

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

(FOR PROVIDING SECURITY SERVICES AT NIT ANDHRA PRADESH CAMPUS,
TADEPALLIGUDEM)



National Institute of Technology- Andhra Pradesh,

Beside Chennai - Srikakulam Highway, Near Kondruprolu,

Tadepalligudem, West Godavari District,

Andhra Pradesh-534101.

Phone No:08818-284710

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Tender Notice



NIT Andhra Pradesh, Tadepalligudem

Ref. No.: NIT-ANDHRA/ESTATE/SECURITY_SERVICES/2020

DATE: 24.04.2020

Box Tenders/Open Tenders are hereby invited from reputed Registered Firms/ /Agencies/Contractors/Suppliers for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“Tender for providing security services at NIT Andhra Pradesh Campus, Tadepalligudem”

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 24.04.2020 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 22.05.2020 up to 11:00AM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in.

**Date: 24.04.2020
NIT-Andhra Pradesh,
Tadepalligudem.**

Time Schedule of various tender related events

(for providing security services at NIT Andhra Pradesh Campus, Tadepalligudem)

Bid document downloading Start Date/ Time	24.04.2020 at 10.00am
Bid document downloading End Date / Time	21.05.2020 at 05.00pm
Pre-Bid meeting	13.05.2020 at 03.00pm
Last Date and Time for the receipt of Bids	22.05.2020 at 11.00am
Technical Bid Opening Date /Time	22.05.2020 at 03.00pm
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	NIT-ANDHRA/ESTATE/SECURITY_SERVICES/2020

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to **registrar@nitandhra.ac.in** on or before 13.05.2020. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on NIT Andhra Pradesh website (www.nitandhra.ac.in). The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical Bid along with relevant documents should be attached with original EMD and tender processing fee. Physical submission of Financial bid only shall be considered.

**I/C REGISTRAR
NIT-ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number: 08818-284710

BID

Ref. No.: NIT-ANDHRA/ESTATE/SECURITY_SERVICES/2020

Dated: 24.04.2020

Subject: Tender for providing security services at NIT Andhra Pradesh Campus, Tadepalligudem.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms/Agencies/Bidders/Suppliers from the experienced premises of Security Services. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted offline mode only to Director, NIT Andhra Pradesh, Tadepalligudem.

The participating Bidder/s will have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of Demand Draft drawn from any Nationalized Bank, in favour of The Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, **to be paid in the form of Bank Guarantee as mentioned in the Tender Schedule.**

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

For any clarification and further details of the above tender, please contact.

Office Phone Number: 08818-284710.

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender processing Fee (Non-refundable)	Rs. 10,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
EMD	Rs.5,90,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of Financial bid
EMD validity period	90 days from the date of opening of Financial bid
Contract Agreement	TWO years from the date of giving Work Order
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	5% on the work order value (in the form of BG)
Performance Guarantee Validity period	26 months from the date of commencement of services
Period for signing the Order of Acceptance	Within 14 days from date of receipt of LOA
Payment Terms (after Commencement of work)	Monthly payment after receiving the previous month allotted work schedule details and attendance particulars certified by the concerned authority

Signature of the Bidder with stamp

TENDER SCHEDULE

PREMEABLE:

National Institute of Technology, Andhra Pradesh is the 31st Institution among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

NIT Andhra Pradesh, Tadepalligudem invites tenders from reputed agencies / companies (no brokers, intermediaries or aggregators) for providing security services for its campus as per the requirements of NIT Andhra Pradesh, Tadepalligudem, based on the eligibility criteria and general terms and conditions mentioned in this document.

NAME OF CONTRACT: Contract for providing Security Services at NIT Andhra Pradesh, Tadepalligudem.

PERIOD OF CONTRACT:

The contract shall be initially for a period of **two years**, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable by one more year based on satisfactory performance and as per the norms of Government of India. The Competent Authority may allot the contract in full or a part of such contract to the next firm(s) out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the awarded Bidder or otherwise, if it is deemed fit to do so in the interest of the Institution, in order to ensure effective supply/supervision of these services by more than one Bidder even after the award of contract.

If the Successful Bidder has an existing contract with NIT Andhra Pradesh, for security services, it shall stand automatically terminated and the new contract will commence.

SCOPE OF WORK:

Providing Security personnel to NIT Andhra Pradesh, Tadepalligudem, as per the requirement from time to time as per “Annexure-1” to this tender. The Bidder shall provide security services to the NIT Andhra Pradesh, Tadepalligudem, deploying fail-safe Security measures, providing early warning systems, and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the Bidder are enumerated with important but non exhaustive list as below:

- Protection of property and personnel (faculty, staff, students, official visitors and residents) of the NIT Andhra Pradesh, Tadepalligudem, against willful harm; It includes all the Gates, Academic Areas, Activities Area, Hostels, Guest Houses, Research Labs, Play grounds, Community Centers, Commercial Centers, Compound wall and Hospital etc. of NIT Andhra Pradesh, Tadepalligudem.
- Protection of property, cash, documents and personnel of NIT Andhra Pradesh, Tadepalligudem, also in transit when so specified. Protection of office property and materials against loss, damage, theft, misappropriation, pilferage, fire etc.

- Protect property/cash/documents of NIT Andhra Pradesh, Tadepalligudem, against burglary (where loss is due to entry after breaking the any entry lock/ door/window/grill).
- Regulate access control at gates, prevent miss-use of NIT Andhra Pradesh, Tadepalligudem grounds and facilities by outsiders, preventing trespassing, unauthorized parking, unauthorized construction, squatting in the NIT Andhra Pradesh, Tadepalligudem campus and prevent vandalism. Ensure proper & timely reporting of violations to NIT Andhra Pradesh, Tadepalligudem authorities.
- Prevent loss on account of lapse in "access control measures" at Gates of the NIT Andhra Pradesh, Tadepalligudem. Undertake firefighting operations with provided equipment.
- Regulate parking of vehicles in designated areas of the NIT Andhra Pradesh, Tadepalligudem.
- The Security Guard(s) shall guide/ assist the occupants/visitors in parking their vehicles, shall inform concerned authorities about any burglary or mishap in the premises and assist in taking up with the concerned authorities.
- The deployed security personnel shall be very punctual while reporting to Institute.
- The security personnel shall always be in uniform and have proper identity card while on duty. He shall sign his attendance in register for the purpose.
- He must remain on the gate post assigned to him at all times.
- Should maintain visitors register diligently.
- Once the Institute is closed, he must ensure that all the lights, fans, taps etc. are switched off.
- He should ensure that all the doors are properly locked and sealed.
- Manpower supply contractor will ensure that watchmen is performing his duty diligently and if found sleeping during the working hours then he should be removed from the job immediately and a replacement should be provided.
- Prevent misuse of water/ electricity by closing stopcock and switching of lights, fans, etc. including monitoring of electric points, switches, lights, AC"s, Fans etc.
- The Security Guard(s) shall assist in the lift operation and open the lift doors (whenever needed) in case of trapping of anybody due to nonfunctioning of lifts.
- The Security Guard(s) shall maintain visitor and staff movement record.
- The Security Guard(s) shall check the vehicles in the parking area during night shift/holidays/Sundays and make a note of it in the register as per the appropriate authority.
- **The Security Guard(s) shall check** all the fire escapes and keep these clear from any obstructions and check fittings and fixtures, lighting etc. thereof and any discrepancy towards this may be reported to the concerned officials immediately.
- The Security Guard(s) shall carry **out physical check of floors,** lift, etc. at least twice during the working shift and make a note of it in the register as per the direction of the appropriate authority.
- Provide security during official, social and religious functions of the NIT Andhra Pradesh, Tadepalligudem. Conduct security audits/surveys/investigations/consultancies as per requirements. Conduct periodic security and firefighting training of security guards.
- Adhere to the Standard Operating Procedures (SOPs) given by the NIT Andhra Pradesh, Tadepalligudem, which may be modified from time to time by the Director or his nominee.
- Investigation of thefts, accidents or any other matter required from time to time.

- Carry out any other job assigned by the Director or his nominee in the interest of Security of NIT Andhra Pradesh, Tadepalligudem.

ELIGIBILITY CRITERIA:

1. Bidder must be a firm/ proprietary/ company that should be registered with appropriate authorities on or before 1/4/2016 and attested copy of registration may be attached.
2. The bidder should have Service tax certificate on or before 1/4/2016 and GST certificate as on 31/12/2019.
3. Bidder must have EPF and ESI* registration with competent authority as on 31/12/2019.
4. Bidder must have Valid Labour license as on 31/12/2019.
5. Bidder must have PAN Card.
6. The firm should have Latest ISO Certification.

7. **The firm should have PSARA License.**

(enclose self-attested copies of all of the above certificates)

8. The Agency shall have complete **32 months of experience** in housekeeping and sanitation services or similar work in Institutional / Industrial /Higher Educational Institute on or before 31.03.2019 with any one of the following.
 - a. Three similar works, each costing not less than the amount equal to **1.5 crores (150 lakhs)**.
 - b. Two similar works, each costing not less than the amount equal to **2.25 crores (225 lakhs)**.
 - c. One similar work of aggregate cost not less than the amount equal to **3 crores (300 lakhs)**.

The following documents must be submitted in supporting the experience claimed.

- a. Should submit relevant work order(s), work completion and satisfactory certificates.
9. The Average annual Financial turnover during the **last 3 years** ending 31st March 2019 should not be less than **(04)Four crores**, with a minimum of **(01)one crore** in each financial year and the same has to be certified with Chartered Accountant along with UDIN number. Without UDIN number the document is treated as Invalid.
 10. Should submit income tax returns of the assessment years 2017-18, 18-19, 19-20 along with Audited financial statements, Profit and Loss Account, Balance sheets, Form26A and 3CA&3CB.
 11. A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per **Annexure IV**) should be given
 12. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder's company seal and initial, otherwise the document will be invalid.

Note:- The bidders should submit all the required documents for the above listed eligibility criteria, failing which their bid will be treated as invalid or Cancelled.

Name and Signature of bidder with seal

Tender processing Fee, Earnest Money Deposit (EMD) and performance Guarantee:

1. Interested Bidders are required to pay a non-refundable Tender fee of **Rs. 10,000/- (Rupees Ten thousand only)** in the form of DD, drawn from any Nationalized Bank in favour of The Director, NIT Andhra Pradesh, Tadepalligudem.
2. In addition, interested Bidders are required to pay a refundable amount of **Rs 5,90,000/- (Rupees Five lakhs Ninety thousand only)** towards EMD and it should remain valid for a period of 90 days beyond the final tender validity period.
3. Bids received without EMD and Tender processing fee shall be summarily rejected.
4. Tender processing fee and EMD must be attached to the Technical Bid only and NOT to the Financial Bid.
5. The Successful Bidder shall furnish a **Performance Guarantee of an amount equivalent to 5% on work order value, in the form of bank guarantee from any Nationalized bank**. Also, the Bank Guarantee shall be renewed by the Agency from time to time, if contract is extended.
6. EMD of Bidder will be forfeited, if the Bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.
7. Further, if the Successful Bidder fails to furnish the Performance Guarantee within the specified period, his EMD will be forfeited.
8. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
9. EMD will be returned to both Successful and Unsuccessful Bidders without any interest whatsoever, after allotment of Letter of Award.

METHOD OF SUBMISSION OF BIDS:

- The Bid documents can be downloaded from institute website <http://www.nitandhra.ac.in/main/tender>.
- The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e.: (a) Part-I Technical bid, (b) Part-II Financial bid
Two separate sealed covers should be specifically super-scribed as (a) **“Technical bid for providing security services at NIT Andhra Pradesh, Tadepalligudem”** and (b) **“Financial bid for providing security services at NIT Andhra Pradesh, Tadepalligudem”**.
Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
- The Master envelope should be super-scribed with **“Tender Security Services at NIT Andhra Pradesh, Tadepalligudem”** and shall be addressed to The Tender Box, C/o Director, National Institute of Technology Andhra Pradesh, Beside Chennai - Srikakulam Highway, Near Kondrupolu, Tadepalligudem, West Godavari District, Andhra Pradesh-534101.
- **Last date for submission of bid documents is 22.05.2020 up to 11:00 a.m.**
- Bids received after the due date and time shall be summarily rejected.
- Incomplete bids or bids not submitted in prescribed format are liable for rejection.
- Institute will not be responsible for **postal delay**.

EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on 22.05.2020 at 03.00 p.m. in **Administrative/ Purchase section** of NIT-Andhra Pradesh, Tadepalligudem.
2. A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose Financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
7. The Bidder should quote the Service charges in the Financial bid in figures as well as in words.
8. The validity of the bids shall be for a minimum period of 90 days.
9. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited
10. The tender is not transferable under any circumstances.
11. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
12. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
13. The Institute reserves the right to cancel the tender process at any stage without assigning any reason.
14. For further details, please contact the NIT Andhra Pradesh Administration on 08818-284710.

Signature of the Bidder with stamp

TIE BREAKING PROCEDURE:

In case of a tie in the least quoted price, tie-breaking points shall be given for the following.

SL. No	Description	Points	Total (50 Points)
1	No. of years of work experience in Government Higher Educational Institutions. (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 10 points
2	No. of years of work experience in Pvt. Institutions/Organizations. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year	Max. 10 points
3	Financial turnover of the Firm certified by Chartered Accountant with UDIN.	0.5 Point for each crore	Max. 10 points
4	Total no. of employees to which PF paid during the Last FIVE years. (PF challans/TRRN has to be submitted for proof)	1 Point for every 100 employees	Max. 20points

Note:

- 1) The contract will be awarded to bidder, who score highest points in the above table.**
- 2) In case of further tie, the bidder will be selected by a coin toss.**
- 3) The Bidders must submit the hardcopies of documentary proofs for the above items attested by gazetted officer.**

I / we accept all the terms and conditions of the tender notice.

Date:

Place:

Name and Signature of Bidder with Seal

GENERAL TERMS AND CONDITIONS:

1. Bidder must fulfill all the requirements given in the Technical Bid and all the terms and conditions of this tender.
2. Photocopies & supporting documents submitted should be legible and self-attested. Only the documents as asked in the Tender must be submitted. Further, no irrelevant (or) superfluous documents are to be submitted with the Tender.
3. The Successful Bidder shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value.
4. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, with regard to the determining of quality of work/services done by the Agency or its employees shall be final and acceptable to the Agency.
5. The Director, NIT Andhra Pradesh, Tadepalligudem, reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the Agency after giving a notice in writing to it and the expenditure incurred on this count shall be recovered from the Agency from its outstanding dues or by revocation of Bank Guarantee, as he may think proper.
6. During the contract, the Agency shall deploy required number of personnel to provide the said services and immediately submit the details of employee names, their father's name, residential address, date of birth, Telephone number(s), recent passport size photograph(s) etc. in the form of data base in both hard and soft copy within 07 days from the date of their deployment or communicate any change about it from time to time.
7. The Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Agency in order to ensure that the required numbers of persons are deployed and that they are doing their duties satisfactorily.
8. The Security Personnel deployed by the Agency for the execution of the contract shall be the employees of the Agency for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and NIT Andhra Pradesh, Tadepalligudem, either implicitly or explicitly.
9. The persons so deployed shall be under the overall control and supervision of the Agency and the Agency shall be liable for payment of their wages etc. and all other dues within the stipulated time which the Agency is liable to pay under the various Labour Regulations and other statutory provisions. NIT Andhra Pradesh, Tadepalligudem, shall be absolved from any such liability at its own level.
10. The Agency shall be responsible for all injuries and accidents to persons employed by it. For the staff not covered under ESIC Scheme, suitable Medical policy along with Workmen Compensation policy shall be taken by the Agency.
11. The Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of NIT Andhra Pradesh, Tadepalligudem, it shall terminate the services of such employees on the recommendation of the Officer designated by the Director, NIT Andhra Pradesh, Tadepalligudem. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the Supervisory staff of the NIT Andhra Pradesh, Tadepalligudem.
12. The Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to it by NIT Andhra Pradesh, Tadepalligudem and shall not knowingly lend to any person or company, any of the assets of the NIT Andhra Pradesh, Tadepalligudem, under its control.

13. In the event of any loss being caused to the NIT Andhra Pradesh, Tadepalligudem, on account of negligence/dereliction of duties by the Agency or its employee that shall be established after a joint inquiry comprising of the representatives of NIT Andhra Pradesh, Tadepalligudem and the Agency and NIT Andhra Pradesh, Tadepalligudem should get the same compensated from the Agency.
14. The Agency will not be held responsible for the damages caused to the property of the Institute due to natural calamities like lightening, earth quake, flood etc.
15. The Agency shall not appoint any Sub-Company/Agency to carry out any obligation under the contract.
16. The Agency shall take day to day instructions from the Officer/s or his Deputy of NIT Andhra Pradesh, Tadepalligudem.
17. None of the employees of the Agency shall enter into any kind of private work at different locations of the NIT Andhra Pradesh, Tadepalligudem, during working hours or otherwise. The Agency should not put its employees in different shifts at other locations other than NIT Andhra Pradesh, Tadepalligudem & they should not be employed by other agencies to do so also. In case of any violations of this kind, the Agency shall be penalized by imposing a fine of **Rs. 5,000/-** per employee per incident.
18. In addition, NIT Andhra Pradesh, Tadepalligudem, will have liberty to increase/decrease the total number of security personnel by giving a short notice of 24 hours to the Agency.
19. It would be desirable that the Security personnel provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & handling Wire-less Communication equipment.
20. All security personnel should have working knowledge of English language.
21. The Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of NIT Andhra Pradesh, Tadepalligudem.
22. The Security Personnel proposed to be deployed by the Agency shall be subject to screening by NIT Andhra Pradesh, Tadepalligudem, to ascertain their suitability and skills. The person deployed at the Institute shall be at the discretion of the Institute. Before deploying a person in NIT Andhra Pradesh, Tadepalligudem, the Agency shall furnish complete particulars and obtain approval of the designated officer of NIT Andhra Pradesh, Tadepalligudem.
23. The Agency shall deploy trained security personnel. The Agency shall also undertake at its own expense in consultation with NIT Andhra Pradesh, Tadepalligudem, a Continual updating of skills and processes and procedure to be followed by the Security personnel provided to NIT Andhra Pradesh, Tadepalligudem, by organizing suitable training schedules for them. The Security Personnel supplied by the Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the NIT Andhra Pradesh, Tadepalligudem campus. In case of an outbreak of fire, they should be able to undertake firefighting operations.
24. The Staff selected for deployment in the Institute shall compulsorily undergo ON-SITE Training for at least 03 days under Agency's arrangements and expense. The Agency shall have proper training facility and professional syllabi for the training.
25. The Agency shall supply free of cost two pairs of uniforms (all weather) with shoes, belt, caps and name plates to the persons engaged by it. NIT Andhra Pradesh, Tadepalligudem, shall not allow any employee of the Agency to work inside the NIT Andhra Pradesh, Tadepalligudem campus without uniform and name plate except in cases where-in specifically asked for. If during the period of contract, the uniform is torn, it shall be the responsibility of the Agency to supply another uniform to the persons and ensure that the persons wear uniform while they are on duty in the NIT Andhra Pradesh, Tadepalligudem campus.
26. All the Security personnel shall be normally required to work in three shifts basis (8 hrs each). No Security personnel will be allowed to perform double duty /continuous basis unless authorized by

the Officer/s of NIT Andhra Pradesh, Tadepalligudem. Weekly off is mandatory for all personnel as per labour laws.

27. The Agency will get all the staff on its roll deployed at NIT Andhra Pradesh, Tadepalligudem campus, verified of their Antecedents through Andhra Pradesh Police and a certificate to this effect be furnished by the Agency to NIT Andhra Pradesh, Tadepalligudem, within 30 days of initial deployment. The Agency should maintain proper record/documents of the same. These documents are required to be produced to NIT Andhra Pradesh, Tadepalligudem, whenever required.
28. The Agency shall have proper standard and procedures of recruitment and training. The Agency should provide a copy of Training Manual for inspection to NIT Andhra Pradesh, Tadepalligudem authorities.
29. The Agency shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified. A daily report is to be submitted to the designated officer of NIT Andhra Pradesh, Tadepalligudem.
30. The Agency shall nominate one "Field Officer" experienced in the field of security for taking care of queries/matters relating to general discipline, incidents, accidents relating to its deployed personnel and also for immediate interaction with NIT Andhra Pradesh, Tadepalligudem authorities.
31. That no right, much less a legal right shall vest in the Agency's staff to claim/have employment or otherwise seek absorption in NIT Andhra Pradesh, Tadepalligudem, nor the Agency's staff shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of NIT Andhra Pradesh, Tadepalligudem. It will be the responsibility of the Agency to make it clear to their staff before deploying at NIT Andhra Pradesh, Tadepalligudem.
32. The Agency shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of its staff so deployed for the preservation of peace and protection of persons and property of NIT Andhra Pradesh, Tadepalligudem.
33. In case of any complain/defect pointed out by NIT Andhra Pradesh, Tadepalligudem authorities against any Agency's staff, the Agency shall immediately replace the person so deployed.
34. The Agency shall not be allowed to change its name and style after the award of the contract.
35. **The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.**
36. **WAGES:** - The Agency shall pay monthly wages plus statutory charges (EPF/ESI) to all its employees as per the Gov. of India norms. If any, amendments made from time to time, including all charges, GST if applicable, no extra claim on this account will in any case be entertained. The Agency shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.
37. Copy of the acquaintance, PF and ESI remittance challan may be produced from second monthly bill onwards.
38. The Agency shall maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.
39. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Agency at its own expenses, etc., and the Agency shall report the compliance thereof to NIT Andhra Pradesh, Tadepalligudem authorities. The Agency shall be solely liable for violation of any provisions of the said Act or any other Act.

40. NIT Andhra Pradesh, Tadepalligudem, shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Agency under this Contract or out of the Security Deposit/Bank Guarantee of the Agency.
41. The contractor shall maintain all records/registers required to be maintained by him under various Labour laws mentioned above and produce the same before the Statutory Authorities when required.
42. **Resolution of Disputes:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer nominated by the Director, NIT Andhra Pradesh, Tadepalligudem, for arbitration whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
43. **Termination of the Contract:**
The contract may be terminated in any of the following contingencies: -
- On giving three months' notice by the Agency **OR**
 - On the expiry of the contract, without any notice **OR**
 - On giving one month notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
 - On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
 - On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice. Provided that during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period.

In case of termination of contract on the grounds mentioned at **Sr. No (c)** above OR in case the Agency decides to conclude the contract before the expiry of 24 months contract period without giving three months' notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

MODE OF ISSUE OF NOTICE: Any notice sent by Speed post only by either party to the addresses recorded in the contract shall be deemed to have been properly served for any of the purposes mentioned herein.

PAYMENT TERMS:

The payment will be made every month after submission of the bills in duplicate in the last working day of previous month with the attendance reports of outsourced manpower and upon proof of payment made towards all applicable statutory bodies.

The monthly payment shall become payable only if the service performance as measured by the Institute is found satisfactory, utilizing the "Feedback Mechanism" duly signed by the respective of NIT Andhra Pradesh, Tadepalligudem. The feedback instrument for measuring the quality of services must be at least satisfactory for release of payment of the month in question.

PENALTY FOR INADEQUATE PERFORMANCE:

The main Security objectives of NIT Andhra Pradesh are as under:

1. Prevention of loss of property of the Institute as a result of thefts, burglaries
2. Smooth conduct of functions, conferences, dignitary visits, cultural events etc.
3. The Security parameters will be related to
 - 1) Theft, 2) patrolling effectiveness, 3) discipline and 4) general matters.

A point system will be in operation under which operational failures, depending on type and frequency, will entail point penalties. The liability of Security Agency will not only be in terms of these points but also to the extent of the recommendations of the Joint Enquiry. Every point will entail a financial obligation of Rs.500/- on the part of the Contractor subject to a maximum of 70% of the service charges payable in a month.

POINTS ALLOCATION:

(1). Theft:

Sl. No.	Type of theft	Penalty points
1	Major break in and theft of goods that need some form of transportation.	100
2	Major break in and theft of goods that do not need transportation.	75
3	Lock breaking and theft of goods that need some form of transportation.	70
4	Lock breaking and theft of goods that do not need some form of transportation.	50
5	Lock opening and theft of goods that need some form of transportation.	40
6	Lock opening and theft of goods that do not need some form of transportation.	30
7	Lock breaking and/or opening of a room or office without any theft.	20

(2). Patrolling:

Sl. No.	Incidents of lapse in patrolling.	Penalty points
1	Rowdiness and/or rioting in campus.	40
2	Patrolling vehicle out of order for more than one day.	50 per day.
3	Shortfall in Security Guards by more than 10% in any shift.	25 per shift.

(3). Discipline:

Sl. No.	Incidents of in-discipline	Penalty points
1	Non-compliance with instructions or orders.	100
2	Rude and unpleasant behavior of contractor's personnel with Students/Faculty/Staff/ Visitor.	10
3	Failure in drill test or random call.	40

(4). General nature:

Sl. No.	Lapses of general nature	Penalty points
1	Presence of unauthorized person(s) in the campus.	10 per person
2	Presence of unauthorized vehicle(s) in the campus.	10 per vehicle

Note:

- Repeated complaint of the same type (more than 4 times in any given month) will entail a multiplication factor of 4 on the points.
- For any act of inadequate performance of contract not specifically stated herein, the Faculty In-charge will decide the penalty points based on the merits of each act.
- Penalty points will be finalized by Faculty-in-charge/Chief Security Officer once a month in a co-ordination meeting to be held in the first week of every month. Penalty will be levied at the rate of Rs.500/- per point, subject to a maximum of 70% of the service charges payable to the Contractor in that month and will be deducted from the bill in the next month or from the Security Deposit.

Signature of the Bidder with stamp

COMMENCEMENT OF WORK:

The Successful Bidder should start the work with effect from the date of commencement of Agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of Agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted bidder with the same terms and conditions.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT-Andhra Pradesh not their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT-Andhra Pradesh to consider the investment objective, Financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Registrar, NIT-Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Registrar, NIT-Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

Signature of the Bidder with stamp

SECURITY PERSONNEL REQUIREMENT:

Note:1) The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of Security personnel including qualifications shall be communicated to the Agency at the sole discretion of NIT Andhra Pradesh which will be final and binding as and when the need arises during the period of contract.

2)The employees of the Agency shall be of Good character and of sound health.

PHYSICAL STANDARDS AND QUALIFICATIONS REQUIRED FOR SECURITY STAFF (MALE / FEMALE):

Sr. No.	CATEGORY OF CONTRACTUAL STAFF TO BE PROVIDED	APPROXIMATE NUMBER OF STAFF REQUIRED (Likely to change as per the requirement)
1	Male Security Guard	70
2	Female Security Guard	22
3	Security Supervisor (Male)	08
Age	Preferably not more than 50 years in case of Ex Serviceman and not more than 40 years in case of civil guards. The minimum Age should be 18 years and above.	
Education Qualifications	Supervisors – Ex-Serviceman Guards – Preferably 10th Pass and above.	
Physical Standards	Gents staff - Height 5 ft 6 inches minimum and physically fit. Ladies staff - Height 5 ft 2 inches minimum and physically fit.	

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal

DETAILS OF CLIENT(S) AND STAFF DEPLOYED

(If required use separate sheet without changing the format)

Submit photocopies of the relevant work orders, extensions (if any), Client Certificates, agreement which must clearly give full details about contract period, category of staff provided and its number.

Name & Address of client(s) (Do not use abbreviations)	Period (From-To) (DD/MM/YYYY)	No. of Security personnel deployed	Remarks (if any)

Date:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No.

Company Seal

PART-A (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

S No.	Particulars	Details
1	Bidder's name	
2	Registered Office and address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.	
6	Details of ownership (Name and Address of the Board of Director, Partners etc)	
7	Name of the authorised signatory who is authorised to sign all the relevant documents (power of attorney, if any to be submitted)	
8	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number	
	Email Id	
9	Address for communication	
10	Registration Numbers:	
	Firm Registration No.	
	Service Tax No.	
	GST No.	
	EPF No.	
	ESI No.	
	PSARA No.	
	Labour License No.	
Any other registration which is mandatory for such agencies stipulated by Concerned authorities:		
11	Latest ISO Certified company	YES/NO
12	PAN Number	

13	Total Annual Turnover for last three years	2016-17: Rs 2017-18: Rs 2018-19: Rs
14	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
15	Do you accept all terms and conditions of tender document and signed the tender document?	YES/NO
16	Do you have necessary license to provide security services? If yes, provide details	YES/NO
17	Do you agree to provide services as per the Institute's requirement?	YES/NO
18	No. of years of service in the field of security services	
19	Have you submitted the details of Govt Depts, Govt Undertakings, PUSs, Public Sector Banks to whom the similar services accomplished for the last 3 years (Attach separate sheet, if necessary)	YES/NO
20	Have you submitted the previous work order(s), work completion certificate(s), audited accounts statement / bank statement?	YES/NO
20	DD Number, Amount and Date of the EMD submitted	
21	Bank Particulars	
	Account name	
	Type of A/C: (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

Enclose all certificates in support of above statements.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal

DECLARATION

(To be provided on letter head of the Bidder and submit along with Technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **Ref. No.: NIT-ANDHRA/ESTATE/SECURITY_SERVICES/2020, DATED: 24.04.2020** "**for providing security services at NIT Andhra Pradesh Campus**" issued by NIT Andhra Pradesh, Tadepalligudem, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal:

PROFORMA FOR BANK GUARANTEE

To

WHEREAS _____ (Name of Bidder) (hereinafter called "the Bidder " has submitted its BID dated _____ (Date) for the supply of (Name of Contract and/ or description of the goods) _____ (hereinafter called "the BID") in favour of _____ (hereinafter called the " Client ");

KNOW ALL MEN by these presents that we, _____ Bank, having its Registered Office at _____ (address of bank) (hereinafter called "the Bank") are bound unto _____ (name of the Client) for the sum of Rs _____ (Rupees _____ only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents; Sealed with the common seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws its BID during the period of BID validity specified in the BID Form; or Does not accept the correction of errors in accordance with the bidding documents;
- 2) If the Bidder having been notified of the acceptance of his BID by the Client during the period of BID validity;
 - a) Fails or refuses to execute the contract, if required; or
 - b) Fails or refuses to furnish the performance security or security Deposit, in accordance with of Terms and Conditions of this BID.

We undertake to pay to the Client up to the above amount upon receipt of his first written demand without the Client having to substantiate his demand, provided that in his demand the Client will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein, our liability under this Bank Guarantee shall not exceed Rs _____ (Rupees _____ only).

The Bank Guarantee is valid upto _____ and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20_____ .

SEAL & SIGNATURE OF THE BANK

CHECKLIST

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

S. No	Particulars	Yes	No
1	Copy of original tender draft downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Copy of firm registration		
5	Copy of Service Tax certificate		
6	Copy of GST registration		
7	Copy of EPF registration		
8	Copy of ESI registration		
9	Copy of Valid labour License		
10	Copy of PAN card		
11	Copy of Latest ISO Certification		
12	Copy of relevant work order(s)		
13	Copy of work completion certificate(s)		
14	Copy of Work satisfactory certificate(s)		
15	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head.		
16	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA &3CB for last 3 years subjected to financial statement submitted to firm/proprietary/company.		
17	Declaration in the format given by the Institute		
18	Financial bid cover		
19	Form 26 AS must be submitted for the period of experience claimed (for each year of work done).		
20	PF statement challan for last 5 years.		
21	Copy of PSARA License		

Note: All the pages of the original bid document along with other hard copies should be serially numbered and attested by the Bidder.

Signature of the Bidder with stamp

PART-2. FINANCIAL BID (On Firm Letter head)

(for providing Security services at NIT Andhra Pradesh, Tadepalligudem)

Ref. No.: NIT-ANDHRA/ESTATE/SECURITY_SERVICES/2020

DATE: 24.04.2020

SERVICE CHARGE in % _____%

(In words

)

Of total monthly gross wages of an employee.

NOTE:

- a. **TDS & TDS on GST** as per applicability shall be deducted monthly from the gross billed amount to be paid to the contractor.
- b. As per the Ministry of Finance OM No. 29()/2014- PPD, dated 28-01-14, bids quoted NIL service charges shall be treated as non-responsive.
- c. The minimum service charges to be quoted per person shall not be Less than 2.36% of the base minimum wage. The bid shall be summarily rejected.
- d. The maximum service charges to be quoted per person shall not be greater than 5% of the base minimum wage. The bid shall be summarily rejected.
- e. The service charge shall remain same during the contract period even if the basic wages are revised by the Govt. of India.
- f. If there is a discrepancy between the Service charge quoted in words and in figures, the charges in words shall prevail.
- g. The contract shall be awarded to the bidder whose service charge is lowest among all the submitted bidders.

Date:

Signature of the Bidder with seal

Place:

Name:

Address: