



NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL.
(An institute of National Importance under Ministry of Education,
Government of India).



TENDER NOTIFICATION

Tender Notice No. NITW/CS-03/Security Services/2021-22/

Date: 20 July 2021

SECTION – I

Invitation of Tenders for engagement of Security Agency for providing round the clock security services in National Institute of Technology, Warangal campus (NITW)

1. National Institute of Technology, Warangal, an institute of national importance under Ministry of Education, Department of Higher Education, Govt of India, formerly known as Regional Engineering College, was established in 1959. The Institute currently has thirteen academic departments and a few advanced research centers in various disciplines of engineering, pure sciences and management with nearly 100 laboratories organized in a unique pattern of functioning, Central Library with state-of-the-art facilities, auditorium, student activity centre, Mega Computer Centre, Indore Games Complex, big stadium, Seminar Halls with required infrastructure, Dispensary with state of art of facilities etc. The NITW Campus is spread over nearly 250 acres, consisting of administration, academic departments, hostels, staff quarters etc. The security personnel are required to be deployed for providing strict security services at the NITW campus on 24x7 basis.
2. Bids in electronic format (e. bids) are invited on behalf of The Director, National Institute of Technology, Warangal (NITW) under two bid system from reputed, well established and financially sound security service providers to provide/deploy the uniformed trained manpower for the security services at NITW.
3. The bids duly filled in all respect enclosing necessary documents can be e-Tendered through electronic procurement portal <https://eprocure.gov.in/eprocure/app> National Institute of Technology, Warangal upto **14:00 hrs on 17.08.2021**.
4. The Technical bids will be opened online on the same date at **15:00 hrs. i.e. 17.08.2021 at NITW**.
5. **Bid Security is exempted as per Govt of India Ministry of Finance, OM No F.9/4/2020 PPD dt 12.11.2020. However, a bid security declaration as per the prescribed format enclosed as Annexure-I to this bid document should be filled up, signed, scanned and enclosed alongwith the technical bid document, failing which the bid will be treated as technically disqualified.**
6. However, **The bidders should remit a non-refundable tender fee of Rs. 1,180/- (Rs.1000 + GST @ 18% = Rs.1180/-) (Rupees one thousand one hundred Eighty only) submitted in the form of Demand Draft in favour of "Director, National Institute of Technology, Warangal" or NEFT Beneficiary name: DIRECTOR NITW, Account No. 52109375198, IFSC Code: SBIN0020149, Bank Name: State Bank of India, Branch address: NIT COMPLEX, HNK-KAZIPET MAIN ROAD, WARANGAL - 506004. The demand draft/proof of NEFT details alongwith a forwarding letter are required to be submitted to the Registrar, NITW by speed/registered post, to reach within 17th August 2021. The technical bids of those who have not submitted the tender fee will be**

rejected as technically disqualified. No exemption is applicable in payment of tender fee for bidders having registration with MSME, NSIC, etc.

7. No Joint Venture (JV) are allowed.

IMPORTANT DATES

1	"Pre-Bid meeting*	30th July 2021 @ 11.00 AM Venue: 1st floor, Registrar Conference Hall, Administration Building, NIT Warangal.
2	Last Date for Submission of Tenders	17th August 2021 up to 2:00PM
3	Date of Opening of Technical Bids	17th August 2021 at 3.00 PM
* Any queries should be addressed to registrar@nitw.ac.in on or before 29 th July, 2021, so that the same can be clarified in pre-bid meeting.		

Prospective bidders may download the Tender document from <https://eprocure.gov.in/eprocure/app> and www.nitw.ac.in submit the ebids on-line as per the Tender Document.

SECTION-II

ELIGIBILITY CRITERIA & DOCUMENTS REQUIRED

Sl. No	Eligibility Criteria	Documents to be submitted
1	The Registered Office or one of the Branch Offices of the tenderer should be located in Warangal or in Telangana/Andhra Pradesh State	Self-attested copy of Telephone bill/ Electricity Bill/ Registered Lease Deed indicating the evidencing its location in such territory in the last 2 years.
2	Should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than three years before 31/03/2017. Bids of the tenderer having the status of sole proprietorship firms are also eligible to apply.	Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act or document giving evidence of proprietorship registration.
3	<p>Should be providing similar kind of services for three years during the latest last five financial years (i.e. providing security services through Ex-servicemen, Civil Guards) in Regulatory bodies, Large Educational/Research Institutions, Universities run by Central Government / State Government Departments, Public or Private Sector Companies / Undertakings, Autonomous Bodies. In support of this the tenderer either</p> <p>(i) Should have successfully completed ONE similar work of value equal to Rs.307.50 Lakhs or more from any Departments/Autonomous Institutions//Public Sector Undertakings of the Government of India/Other State Government or Public Sector Banks or Local Bodies/Municipalities in the last three years.</p> <p style="text-align: center;">OR</p> <p>(ii) Should have successfully completed TWO similar works of value equal to Rs.230.50 Lakhs each or more each from any Departments / Autonomous Institutions / Public Sector Undertakings of the Government of India / Other State Government or Public Sector Banks or Local Bodies/Municipalities in the last three years.</p>	<p>Self-attested copies of work Orders.</p> <p>Feedback report from such Institutes about the services rendered /certificate issued by them.</p>

	OR	
	(iii) Should have successfully completed THREE similar work of value equal to Rs.154.00 Lakhs each or more from any Departments / Autonomous Institutions / Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities in last three years.	
4	<u>Must have a valid (as on bid submission date) license for security services as stipulated under the Private Security Agencies (Regulation) Act, 2005 and PSARA License applicable for the state of Telangana, as amended / time to time.</u> The security guards deployed by the agency should satisfy the eligibility conditions stipulated under the said Act and should have been properly trained under a supervisor.	Self-attested copy of valid license for security services of the Private Security Agencies (Regulation) Act, 2005 of the last three years. Issued by a competent authority.
5	Must have achieved minimum annual turnover of Rs.193.00 lakhs during latest three completed financial years and should be profit making entity.	Audited Balance Sheet along with Profit & Loss Statement of latest three financial years. In case the agency is providing more than one type of services excluding the security services, the CA certificate certifying the turnover from security service activities alone may be provided. Note: The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet, duly audited and certified by the Chartered Accountant.
6.	Solvency Certificate from any scheduled bank to assess the financial stability of the agency.	A latest Solvency Certificate of the amount equal to 40% of the Estimated Cost of the tender indicated should be enclosed to prove the financial soundness of the Agency. The solvency certificate may be from any Scheduled Bank. The solvency certificate has to be scanned and enclosed, uploaded with the technical bid document

7	Should have Bank Account and other statutory registration on the own name of style.	Certified scanned copies extract of the Bank Account containing transactions during last three years of the bidder.
8	Should be registered with Income Tax and Service Tax departments.	Self-attested copy of valid registration certificate under GST and PAN card, GST, IT returns, Income Tax Clearance Certificate of last five financial years are to be enclosed.
9	They should have been registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance of applicable and relevant labour laws.	Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition Act 1970, Employees Provident Fund (EPF) and Employees State Insurance Corporation (ESIC). Self-attested copy of valid PSARA License for operating security services in Warangal District.
10	The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the Private Security Agencies (Regulation) Act, 2005. Further no past contract of such agency should have been terminated in the last 3 years on account of violation of laws or deficiency of services or breach of contract.	Declaration for not having been blacklisted by any State Government or by Government of India as per the format in Annexure - 2 of this tender document.
11	Years of Experience in providing Security Services (exclusively the security services only) in large, centrally funded technical institutions like NIT / IIT/ IIIT/higher educational institutions like IIMs, Central Universities, research institutions like IISERs, IISc, NISER, NIPERs, CSIR labs etc, (only central government educational & research institutions)	Total experience in ___MM___YY ___DD. Mention total number of experience in the above format supported with copies of work orders, work completion certificate/ feedback report. (Note : the details and documents provided in the column are subjected to verification from the concerned authorities and if any case of any false information/claims, action as decided by the competent authority of NITW will be taken against the bidder / contracted agency).

INSTRUCTIONS TO THE BIDDERS

1. **Scope of Services:** The Scope of Services are given in **Section- IV**.
2. **Site Visit:** The bidder is advised to visit the premises to get the onsite assessment of the work on **28th July 2021 between 10:00 AM to 1:00 PM** by taking prior permission from the Registrar, NITW through email (registrar@nitw.ac.in) and acquaint himself with the operational system prior to the submission of the tender documents. The costs of visiting shall be borne by the bidder.

3. Tender Validity

The validity period of the bid will be 90 days from the date of opening of tender documents, which may be extended by the bidders for such period as may be required by NITW. A proposal valid for a shorter period may be rejected as non-responsive.

4. Bid Security / Earnest Money Deposit (EMD)

Bid Security is exempted as per Govt of India Ministry of Finance, OM No F.9/4/2020 PPD dt 12.11.2020. However, a bid security declaration as per the prescribed format enclosed as Annexure-I to this bid document should be filled up, signed, scanned and enclosed alongwith the technical bid document, failing which the bid will be treated as technically disqualified.

However, **The bidders should remit a non-refundable tender fee of Rs. 1,180/-** (Rs.1000 + GST @ 18% = Rs.1180/-) (Rupees one thousand one hundred Eighty only) submitted in the form of Demand Draft in favour of "Director, National Institute of Technology, Warangal" or NEFT Beneficiary name: DIRECTOR NITW, Account No. 52109375198, IFSC Code: SBIN0020149, Bank Name: State Bank of India, Branch address: NIT COMPLEX, HNK-KAZIPET MAIN ROAD, WARANGAL - 506004. The demand draft/proof of NEFT details alongwith a forwarding letter are required to be submitted to the Registrar, NITW by speed/registered post, to reach within 17th August 2021. The technical bids of those who have not submitted the tender fee will be rejected as technically disqualified. No exemption is applicable in payment of tender fee for bidders having registration with MSME, NSIC, etc.

5. Preparation and Submission of Bids wherever applicable:

- (a) Tenders are to be submitted as per two bid system i.e., - Technical Bid and Financial Bid.
- (b) Technical Bid should contain all the documents required specified in relevant paras. Technical Bid should also contain Tender Form, Declaration Form, Manpower Details, Performance Statement, particulars of staff available with the Agency along with all statutory registration details.
- (c) The rates should be quoted for the services to be provided as per instructions given in the tender document and should not be less than minimum wages applicable failing which the bid shall be rejected.

6. Evaluation of Tenders:

- a. **The committee constituted by NITW shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.**

All eligibility conditions have to be satisfied as on the date of submission of bid and not at a later date.

- b. The bids of the tenderers who submit their bid in the prescribed format will only be evaluated. The bids not conforming to the tender conditions shall be summarily rejected without further evaluation and corresponding shall be claimed out in this regard.
- c. Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d. NITW may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder.
- e. The Technically qualified bids only shall be further considered for opening and evaluation of financial bids.
- f. The agency of any of its partners/directors etc., should not have been black listed/debarred by any of the government agencies or department or should not have been found guilty of commission of any acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc., by any court or any authority appointed to enforce any labour laws or regulations, including PF / ESI or in violation of the Private Security Agencies (Regulation) Act, 2005.

Further, no past contract of such agency should have been terminated in the last 05 years on account of violation of laws or deficiency of services or breach of contract.

- g. Director, NITW has the right to reject the lowest offer or all the offers of the tenderers without assigning any reason thereof. No further communication in this regard will be entertained.

7. Award of Contract:

- a. NITW shall award the contract to the successful bidder whose bid has been found to be technically responsive, who had quoted the least value of service charges (but not less than 2%), abiding to the terms and conditions mentioned in the tender document and financial bid document, and also who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. **The least value of the service charges offered (L1 bidder) (but should not be less than 2%), amongst the technically responsible bidders will be considered as the successful bidder.**

Note: If TIE happens in the financial bid:

1. then the agency who has more experience as per Column 10 of Section III above and (i) the seniority in PSARA License for operating security services (refer Para 4 of Section-III above) (ii) having more volume of business and (iii) as evaluated by the duly constituted committee of NITW, will be awarded the bid. The decision

of the committee and the competent authority of NITW will be binding and should be accepted by all the bidders.

2. If there is still a TIE, a one-time chance will be given to the bidders (under TIE) for submitting a revised quotation on the spot in a sealed envelope (format will be given on the spot only) in the presence of the duly constituted committee and the L1 will be decided on the spot which will be accepted by all the bidders.
3. Even at this stage against if there is a TIE, the bid will be awarded based on the lottery amongst the bidders under TIE.

Price Bid & Wages details .

- a) Price bid must be submitted in enclosed Price Bid Form only. (at SECTION IX)
- b) Service charges for providing security services to NITW cannot be less than 2% of total amount of basic wages payable to the personnel deployed by the agency per month.
- c) All the taxes including GST should be shown separately only. NITW will reimburse the actual GST paid or will provide necessary documents to avail the exemption from GST to educational institutions, as applicable as per the rules in vogue.
- d) The service charge should be offered ONLY in the price bid format. If it is indicated or mentioned in any other places of the tender document, the bid will be considered as invalid and will be rejected for any further consideration.
- e) Agency's Administration/Service Charges cannot be less than 2% or such that it has been kept below the minimum prescribed or deliberately low to secure the contract. Such offers will be treated as invalid for all purposes and will be summarily rejected.
- f) Director, NITW has the right to reject the lowest offer or all the offers of the tenderers without assigning any reason thereof. No further communication in this regard will be entertained.
- g) The agency should pay on monthly basis, the wage to their security personnel as per the latest rate/the rate at vogue applicable at the minimum of the wage prescribed to the Watch & Ward category. (i.e., at the minimum of per day wage – latest rate - central – applicable to Area B – basic rate and the variable DA - VDA) in vogue, as prescribed by the Chief Labour Commissioner, Government of India, Ministry of Labour & Employment, New Delhi and as revised from time to time. In case of the ASOs, the latest rate/the rate at vogue as applicable as per DGR rates, as revised from time to time. The requirement are as under
 - (i) ASOs (subject to possession of all standards as prescribed in Section VI, Para 6 below) = Minimum of wage in Area B – Central - applicable for the category of Supervisor (highly skilled) as prescribed by Directorate General of Resettlement (DGR),

MOD, New Delhi. The latest/existing rate will be applicable and as revised from time to time.

- (ii) Security Guards (subject to possession of all standards as prescribed in Section VI, Para 6 below) = Minimum of wage in Area B - Watch & Ward (without arms) as prescribed by the Chief Labour Commissioner, Government of India, Ministry of Labour & Employment, New Delhi. The latest/existing rate will be applicable and as revised from time to time.
- (iii) The approximate required quantity of ASOs and the Security Guards are indicated as under :

Sl. No.	Category	No. of personnel Required for now @
1.	Asst. Security Officer	05
2.	Security Guards (Male & Female)	120

@ the requirement is approximate only, which may increase or decrease based on the requirement and the decision of the competent authority of NITW.

- h) The successful bidder will be required to execute an agreement with NITW.
- i) Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award.

8. Performance Security Deposit and Award of Contract:

The successful bidder who is awarded the contract shall be required to deposit a Performance Security Deposit @ 3% of the total value of the contract in the form of Demand Draft or Pay Order or FDR or Bank Guarantee from a scheduled bank drawn in favour of the "Director, National Institute of Technology, Warangal". Bank Guarantee/FDRs covering the period of contract and 180 days beyond the contract period. All incidental charges whatsoever such as premium, commission etc., with respect to the Bank Guarantee shall be borne by the successful bidder. Non-deposit of DD/Pay Order/FDR/PBG within the stipulated time shall render the contract invalid at the discretion of Director, NITW. In case, the contract is further extended beyond the initial period, the FDR/ Bank Guarantee will have to be extended / renewed accordingly by the successful Security service provider. The successful tenderer shall execute an agreement on non-judicial stamp paper of value Rs.100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted. If the successful tenderer fails to execute the agreement and or deposit the requisite security deposit within the specified time or withdraw his tender after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and will be automatically suspended from being eligible for bidding in any contract with NITW for a period of time of 3 years starting from the last date of receipt of this bid.

9. Effectiveness, Duration of Contract and commencement of services

The contract shall come into effect on the date of issuance of work order (WO)/date mentioned in the WO / signing the contract by both the parties. **The contract shall be initially valid for a period of 02 (two) years (twenty four months) from the date of commencement of services. The contract can be extended further to a maximum of another 01 year (12 months) (maximum 36 months/03 years totally) on mutual consent on the same service charges, terms and conditions.** The services should be commenced with effect from the date as indicated in the WO/contract agreement.

10. Director, NITW reserves the right to annul a bid or all bids or discontinue this tender process, without assigning any reason what so ever at any time prior to signing of agreement with the submitting successful bidder.
11. The bidders will be bound by the details furnished by him/ her to NITW while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of agreement making him / her liable for legal action besides Institute termination of contract.
12. This document does not constitute nor should it be interpreted as an offer right or invitation for the awarding of the Security Service contract described herein.
13. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Security Service Provider or be the sole basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Security Service Provider. While this document has been prepared in good faith, neither NITW, nor any of their officers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by NITW and any of their officers even if any loss or damage is caused by any act or omission on the part of NITW or any of their officers, whether negligent or otherwise.
14. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of NITW. NITW and any of their respective officers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
15. Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observations contained herein.
16. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

- 17.** This document does not best on any commitment on the part of the NITW. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Security Service Provider selection process.
- 18.** When a proposal is submitted pursuant to this RFP, it shall be presumed by NITW that the bidder has studied and fully ascertained and ensured about his eligibility to render service as a Security Service Provider, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment in acting as such Security Service Provider and it has the necessary approvals and permissions to do so and further suffers no disability in law or otherwise to act as such.
- 19.** NITW reserves the right to change vary/alter/amend the eligibility criteria for the security Service Provider at any time, in its discretion, before the last date of submission of proposals. It is at liberty to issue as amendment at any stage before opening of the bids.
- 20.** The Security Service providers shall comply with and abide by such directions that NITW may issue from time to time.
- 21.** The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated time shall become the property of NITW and will not be returned at any cost.
- 22.** The proposal shall be kept valid for a period of 120 days from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive and will not be intimated.
- 23.** Any matter relating to the appointment of security Service Provider or the procedure for the appointment of Security Service Provider shall be governed by the Laws of Union of India. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts of Warangal at Telangana State.

SCOPE OF WORK OF THE SECURITY AGENCY

The security agency shall have to provide round-the-clock security services in the NITW Campus as mentioned in this tender document.

The agency shall ensure protection of the personnel & property of the NITW, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicles inside the NITW Campus. In case of any incident such as theft, robbery, fight, accident inside NITW Campus, it is the responsibility of Security agency to coordinate with at response commotion, rioting, disturbance of peak Nodal designated Officer in lodging of FIR & committee with, legal proceeding etc.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF:

1. The Security Agency will be responsible for overall security arrangements of the NITW Campus entrusted/ covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/ASOs will be as per the instructions of the authorized nodal officer from time to time and the security agency will be responsible for their optimum utilization.
5. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, electrical fittings etc. installed in the open all over the premises.
6. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsider or by any cattle.
7. The Security Guards/ASOs should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
8. In emergency situations, security staff /ASOs deployed shall also participate as per their role defined in the disaster plan, if any, Security personnel should be sensitized for their role in such situations.
9. The Security Guards shall assist the visitors in reaching their desired department/ locations.
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
11. Any other duties/responsibilities assigned by the Administration department may be incorporated in the agreement. The same shall also be binding on the security agency.
12. The guards/ ASO deployed should were behave with one and all of the Institute and do not bring disrepute to Institute by their actions.
13. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the agency deployed, the ASOs will move in their areas of responsibility
14. The ASO & guards engaged by the agency shall be dressed in neat and clean uniform

(including proper name badges), failing which invites a compensation of Rs.1000/- on each occasions and habitual offenders in this regard shall not be allowed to be deployed.

The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the employees of the institute/students/Visitors and should project an image of utmost discipline. The agency shall have right to have any person moved in case of complaints or as decided by the concerned officer of NITW if the security personnel is indiscipline, not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

15. It shall be responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in NITW invariably wear ID card during office hours. Agency should provide all the registers maintained by them at any point of time as demanded by the Institute.

16. The agency shall replace within 24 (Twenty-Four) hours any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the Security supplied by the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change /replace the personnel at any point of time without assigning any reason.

17. IISER Berhampur shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.

18. The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. NITW will be free to recover it from the security deposit given by the agency or from any other dues or recover as per law.

19. The agency's personnel working in the Authority should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Authority. The agency shall be fully responsible for any act of indiscipline on the part of persons deployed by him.

20. The Security staff deployed by agency in the NITW shall not claim any benefit, compensation, absorption or regularization of their services in the IISER Berhampur either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to NITW. In the event of any litigation on the status of the deployed persons by the agency, NITW will not be a necessary party to such proceedings. However, in any event, either the deployed persons or to the order of the Court, the NITW is made a party to such dispute, the agency shall take all steps to protect the interest of NITW and the agency shall reimburse the expenditure that would have been borne by NITW to defend itself, if so required.

21. The agency should strictly ensure that their security personnel deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act.
22. The agency shall be solely responsible for making payment directly to all the deployed Security within 05th of each month.
23. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by NITW from the security deposit of the agency.
24. The agency will properly maintain muster roll of the person employed/engaged in connection with the work at the premises of the NITW.
25. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified for actual shifts manned/operated by the personnel deployed by the agency and submit the same to the Administration department, NITW by 02nd of the succeeding month. The agency should be paying bonus to the security personnel deployed at this institute on its own terms without any financial liability on the part of NITW.
26. The agency will be solely responsible for making the payment directly to its deployed personnel, since there may be occasional delay in releasing reimbursement bill payment by NITW to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from NITW and shall be independent of the same.
27. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged guards.
28. The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:
- a) In order to ensure that such workers get their entitled wages by 05th of the following month, the following schedule will be adhered to: -
- i) Monthly bill cycle will be from 1st day of the previous month to last day of the month.
- ii) Monthly bill as per above cycle, will be submitted by the agency in first week of following month.
- iii) The agency must ensure that entitled wages of the workers are credited to their bank account on the 05th of the following month, agency will not be given any relaxation in this matter.
- b) While submitting the bill for the next month, the services provider must file a certificate certifying the following: -
- i) Wages of workers were credited to their bank accounts on (date).
- ii) ESI Contribution relating to workers amounting to Rs. _____ was

deposited on _____(date) (Copy of the challan enclosed).

iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on _____(date) (Copy of the challan enclosed).

iii) Certified that the agency is strictly complying with all statutory labour Laws including Minimum Wage Act.

iv) The agency should submit the bill in accordance with the above time schedule.

The entire financial liability in respect of security services deployed in NITW shall be that of the agency and this institute will in no way be liable for the same.

29. For all intents and purposes, the agency shall be the “Employer” within the meaning of different labour legislations in respect of security personnel deployed by it. There shall be no claim by such deployed persons of any employment in NITW. The persons deployed by the agency in the NITW shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against NITW. The agency shall be solely responsible for the redressal of grievances if any of all its staff deployed in the institute. The NITW shall, in no way, be responsible for settlement of such issues whatsoever.

30. NITW shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the security staff deployed by agency in the course of their performing the functions/duties or for payment towards any compensation.

31. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there are no unidentified/ unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.

32. The agency’s personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.

33. The agency’s personnel should not be involved in any type of liquid money transactions with the security personnel deployed during the contract period. Any complaints regarding the same from anyone will be dealt with seriousness and the contract agreement will be terminated without any further notice.

34. The agency should not be involved in recruiting people for the security guards/security supervisor by collecting / taking deposits from the new recruits. Any such complaints from anyone will be dealt with seriousness and the contract agreement will be terminated without any further notice.

35. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in NITW. The institute shall have no liability in this regard. Payment of the bill will be

made only after successful submission of statutory payment receipts.

36. The agency shall also be liable for depositing GST, levies, cess etc. on account of service rendered by it to NITW to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

37. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to NITW or any other authority under Law.

38. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by NITW.

39. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the institute (NITW) is put to any loss / obligation, monetary or otherwise, the institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

The agency shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in NITW, which shall be a condition precedent for payment of its bills.

40. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the service provider will be liable to be forfeited by the NITW, besides, annulment of the contract and other legal resource.

41. The Security Agency shall have resources to assist the principal employer (i.e. the Institute) in conducting Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance, free of charge.

42. The Security Agency shall have proper standards and procedures for recruitment of guards and supervisors as per PSARA 2005 section 10 and standard of physical fitness for security guards as per the Private Security Agencies Central Model Rules 2006 (PSACMR 2006). The Security Agency shall have a properly designed uniform. The Institute reserves the right to suggest modification if it deems fit, for the proper appearance and turnout of the guards.

43. Security Agency shall abide by all laws of the land including, contract of Labor (Regulations & Abolition) Act 1970, Employees' Provident Fund & Miscellaneous Provisions Act, 1952, Employees' State Insurance Act, 1948, Minimum Wages Act, 1948, Payment of Wages Act 1936, Industries Disputes Act 1947, Equal Remuneration Act 1976, The interstate Migration Workman Regulation of Employment and Condition of Service Act 1979, etc, other such acts/policies/rules of government of India, as issued and any amendment from time to time, apart from tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in

such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Security Agency, and it shall not involve the Institute in any way whatsoever.

44. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Institute have been paid at least minimum wages, as in force from time to time, in accordance with the provisions of the Minimum Wages Act, ESI/EPF/Medical Insurance Challan along with nominal roll of all concerned security personnel and that all other statutory requirements in this regard have been complied with.

Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per the provisions of the relevant laws.

45. The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted contract price in respect of the Scope of Work defined in the Price Schedule. However, if the prescribed minimum wages are revised by the Labour Commissioner (Central), the Security Agency shall revise the wages of the personnel accordingly. The difference in revised minimum wages, with respect to the wages applicable on the date of submission of tender (to cover statutory liabilities and profits of the company etc.) shall be reimbursed to the security agency in addition to the contract amount, subject to production of proof of disbursement of revised wages.

46. The persons employed by the Agency for the security of the Institute will be the employees of the Security Agency and the Institute shall have nothing to do with their employment or non-employment. Under no circumstances any liability (Civil or Criminal) in respect of matters connected with their employment (or Otherwise) shall be held against the Institute and the Security personnel employed by the Security Agency (or security agency itself) shall have no right whatsoever to claim employment (or any damages) from the Institute.

47. The Security staff employed by the Security Agency will not form or join any union of the Institute nor shall they make any claim on service or other matter. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute. (Shall abstain from every internal matters of institute other than for the purpose they are deployed). They should not criticize about our Institute and their employees at any level.

48. The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis. This training program as per (PSARA 2005) Private Security Agencies Central Model Rules 2006 (PSACMR 2006) Section 5. It may include various aspects of security of a vital installation, major expected threats, and measures to curtail these threats, use of security equipment, etc.

49. Regular medical checkup for guards will be carried out by the agency in their own expenses and submit medical fitness certificates of all the deployed security personnel to NITW – this is an important pre-requisite at the time of enrolment and mandatory every year.

TERMS AND CONDITIONS

1. a) The contract shall be initially valid for a period of 24 months (02 years) from the date of commencement of services. The contract can be extended further to a maximum of another twelve months (01 year) (maximum 36 months/03 years totally) on mutual consent on the same service charges, terms and conditions. The services should be commenced with effect from the date as indicated in the WO/contract agreement.

b) The contract may be curtailed or terminated by NITW, owing to deficiency of service, sub-standard quality of Security deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of the NITW.

2. The contract shall automatically expire on due date, unless extended further by the mutual consent of contracting agency and NITW.
3. The contract may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the successful service provider and NITW.
4. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities /obligations under this contract to any other agency 3rd party without the prior written consent of NITW.
5. The NITW at present has requirement of 05 Nos. of Assistant Security Officers, and 120 Nos. of Security Guards (Male & Female). The requirement of the NITW may further increase or decrease as the case may be during the period of contract.
6. The designation-wise essential requirements of security staff are as given below:

Sl. No.	Designation	Essential Requirement/Qualification
1.	Assistant Security Officer	Ex-Serviceman – retired from Indian Armed Force services and should be a Graduate.
2.	Security Guards (without arms)	Ex-Serviceman/ ex armed para military services personnel/ Retired Policeman/ Trained or experienced personnel with minimum qualification of matriculation/SSC or equivalent.

7. The security agency shall employ atleast 20% of the Security Guards from among ex-police service personnel / Ex-servicemen / ex armed para military services personnel. The upper age limit for Ex-servicemen retired from Indian Armed forces services for ASOs shall not be above 62 years. The security agency shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment. The security agency shall not employ any person below the age of 18 yrs. and any security guards above the age of 50 years. Employment of child labour is a serious offence as per laws and will lead to termination of the contract forthwith.

8. Director, NITW reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Security Service Provider.
9. The security personnel deployed shall be the employees of the security agency at all times and all statutory liabilities and obligations will be paid by the security agency such as ESI, PF, Workmen's Compensation Act, bonus etc. The security persons deployed by the agency should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security duties and firefighting services using appropriate materials, tools, equipment and gadgets.
10. The agency shall engage only such guards and ASOs, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff. The agency shall submit copies of the discharge books of ex-servicemen to NITW, before their deployment.
11. The agency at all times should indemnify NITW against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Private Security Agencies (Regulation) Act 2005, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate Government, shall be ensured all cost.
12. The security agency shall have its own establishment / set up / mechanism / training institute to provide training or should have tied up with a reputed training institute, with 2-3 Ex-servicemen / Ex-Para Military Forces/ Ex-Policemen for training purpose at his own cost to ensure correct and satisfactory performance of his responsibilities under the contract.
13. **Place of Duty, Working Hours, Punctuality and Attendance:**
 - a. The personnel so deployed shall have to report for duty at NIT, Warangal. No extra liability on this account will be borne by NITW.
 - b. The eight hours shift generally will commence from 06:00 hrs. to 14:00 hrs., (1st shift) 14:00 hrs. to 22:00 hrs. (2nd shift) and 22:00 hrs. to 06:00 hrs. (Night shift). The General Shift will be from 09:00 hrs. to 17:30 hrs for effective supervision of all security functions. But the timings of the shift are changeable and shall be fixed by NITW from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed in normal course.
 - c. The personnel will have to report to the office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions/ shift change formally, and to complete all other required formalities as approved by NITW.
 - d. The agency shall ensure that the attendance of the security personnel is monitored through biometric equipment and the report of the same shall be submitted along with the monthly bills PF, ESI whenever applicable.
14. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the

staff of the agency deployed, the supervisory staff will move in their areas of responsibility

15. The guards engaged by the agency shall be dressed in neat and clean uniform, hair cut (including proper name badges), failing which invites a fine Rs.500/- on each occasions and habitual offenders in this regard shall not be allowed to be redeployed.
16. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Students/ Visitors/ Guests and should project an image of utmost discipline. The agency shall have right to have any person moved in case of staff complaints or as decided by representative of the NITW if the person is not performing the job satisfactorily or otherwise. The security agency shall have to arrange the suitable replacement in all such cases immediately.
17. **Compensation**
 - a. In case any of agency's personnel deployed under the contract is (are) absent, compensation equal to double the wages of number of guards/supervisors absent on that particular day shall be payable to NITW and the same shall be deducted from the Agency's bills.
 - b. In case any public complaint is received attributable to misconduct/misbehavior of agency's guards, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from the agency's bill. Further the agency shall forthwith take steps for replacement of such guard and report the action taken.
18. The security agency shall bear all the expenses incurred on the following items i.e. Provision of standard uniforms, cap, winter clothes, rain coats, face mask, hand gloves, torches and cells, lathis / ballams and other implements provided to security staff, stationery, registers, bio-metric for attendance, printed/registers for maintaining duty charts and other registers at security check points, all record keeping as per requirements.
19. The agency will provide to the Authority a list of all personnel so deployed with permanent and present address along with their latest photographs.
20. It shall be the responsibility of the agency to issue the employment card/photo / identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in NITW invariably wear photo ID cards during working hours.
21. The agency shall replace **within twenty-four hours** any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct, upon receiving written notice from the NITW Authority. Notwithstanding the above, the Authority shall have the right to change /replace the personnel at any point of time without assigning any reason, direct thereon.
22. NITW shall not liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency and or its personnel.

23. The agency shall be responsible for any damages happened to the property of the Institute by the personnel so deployed. NITW will be free to recover the loss from the security deposit submitted by the agency or from any other dues to them as per law.
24. The agency's personnel working with the Authority should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Authority. The agency shall be responsible for any act of indiscipline on the part of persons deployed by them.
25. The Security staff deployed by agency in the NITW shall by no means claim any benefit, compensation, absorption or regularization of their services in the NITW either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to NITW. In the event of any litigation on the status of the deployed persons, NITW shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, the NITW is made a party to such dispute, the agency shall take all steps to protect the interest of NITW and the agency shall reimburse the expenditure that would have been borne by NITW to defend itself from the litigation, if the need arises.
26. The agency shall ensure that the persons deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act or trafficking.
27. The agency shall be solely responsible for making payment directly to the deployed Security personnel by 7th of every month and for remittance of statutory dues for the deployed personnel whether NIT Warangal releases or not.
28. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by NITW from the agency forthwith.
29. The security personnel deployed by the agency shall work under overall supervision and direction of the agency and shall be guided by the Registrar or any of the authorized officer(s) of NITW to the extent required.
30. The agency will properly maintain muster roll of the person employed/engaged in connection with the work at the premises of the NITW.
31. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified for actual shifts manned/operated by the personnel deployed by the agency and submit the same to NITW by 3rd of the succeeding month.
32. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by NITW to the agency due to contingencies, payment of wages to the deployed personnel by agency

should not be linked with receiving of payment from NITW and shall be independent of the same.

33. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged guard.
34. The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:
 - a. In order to ensure that such workers get their entitled wages by 7th of the following month, the following schedule will be adhered to:
 - i. Monthly bill cycle will be from 1st day of the previous month to last day of the month.
 - ii. Monthly bill as per above cycle, will be submitted by the agency during the critical days of the first week of following month.
 - iii. The agency must ensure that entitled wages of the workers are credited to their respective bank accounts on the 7th of the following month, and it should adhere to the schedule at all costs.
 - b. While submitting the bill for the next month, the services provider must file a certificate certifying the following:
 - i) Wages of workers were credited to their respective bank accounts on (date).
 - ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____(date) (Copy of the challan enclosed).
 - iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (date) (Copy of the challan enclosed).
 - iv) He is complying with all statutory labour Laws including Minimum Wage Act and payment of Bonus Act.
 - c. The agency should submit the bill in accordance with the above time schedule.
35. The entire financial liability in respect of security services deployed in NITW shall be that of the agency and NITW will in no way be liable for the same.
36. Deployed personnel should not create any disturbance in the Institute premises to settle any issues they had with the contractor.
37. The NITW shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the security staff deployed by agency in the course of their performing the functions/duties or for payment towards any compensation.
38. Adequate supervisor measures shall be kept in place to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two contracting parties. The security personnel shall ensure that there is no unidentified/ unclaimed/suspicious objects/person(s) in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated parking slots only.

39. The agency's personnel shall not divulge or disclose to any person(s), any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters to any one or groups/ individuals/agencies as information is confidential/secret in nature.
40. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to NITW to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
41. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The service provider shall produce the same, on demand, to the concerned authorities of NITW or any other authority authorized by it.
42. The Tax Deduction at Source (TDS) and GST shall be done as per the provisions of Income Tax Act/ Rules and GST Act respectively, as amended from time to time and a certificate to this effect shall be provided to the agency by NITW.
43. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the NITW is put to any loss / obligation, monetary or otherwise, the NITW will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
44. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Security Service Providers will be liable to be forfeited by the NITW besides, annulment of the contract and other legal recourses.
45. The successful bidder who is awarded the contract by NITW will retain all the documentary proof/papers deposited with the respective statutory bodies/ Government departments, i.e., Employees State Insurance, Provident Fund and Service Tax. All such documents/papers will be necessarily submitted within seven days by the Security service provider as and when they are requisitioned by NITW, failing which a penalty of Rs.100/- per day shall be deducted from the monthly bill of the agency till submission.
46. The NITW reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely positioning of the services.
47. Any delay or forbearance on the part of NITW or any waiver of its rights or condonation of any acts, on the part of NITW shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.

BIDDER DETAILS FORM**Tender for Providing round the clock Security Services to NITW**

S. No.	Description	Information
1	Name of Tendering Security Service Provider	
2	Date of Incorporation of Company (Attach ROC Registration certificate/, Registered Partnership Deed);	
3	Name of Director/ Partner	1. 2. 3.
4	Full Address of Registered Office: Telephone No.: FAX No.: E-Mail Address: Person full details and Mobile No.	
5	Full address of Operating Branch/Office: Telephone No.: Mobile No.: FAX No.: E-Mail Address:	
6	Banker of the Security Service Provider (Attach certified copy of statement of A/c for the last Three years) solvency certificate	
7	PAN No./GIR No.: Attach attested copy)	

8	GST Registration No (in respect of Security Services) (Attach attested copy)	
9	Employee Provident Fund Registration No (Attach attested copy)	
10	Employee State Insurance Registration No.: (Attach attested copy)	
11	PSARA License No.	

12. Exclusive Income from Security Services of the tendering **Security Service Provider** for the three financial years mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs.in Lakhs)	Remarks, if any
2017 - 2018		
2018 - 2019		
2019 - 2020		
2020 - 2021		

13. Give details of the major similar contracts handled by the tendering Security Service Provider during the last three years (i.e. 2017-18, 2018-19, 2019-2020 and 2020-2021) in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sl. No.	Name of the client, Address and telephone No. with contact person details Mobile No. is mandatory	Security services provided		Value of the contract (Rs.in lakhs)	Duration of the contract	
		Type of security provided	No. of persons deployed		From	To

14. Submit Experience Certificate from at least three clients, to whom services have been provided by tendering security service provider in the past. The certificate should preferably be from Govt./PSU/reputed private companies clients or reputed companies and the same should be submitted in original or the copy of it, should be self-attested.
15. Submit experience certificates / copies of work orders to prove total number of years of Experience in providing Security Services (exclusively the security services only) in large, centrally funded technical institutions like NIT / IIT/ IIIT/higher educational institutions like IIMs, Central Universities, research institutions like IISERs, IISc, NISER, NIPERs, CSIR labs etc, (only central government educational & research institutions)
16. Submit duly filled up form of bid-securing declaration in lieu of EMD/bid security as per the proforma in Annexure I.
17. Submit Solvency Certificate issued by a scheduled bank as per Sec III (6) above.
18. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

PRICE BID FORWARDING LETTER

(Date)

To, The Registrar
National Institute of Technology,
Warangal

Dear Sir,

Ref: Tender for Security Services Provider for NITW

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Security Services Provider.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with NITW.

If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India is acceptable terms to NITW.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with NITW for provision of Security services.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, annexures and other documents and instruments delivered or to be delivered to the NITW are true, accurate and complete. This bid includes all information necessary to ensure that the statements made therein do not, in whole, or in part mislead, or conceal NITW as to any material fact." we understand that if any point of time it is noticed/discovered by NITW that any information given by us is false or incorrect or misleading/concealed NITW shall have the right to take such necessary action it may deemed fit and proper including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/ entity/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2021

Signature
Name:
(In the capacity of)

Duly authorized to sign the bid response for and behalf of: (Name and Address of Company)
(Seal/Stamp of bidder) Witness Signature:

Witness Name:

Witness Address:

FORM OF BID-SECURING DECLARATION

Date : _____

Tender No. _____

To,
The Registrar
NIT Warangal

Sir,

I / We, M/s _____, the authorized signatory (ies) declare that :

I / We understand that, according to your conditions, bids must be supported by a bid-securing declaration.

I / We accept that we will automatically be suspended from being eligible for any bidding in any contract with NIT Warangal for a period of time of three years starting on 01st August 2021/date -as per the contract agreement/work order, if we are in breach of our obligation(s) under the bid conditions, because we :

- (a) Have withdrawn our bid during the period of bid validity specified in the tender document; or
- (b) Having been notified of the acceptance of our bid by NIT Warangal during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security in terms of the tender document, GFR and Govt of India rules from time to time.

I / we understand that this bid security declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful bidder, or (ii) 30 days after the expiration of our bid/date of issuance of the LOA/WO.

*Signed : _____ & Sealed

(in the capacity of) _____, duly authorized to sign the bid for and on behalf of the bidder M/s _____.

Dated on _____ day of _____ 2021. ***(to be digitally signed and validated)**

SELF-DECLARATION – NO BLACKLISTING

(Date)

To,
The Registrar,
National Institute of Technology,
Warangal.

Dear Sir,

Ref: Tender for Selection of Security Services Provider for NITW

In response to the Tender Document for Selection of Security Services Provider for NITW, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body or any other agency.

We further declare that presently our Company/ firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of this Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security deposit may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated without any notice and we shall be barred from bidding in future against any other tender/tenders.

Thanking you,

Yours faithfully,

Place:

Signature_____

Date:

Name_____

Seal of the Organization_____

PRICE BID

Name of the Agency

(A) Service Charges @ _____% of total amount of Basic Wage payable to ASOs and Security guards every month and providing Security services to NIT Warangal adhering to all terms and conditions of the bid document.
(B) GST on Service Charges as applicable as per rules.
(C) GST on EPF as applicable as per rules.
(D) GST on ESI as applicable as per rules.

IMPORTANT NOTES :

1. ESI is not applicable to categories whose basic wage plus VDA exceeds Rs.21,000/- pm (or) as applicable as per the rules in vogue.
2. EPF @ 13% will be on the maximum ceiling prescribed (presently Rs.15,000/- pm) or as per the rules in vogue.
3. Service/administrative charges for providing security services to NITW cannot be less than 2% (two percent) of total amount of basic wages payable to the personnel deployed by the agency per month.
4. NITW shall award the contract to the successful bidder whose bid has been found to be technically responsive, who had quoted the least value (L1) of service charges in percentage cannot be less than 2% (minimum).
 - (a) then the agency who has more experience as per Column 10 of Section III above and (i) the seniority in PSARA License for operating security services (refer Para 4 of Section-III above) (ii) having more volume of business and (iii) as evaluated by the duly constituted committee of NITW, will be awarded the bid. The decision of the committee and the competent authority of NITW will be binding and should be accepted by all the bidders.
 - (b) If there is still a TIE, a one-time chance will be given to the bidders (under TIE) for submitting a revised quotation on the spot in a sealed envelope (format will be given on the spot only) in the presence of the duly constituted committee and the L1 will be decided on the spot which will be accepted by all the bidders.
 - (c) Even at this stage against if there is a TIE, the bid will be awarded based on the lottery amongst the bidders under TIE.

In all matters, the decision of the committee and the competent authority of NITW will be binding and should be accepted by all the bidders.

6. GST will be separate. NITW will reimburse the actual GST paid or will provide necessary documents to avail the exemption from GST to educational institutions, as applicable as per the rules in vogue.
7. Agency's Administration/Service Charges cannot be less than 2% or such that it has been kept below the minimum ceiling prescribed or deliberately low to secure the contract. No conditional offers are acceptable. Any such offers will be treated as invalid for all purposes will be summarily rejected.
7. The daily wage rate has to be paid to the personnel to be deployed by the agency will be as per the daily minimum wage as fixed by Central Labour Commissioner or DGR through notifications/orders issued from time to time as applicable to the relevant category of personnel deployed at NIT Warangal.
8. The bid to be submitted by the Bidder through e-tendering process and shall contain 2 (two) parts:-
 - Part-I: " Online Technical Bid" shall contain:
Separate format is provided.
 - Part-II: "online Financial Bid" shall contain:
Separate format is provided.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

SCHEDULE OF TENDER

Name of Organization	National Institute of Technology, Warangal
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/Works)	Services/Works
Estimated cost of the tender	Rs.770.00 lakhs (approx.)
Type/Form of Contract (Work/Supply/Auction/Service/Buy/ Empanelment/ Sell)	Works
Nodal authorities / Responsible officer / Department other authorities responsible for the subject work of NIT Warangal	Director / Registrar / Administration Department/ Deputy Registrar – Administration / Institute Security Officer, NIT Warangal.
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems) Name of the tender / contract	Tender for engagement of Security Services Agency for providing round the clock security services in NIT Warangal Campus.
Source of Fund (Institute/Project)	NITW
Is Multi Currency Allowed	No
Date of Issue/Publishing	
Document Download Start Date	
Document Download End Date	
Last Date and Time for Uploading of Bids	
Date and Time of Opening of Technical Bid	
EMD	EMD is exempted as per the orders in vogue issued by the Govt of India. However, bidders have to submit Bid Security Declaration as per the proforma attached with the NIT.
No. of Covers (1/2/3/4)	2 (technical & financial bids)
Bid Validity days (180/120/90/60/30)	120 Days
Address for Communication	The Registrar, Administration Building, National Institute of Technology, Warangal-506004
Contact No.	For Queries: 0870-2459366 / 0870- 2462040
Email Address : registrar@nitw.ac.in	