



**NATIONAL INSTITUTE OF TECHNOLOGY
WARANGAL - 506004 (TS)**
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INVITATION FOR PROVIDING SECURITY SERVICES

No. NITW/SS/2016-17

Dt. 19/09/2016

Sealed tenders in a two bid system i.e. (i) Technical bid and (ii) Price bid are invited up to 11:00AM. on 18/10/2016 for **"Providing round the clock campus security services at National Institute of Technology Warangal"** for a period of two years from Private Limited/ Partnership Security Firms/Agencies with experience in providing security services to Government, Public Sector Undertakings, Autonomous bodies, Non-Government organizations and Private organizations of repute.

Sd/-
REGISTRAR



**NATIONAL INSTITUTE OF TECHNOLOGY
Warangal - 506 004 (Telangana State) INDIA**

(An Institution of National Importance under MHRD, Govt. of India)

INVITATION FOR PROVIDING SECURITY SERVICES

The National Institute of Technology, Warangal is a reputed technical Institution in the country, fully funded by the MHRD, Government of India. Presently it has more than 500 employees and about 5000 students. The NITW campus is spread over nearly 250 acres, consisting of admin building, academic departments, hostels, staff quarters etc.

Sealed tenders are invited under two bid system i.e. Technical bid and Financial bid from reputed Manpower Agencies for providing Security services on outsourcing basis to NIT, Warangal.

The security personnel should keep a watch on the campus for 24X7 basis. The requirement of security man power is approximately 125. (For details please refer Annexure-A)

Pre-requisite Criteria

1. The Agency should possess a minimum of 5 years experience in the field of supplying security man power to at least three different organizations and having continuous experience during FY 2013-2016.
2. The Agency should have mandatory registrations with State / Central Labour Commissioner, ESI, Service Tax, Employees Provident Fund Organization etc.,
3. The NIT, Warangal, reserves the right to vary the number of security persons at its discretion depending upon the exigencies/ needs at any point of time.
4. The Agency should have potential to pay the emoluments to the engaged staff regularly during first week of consecutive month, without waiting for the release of payment from the Institute.
5. The Agency should have potential to arrange suitable persons on outsourcing basis as and when demanded / required, on the same quoted rate and on the same agreed terms and conditions.
6. The agency should have ISO certification
7. Police verification certificate is a must before deployment of security personnel to NITW.
8. Agency should submit audited statement of accounts of last three financial years
9. Company should have its office in Telangana state.

Bidding Procedure

- I. The bids should be filed in two bid format with all the required documents as enclosures in separate sealed covers i.e.

(a) Part-I Technical bid (Annexure-I)

(b) Part-II Financial bid (Annexure-II)

Two separate sealed covers should be specifically super-scribed as **(a)“Technical bid for supply of security Man power on outsourcing basis to NIT, WARANGAL”** and **(b) “Financial bid for supply of security Manpower, on outsourcing basis to NIT, Warangal”** . Both the sealed envelopes (a) and (b), along with (i) a DD for Rs.2500/-, towards the registration fee and (ii) another DD for Rs.2,00,000/-, towards EMD, are to be kept in another larger envelop, which should also be sealed and submitted.

- II. The demand drafts are to be drawn in favour of **“The Director, National Institute of Technology-Warangal”**, payable at Warangal . **The bids which are submitted without the Demand drafts (on any ground), will be disqualified.**

- III. The large envelop should be addressed to:

The Tender Box, for providing security services, c/o The Director, National Institute of Technology, Warangal-506004, Telangana State.

iv). **The last date for receipt of the bids is 18/ 10 /2016.**

The interested bidders are requested to send their bids either by post or in person to the **Tender box (Registrar's office), on or before, 11=00 A.M., 18/10/2016.**

V). Price bid will be opened only for tenderers those who have qualified as per the criteria laid down in Annexure-B under the heading "**Bids evaluation procedure**" of the tender document. The date of opening of price bid will be informed later to the agencies qualified in the technical bid.

VI) The interested agency has to visit NIT Warangal to inspect the area to be covered under the scope of contract of security services. In this regard a briefing session is arranged for the agency to clarify any doubt or queries related to the security services. The **briefing session** will be available as per the following schedule.
Time: 11.00 Hrs to 12.00 Hrs, **Date: 05/10/2016**, Venue: TEQIP office, conference room Administrative building, NIT Warangal.

General Instructions

1. Annexure A provides the preliminary plan of areas to be covered under the scope of the contract with required type of man power, shifts of operation and timings.
2. Annexure B provides details of bid evaluation procedure.
3. Incomplete bids or bids not submitted in prescribed format and bids received after the due date will be summarily rejected. Similarly, bids received in the form of Telex / Fax / Email / Photocopy shall not be considered.
4. The financial bids of the Agencies who qualify in technical bids will only be opened and the decision of NITW in this regard shall be final. No correspondence or queries on such disqualified bids shall be entertained.
5. The contract shall be valid for the period of **TWO** years from the date of issue of work order. However, the performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance. However, the period can be extended by another year on satisfactory service.
6. The Institute reserves the right to cancel the tender process at any stage without assigning any reason.
7. The Agency should produce an undertaking to the effect that, the persons deployed by the agency do not have any criminal record/cases against them. The Agency should carry out thorough verification / enquiry with regard to the conduct and antecedents of the persons whom they would be deploying.
8. It shall be the sole responsibility of the Agency to prevent any unlawful assembly, strike, dharna or demonstration by the persons deployed by the Agency, inside the campus. The Agency shall immediately withdraw all such persons from engagement in the Institute. It shall be sole responsibility of the agency for the protection of property against theft, pilferage, fire etc, ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of unwanted visitors/salesmen for maintaining office decorum, maintenance of visitor registers, preventing entry of stray animals like dogs, cattle etc., round the clock patrolling of the campus, checking of gate passes and allowing the exit of material accordingly, regulating the entry and exit of vehicles. Whenever additional services are required, the agency will have to arrange for the same on the minimum wage rates, statutory charges, etc. quoted by the agency in the price bid.
9. It shall be the sole responsibility of the Agency to ensure that the workers deployed shall behave properly at all times with all faculty, officers, non – teaching staff and students of the Institute. Any disobedience, misbehavior, indiscipline, use of abusive language, shouting of slogans etc., shall entitle immediate removal of the person from the campus by the Agency. Such persons shall not be permitted to enter the Campus.

10. The Agency should issue photo identity card at its own cost to each person deployed, giving details as prescribed by NITW, before commencement of the contract.
11. The agency will bear full responsibility of providing smart uniform, approved by NITW, to the security personnel. The stipulated minimum requirements of equipping the security personnel are given in Annexure-II. There will not be any burden on NIT Warangal separately on this account as part of security personnel to be deployed by the agency.
12. The Agency should not allow any outside person (other than those deployed by the Agency) to undertake the work assigned. Such unauthorized entry of persons intruding into the domain of the Institute will be dealt with legally by initiating criminal proceedings, if necessary, by the Institute.
13. The successful bidder should furnish a security deposit at the rate of **5% of the contract value** either in the form of Bank Guaranty / DD. After successful completion of term / expiry of contract, the same shall be returned without interest there on, to the Agency.
14. The persons engaged for the security services should be either ex-serviceman or trained having experience in similar organization. The age of such personnel (other than supervisors) should not be above 60 years as on 01.08.2016.
15. All the pages of the bid are to be duly signed by the agency.
16. This Tender Document is confidential and the Tenderer shall ensure that anything contained in this Tender Document shall not be disclosed to any third party in any manner, whatsoever.

Technical bids will be opened on 18/10/2016, at 3=00 P.M. at TEQIP office, conference room Administrative building, NIT Warangal.

PAYMENT CONDITIONS AND MODE:

1. The Agency will submit the bills in duplicate during first week of every month in respect of claim for the preceding month with the Attendance reports of outsourced manpower. The attendance reports for every month should be collected from the user Department / Centers / Sections. The bills addressed to the Director, should be submitted to the Registrar of the Institute for processing.
2. The bill shall be accompanied by proof of payment of salaries, Challan of EPF and ESI contribution of previous month and the same shall be submitted to the Registrar of the Institute.
3. All bills should be submitted on printed forms, duly signed, along with all necessary enclosures.
4. The Agency shall pay the wages to the outsourced manpower during the first week of the month, irrespective whether the Agency received payment from the Institute or not.
5. The Agency should see that each one of the outsourced persons open a bank account in SBH, NITW branch, for receiving their monthly payments. No payment will be made from the institute to the Agency without producing the individual bank account numbers of all the persons working with him for the Institute, on outsourcing basis.
6. On demand from the institute, the details of the payments of wages/salaries in the bank should be produced.

PART-1
TECHNICAL BID
(ENVELOPE-I)

ESSENTIAL REQUIEMENTS:

- a) The Agency should possess valid registration certificates with Regional Labour Commissioner (Central) or Regional Labour Commissioner of Telangana State. The agency should also have registration with concerned authorities under ESI Act, EPF, Income tax and service tax. Attested Copies of the valid registration certificates (PF, ESI, Labour, PAN card, service tax) should invariably be enclosed with technical bid. Other registration certificates such as registration under Companies Act / Registrar of Firms or any other proof with regard to status of the agency should also be enclosed.
- b) The Agency should have a minimum of 5 years of experience in providing security man power to at least 3 different organizations and having continuous experience during FY 2013-16. Documentary proof with regard to such experience and deployment of the prescribed numbers of persons should form part of technical bid (copies of contracts/ experience certificates should be enclosed). Agencies having experience with Government organizations (Central/State departments or autonomous organizations of State or Central government) shall have weightage. Proof with regard to compliance of statutory provisions under PF/ESI Act in the previous organizations should also be attached. The service provider's complete profile should also be enclosed.
- c) Submission of documentary proof establishing financial status of the agency such as Bank A/c. statements/ certified copies of balance sheets/income tax returns/ profit and loss accounts/ income, expenditure accounts and 26 AS, for at least for the last 3 years, is mandatory.
- d) An Earnest Money Deposit of Rs.2,00,000/- (Rupees Two lakhs only) in the form of demand draft drawn in favour of **The Director, National Institute of Technology, Warangal**, should be enclosed with technical bid. Technical bids without EMD shall be summarily rejected.

The technical bid should be accompanied by a DD for Rs. 2,500 (Rupees two thousand five hundred only) towards registration of tender document and DD should be drawn in favour of **The Director, National Institute of Technology, Warangal**.

- e) Any clarification regarding the tender conditions should be sought during briefing session scheduled as below.
Time: 11.00 Hrs to 12.00 Hrs, **Date: 05/10/2016**, Venue: TEQIP office, conference room Administrative building, NIT Warangal
- f) The selection of Agency shall also depend on the experience and track record of the service provider with regard to compliance of all statutory requirements, quality performance standards, qualification criteria and discipline record. The Institute reserves the right to cancel the tender and decision of the Institute regarding the tender shall be final.
- g) The Agencies which do not provide all the required documents will be technically disqualified. No further correspondence shall be entertained in this regard.

PART-2
FINANCIAL BID
(ENVELOPE-II)

ESSENTIAL REQUIEMENTS:

1. The amount of service charges per person, per month, is to be quoted in the financial bid and should be inclusive of all taxes and charges. No other claim or charge beyond the fixed amount of service charge quoted in the financial bid shall be entertained. The amount of service charges (exclusive of mandatory charges like EPF,ESI etc.,) shall remain constant throughout the contract period and they shall not be varied or altered during the contract period.
2. The service charge is to be quoted in rupees. The charges quoted should take into account all the elements which the bidder intends to factor in and no hidden or additional charges beyond the quoted rates be shall be considered..

AREAS TO BE COVERED UNDER THE SCOPE OF CONTRACT, AND TIMINGS:

(In addition to the regular security services, works are to be carried out but not limited to according to areas which are mentioned in Remark column)

Sl. no.	Duty and Area	Type	Min No of personnel	Shifts	Remark
1	Administrative Building:				
	Admin Bldg Security	Security Guards	6	1, 2,3	Key handling, record entry
	Director's Office	Security Guards	1	General shift	Checking of intruders.
2	Gate:				
	Main Gate	Security Guards	6	1,2 & 3	Check/record Entry & Exit etc.
	Staff Quarters Gate –II	Security Guards	3	"	
3	Academic Complex:				
	New Admin Block	Security Persons	3	1,2 & 3	Keys handling, patrolling etc.
	A Zone	Security Persons	3	"	
	A Zone (A Series)	Security Persons	3	"	
	B Zone	Security Persons	3	"	
	B Zone (B Series)	Security Persons	3	"	
	Department of Biotechnology	Security Persons	3	"	
	Centre for Advanced Materials Building	Security Persons	3	"	
	Department of Civil Engineering	Security Persons	3	"	
4	Hostel Complex			"	
	New Ladies Hostel	Security Persons	3	"	Students record, other misc. activities etc.
	Old Ladies Hostel	Security Persons	3	"	
	Sarojini Hostel	Security Persons	3	"	
	Visitors Block (For girls)	Security Persons	3	"	
	International Students Hostel (DASA)	Security Guards	3	"	
	Ultra Mega Hall (1.8 K)	Security Persons	9	"	
	Mega Hall (1 K)	Security Persons	6	"	
	12 th Block	Security Persons	3	"	Students record, other

	13th Block	Security Persons	3	''	misc. activities etc.
	14th Block	Security Persons	3	''	
5	Computer Centre	Security Persons	3	''	Check students, visitors &
6	Sports Complex (indoor + outdoor)	Security Guards	3	''	Checking People
7	Residential Complex			''	Patrolling and Checking of un-authorized personnel.
	Family Quarters – I	Security Persons	3	''	
	Family Quarters – II	Security Persons	3	''	
	Family Quarters ‘G’ Type	Security Persons	3	''	

Total No .of security personnel: 94

No. of relievers : 16

Additional (if required) : 09

ASO + Security supervisors : 06

Total number of security guards/persons required: 125 (Approx)

Bid is to be prepared for proposed number (125 No.) of security personnel.

TIMINGS FOR SECURITY PERSONNEL

1. Asstt. Security Officer:- Overall in-charge .
2. Security Supervisors:- One each in the 3 (three) shifts viz.
 - (i) 06:00hrs. – 14:00hrs.,
 - (ii) 14:00 hrs. – 22:00 hrs.
 - (iii) 22:00 hrs.- 06:00 hrs.
 - (iv) 09.00 hrs - 17.30 hrs (General shift)
for effective supervision of all security functions.
3. Security Guards:- Nominal duty points for effective security coverage of different campus segments including necessary patrolling in three shifts. viz.
 - (i) 06:00hrs. – 14:00hrs.,
 - (ii) 14:00 hrs. – 22:00 hrs. and
 - (iii) 22:00 hrs.- 06:00 hrs.
 - (iv) 09.00 hrs - 17.30 hrs (General shift)

Note: If any necessary change in the above timings, it should be made as per the directives of the Competent Authority of the Institute.

Security staff:

1.	Asstt. Security Officer	- Ex-serviceman / Retired Police officer
2.	Security Supervisor	- Ex-serviceman / Retired police officer
3.	Security Guards	- Ex-serviceman
4.	Security persons	- Retired policemen / Trained or experienced persons

Annexure-B
BIDS EVALUATION PROCEDURE

Technical Bid and Price Bid

An evaluation committee will be formed for evaluation of the bids. Decision of the committee would be final and binding upon all the Tenderers.

Evaluation of Technical Bid:

Before evaluation of the technical bid, bidders are expected to meet the Qualifying criteria. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting the eligibility criteria, are liable to be rejected summarily.

The technical bids must be complete in all respects and should cover the entire scope of work as stipulated in the tender document, the proforma is placed at Annexure-I.

The details of evaluation of technical bid will be as follows:

Total marks for Technical Bid is 100	
I. Experience:	Total marks: 30
a	No. of contracts of the firm (max 5 marks) For more details see the Table No.1
b	Type of organizations served (max 10. marks) For more details see the Table No.2
c	Manpower deployment (max 10 marks) For more details see the Table No.3 Average cost of deployment = Total annual turnover / No. of personnel employed
d	Maximum annual turnover for the past 5 years: (max 5 marks) For more details see the Table No.4
II. Present Strength of the firm/agency	
Total marks: 60	
a	Manpower: (max.30 marks) For more details see the Table No.5 [The claim with regard to manpower strength to be substantiated with proof]
b	Past Performance : (Max 15 Marks) <ul style="list-style-type: none"> • Medals and awards – 5 Marks • Letters of appreciation/Performance certificate -5 Marks • Fire training certificate -5 Marks
	Vehicles owned: (Max. 7 marks) <ul style="list-style-type: none"> • Bicycles ≥ 20 5 Marks • Two wheelers ≥ 2 2 Marks

	Tools/Equipment: (max 8 mark)	
	<ul style="list-style-type: none"> • Walkie Talkie -----5 marks • Mobile phones ----- 1 mark • Handheld Metal Detectors----- 2 marks 	
III. Proposed plan to provide security service at NIT Warangal		Total marks: 10
	Manpower deployment at NIT Warangal: (max 10 Marks)	
	<ul style="list-style-type: none"> • a. Quality factor <ul style="list-style-type: none"> No. of Ex-servicemen = No. of male guards = No. of female guards = <p>Q= (No. of Ex-servicemen (s) / total number of security guards) X 10.</p>	

The maximum marks for technical evaluation is 100. Agency obtaining more than or equal to 35 will be qualified for consideration of price bid and below 35 will be disqualified.

Price bids will be opened for those agencies who have qualified in technical bids.

Price Bid Evaluation:

1. Price bids will be opened for those agencies who have qualified in technical bids.
2. Agencies should provide all prices as per the prescribed format as placed in Annexure-II, the agency is expected to quote the price in correlation with the Technical Bid/ contract conditions. Agency should not leave any field blank.
3. In order to avoid ambiguity in price of wages, notification in vogue for calculation of wage component as cited in Annexure-II shall be taken.
4. The price bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
5. The bid value for evaluation as stated in the **Annexure-II** shall be used for the purpose of price evaluation of bids.
6. The wages rate may change in future as per Government Order since Minimum wages are subjected to increase as per the Government notification.
7. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 (as applicable in Telangana State) and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
8. All the prices (even for taxes) are to be entered in INDIAN RUPEES ONLY (Values quoted in percentage are not allowed)
9. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
10. NIT Warangal reserves the right to ask the agency to submit proof of payment against any of the taxes, duties, levies indicated.
11. The agency needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.

Determination of Successful bidder:

1. The calculation will be based on the evaluation of Technical Bid with 75% weightage and the price bid with a weightage of 25% , to determine the successful bidder.
2. The following formula will be applied to determine successful bidder. Highest marks obtained in the Final Calculation (F) will be the successful bidder:

$$F = [(C_L / C) \times 25 + 0.75 \times T]$$

As an example, suppose A got 75 out of 100 in the Technical bid (i.e., T = 75); so 0.75 x T will be 56.25; its price bid is Rs. 1,20,000/- whereas, Rs. 1,00,000/- is the value of C_L i.e. the price bid of the lowest bidder; in that case,
 $F = [(100000/120000) \times 25 + 56.25] = 77.08$

Notation:

C= Current Price Bid (Bid value for evaluation), **C_L**=Price Bid of the Lowest Bidder,

T=Technical Bid score out of 100 , **F**=Final Evaluation.

TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES AT NATIONAL INSTITUTE OF TECHNOLOGY
WARANGAL.

1. The Agency shall be fully responsible for the security of the entire campus of National Institute of Technology Warangal comprising of Academic Building, Administrative Building, all Boys' Hostels, Girls' Hostel, Dispensary, Library & Computer Center Building, Water Treatment Plant, Sports Complex (Indoor & Outdoor sports, 2 Nos. of Entrance Gates and all Residential Quarters and including all structures, installations, fittings, equipment, vehicles, office and house hold appliances and materials, building materials, any other property owned by the Institute or inmates residing or working in or visiting the campus of the National Institute of Technology Warangal, PIN-506004, Telangana State, and any other buildings which may be built during the contract period.
2. Besides the normal security services, as and when assigned, the other functions required to be performed for the safety of NITW campus include the following:
 - (i) Man the security check post located at the 4 nos. of entry gates of the campus viz, (a) at the main entrance (b) at the second gate (Inside the campus, staff quarters side) (c) at the staff quarters (opposite to the main gate) (d) at the second gate (quarters outside the campus), any other specified by the Institute's authority.
 - (ii) Security personnel deployed by the Agency shall check the material/property (Government and Non-Government), going out of the Building/Campus through the procedure of gate pass as laid down by Institute's authority.
 - (iii) Perform watch and ward functions including night patrol of NITW campus
(This will be specified at the time of signing the agreement)
3. The Agency shall compensate in full the loss sustained by Institute or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Agency shall be determined by the Director of the Institute on the basis of or otherwise, on findings of a Joint Enquiry Committee including Representatives of both the Institute and the Agency, and the same shall be binding on the Agency. In case of any theft or burglary it will be the duty of the Security agency/Contractor or its representative to lodge an F.I.R. at the concerned Police Station with due intimation to the Institute. If the Institute does not have enough dues of the Agency with it to recover such amount, legal remedies will be resorted to as per the relevant law.

The Agency shall also be fully responsible for any loss of material and property of the Institute attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by Institute on this account shall be compensated in full by the Agency. The decision of the Director of the Institute in this regard shall be final and binding on the Agency.
4. The Agency shall deploy only qualified persons, and such persons shall only be pension drawing Ex-Serviceman or para-military personnel such as BSF, CRPF, or PAC etc. or trained persons as Security Guards below the age of 60 only for the purpose of this contract. The Asstt. Security Officer shall be below the age of 65 years. Before the security personnel report for duty or within a stipulated period, necessary documents to prove that the personnel qualify as mentioned above, shall be produced by the Agency before the concerned officer of the Institute. The fact shall be verified by Institute's Authority and only those personnel shall be deployed by Agency on duty in whose case documentary proof has been rendered to the Institute's satisfaction.

In addition to this, if any of the personnel deployed for the security services is found to be unsatisfactory, such personnel shall have to be withdrawn by the Agency within 24 hours from the campus. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being qualified is not provided in time by the Agency. A complete list of the security personnel engaged by the Agency for deployment in NITW shall be furnished by the Agency along with complete addresses and other antecedents. The Agency shall deploy only those, whose antecedents have been verified by the police authorities. Further, for safety and security reasons, the Agency should ensure deployment of only such personnel who are not residing in the close vicinity of the Institute.
5. The Agency will follow all the statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for following all such laws. Since the Asstt Security Officer is not covered under labour laws and the Minimum Wages Act 1948, independent rate needs to be quoted in this case. But in this case also, EPF & ESI, if applicable, will be paid

and deposited by Agency. It shall be the responsibility of the Agency to ensure that the Security Personnel deployed by him, as the case may be, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In case of revision/increase of rate of Minimum wages by the Government, only the excess amount pertaining to Minimum wages along with EPF & ESI will be paid by the Institute. The Agency is required to quote Service Tax (Government Levy) separately at the rates applicable in Telangana State.

6. The price bid (ANNEXURE-II) should be submitted in a separate sealed cover superscribing "PRICE BID for providing campus security at NITW". The price bid shall be opened only for those vendors who have obtained qualifying marks in technical bids.
7. The Agency will be paid on monthly basis for his services. Bill shall be raised by the Agency in accordance with the agreed rates on every 1st day of the succeeding month and bills will be submitted to the Institute's authority for payment along with the EPF and ESI deposits and details of service tax paid. The number of security personnel required can vary subject to the requirements.
8. The Agency will only fix the timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the Institute. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals. The areas to be covered under the scope of contract are given in Annexure-B. The agency is requested to visit NIT Warangal before submitting the tender document for assessment of its strength and other security related issues.
9. The ASO will have to submit the daily duty chart of the security personnel to the Institute's authority. The ASO will also submit the list of personnel deployed by him.
10. The agency may have to replace/ transfer security and other personnel on a random basis. This shall be done with the prior knowledge of the Institute's authority and full particulars of the security and other personnel so deployed shall be given to Institute's Authority. In case any of the security and other staff found to be posted without the previous knowledge of the Institute's Authority, Institute's Authority shall not be liable to pay for such security and other personnel. The agency will be at absolute liberty to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel. Periodic rotation of the staff/personnel by the concerned Security agency shall be a mandatory requirement.
A security personnel deployed by the agency must not be kept in the premises of NIT Warangal for a period of more than eleven months at a time and replacement of the same should be intimated to the concerned section of NIT Warangal. Such a person cannot be deployed at the campus again till a period of three months have elapsed since his moving out of the campus. NIT Warangal reserves the right to not pay for such security personnel who are present for more than eleven months without permission.
11. No leave of any kind shall be sanctioned by Institute's authority to the security and other personnel. The agency shall be liable to make substitute arrangements in case of the absence of the security personnel. The agency shall man all the security check posts and other locations as specified by Institute's authority on all the weekdays. No short leave or meal relief shall be permitted to the security and other personnel unless the agency provides suitable substitute without any extra payment. The agency will have to provide sufficient number of leave reserves.

The agency shall ensure that at no time any designated security point is unmanned. A register shall be maintained at the main gate where round the clock duty is performed, for the purpose of taking charge/ handing over of the duty by the security personnel. A register will be maintained by the agency at the main gate to enter incoming and outgoing vehicles. Apart from this, the agency may have to maintain any such register as required from time to time. The agency will have to abide by any other regulatory system as will be found necessary by the Institute.
12. The agency will have to arrange to robe all the security personnel on duty smartly and neatly on the pattern of Uniformed Services and ensure their good behaviour with the NITW establishment and visitors. They shall abstain from taking part in any staff union and association activities. The agency will have to provide as a part of dress and raincoats/ umbrella for the rainy season. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.

13. The Agency as envisaged in hereto will have to bear the expenses incurred on the followings:
 - i) Providing torches and batteries to the security guards on night patrol.
 - ii) Providing Lathi and other implements to the Security personnel.
 - iii) Provide training programme for the security personnel from time to time.
 - iv) Provide appropriate uniform.
14. The Institute's authority shall have the right to check the various implements/torches etc. The agency will have to maintain these items to the satisfaction of the Institute's authority.
15. The security personnel deployed by the agency will be bound to observe all instructions issued by Institute's authority concerning general discipline and behaviour.
16. For all intents and purposes the agency will be the "Employer" within the meaning of different labour legislations in respect of the security personnel so employed and deployed by him.
17. The agency shall be responsible for recruitment and deployment of security personnel and the security personnel so recruited and deployed by him shall be under his direct control/supervision. The agency shall exercise total superintendence, control and supervision over the security personnel so deployed for the entire security services.
17. In case the security personnel deployed by the agency commit any act of omission or commission constituting mis-conduct or indiscipline, the agency will be liable and responsible to take disciplinary action against the personnel/staff , including suspension, dismissal from service etc. or removal from Institute's premises /campus.
18. That the agency or its legal representative will not hold NIT Warangal liable in any manner whatsoever in the event of any accident or any untoward happening that may result in injury to the deployed security personnel of the agency or damage or loss of property to the agency of any nature due to any natural calamity or due to any other reason whatsoever.
19. The agency shall undertake and agree that neither the agency nor any other legal representatives will make any claim against NIT Warangal or its authorities or Officers or against any other such person in the service of NIT Warangal in respect of any loss or injury to the property of person including injury resulting in death, due to any reasons whatsoever which the agency personnel may suffer while or in consequence of discharging the assigned duties as part of this contract and that no compensation will be paid by NIT Warangal in respect of any such loss or injury.
20. The agency will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The agency shall maintain all the statutory registers under the law. The agency shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the agency will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The agency will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The agency is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the agency fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the agency, to the extent of the loss or obligation in monetary terms.
21. Institute shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security functions/duties, or for payment of any compensation.
22. The agency shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise.
23. Time shall be the essence of the contract and the duration of this contract shall be for a period of TWO years. The contract shall automatically expire after completion of TWO years, unless extended further by mutual consent of the two parties in writing.

24. The Institute has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving 3 (three) month's notice in advance to the agency in writing or by making equivalent payment thereof. The Institute shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of one or more years or for a shorter period until such time as a new security agency takes over in the event of Institute resorting to the process of appointing a fresh contractor/Agency.
25. In the event of the agency desiring an earlier termination of the contract, he shall have to give 5 (five) months advance notice to the Institute.
26. The agency will be bound by the details and documents as furnished by him to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, it would be deemed to be a breach of the terms of Contract, making him liable for punitive action.
27. In case of breach of any of the terms of Agreement, the security deposit of the agency will be liable to be forfeited, in addition, the Contract/ Agreement will also be liable to be terminated. Any sum of money due or payable to the Institute including the security deposit refundable to him under the contract can be appropriated by the Institute against any amount which the agency may owe to the NIT Warangal.
28. The agency shall be liable to be fined to the extent of agreed amount in each case for any theft in the premises of Institute, which are not covered in clauses of the contract agreement.
29. The agency will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorise the legitimate residents and visitors without causing any embarrassment or discourtesy.
30. Entry of any stray dogs and cattle into the campus is to be prevented.
31. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
32. All personnel employed by the agency shall be bound to provide full help in extinguishing any fire, that might break out anywhere in the campus. In the event of any mal practice on the part of the agency or his employees vis-a vis any staff of the Institute or otherwise, the right to terminate the Contract will vest with the Institute.
33. The performance of security services under the contract will be reviewed by the Concerned Officer of the Institute at 3.00 p.m. on the second day of every month and the agency will remain present personally or depute an authorized representative for the same. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
34. Income tax will be deducted at source (TDS) as per prevailing Income Tax Laws and certificate to this effect shall be provided to the agency by the Institute. The responsibility of paying the Service Tax as per prevailing rates and as claimed in the bill amount will rest entirely on the agency. The agency will be required to furnish proof of such deposits to the Institute every month.
35. In case of termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the agency, will not be entitled to and will not claim any absorption in the regular or otherwise services of the Institute. The personnel of the agency will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the Institute during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.
36. In case of any difference of opinion or dispute arising between the two parties regarding interpretation or implementation of any of the terms and conditions of the Contract /Agreement, the same shall be referred to the sole arbitration of the Director of the Institute whose decision shall be final and binding upon both the parties.
37. Telephone facility will be provided by the Institute and no amount will be charged for the services treated as emergency related safety & security of the Institute or its inmates.

38. The agency shall seek instructions from National Institute of Technology Warangal or any concerned Officers of the Institute authorized for the purpose. The agency will be required to sign a written Agreement before the initiation of the contract. The agreement once signed shall be deemed to be an Agreement between two Principal Employers. The Agreement shall be one for services and not of services.
39. The agency shall have to coordinate with local police during major events of the Institute under the guidance of the Institute Security Officer/ Assistant Security Officer.
40. The agency should submit complete profile of his company.
41. The agency shall well and truly execute/perform the required services contracted to be performed by him hereunder, to the satisfaction of the Institute.

Tenders are likely to be finalised by 30th Oct, 2016. The successful bidder should be ready to deploy his security personnel from 1st Nov.,2016.

Annexure-I

**TECHNICAL BID
PROFILE OF SECURITY MANPOWER SUPPLYING AGENCY**

Self
attested
Photograph of
Bidder/Authorized
signatory with seal

1. **Registration fee** Rs. 2,500/- DD No.....Bank.....Date
(Non-Refundable)

2. **EMD** Rs. 2,00,000/- DD No..... Bank.....Date
(Refundable)

1	Name & Address of the Agency	
	a. Mobile No.	
	b. Telephone No.	
	c. Fax	
	d. E-mail	
2.	Name and Designation of Authority having Administrative & Financial powers along with his/her Mobile no.	
3.	Experience of the agency for past 5 years in providing security services. Particulars may be provided in the table given below.	

3. Experience:

S.No	Financial Year	No. of contracts	Name of the Client/ Clients	Contact person & Mobile No.	Duration of contract	Persons deployed (Number of Security persons)
1	20__ - __					Ex-servicemen= Experienced/Trained= Untrained=
2	20__ - __					Ex-servicemen- Experienced/Trained - Untrained -
3	2013-14					Ex-servicemen- Experienced/Trained - Untrained -
4	2014-15					Ex-servicemen- Experienced/Trained - Untrained -
5	2015-16					Ex-servicemen- Experienced/Trained - Untrained -

4. Details of the Agency

S.No	Items	Details	Remarks on copies enclosed
	a. Registration number With Office of the Regional Labour Commissioner(Central/State)		YES / NO
	b. PF Registration No.		YES / NO
	c. ESI Registration No.		YES / NO
	d. Service Tax no.		YES / NO
	e. I.T. PAN No./ TIN No.		YES / NO
	f. Company/ Firm Incorporation certificate No. & Date		YES / NO

5. Annual turnover during the last 3 years

2013-2014	2014-15	2015-16
Rs.	Rs.	Rs.

S.No	Items	Details	Remarks on copies enclosed
6.	Whether IT returns filed for past 3 years. if yes, enclose the proof:		YES / NO
7.	Provide details of PF and ESI contributions for the past 3 years		YES / NO
8	ISO Registration		YES / NO
9	Agency office address in Telangana state	Head office: Branch office:	
10	Proof of minimum 5 years of experience in similar services with any other organization. A list of clients as on date and proof thereof		YES / NO

11 Present Strength of the firm/agency:
Please give all the details of manpower, vehicle owned, tools etc

S.No	Items	Details	Remarks on copies enclosed
11.a	Proposed plan to provide security service at NIT Warangal	No. of security supervisors = No. of Ex-servicemen = No. of male guards = No. of female guards =	
11.b	Financial Ability: Give details of annual turnover of the organization in last five years with proof	20__ - __ 20__ - __ 2013-14 2014-15 2015-16	YES / NO
11.c	i) Medals and awards ii) Letters of appreciation/performance certificate iii) Fire training certificate		YES / NO
11.d	Vehicles owned: i) Bicycles ii) Two wheelers		YES / NO
11.d	Tools/Equipment: i) No. of walkie talkies ii) Mobile phone iii) Hand held metal detector		YES / NO
11.e	Any other information which the Agency may like to provide		

**Documents having Corrections and Alterations shall not be accepted.
Information without proof will not be considered for evaluation.**

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

Declaration:

We, the undersigned Agency, having read and examined in detail all the bidding documents in respect of the above mentioned Tender, in respect of the security services as a gesture towards our commitment for support for our services do hereby declare as under:

1. We shall be the single point of contact for NIT Warangal for the entire scope of the work as detailed in tender document
2. We hereby agree to abide by all the terms and conditions of this Tender.
3. We hereby agree to provide to NIT Warangal, required assistance, consultancy and any services beyond the defined scope of work to resolve issues under critical and unforeseen situations.

We hereby confirm that this undertaking is made in good faith and the aforesaid declarations are binding on us for the entire term of contract under the aforementioned Tender

**Signature of the Tenderer
with Seal**

Date :

Place :

NOTE: All the information furnished above should be supported by documentary evidence

Table No.1
No. of contracts

No. of contracts	Marks
<5	0
5	1
6	2
7	3
8	4
9 and above	5
Total	

Table No.2
Type of organizations served

Type of the organization served	Weightage	Financial Year (2 marks each year)				
		2011-12	2012-13	2013-14	2014-15	2015-16
Private/NGO	0.5					
Govt/PSU	1					
Total						

Table No.3
Manpower deployment

Capacity Range	Weightage	Financial Year (max. weightage scored = marks each year)				
		2011-12	2012-13	2013-14	2014-15	2015-16
100-125	0.4					
126-150	0.8					
151-175	1.2					
176-200	1.6					
>200	2					

Average cost of deployment = Total annual turnover / No. of personnel employed =

Table No.4
Maximum annual turnover for the past 5 years

Turnover/year (Crore)	Marks
< 1	0
1-1.25	1
1.26-1.5	2
1.51-1.75	3
1.76-2	4
>2	5

**Signature of the Tenderer
with Seal**

Date :

Place :

**Table No. 5
Quality of personnel**

Type of personnel	Weightage	Number of persons in Financial Year (six marks each year)					Quality factor of personnel (Q)
		2011-12	2012-13	2013-14	2014-15	2015-16	
Ex-servicemen (E)	6	a			30		
Policemen/ Experienced/Trained (P)	4	b			80		
Untrained (U)	2	c			10		
Total (T)		T = a+b+c			120		
		q1	q2	q3	q4	q5	
							Q = q1+q2+q3+q4+q5

No. of Ex-servicemen = E; Total no. of security personnel = T for the financial year 2011-2012
 'q' for each year = Then the quality of personnel = $[(E / T) \times 6 + (P / T) \times 4 + (U / T) \times 2] =$

Sample calculation for the year 2014-15 : If a= 30; b=80; c=10

Then T = 120 and E = 30 Therefore $q4 = \{(30 / 120) \times 6 + (80 / 120) \times 4 + (10 / 120) \times 2\} = \{ (2) + (1.33) + (0.17) \} = 3.5$

Table No. 6

Experience of Security Services

Sl No.	Name of Clients	Type of Organizations (Clients) Central Government / State Government / Autonomous Bodies / Public Sector Undertakings / NGO's / Private	No. of Manpower	Amount of contract per month	Total No. of Clients	Total Years of Experience

To be supported with documentary evidence.

Signature of tenderer:

Place:
Date:

Seal:

Table No. 7

Details of Experience [to be submitted for each client]

Sl. No.	Details	
1	Name of the work	
2	Client	
3	Details of person to whom reference can be made (Name, Address, Telephone number, Email ID etc.)	
4	Location of the work	
5	Total areas (including buildings)	
6	Cost of services / Contract value	
7	Contract period	
8	Security personnel deployed (Numbers)	
a.	Supervisor	
b.	Security Guards (Male)	Armed
		Un-armed
c.	Security Guards (Female)	Armed
		Un-armed
9	Date of commencement of contract	
10	Date of completion of contract	
10	Number of years for which services were Provided.	
11	Certificate of performance enclosed.	YES / NO

To be supported with documentary evidence.

Place:
Date:

Signature of tenderer:

Seal:

Table No. 8

Present Strength of the Firm/Agency

Manpower			Vehicle owned		Tools			
Assistant Security Officer/ officer	Supervisor or Equivalent	Security Guard	Bicycles	Motor cycles	Walkie Talkie	Lathi	Dragon Light/ Search Light	Metal Detectors

[Proof to be attached, in case not available then, a declaration to be submitted in separate sheet in letter head of tenderer]

Signature of tenderer:

Place:
Date:

Seal:

CHECK LIST FOR TECHNICAL BID

1.	Name & Address of the Agency	
2.	Year of incorporation (Enclose Proof)	
3.	Registration for Supply of Security manpower (Enclose Proof)	
4.	Establishment Registration (SSI No) (Enclose proof)	
5.	Service Tax Number (Enclose Proof)	
6.	PAN Number (Enclose Proof)	
7.	PF Registration Number (Enclose Proof)	
8.	ESI Registration Number (Enclose Proof)	
9.	Income Tax returns for the last 3 years. (2013-14,14-15 and 15-16) (Enclose Proof)	
10.	Certified copy of the Financial Status (Bank statement/Income Expenditure account/profit and loss account)and 26AS, for the last 3 years (2013-14,14-15 and 15-16)	
11.	Certified Copy of Balance sheet of the Agency for the last 3 years (2013-14,14-15 and 15-16)	
12.	Clientele: Govt./Semi Govt / Public Sector/ Autonomous Bodies/Private/NGO	
13.	Equipment	
14.	Quality	
15.	Any other Information	

Documents having Corrections and Alterations shall not be accepted.

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

**Name and signature of the Tenderer
with seal**

Date:

Place:

**PROFORMA OF FINANCIAL BID FOR
SUPPLY OF SECURITY MANPOWER ON OUT SOURCING BASIS**

Service charges per person per month for providing security manpower required, to NIT Warangal.

Documents having Corrections and alterations shall not be accepted.

S.No	Category	Remuneration/ Wages* per day (1)	Mandatory charges* etc., (mention clearly and separately) (2)				Service charges (3)	Total/ person/day (4)= (1)+(2)+(3)	Number of persons/ day (5)	No of days per month (6)	Total per month (7)= (4) X (5) X (6)	Total in words
			ESI	EPF	Service tax	Other s if any						
		Rs	Rs	Rs	Rs	Rs	Rs			Rs		
A	Assistant Security officer # (Ex-servicemen)							01	26			
B	Security Supervisor ² (Ex- servicemen)							05	26			
C	Security guard ² (Ex-servicemen security guard without arms)							25	26			
D	Security person ¹ (male/female)							94	26			
Grand Total (Row A+B+C+D only)												

Sum of Column (7) will be the **Total Bid value** for evaluation (Row A+B+C+D) Rs. _____ (in words) Rupees _____

Total Contract Value = Total Bid Value for evaluation x 24 months.

* As per Central Government norms/DGR, rules and regulations from time to time.

1. GO No.1/13(7)/2016-LS-II , GOI, Ministry and labor employment, office of the chief labor commissioner (C), New Delhi dated 31-03-2016.

2. DGR Lr No.2112/SA/minimum wages/EMP/, Directorate of General resettlement, Ministry of Defense, GOI applicable with effect from 01-04-2016.

Remuneration per month (not less than Security Supervisor-Ex-servicemen)

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

**Name and signature of Tenderer
with seal**

Date :

Place :

NOTE:

1. Tenderer should provide all prices as per the prescribed format under this Annexure, the tenderer is expected to quote the price in correlation with the Technical Bid (as per the proposed plan of manpower deployment and other services etc.). Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
2. In order to avoid ambiguity in price of wages, notification given in the foot note of financial bid (Annexure-II) for calculation of wage component will be taken into consideration.
3. The price bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
4. The Total Bid Value shall be used for the purpose of price evaluation of bids.
5. The wages rate may change in future as per Government Order since Minimum wages are subjected to increase as per the Government notification.
6. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 (as applicable in State of Telangana) and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
7. All the prices (even for taxes) are to be entered in INDIAN RUPEES ONLY (Percentage values are not allowed)
8. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
9. NIT Warangal reserves the right to ask the Tenderer to submit proof of payment against any of the taxes, duties, levies indicated.
10. The Tenderer needs to account for all Out-of-Pocket expenses due to Boarding, Lodging and other related items, if any.
11. It may be noted that in the event of increase in the Govt. Minimum Wages, only the excess amount pertaining to Minimum wages along with EPF & ESI will be paid by the Institute. The Agency is required to quote Service Tax (Government Levy) separately at the rates applicable in Telangana State. No other charges if any will be claimed.
12. The Agency will bear full responsibility of providing a smart uniform to the security personnel. There will not be any burden on NIT Warangal on this account.

The details of uniform to be provided per annum per security personnel activities are as follows:-

- a) Two shirts and two trousers
- b) Two pairs of shoes and socks
- c) One Cap
- d) One Belt
- e) One Lanyard with Whistle
- f) Torch, batteries, lathies and stationery items etc.
- g) One Rain coat with water proof cap

(Signature) Authorised signatory

Name & Designation:

Date: _____

Office Seal: Place:

Details of Litigations / Ineligibility for corrupt or fraudulent practices / Blacklisted with any of the Government or Public Sector Units

(To be submitted on the Letterhead of the responding firm)

To
The Director
National Institute Of Technology Warangal
Warangal, INDIA.
Fax No. : 0870- 2459119
Telephone No. 0870-246-2010

Subject: Declaration regarding litigation / corrupt or fraudulent practices / blacklisting by Government / PSU's

Dear Sir,

We, the undersigned, hereby declare that

We are not under a declaration of ineligibility for corrupt or fraudulent practices

We are not blacklisted with any of the Government or Public Sector Units. Thanking you,

We are not involved in any litigation with any client (YES / NO). if Yes please provide details.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation:

PLEASE PASTE THIS SLIP ON YOUR ENVELOPE

Tender No. & Date : _____

Name of the Item(s) : _____

(as mentioned in the Tender)

Due Date: _____

To,

**The Tender Box, for providing security services,
c/o The Director,
National Institute of Technology Warangal
Warangal - 506004, Telangana State**

From :__
