीय/ अर्ध-शासकीय/ बड़े उद्योगों/ व्यावसायिक संस्थानों में सुरक्षा कार्य का न्यूनतम 3 वर्ष का अनुभव हो से निदेशक, राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल की ओर से मुहरबंद निविदायें आमंत्रित की जाती हैं। गनमैन के पास वैध शस्त्र तथा एम्यूनिशन लाइसेंस हो।

कार्य का नाम	निविदा दस्तावेज़ की कीमत	कर्मचारियों की संख्या	कार्य की अनुमानित वार्षिक लागत	बयाना राशि	अवधि
संस्थान परिसर तथा इन्स्टालेशन जिसमें संस्थान की इमारतें, अतिथिगृह, छात्रावास, आवासीय परिसर, एवं संस्थान तथा परिसर में स्थित साहित्य, ईक्विपमेंट, इन्स्टालेशन की प्रतिदिन 24 घंटों के लिए सुरक्षा सेवाएं उपलब्ध कराना	रुपये 5000/- (अप्रतिदेय) निदेशक, राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल के पक्ष में देय मांग पत्रक/ बैंकर चेक के रूप में हो।	3 गनमैन, 39 सुरक्षा गार्ड तथा 2 पर्यवेक्षक	रुपये 53.60 लाख प्रतिवर्ष (लगभग)/ रुपये 4.50 लाख प्रति माह (लगभग)	कार्य की अनुमानित लागत का 3 प्रतिशत (रुपये 1,60,000/-) यह राशि निदेशक, राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल के पक्ष में देय किसी भी राष्ट्रीय कृत बैंक के मांग पत्रक/ बैंकर चेक के रूप में हो।	दो वर्ष (भविष्य में अनुकूल प्रदर्शन पर नवीनीकरण किया जा सकता है)

इच्छुक पंजीकृत, प्रतिष्ठित एवं अनुभवी सुरक्षा एजेन्सी/ फ़र्म/ कंपनी निविदा फार्म दिनांक 28 दिसम्बर 2016 से 20 जनवरी 2017 तक सभी कार्य दिवसों में (सोमवार से शुक्रवार- सुबह 10:00 बजे से 5:00 बजे के बीच) रुपये 5000/- (अप्रतिदेय) का निदेशक, राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल के पक्ष में देय किसी भी राष्ट्रीय कृत बैंक के मांग पत्रक/ बैंकर चेक के रूप में भुगतान कर संस्थान के प्रशासकीय अधिकारी से आवेदन प्रस्तुत कर प्राप्त किया जा सकता है। निविदा दस्तावेज़ संस्थान की वेबसाइट www.nitttrbpl.ac.in या http://eprocure.gov.in/cppp से भी डाउनलोड किए जा सकते हैं। डाउनलोड किए गए निविदा दस्तावेज़ के साथ निविदा दस्तावेज़ की कीमत रुपये 5,000/- जमा करनी होगी, अन्यथा निविदा को निरस्त किया जाएगा। पूर्ण रूप से भरे हुए निविदा फार्म 27 जनवरी 2017 अपराह्न 01:00 बजे तक प्रस्तुत हो जाने चाहिए। निविदाओं के तकनीकी प्रपत्र 27 जनवरी 2017 अपराह्न 03:00 बजे खोले जायेंगे। निदेशक, राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल को बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार/ निरस्त करने का अधिकार सुरक्षित होगा।

निदेशक

## Detailed Notice – Inviting Tender

S. No.	Item	Information
1.	Tender No.	Tender No. : NITTTR/Tender/Security/2016-17
2.	Name of work	Providing round the clock security services for the NITTTR, Bhopal campus and guarding the Institute premises and installations including institute Buildings, Guest Houses, Hostels, Staff quarters, materials, equipment & installations in the institute and Campus
3.	Date & time of issue of tender	<u>28<sup>th</sup> December 2016 to 20<sup>th</sup> January 2017</u> from 10.00 A.M to 5.00 P.M from Administrative Office of the institute <u>or</u> may be downloaded from the institute website – <a href="http://www.nitttrbpl.ac.in">www.nitttrbpl.ac.in</a> or as well as from <a href="http://eprocure.gov.in/cppp/">http://eprocure.gov.in/cppp/</a>
4.	Pre BID Meeting for clarification of queries.	23-01-2017 at 3 PM in the Committee Room of the institute in presence of Officer-in-charge Security / Security Assistant/ Administrative Officer/ Accounts Officer for any queries
5.	Receipt of tender – date and time	<u>27<sup>th</sup> January 2017 at 1.00 P.M.</u> (to be dropped in the box kept for tender in the Administrative Office of the institute). Downloaded tender document must be submitted along with cost of tender document (Rs. 5000/-) in the form of Demand Draft/ Bankers Cheque drawn in favour of “Director, NITTTR, Bhopal” payable at Bhopal
6.	Estimated value of Tender	Rs. <b>53.60</b> Lakhs per year (for 3 Gunmen, 39 Security Guards and 2 Supervisors)
7.	Duration of work	Two Years (The work may be extended further based on the performance of the agency)
8.	Earnest money	Rs. <b>1,60,000/-</b> (Rs. One Lakh sixty thousand only) @ 3% of estimated cost of work to be submitted along with tender document in the form of Demand Draft/ Bankers Cheque drawn in favour of “Director, NITTTR, Bhopal” payable at Bhopal
9.	Security Deposit (As Performance Guarantee)	<u>Demand Draft from any Nationalized Bank of Rs. 2,70,000/-</u> (Rs. Two Lakh seventy Thousand only) @ 5% of estimated cost of work in favour of the “Director, NITTTR, Bhopal” valid for the contract period, as Performance Guarantee to be submitted on award of contract & before starting of the work.
10.	Validity of Tender	Three months
11.	Essential Eligibility Criteria for acceptance of tender	1. Details of the Security Agency/ firm/ company as per the format. 2. Minimum Three years experience of providing security services in Govt. / Semi- Govt./ Large Private Industrial/ Commercial Organizations. (Please provide information in “Form A”)

		<p>3. The Security Agency/ firm/ company should have minimum turnover of Rs. 60 Lakhs p.a.(Submit full set of audited accounts or certificate from CA for last two years)</p> <p>4. On roll at least 50 Security Guards ,Gunmen &amp; Supervisors. (Please attach list of Guards, Gunmen &amp; Supervisors on roll along with their EPF and ESI numbers as well as bank account numbers as proof).</p> <p>5. Valid Registration with / License from appropriate authorities for security services on the date of application.</p> <p>i. Under Govt. of M.P. Shop Establishment Act 1958 at Bhopal.</p> <p>ii. M.P. Police department/ Home Department, MP Govt. under The Private Security Agencies (Regulation) Act, 2005</p> <p>iii. PAN number in the name of Security firm/ company as issued by the Income Tax Department.</p> <p>iv. Employee Provident Fund Commissioner</p> <p>v. Employee State Insurance Corporation</p> <p>vi. Labour License from the Labour Commissioner under Contract Labour Act.</p> <p>vii. Valid arms and ammunition license from competent authority for Gunmen (Submit clear and self attested copy of latest EPF/ESIC/Income Tax Clearance Certificates/ Inspection Report/ Returns duly stamped &amp; signed from competent authority for last three years with details in "Form B".)</p> <p>6. The agency should submit an affidavit on non judicial stamp of Rs. 100/- to the effect that no legal matter/ court case is pending against the Proprietor/ Partners/ Directors or Security Agency/ firm/ company related to any matter including EPF, ESI and Income tax.</p> <p>7. Registered Office in Bhopal (Self attested Copy of Registration)</p>
12.	Designated department for execution of work	Security Section, NITTTR, Bhopal
13.	Terms & conditions of work	As per Tender document
14.	Opening of tender	Technical bids will be opened on <u>27<sup>th</sup> January 2017</u> at 3.00 p.m .
15.	Authority for acceptance of tender	Director, NITTTR, Bhopal
16.	Agreement	After acceptance of tender & receipt of relevant required documents, an agreement will have to be executed to start the work.

**Director,  
NITTTR, Bhopal**



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH,**  
(Govt. of India, Ministry of Human Resource Development)  
Shanti Marg, Shamlā Hills, Bhopal – 462002  
Phone- 0755-2661600-602,607-609 Fax- 0755-2661996 Website- www.nitttrbpl.ac.in

**DETAILED TENDER DOCUMENT**  
**Tender No. : NITTTR/Tender/Security/2016-17**

Tenders are invited from the registered, reputed & experienced Security Agencies, firms or companies who can provide Security Guards and Gunmen with minimum **three** years of experience of providing security services in Government/ Semi-Government/ large private industrial/ commercial organizations (as per Essential Eligibility Criteria for acceptance of tender mentioned in detailed Notice- Inviting Tender, serial number 11, page 3) for providing security and guarding the Institute premises & installations round the clock including institute Buildings, Guest Houses, Hostels, Faculty & Staff quarters, materials, equipment & installations in the institute and Campus.

**1.0 Procedure for obtaining Tender document**

- 1.1 The Tender document may be obtained from the Administrative Officer, National Institute of Technical Teachers' Training & Research, Shamlā Hills, Shanti Marg, Bhopal – 462002 from 28<sup>th</sup> December 2016 to 20<sup>th</sup> January 2017 on submission of an application. The Tender document is available on any working day (Monday to Friday) between 10.00 A.M and 5.00 P.M. The Tender document is priced **Rs.5000/-** (Five Thousand only), which should be paid together with application for tender form, by Demand Draft/ Bankers Cheque in favour of "Director, NITTTR, Bhopal" payable at Bhopal. The document may be downloaded from the institute website – [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in) or as well as in <http://eprocure.gov.in/cppp/>. Downloaded tender document must be submitted along with cost of tender document. The Bidder may visit and examine the site of Services and its surroundings and obtain all information that may be necessary for preparing the Bid. They may contact Security Assistant/ Officer-in charge for any help during site-inspection.

**2.0 Procedure for submission of tender**

- 2.1 The tender documents must be dropped in the box kept for tender in the Administrative Office of the institute in a sealed envelope containing three sealed envelopes on or before 27<sup>th</sup> January 2017 at 1.00 PM and should be addressed to The Director, NITTTR, Shamlā Hills, Bhopal. 462002 (MP). On the cover of the envelope, title of the tender notice must be indicated along with last date of receiving tenders. Overwriting, overtyping, or erasing of figures or words is not permissible in the tender, otherwise it will be treated as invalid. These three sealed envelopes should contain-

- (a) First sealed envelope : Technical Bid as per **Annexure II**.  
(b) Second sealed envelope : Price Bid should strictly be filled & submitted in the **Annexure III** given in the tender document. (No other format will be accepted).  
(c) Third sealed envelope : EMD (Earnest Money Deposit) of Rs. **1,60,000/-** (Rs. One Lakh sixty thousand only) in the form of Demand Draft/ Bankers Cheque in favour of "Director, NITTTR, Bhopal" payable at Bhopal & if tender document is downloaded from the website the cost of tender document (Rs. 5000/-) in the form of Demand Draft/ Bankers Cheque drawn in favour of "Director, NITTTR, Bhopal" payable at Bhopal. If the

tender document is obtained from NITTTTR, Bhopal office, then copy of DD details or money receipt obtained from NITTTTR, Bhopal office must be enclosed.

**2.2 Documents to be submitted in First sealed envelope- Technical Bid - (Annexure-II)**

This envelope should contain Complete set of tender document duly signed & sealed each page of the tender documents by the Contractor or his authorized signatory along with other documents mentioned below.

**2.2.1 Essential Eligibility Criteria for Acceptance of Tender**

1. Details of the Security Agency/ firm/ company as per the format.
2. Minimum Three years experience of providing security services in Govt. / Semi- Govt./ Large Private Industrial/ Commercial Organizations. (Please provide information in "Form A")
3. The Security Agency/ firm/ company should have minimum turnover of Rs. 60 Lakhs p.a.(Submit full set of audited accounts or certificate from CA for last two years)
4. On roll at least **50** Security Guards and Gunmen (Please attach list of guards on roll along with their EPF and ESI numbers as proof).
5. Valid Registration with / License from appropriate authorities for security services on the date of application.
  - i. Under Govt. of M.P. Shop Establishment Act 1958 at Bhopal.
  - ii. M.P. Police department/ Home Department, MP Govt. under The Private Security Agencies (Regulation) Act, 2005
  - iii. PAN number in the name of Security firm/ company issued by the Income Tax Department.
  - iv. Employee Provident Fund Commissioner
  - v. Employee State Insurance Corporation
  - vi. Labour License from the Labour Commissioner under Contract Labour Act.
  - vii. Valid arms and ammunition license from competent authority for Gunmen (Submit clear and self attested copy of latest EPF/ESIC/Income Tax Clearance Certificates/ Inspection Report/ Returns duly stamped & signed from competent authority for last three years with details in "Form B".)
6. The agency should submit an affidavit on non judicial stamp of Rs. 100/- to the effect that no legal matter/ court case is pending against the Proprietor/ Partners/ Directors or Security Agency/ firm/ company related to any matter including EPF, ESI and Income tax.
7. Registered Office in Bhopal (Self attested Copy of Registration)

**2.2.2 Technical Criteria** – The following criteria will be applied to evaluate the quality of the bidder for technical comparison purpose.

Sr. No.	Details	Maximum marks	Marks obtained
1.	Number of years of experience in the field of Security Services (2 marks for each year of experience), Max. Marks - 20	<b>20</b>	
2.	No. of companies/ Institutes/ organization where Security manpower deployed in the last three years. 2015-16 2014-15 2013-14 ( 2 mark for each institution where manpower deployed in last 3 years, Max. Marks - 20)	<b>20</b>	
3.	Turnover in the last three years 2015-16 2014-15 2013-14 (Less than 60 Lakhs 0 marks, 60 Lakhs 5 marks, 1 mark each for additional Rs. 10 Lakhs, Maximum Marks - 20 for average turnover of last 3 years)	<b>20</b>	
4.	Amount of Provident Fund deposited for the month of March, 2016 (2 marks for EPF deposits up to Rs. 50,000/-,	<b>10</b>	

	1 mark each for additional Rs. 25,000, Max Marks 10)		
5.	Amount of ESI Contribution amount deposited for the month of March, 2016 (2 marks for ESI deposits up to Rs 30,000/-, 1 mark each for additional 15,000/- Max. Marks 10)	<b>10</b>	
6.	Service provided to Government/ Semi-Government Organizations/ Public Undertakings (5 marks for 1800 no. of average manpower deployed in last 3 years, proportionate marks for higher manpower, Max. Marks 10)	<b>10</b>	
7.	Number of Security Guards/ Gunmen presently on roll. (2 marks for 50 on roll, 1 mark each for additional 25 persons on roll), Max. Marks - 10	<b>10</b>	
	<b>TOTAL</b>	<b>100</b>	

**Note: minimum marks for technical qualification = 50**

1. Documentary proof to be attached for all the seven parameters of evaluation.
2. Experience in the field of Security services will be considered on the basis of ESI registration date.
3. Turnover will be considered only on submission of full set of audited Accounts or certificate from CA for the years.
4. Photocopy of the Certificates from the employer is to be submitted as proof for counting number of Institutions where agency has deployed its manpower.
5. Photocopy of the Challans of EPF and ESI to be submitted for the month of March 2016 as evidence.
6. Photocopy of the work orders and certificate from employers for last three years are to be enclosed as proof to count no. of Govt. organizations/ Public undertakings.

### 2.3 Second sealed envelope - Price Bid- (Annexure III)

This envelope will contain price bid filled in by the bidder in Annexure III along with attested copy of the prevailing minimum wages declared by the Labour Commissioner Office, Indore/ Collector, Bhopal district and proofs of prevailing EPF, ESI and Bonus.

NITTTTR, Bhopal will pay the prevailing minimum rates of wages applicable at Bhopal as declared by the Labour Commissioner Office, Indore/ Collector, Bhopal district per month for Security Guards( Unskilled labour) and Gunmen/Supervisors (Skilled labour). This will include prevailing basic pay and variable DA, EPF, ESI, Bonus, etc. and the total service charges.

**Note: As per Notification No. 25/2012-Service Tax Dated 20/06/2012 (Clause 9) and Notification No. 06/2014-Service Tax Dated 11 July 2014 (Point (1)(iii)(b)(iii) the educational institute is exempted from service tax for Security or cleaning or house-keeping services in such educational institution. Therefore no service TAX is payable.**

The Security agency/ firm/ company should quote only **Total Service Charges** per month in rupees excluding wages, EPF, ESIC and Bonus but including all other liabilities of security guards. Tenders quoted without fixed Service Charges in rupees will be summarily rejected. The rates of "service charges" quoted by the bidder shall be fixed for the full duration of the contract and the extended period thereafter, if any; except wage revision of the workers as may be notified by from time to time. All statutory duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates submitted by the Bidder. Arms & ammunition to the armed guards will be provided by the bidder at their own cost.

### 2.4 Third sealed envelope - Earnest Money Deposit. An Earnest Money Deposit of Rs. 1,60,000/- (Rs. One Lakh sixty thousand only) should be paid with the Tender in the form of Demand Draft/ Bankers Cheque of any Nationalized Bank drawn in favour of the Director, NITTTTR Bhopal. The Tender submitted without requisite Earnest Money will not be considered. The earnest money of the bidder who do not qualify in the bid will be refunded without any interest within 45 days after the process of evaluation is over and in case of Security/ firm/ company, who is awarded the contract, this EMD will be treated as part of performance Guarantee as mentioned in Clause 1.10 of General Terms & Conditions valid for the contract period.

- 2.5 Conditional Tender: Conditional tenders will be rejected.
- 2.6 Each bidder should submit only one tender for this work. If two tenders are submitted by single firm/company, then both the tenders are liable to be rejected.
- 2.7 If an individual is an owner/ partner/ director in more than two firms/ company, then only one of such firms/ companies should submit the tender for this work. If it is found that more than one tender has been submitted by such firms/companies, then such tenders are liable to be rejected.
- 2.8 The employees of this institute and their near-relatives (by near-relative, here means- wife, husband, parents, grandparents, children, brother, sister & cousins and their corresponding in-laws) shall not be permitted to submit the tender.
- 2.9 The bidder shall not be permitted to tender for this work, in which near-relative of the employees/ officers of this institute (responsible for the award and execution of this work) are posted/ nominated/ designated in any capacity. If this is observed then the tender/ work is liable for rejection.
- 2.10 The bidder should ensure signature of authorized signatory and seal of organization on every page of tender documents as acceptance of every term & condition.
- 2.11 Canvassing: Canvassing in any form for the acceptance of tender will disqualify the bidder.
- 2.12 Unsealed Tender: The tender shall be rejected if not properly sealed (Wax Seal)
- 2.13 The Director, NITTTTR, Bhopal reserves the right to accept any or reject all Tenders received, without assigning any reason.
- 2.14 Tender/s received after scheduled date and time will not be considered.
- 2.15 **Validity:** Validity of the tender shall be **THREE** months from the scheduled tender submission date.

### **3.0 Opening of Tender documents-**

- (a) The envelopes containing the EMD & Technical Bid will be opened on **27<sup>th</sup> January 2017 at 3.00 p.m.** in the committee room of the institute.
- (b) Bids submitted without Earnest Money will not be accepted.
- (c) Envelope of the Financial Bid will be opened only of those firms whose offers in the Technical bid fulfil the Essential Eligibility Criteria for acceptance of tender specified by the institute. Financial Bid will be opened before the bidders or their representatives on the date & time to be notified later.
- (d) Technical Bids of those agencies/ parties, which are not according to the tender requirements, the Financial Bid (envelope) together with EMD will be returned in due course of time.
- (e) If the representative of any firm is not present at the scheduled time of opening of the tender, the objection on the issue will not be entertained.
- (f) The competent authority reserves the right to increase or decrease the engagement of Security Guards and the tendered amount will be increased or decreased on pro-rata basis.

### **4.0 Award of Work-**

- a) **Initially technical criteria will be considered based on 2.2.1 and 2.2.2. If minimum 50 marks are obtained by the bidder, then only financial bid will be opened.**
- b) **Lowest and reasonable bidder in financial bid will be considered for award.**
- c) **Tenders quoted without fixed Service Charges in rupees will be summarily rejected.**
- d) **If two bidders are equal financially, bidder with higher technical qualifying marks as mentioned in 2.2.2 Technical Criteria (Pg. 6 & 7) will be considered for award of contract.**

**Director,  
NITTTTR, Bhopal**



## **“TERMS AND CONDITIONS OF TENDER FOR PROVIDING SECURITY SERVICES TO THE INSTITUTE AND CAMPUS”**

- A) **DEFINITIONS-** Unless repugnant to the subject or context of usage, the following expressions used here in shall carry the meaning here under respectively assigned to them, namely;
- a. The expression "**NITTTTR, Bhopal**" occurring in the tender document shall mean National Institute of Technical Teachers' Training & Research, Bhopal" and shall include its operators (Director), successors and assigns.
  - b. The expression "**Bidder**" who submits the tender for the work and shall include the successors and permitted assigns of the Bidder.
  - c. The expression "**Contractor**" shall mean the Bidder accepted by "NITTTTR, Bhopal" for the performance of the subject work and shall include the successors and permitted assigns of the Contractor.
  - d. "**Officer-in-charge**" shall mean any officer of the Institute authorized to act as the Officer-in-charge for the security work or any specified part thereof.
  - e. "**Work**" and "**Scope of work**" shall mean the totality of the work / services and supplies of guards, tools & equipment by expression or implication envisaged in the contract and shall include all tools, equipment and guards required for commencement, performance, provision or completion thereof.
  - f. "**Contract**" shall mean the contract for the work and shall include the tender document, the Special Conditions of Contract, General Conditions of Contract, the Letter of Acceptance, and the accepted Rates (Bill of Quantities in Price bid).
  - g. "**EPF**" will mean Employees' Provident Fund
  - h. "**ESIC**" will mean Employees' State Insurance Corporation.
  - i. "**Security Guards and Gunmen**" as defined by the Labour Commissioner, M. P. Government.
  - j. "**Service Charge**" will mean the total amount the bidder will quote in the financial bid on account of the security services the bidder is going to render. This will include the administrative charges as well as the profit component.

### **B) GENERAL TERMS & CONDITIONS**

- 1.0 The Bidder should be registered and must possess a valid license as contemplated under the Private Security Agencies (Regulation) Act, 2005 with Govt. of M.P. A Proof of the same will have to be provided. The Bidder will have to comply with all the provisions of "The Private Security Agencies (Regulation) Act, 2005" and the rules made there under.
- 1.1 The Bidder must have a minimum experience of three years in execution of security services in Government/ Semi-Government/ large private industrial/ commercial organizations. The bidder should also have minimum one service contract in running status operating with a minimum of **50** security guards & Gunmen on their roll currently.
- 1.2 The Security Agencies, firms or companies must have an office in Bhopal.
- 1.3 The manpower deployed by the "contractor" for the work of Security & Guarding shall be the employees of the "contractor" for all intents and purposes and in no case, a relationship of employer and employee between the "NITTTTR, Bhopal" and the said manpower shall build up implicitly or explicitly.
- 1.4 The Security Guards and Gunmen should be of sound Health and should be able to read and write in Hindi and English legibly, preferably 10<sup>th</sup> Pass, and should satisfy the eligibility conditions as specified by subsection (1) and (2) of section 10 of the Private Security Agencies Regulation Act, 2005.
- 1.5 The Gunmen must have valid arm & ammunition license. The "contractor" will provide arms & ammunition at their own cost & will submit proof of arm & ammunition licenses of Gunmen.
- 1.6 The bidder is required to formulate his offer taking into account all statutory regulations in force regarding payment of minimum wages, EPF, ESIC, Bonus, and other terminal benefits, Weekly offs to be given to the Security Guards & Gunmen, other statutory payments, other materials and services needed for executing the contract and all other statutory obligations and taxes to be paid

by him to any Government agencies. The manpower deployed by the “contractor” at NITTTR, Bhopal shall remain under the control and supervision of the “contractor” and the “contractor” shall be responsible for fulfilling all its obligations under various laws and Acts with respect to the manpower deployment at NITTTR, Bhopal

- 1.7 During the contract period the “contractor” will be fully responsible for payment to security guards as per minimum wages rates & norms declared by Labour Commissioner Office, Indore/ Collector, Bhopal District time to time for Security Guards & Gunmen.
- 1.8 The “contractor” shall have to submit copy of the vouchers in relation to ESI, EPF subscription deposits with the Bank/authority every month with relevant department-certified copy of list of deployed security guards at NITTTR Bhopal along with their EPF & ESI Account numbers against whom the amount is deposited.
- 1.9 An Earnest Money Deposit of **Rs. 1,60,000/-**(Rs.One Lakh sixty thousand only) should be paid with the Tender in the form of Demand Draft/ Bankers Cheque of any Nationalized Bank drawn in favour of the Director, NITTTR Bhopal. The earnest money of the bidders who do not qualify in the bid will be refunded without any interest within 45 days after the process of evaluation is over.
- 1.10 **Security Deposit as Performance Guarantee:** The successful bidder on award of the contract, will be required to execute an agreement on Rs. 100/- Non Judicial Stamp along with Demand Draft from any Nationalized Bank of Rs. 2,70,000/- (Rs.Two Lakhs seventy Thousand only) in favour of the Director, NITTTR, Bhopal” valid for the contract period, as Performance Guarantee against loss/damage to the property of the Institute. (Earnest Money deposited by the successful bidder will be treated as part of performance guarantee and the successful bidder will have to submit the remaining amount of **Rs. 1,10,000 (Rs One lakh ten Thousand only)** in the form of DD). No interest will be paid on this security deposit.
- 1.11 **Duties of ‘contractor’ to comply EPF**  
The Bidder must be registered under EPF regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India. It should
- Enroll all the employees engaged by the bidder at NITTTR, Bhopal & provide list with their EPF numbers.
  - Pay statutory rate of contribution, which is **13.36%** at present (or as applicable)
  - Remit the contributions and administrative charges before the 5<sup>th</sup> of the following month.
  - File the monthly returns in prescribed forms and Challan for remitting the dues.
  - Maintain the contribution card in respect of each employee in prescribed forms and submit the annual returns.
  - Make available all relevant records to Security Assistant/ Officer-in-charge, “NITTTR, Bhopal” with due authorization along with bill of the services rendered in previous month.
  - Any exemption should be intimated to “NITTTR, Bhopal”.
- 1.12 **Duties of ‘contractor’ to comply The ESIC scheme-**
- Every contract-employee with his/ her entry into employment is required to fill in a Declaration Form. The contract-employee is then allotted a Registration Number, which distinguishes and identifies the person for the purposes of the Scheme. A person is registered once and once only upon his entry in insurable employment.
  - On registration every insured person is provided with a “Temporary Identification Certificate” which is valid ordinarily for a period of 3 months but may be extended, if necessary, for a further period of 3 months. Within this period, the Insured Person is given a permanent “Family Photo Identity Card” in exchange for the Certificate.
  - The Contribution is deposited by the contractor in cash or by cheque at the designated branches of some nationalized banks. The responsibility for payment of all contributions is that of the contractor with a right to deduct the Employees’ share of contributions from employees’ wages relating to the period in respect of which the Contribution is payable.
  - “Contractor” will contribute **4.75%** (or applicable) of the wages payable to an employee and an employee covered under the scheme has to contribute **1.75%** (or applicable) of the wages whereas. The total contribution in respect of a contract-employee thus works out to **6.50%** (or applicable) of the wages payable.

- 1.13 **Payment of minimum bonus.**— The ‘contractor’ shall be bound to pay every employee minimum bonus in respect of the accounting year subject to the provisions of The Bonus Act, 1965 & its amendments.
- 1.14 The “contractor” shall be solely liable for the violation of any of the provisions of the said Acts or any other Act/s. The contract may lead to termination if Labour Acts are not adhered to even after several instructions/ reminders.
- 1.15 **Income Tax:** Shall be deducted as per rules from the monthly bills payable to the “contractor”.
- 1.16 **Service tax :As per Notification No. 25/2012-Service Tax Dated 20/06/2012 (Clause 9) and Notification No. 06/2014-Service Tax Dated 11 July 2014 (Point (1)(iii)(b)(iii) the educational institute is exempted from service tax for Security or cleaning or house-keeping services in such educational institution. Therefore no service TAX is payable.**
- 1.17 The “contractor” shall not employ any employee of “NITTTR, Bhopal”, either part-time or full-time for executing the security work.
- 1.18 The “contractor” shall submit the list of security guards engaged for the work and the copy of their Identity Cards with photograph to the Officer-in-charge. No changes in the guards will be allowed without prior approval. The contractor should also submit the name of the supervisor(s) to the Officer-in-charge for proper monitoring of implementation of security work.
- 1.19 The “contractor” shall not sublet the work to other person/persons/firm/company after the award of the work.
- 1.20 The “contractor” will comply with the instructions of Administrative Officer or Officer-In-charge of Security Unit or Security Assistant of the Institute in their routine work of security and guarding.
- 1.21 That in case any of the persons so deployed by the “contractor” does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any un-lawful activity including riots or disorderly conduct, the firm/company on the instructions of the “NITTTR Bhopal” or person responsible for supervision shall immediately withdraw such person(s) from the premises of NITTTR, Bhopal.
- 1.22 Any **damage to the Institute property** if found because of the carelessness of the security guards, the same shall be borne by the “contractor”.
- 1.23 In the event of any theft of any material/ hand tools/ fittings & fixtures installed/ stored within the premises of the institute, the same will be required to be replaced by the contractor at his risk & cost within the time limit provided by “NITTTR, Bhopal”. In case when asked to replace and if not provided by the contractor, the same will be provided by “NITTTR, Bhopal” at contractor’s risk & cost and the amount/ expenditure so incurred will be deducted from his monthly bill. In this regard, the decision of the “Director, NITTTR, Bhopal” will be final and binding on the contractor.
- 1.24 For major theft case, “NITTTR, Bhopal” may report the case/ register FIR in Police. The security agency will be required to assist in registering FIR with the Police as and when required.
- 1.25 The “contractor” shall ensure proper **Insurance coverage** to its employees by taking adequate Workmen Compensation Policy. “NITTTR, Bhopal” will not be responsible for any accident, injury to the guards deployed at the institute premises or for any other circumstances.
- 1.26 **Termination of contract** - That this contract may be terminated on anyone of the following contingencies:  
(a) On expiry of the contract period.  
(b) By giving one month notice by NITTTR, Bhopal in case;

- i. "The contractor" not performing his work properly & not improving performance even after several instructions and reminders.
- ii. For breach of contract of any of the terms and conditions of the agreement on assigning the contract or any part thereof or benefit or interest therein or hereunder by the contractor to any third party for subletting whole or part of the contract to any third party.
- iii. Contractor being declared as insolvent by the court of law.
- iv. In case of force majeure clause usage.

During the period for termination of contract in the situation contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons and materials deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NITTTR, Bhopal.

- 1.27 **Forfeiture of Performance Guarantee** - The "NITTTR Bhopal" reserves the right to forfeit Performance Guarantee for breach of any conditions of the contract/ agreement. The decision of the "Director, NITTTR Bhopal" will be final and binding on the firm/ company. If the "Director, NITTTR Bhopal" is not satisfied with the progress and quality of the services rendered by the "Contractor" under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of Performance Guarantee whole amount or part of it, as decided by "NITTTR, Bhopal"
- 1.28 In the event of any controversy, conflict, dispute or difference arising under this tender/ contract/ agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, NITTTR Bhopal. The decision to **appoint an arbitrator** will be in accordance with the Arbitration and Conciliation Act 1996.
- 1.29 There will be no objection to any such appointment that the arbitrator is a NITTTR Bhopal servant or that he has or had to deal with the matter to which the agreement relates or that in course of his duties as NITTTR Bhopal Servant he has expressed views on all or any of the matter under dispute. The award by the Arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, Director, NITTTR Bhopal or the said officer shall appoint another person to act as Arbitrator as per terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- 1.30 The Arbitrator may from time to time with consent of parties extend the time for making and publishing the award subject to the aforesaid Arbitrator and Conciliation Act 1996, and the rules made there under, any modification thereof for the time being in force shall deemed to apply to the arbitration proceedings under this clause. The venue of arbitration proceedings shall be the office of the NITTTR Bhopal or such other places as the arbitrator may fix.
- 1.31 The payment to the "contractor" for security services will be made through the **e-payment** only after deducting Income Tax as per rules from the bills. No bank commission charges on releasing such payments will be borne by the "NITTTR, Bhopal". The contractor will have to provide bank details for getting e-payment.
- 1.32 **Contradictions or Amendments:** In the event of contradictions, if any, between different terms, conditions and practice in this work, the decision of the Director, "NITTTR, Bhopal" shall be final and binding on the firm/company.
- 1.33 The "NITTTR, Bhopal" reserves the right to increase or decrease the engagement of security guards and the tendered amount will be increased or decreased on pro rata basis.
- 1.34 The Director, "NITTTR, Bhopal" also reserves the right to reject/ accept the tender on the basis of noncompliance, concealing of information, providing wrong or misleading information in any of the document mentioned above.

- 1.35 The Contractor shall be entirely responsible in safeguarding the premises and property of the Institute all the times and round the clock during the period of contract and ensure that only authorized persons are allowed to enter the Premises and maintain the record for the same.
- 1.36 The Contractor shall be entirely responsible and ensure that only persons authorized by the Institute are allowed to operate/ repair/ maintain the equipments at the premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission / Gate Pass of "NITTTR, Bhopal".
- 1.37 The Security Guards and Gunmen deployed at various places especially at Campus main gate shall be entirely responsible to search persons/ vehicles entering and leaving the Institute for any institute material in possession.
- 1.38 The Contractor shall be entirely responsible to furnish proactively and periodically security and intelligence information relevant for the security in and around the premises.
- 1.39 The Contractor shall execute the service and discharge their obligations to the entire satisfaction of "NITTTR, Bhopal" and in accordance with the directions and specific instructions as may be issued from time to time by the officer-in-charge of "NITTTR, Bhopal".
- 1.40 The "Contractor" shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the officer-in-charge, Administrative Officer or any other authorized officer of "NITTTR, Bhopal".
- 1.41 The Contractor Persons should have the knowledge of operation and up keeping of **fire fighting system** installed at institute premises.
- 1.42 **Force Majeure-** This clause will form part of contract between both the parties. If parties to contract are prevented temporarily or permanently to perform its obligations due to circumstances beyond its control. The parties will have option to stop the contract by following procedure as laid in agreement. The circumstances are- acts of God, acts of nature, acts of Government, wars, riots, strikes & lockouts.
- 1.43 **Procedure to be followed under Force Majeure condition-** The contractor will be required to inform in writing about the event in case of force majeure and seek acceptance from "NITTTR, Bhopal" then only the "Contractor" will be allowed to perform temporarily or permanently the force majeure.

### C) SPECIAL CONDITIONS-

- 2.1 **Scope of Work:** Details regarding scope of work and Job manual are enclosed at **Annexure I**. The contracting agency will supervise the work through **two supervisor(s)** during three shifts. The engagement of security guards should be as per the schedule and duties and responsibilities mentioned in the **Job Manual**. Senior Guards should be skilled with arms and should possess valid license.
- 2.2 **Execution of Agreement:** The Bidder, whose tender has been accepted, will be required to submit within one week any relevant documents in connection with tender and also the information as mentioned in clause **2.3 of special conditions**. Then only the agreement within **15 days** of the date of receipt of the acceptance of his tender by the "NITTTR, Bhopal" will be executed. Contract document will include tender document and any other conditions incorporated at the time of agreement by mutual consent. Failure to do so will result in the earnest money being forfeited by the "NITTTR, Bhopal" and tender being cancelled.
- 2.3 On receipt of acceptance of tender, the "contractor" shall submit the list of Security Guards, Gunmen & Supervisors to be deployed at NITTTR Bhopal for the security work along with complete name, date of birth, complete address, recent color photograph, educational qualification proof, police verification reports, arm & ammunition licenses, training certificate by the agency and medical fitness certificate from the local State Govt. District Hospital to the

security section for scrutiny at least three days before executing the agreement. This list will also include relievers and supervisor. The “contractor” shall also submit the copies of Identity cards issued to the Guards. The engaged personnel in no case be changed without prior permission and consent of the Officer-in-charge or Security Assistant of the institute.

- 2.4 Except writing rates and amount, the bidder should not make any changes, additions, alterations and modifications in the printed form of tenders.
- 2.5 The “contractor” will hold the orientation sessions for of deployed or introducing fresh security guards at the time of commencement of services. The “contractor” will be responsible for the security and guarding of the property of the institute, occupants, trainees, invitees and visitors in the premises. The Security Assistant will provide a list of equipment, fittings, fixtures, etc., installed external to buildings & campus, which will be acknowledged by the “contractor” for security purposes. In case of any theft/ damage to such property, the “contractor” will be held responsible and suitable compensation will be charged, as decided by the Director, NITTTR, Bhopal. (As per clause **1.23** of General terms & Conditions)
- 2.6 The “contractor” must employ adult security guards (**not more than 45 years of age, except Ex-Serviceman**) only having good and sound physique and health. Deployment of child labour may lead to termination of contract. The security guards should be medically & mentally fit and the “contractor” should obtain the necessary medical fitness certificate from the local State Govt. District Hospital.
- 2.7 The “contractor” shall deploy security guards who are able to read and write in Hindi and English legibly, preferably 10<sup>th</sup> pass for the purpose of security information, such as- vehicle numbers, identity cards, gate pass, delivery Challans, simple letters and addresses on letters, etc.
- 2.8 The “contractor” will provide proper uniform, whistle, and baton to the day shift security guards and in addition five cell Torch Light and 5 ft. long stick to all the security guards on night duty. In addition, the “contractor” will also provide proper gun and ammunition to the Gunmen on duty. The “contractor” must provide standard liveries to its workers with properly laminated photo identity cards bearing name, address, date of birth, signature of card holder, validity and other necessary information along with seal and signature of the Contractor’s issuing authority. No extra payment shall be made by the “NITTTR, Bhopal” in this regard. Every security guard should come in specified neat and clean uniform, Identity card, shoes, headgear, tools and security materials. Non- compliance of these requirements will be treated as unsatisfactory services and penalty of Rs. 50/- per guard per duty will be charged.
- 2.9 In case of any person deployed by the “contractor” does not confirm to the requirement of medical fitness or general discipline, then a penalty of Rs. 100/- per security guard per duty will be charged.
- 2.10 The “contractor” will submit a schedule of engagement of staff upon receipt of acceptance of tender. This requirement has to be fulfilled by the “contractor” for entering into an agreement.
- 2.11 During commencement of work, the “contractor” shall prepare the schedule of engagement of guards before the start of each month and submit to the security section. Every security guard will work for maximum period of eight hours of one shift in a day for six days. On seventh day the security guard will be given rest for a day.
- 2.12 In extreme case, a person may be asked to work extra hours of work for another one shift only. But such cases will not be more than two in a week. **Guard having performed night shift will not be allowed to do following day shift.**
- 2.13 The agreement will be executed only after the receipt of above schedule of services and list of manpower with all details specified at clause **2.3** of special conditions. After execution of agreement and deposit of Performance Guarantee, the “contractor” will be allowed to operate security services.

- 2.14 The “contractor” shall maintain a daily attendance & work done Diary as per agreed schedule at the security section of NITTTR Bhopal. The diary will contain the records of point wise deployment of security guards, notes on shift wise inspection by the supervisor of the “Contractor” or Security Assistant or Officer-in-charge. The “contractor” or his supervisor shall obtain signatures DAILY in the Diary from the Security Assistant of the institute. Any corrective actions will have to be followed as recommended in this diary. “The Director, NITTTR” may nominate a committee of NITTTR employees for sudden inspection of the security points. The observations of the committee will also be recorded in the diary.
- 2.15 **Monitoring of Performance:** Monthly performance report based on shift wise attendance, DAILY DIARY and conduct of guards and guarding services etc. will be maintained by Security section of NITTTR Bhopal. The Security Assistant will issue the Monthly Performance Report to the contractor. Any improvements expected may also be recorded in the report. The corrective actions taken will also be recorded in the report. The report will have to be presented with the monthly Bills.
- 2.16 **Duration of the contract:** This contract will come into force for a period of Two Years (24 months) from the “date of the order”. However, it may be extended further on same terms and conditions as mutually agreed upon, subject, to the satisfactory performance services. There shall be no change in the Service Charges for the extended period of contract except wage revision of the workers as may be notified by Labour Commissioner Office, Indore/ Collector, Bhopal District from time to time.
- 2.17 The “Contractor” will deploy desired number of the guards (As per Annexure-I) during three shifts per day. The payment will be released based on the total number of guards deployed in each shift per day for the whole month i.e. Total No. of shift duties per month. In case it is found that proper number of guards are not deployed (As per Annexure-I), then this will attract in addition to above actual payment, a minimum penalty of **Rs. 100/-** (Rs. one Hundred only) per day per guard and it will be deducted from its monthly bill.
- 2.18 **Payment terms:** The “contractor” will make the payment of wages to the Security Guards in presence of the Security Assistant of NITTTR, Bhopal. The Contractor will maintain a payment sheet bearing receipts of wages by guards for every month separately.
- 2.19 **Submission of Bill-** - The bill shall mention both the total number of Security Guards/ Senior Guards (Armed) and total number of duties done during the month. The bill for each month shall be presented in duplicate by the “contractor” by 5<sup>th</sup> working day of every following month duly pre receipted along with complete enclosures i.e. original payment sheet as per prevailing minimum wage rates, relevant contributions of EPF and ESI (as per clauses **1.11 & 1.12** of General terms & Conditions), Monthly Performance Report and any other documents desired by the institute. Bills submitted without above documents will not be processed for payment. The “NITTTR, Bhopal” will scrutinize the bill and make the payment in respect of the work to the “contractor” through Bank Transfer within three weeks from the date of submission of the complete bills.
- 2.20 NITTTR Bhopal will not be responsible for any non-payment or delayed payment by the contractor to the deployed persons & the contractor will be solely responsible for any claims from the guards.
- 2.21 **Penalty Clause:** Whenever and wherever it is found that the security and guarding services are not up to the mark, it will be brought to the notice of the “contractor” by NITTTR, Bhopal. In case of repeated lapse in the security and guarding services due to no corrective action/s by the “contractor” within given time or eight hours whichever is earlier, it will result in the penal deduction from the Bills/ Performance Guarantee of the “contractor”. A penalty up to Rs. 500/- could be levied per day. The decision of the “Director, NITTTR, Bhopal” will be final and binding on the “contractor”. Some of the instances in which penalty would be imposed are enumerated below. But these are not exhaustive and penalty may be imposed on any violation breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions:-

- i. If the Security Guards/ Gunmen are not found in proper uniform, tools such as stick, torch, whistle etc. and displaying Photo Identity Card and without arms & ammunition with regards to Gunmen.
  - ii. If the Agency is not able to provide the required number of Security Guards/ Gunmen, a penalty for shortage of attendance will be imposed on daily basis (Clause 2.17).
  - iii. If the behaviour of Security Guards/ Gunmen is discourteous/ rude with any employee/ their family members/ visitors.
  - iv. If any Security Guards/ Gunmen / Supervisor found performing duty, with fake name and address or if anyone else found on duty other than those mentioned in the approved list supplied to NITTTR Bhopal.
  - v. If Security Guards/ Gunmen are not found on duty points during inspection.
  - vi. Submission of bills without appropriate enclosures or not submitting documents/ information desired by NITTTR Bhopal within given time period.
  - vii. Security Guards/ Gunmen not performing duties given in the Job manual
  - viii. Security Guards/ Gunmen on duty or otherwise, found under the Influence of any drug, liquor or any intoxicants
- 2.26 The expenditure on arms & ammunition, raincoat, winter wear, vehicles and other security tools and materials- torches, cells etc. will be borne by the "contractor". The "NITTTR, Bhopal" will not be responsible to supply or reimburse charges for these expenditures.
- 2.27 The "NITTTR, Bhopal" will provide the necessary quantity of water and electricity for operating the security services only. The Institute will provide limited furniture (subjected to availability) for security personnel for purpose of providing security services to the Institute and Campus. The institute will charge the license fee of Rs. 500/- (Five hundred only) per month for using furniture, waiting shed etc.
- 2.28 A secured space will be provided for keeping all equipment and materials of security services in the institute. It should be used only for institute's work.
- 2.29 It is preferable that the Security Agency provides mobile communication system at the cost of contractor to the personnel deployed in the institute at all duty points. However at least in each shift one mobile communication system should be made available amongst the deployed Security Guards/ Gunmen in the campus.
- 2.30 The contract may be terminated by giving one month notice by the "Contractor" on payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, "NITTTR, Bhopal" can terminate the contract with immediate effect. If the Contract is terminated the Contractor shall stop service immediately, make the site safe and secure and leave the site as soon as reasonably possible.
- 2.31 The Director, NITTTR, Bhopal reserves the right to accept any or reject all Tenders received, without assigning any reason.

**DIRECTOR,  
NITTTR, BHOPAL**



## Tender No. : NITTTR/Tender/Security/2016-17

**SCOPE OF WORK**

1. The “Contractor” will engage the Security Guards/ Gunmen as per the suggested tentative schedule shown in the chart below. The contracting agency will supervise the work through their **supervisors**.

The following table is prepared to explain

- The security area
- Tentative Requirement of security hours/ shifts
- Tentative Number of persons in a security area
- Tentative Total number of persons per day. The requirement may change.

**Tentative Deployment of Security Guards for Seven Days in a Week**

S. No.	Security Area**	Number of guards				Total No. of guards per day
		Shift 1 (6 am to 2 pm)	General Shift 9 to 6	Shift 2 (2 pm to 10 pm)	Shift 3 (10 pm to 6 am)	
1.	Campus main gate and its surrounding area & boundary wall up to Chandrakant Hostel, A8 Quarter, side road and Canara Bank Building	1 Gunman & 1 Security Guard		1 Gunman & 1 Security Guard	1 Gunman & 1 Security Guard	3+3
2.	Chandrakant Hostel	1 Security Guard		1 Security Guard	1 Security Guard	3
3.	33 KVA substation, boundary wall behind, B & C block of the institute and surrounding area, back side of the institute library, E Block.	1 Security Guard		1 Security Guard	1 Security Guard	3
4.	Canara Bank ATM to Auditorium/ “A” Block Porch, Canteen Area		1 Security Guard			1
5.	“A” Block Building/ Office Gate/ New Office Gate	1 Security Guard		1 Security Guard	1 Security Guard	3
6.	“E” Block Car Parking Area & “E” Block Entrance, Maintenance section		1 Security Guard			1
7.	Premises of A1 & Surrounding area	1 Security Guard		1 Security Guard	1 Security Guard	3
8.	Visvesvarya Guest House & back area, Two Wheeler Parking area	1 Security Guard		1 Security Guard	1 Security Guard	3
9.	Main overhead Tank, Volleyball ground to C-26 Quarter and associated area near boundary wall	1 Security Guard		1 Security Guard	1 Security Guard	3
10.	Y. Saran Guest House & back area	1 Security Guard		1 Security Guard	1 Security Guard	3
11.	Old D Block Quarters up to the boundary wall and its surrounding area.	1 Security Guard		1 Security Guard	1 Security Guard	3
12.	Ladies Hostel	1 Security lady Guard		1 Security lady Guard	1 Security Guard	3
13.	Behind Ladies Hostel				1 Security Guard	1
14.	New D Block quarters, C Block, B Block, up to Judges Colony boundary wall	1 Security Guard		1 Security Guard	1 Security Guard	3
15.	New D Block, Professor’s quarters, Play ground , Health Care Centre and boundary walls behind Old A & B Block, A7 to A1 Quarters	1 Security Guard		1 Security Guard	1 Security Guard	3
16.	Total	13	02	13	14	42
17.	Relievers	<b>6 Security Guards &amp; 1 Gunman</b>				
	Total number of security guards per day	<b>39 Security Guards &amp; 3 Gunmen - Total 42</b>				

- The security guards will be engaged in shift duties of 8 hours each. The shift start and finish time of security guards should NOT be same as that of the institute employees. The timings of the shift will be decided with the security section of the institute.
- The lunch and tea time of the security guards should NOT be same as that of the institute employees.
- The security guards will perform the duties and responsibilities as mentioned in the JOB MANUAL at various locations.

5. The various records should be maintained at specified locations of duties of the security guards.
6. The security section of the institute, if needed may change or modify the above engagements of security personnel as mentioned above.

## **JOB MANUAL**

### **Duties and responsibilities of the security guards and Gunmen**

The duties and responsibilities of the Security Guards/ Gunmen will be as per the place of duty adhering to the security schedule and instructions provided by the designated person. Along with these duties, any other duty can also be assigned as per the need of the institute: The complete sets of duties are described here with, which should be performed as per need of the place of duty.

The security guard will –

1. Salute the high dignitaries of institute like Chairman, Director or any other VIP entering or leaving the campus.
2. Open and close the Institute Main Gates & other gates inside the institute as per instruction of the Security Assistant/ Officer In-charge Security/ Director.
3. Record identity of the visitors to the institute in the prescribed format mentioning the Date & Time of visit, purpose of visit, etc. If needed, relevant records like identity cards, authority letter etc. may be checked.
4. If required, the guard on duty will inform through telephone the information about the doubtful persons so checked, to the institute Security Supervisor or Security Assistant or Officer In-charge Security or Administrative Officer or the PA to Director.
5. Not to allow those persons and vehicles, which are banned by the institute for entry & will restrict the entry of street dogs and other animals.
6. Keep the record of the persons and vehicles entering & leaving the institute main gate during all the shifts. Will not allow any vehicle to enter or leave without making entry in the register specifically during the night shift. Will specially make entries of auto-rickshaw, taxies and check them while leaving the campus gate.
7. Check the vehicles carrying materials during entry as well as exit of the institute and match the material with delivery Challan/ gate pass. If not found as per document, will inform immediately to the Security Supervisor or Security Assistant or Officer In-charge Security or Administrative Officer over telephone, as well as will not allow exit of the vehicle form the Institute Main Gate.
8. Put signatures and affix seal on each document (gate pass and delivery Challan) so checked.
9. Keep the gate and road clear for traffic.
10. Be vigilant around the premises/ surrounding area of the gate for any unauthorized entry of the persons/ children through main gate, boundary walls, damage to boundary wall, damage to lights, informatory boards etc.
11. Will restrict any unauthorized parking of vehicles or playing activity of the children in front of the institute main gate.
12. Will restrict parking of vehicles in front of Institute vehicle garages & at places other than specified for 2 wheeler & 4 wheeler parking. Will guide the vehicle owners to park their automobiles at proper places in the parking sheds.
13. Be vigilant outside the gate area for any unfair activities by anti-social elements.
14. Will not allow hanging of banners, pasting of posters, handbills or writing on the gate pillars or boundary walls by outside persons.
15. Will not allow grazing of any type of animal / unauthorized persons to roam about or to cut trees / grass / firewood or damage any civil or electrical work / fittings or dump or damage the boundary wall from any side of the campus.
15. Will take care of the institute lights, telephone, furniture, stationary provided at the gate.
16. Will inform the appropriate department/ section for maintenance of lights, phone & furniture and for immediate action. If no action is taken, will inform Security Supervisor or Security Assistant or Officer In-charge Security or Administrative Officer.
17. Attend to the security related complaints of the employees of the campus.
15. Allow sales persons only after approval from the Security Assistant or Officer In-charge Security or Administrative Officer or Director.
16. Search the persons or their belongings to find any exit of institute materials, equipment or parts, if instructed, but as per state laws.

17. Allow housemaids to enter the campus having photo-identity cards only.
18. Will not involve himself in any type of unfair activities.
19. Maintain records of
  - Visitors and vehicles entering and leaving the buildings and Institute Main Gate.
  - Entry of materials as per the delivery Challan of the supplier.
  - Exit of materials based on valid gate pass signed by Security Assistant/ Faculty/ Head of Department/ Administrative Officer.
  - Personal materials, parts or equipment brought in and taken out by regular employees or visitors.
20. Guide the trainees of the various courses to report at the institute rooms, halls, etc.

### **Responsibilities**

The Responsibilities of the Security Guards/ Gunmen will be as follows. The Security Guards/ Gunmen will –

- a) report to duty 15 minutes before the shifts starts in proper uniform, with proper material (Stick, Torch, gun & ammunition, Whistle, etc.) and physical fit state.
- b) not accompany any unauthorized person with him for duty.
- c) not come to duty in intoxicated condition.
- d) behave politely with every visitor and employee.
- e) Maintain and protect all records as per duty manual.
- f) Maintain respect & dignity of all the family members of the institute employee/ visitors.
- g) not sleep, while on duty.
- h) not leave any area/ duty point unguarded/ unattended even during lunch, tea time etc. He will hand over the charge of the area/ point before leaving the point to the nearby guard or to the guard joining next shift.
- i) protect the property of the institute properly.
- j) protect and use phone, lights appropriately etc.

The Gunmen will

- a) maintain the licensed gun in operational condition.
- b) carry always on duty the valid license of the arms & ammunition in possession.
- c) not leave arms & ammunition unattended.
- d) be careful in handling the arms & ammunition.

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Tender No. : NITTTTR/Tender/Security/2016-17

**FORMAT FOR PRE-QUALIFICATION PROPOSAL**

(To Be Inserted in First Envelope &amp; then sealed)

(Submit clear and self attested copies of mentioned documents with up to date remittances)

S. No.	Particulars	Relevant information from firm/ company
a.	Name of the Security Agency/ firm/ company	..... ..... .....
b.	Postal Address of the Security Agency/ firm/ company	..... ..... .....
c.	Telephone Nos.	(O) ..... (R) ..... (Mobile)..... Fax. No. ....
d.	E-mail address, if any Website address if any	..... .....
e.	Name & addresses of Proprietor/ Partners/ Directors.	1. .... 2. .... 3. .... 4. .... 5. ....
f.	Name of contact person, designation with Mobile No. (if any)	..... .....
g.	Do you have Minimum <b>Three</b> years of experience of providing security services in Govt. / Semi- Govt./ Large Private Industrial/ Commercial Organizations.	Yes/ No (If yes, Please provide information in "Form A")
h.	Executed minimum of 1 security contract worth about <b>Rs. Sixty Lakhs</b> in past three years.	(Please attach copy of the work order/s indicating the contract amount)
i.	On roll at least <b>50</b> Security Guards and Gunmen	(Please attach list of guards on roll along with their EPF and ESI numbers as proof).
j.	Valid Registration with / License from appropriate authorities <b>for security services</b> on the date of application	(Please enclose the self attested and stamped with firm/ company rubber seal, photocopies of the registrations)
	Under Govt. of M.P. Shop Establishment Act 1958 at Bhopal.	No. .... Validity.....
	M.P. Police department/ Home Department, MP Govt. under The Private Security Agencies (Regulation) Act, 2005	No. .... Validity.....
	PAN number in the name of Security firm/ company issued by the Income Tax Department with copy of Income Tax Returns (Including latest) of last three years of the Security firm/ company	..... .....

	Registration with Employee Provident Fund Commissioner (Please attach Copy of Annual EPF Inspection Report for 2013-14 and 2014-15 along with registration)	No. .... Validity.....
	Registration with Employee State Insurance Corporation	No. .... Validity.....
	Labour License from the Labour Commissioner, Govt. of M.P.	No. .... Validity.....
	Valid arms and ammunition license from competent authority for Gunmen	(Submit list of Gunmen with their arms & ammunition license numbers & validity period)
k.	Details of Income Tax, ESI & EPF paid for last three years.	Please provide in "Form B".
l.	Have you submitted an affidavit on non judicial stamp of Rs. 100/- to the effect that no legal matter/ court case is pending against the Proprietor/ Partners/ Directors or Security Agency/ firm/ company related to any matter including EPF, ESI and Income tax.	Yes/ No
m.	List of customers with complete address, phone no., scope of work and their feedback report about your services	(Attach Separately)
n.	E payment details- a. Account name b. Account number c. Kind of account d. Name of bank & branch address. e. IFSC code	a. .... b. .... c. Saving/current..... d. .... e. ....

In case of insufficient/ inappropriate/ false information provided by the Bidder, the tender /Bid is liable to be rejected and financial bid would not be opened.

Signature / Seal of the Bidder

Name & seal .....

**FORM A**

**Details of Last Three Years Experience**

Please attach copies of the work orders for last three years and work orders of Security Service contracts which are currently running.

**(To be Inserted in First Envelope & then sealed)**

<b>S. No.</b>	<b>Name &amp; address of organization to whom services provided</b>	<b>Duration of contract</b>	<b>Amount of contract</b>	<b>Number of service guards provided</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature / Seal of the Bidder  
Name & seal .....

**FORM B**  
**Details of Income Tax, ESI & EPF paid for last three years**  
**(To be Inserted in First Envelope & then sealed)**

S. No.	Year	Total Income of the firm/ company in Rs.	Income tax paid in Rs.	Employees' Provident Fund paid in Rs.	ESI paid in Rs.
1.	2013-14				
2.	2014-15				
3.	2015-16				

Sr. No.	Details	Maximum marks	Your response	Marks obtained based on proof
1.	Number of years of experience in the field of Security Services (2 marks for each year of experience), Max. Marks - 20	<b>20</b>		
2.	No. of companies/ Institutes/ organization where Security manpower deployed in the last three years. 2015-16 2014-15 2013-14 ( 2 mark for each institution where manpower deployed in last 3 years, Max. Marks - 20)	<b>20</b>		
3.	Turnover in the last three years 2015-16 2014-15 2013-14 (Less than 60 Lakhs 0 marks, 60 Lakhs 5 marks, 1 mark each for additional Rs. 10 Lakhs, Maximum Marks - 20 for average turnover of last 3 years)	<b>20</b>		
4.	Amount of Provident Fund deposited for the month of March, 2016 (2 marks for EPF deposits up to Rs. 50,000/- , 1 mark each for additional Rs. 25,000, Max Marks 10)	<b>10</b>		
5.	Amount of ESI Contribution amount deposited for the month of March, 2016 (2 marks for ESI deposits up to Rs 30,000/-, 1 mark each for additional 15,000/- Max. Marks 10)	<b>10</b>		
6.	Service provided to Government/ Semi-Government Organizations/ Public Undertakings (5 marks for 1800 no. of average manpower deployed in last 3 years, proportionate marks for higher manpower, Max. Marks 10)	<b>10</b>		
7.	Number of Security Guards/ Gunmen presently on roll. (2 marks for 50 on roll, 1 mark each for additional 25 persons on roll), Max. Marks - 10	<b>10</b>		
<b>TOTAL</b>		<b>100</b>		

**Note: Minimum marks for technical qualification = 50 (Documentary proof as per Point 2.2.2, Page 6 & 7)**

Signature / Seal of the Bidder  
Name & seal .....

**FINANCIAL BID****Providing round the clock security services for the NITTTR, Bhopal campus**

Tender No. : NITTTR/Tender/Security/2016-17  
(To Be Inserted in Second Envelope & then sealed)

S. No.	Particulars	Relevant information from firm/ company
1.	Name & Postal Address of the Bidder	..... ..... .....

**Name of Work-** Providing round the clock security services for the NITTTR, Bhopal campus and guarding the Institute premises and installations including institute Buildings, Guest Houses, Hostels, Staff quarters, materials, equipment & installations in the institute and Campus as defined in Annexure I and Job Manual. The work includes vigilant security services and safety & security of the property of the institute premises & campus.

**(i) Wage Component -** I/we understand that the Institute will pay the minimum rates of wages per month for Security Guards & Gunmen applicable at Bhopal as declared by **Labour Commissioner Office, Indore/Collector, Bhopal district** as amended from time to time which shall be applicable for all Security Guards & Gunmen employed by the Agency. In addition to the above, the Institute shall pay the following allowances on the basic minimum wages to all the Contract Workers per month:-

Sl. No.	Wages/ Allowances
1	EPF – 13.36%
2	ESI – 4.75%
3	Payment of Bonus 8.33% or limited to Rs. 3500- Yearly Rs. 291.55 per month

The net figure which includes the wages of the security personnel and the allowances as payable shall constitute the “wage component”. (The bidders are required to quote total lump sum service charges only.) A table of calculations explaining the currently valid wage component is given below (at the present wage rates and allowances).

Number of Security Personnel required per day for whole month including relievers:

**(a) Gunmen – 03 Nos.** (1 Reliever) **(b) Security Guards – 39 Nos.** (6 Relievers) **(c) Supervisors – 02 Nos.**

(As per Minimum wages declared by the Labour Commissioner, Indore/ Collector, Bhopal District applicable as on date of submission of tender)

Sr. no.	Particulars	Security Guards (39 Nos.) Monthly wages (Unskilled) plus 6 relievers	Gunmen (03 Nos.) Monthly wages (Skilled) plus 1 reliever	Supervisor (02 Nos.) Monthly wages (Skilled)	Total Wage Component per month
	Rate Per Day				
1	Monthly basic pay Plus Variable Dearness Allowance (30 Days)				



2	EPF+ EDLI+ Admn. Charges @ 13.36% of Basic plus VDA				
3	ESI 4.75 of Basic plus VDA				
4	Bonus 8.33% or limited to Rs. 3500 yearly				
5	Monthly salary for one person Total (1 to 4)				
6	Total Monthly Wages for all personnel				
7	Total Service Charges in Rupees per month (To be quoted by the bidder in round figure)				<b>To be quoted in the box in (ii) below</b>
8	Total bill				

The Security agency/ firm/ company should quote **Total Service Charges in Rupees only**. Tenders quoted without Service Charges in rupees will summarily be rejected. The Service Charges should not be zero and it should not be in percentage or decimal figure. The amount of "service charges" quoted by the bidder shall remain unchanged for the entire Contract period, except wage revision of the workers as may be notified by Labour Commissioner, Indore/ Collector, Bhopal District from time to time. If service charges quoted by two agencies are similar then tender will be decided based on following conditions.

- (a) Agency's turnover of last 3 years.
- (b) Existing numbers of security guards working in Govt./Semi Govt. Organisations.
- (c) Experience in similar Organisations.

Institute will also deduct **TDS** as applicable on the amount arrived at point number 8 of the above table, if not exempted.

**(ii) The Service Charge Component - The Agency/Contractor offers its services under the terms and conditions of this tender at Total service charges for providing 03 Gunmen, 39 Security Guards & 02 Supervisors excluding wages, EPF, ESIC, Bonus and including all other liabilities of security guards, gunmen & supervisors.**

Rs. _____ (In Figures.....) per month service charges <b>excluding wages, EPF, ESIC, Bonus but including all other liabilities of security guards, gunmen &amp; supervisors.</b>
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Declaration: I accept all the terms and conditions of the tender.

Bhopal  
Date .....

Signature of the bidder  
& Seal of Organization

Name & seal .....

**CHECK LIST FOR TENDER DOCUMENTS:**

- |  |        |
|--|--------|
| 1. <b>First sealed envelope</b> (Technical Bid) Annexure II      | Yes/No |
| 2. <b>Second sealed envelope</b> - Financial Bid- (Annexure III) | Yes/No |
| 3. <b>Third sealed envelope</b> (Earnest Money Deposit)          | Yes/No |
| 3. <b>Documents in support of Form B</b>                         | Yes/No |

Signature of the bidder  
& Seal of Organization

Name & seal .....