

# **NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

## **TENDER FOR SECURITY SERVICE AND HOUSEKEEPING SERVICE AT NIT MANIPUR**

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<b>Sl.</b>	<b>Details</b>	<b>Date</b>	<b>Time</b>
1	Notification of Tender	<b>31.07.2018</b>	
2	Last date for submission /deposit of Tender	<b>21.08.2018</b>	<b>5:00 P.M.</b>
3	Opening of Technical Bid	<b>24.08.2018</b>	<b>2:00 P.M.</b>
4	Opening of Financial Bid	<b>25.08.2018</b>	<b>2:00 P.M.</b>



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No. NITM.1/(58-Estt)/SecA/2017-337

Date: 31.07.2018

**TENDER FOR SECURITY SERVICE AND HOUSEKEEPING SERVICE AT  
NIT MANIPUR**

Sealed tenders are invited from reputed firms/Agencies for providing Security Service and Housekeeping Service at NIT Manipur. Details may be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Last date of submission of completed and sealed tenders is 21.08.2018 upto 5:00 P.M.

**Note:** NIT Manipur reserves the right to amend any changes in the tender documents due to unforeseen circumstances. All such changes will be duly notified on the Institute website and Central procurement portal.

Sd/-  
Registrar  
NIT Manipur



### **Important Instructions**

**Please read the tender documents carefully before filling up. Incomplete tender documents will be rejected.**

1. Duly filled – in tender documents are to be submitted to the **Director, NIT Manipur** along with Processing fee, EMD and self-attested copies of the following certificates, issued by the competent authority:
  - (i) Processing fee of Rs. 1,000/- (Rupees One Thousand only) (Non-refundable)
  - (ii) Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) (Refundable)
  - (iii) PAN Card [in the name of firm/agency or proprietor]
  - (iv) EPF/ PF Registration
  - (v) P-Tax registration
  - (vi) Registration under the Shops & Establishment Act
  - (vii) GST Registration Certificate
  - (viii) Audited balance sheet for last 2 years
  - (ix) List of organizations with contact number and proof where the contractor is providing/ has earlier provided security service.
2. The Successful Contractor/Security Agency will be required to deposit Rs.1,00,000/- (Rupees One Lakh only) as Security Deposit in the form of a Demand Draft / Bankers' Cheque drawn from any schedule bank in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal within 15 (Fifteen) days from the date of issue of work order from NIT Manipur, EMD amount shall be refunded if Security Deposit is submitted in full, The Security Deposit will be refunded or released after expiry of Contract Agreement, subject to satisfactory completion of the contract. Interest is not payable on the Security Deposit/EMD.
3. **Sealed Tenders are to be submitted for Security Service & Housekeeping Service and must contain two separate sealed envelopes labelled “Technical Bid” and “Financial Bid”. Processing fee, EMD and other certificates listed in above Sl. (1) is to be submitted with the Technical Bid.**
4. The intending bidders/contractors or their authorized representative will be allowed to remain present at the time of opening of the tender document. **The ‘Technical Bid’ of the bidder will be opened first. If the EMD and all other necessary documents, as stated earlier, are found in the envelope and the Contractor/Security Agency is found eligible as per Technical Bid, then only the corresponding ‘Financial Bid’ of the contractor will be opened. Otherwise, the concerned tender will be summarily rejected.**



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5. The scope of work may vary as per requirement of the institute and will be intimated in due course of time. The Director, NIT Manipur reserves the right to award the job in part or whole, to one or more bidders.
6. **If the past performance of any contractor/ security agency is not satisfactory and poor performance is already known to NIT Manipur or the contract was terminated for non-compliance /breach of any clause of the agreement, the contractor/security agency will not be eligible for participating in the tender process and any bid or offer or quotation submitted will not be considered by NIT Manipur and the same will be rejected by the Committee which will scrutinize the tender documents and subsequently by the Director, NIT Manipur.**

The Institute reserves the right to accept or reject any or all the tenders without assigning any reason.

**Submission of Tender:**

Proposals containing all necessary documents are to be sent in a sealed envelope to “**The Director, NIT Manipur, Langol Campus, Imphal - 795004**” superscribing “**Tender for Security Service and Housekeeping Service at NIT Manipur**”.

A processing fee of **Rs. 1,000/- (Rupees One Thousand Only)** non-refundable along with Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand Only)** refundable in the form of DD in favour of “**Director, NIT Manipur**” payable at SBI, Secretariat Branch, Imphal should be enclosed. The proposal document can only be downloaded from [www.nitmanipur.ac.in/www.eprocure.gov.in](http://www.nitmanipur.ac.in/www.eprocure.gov.in). The last date of receipt of complete proposal is **21<sup>st</sup> August, 2018 upto 5:00 P.M.**

**Registrar  
NIT Manipur**



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**Terms & Conditions:**

1. The Contract may be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
2. The agency/tenderer should have at least three years of relevant experience in executing/rendering such services.
3. Tender(s) submitted after the scheduled last date & time and without the required Annexure(s) & documents will not be considered. Tenders received after the specified date and time, due to whatever reason including postal delays, if any, will not be considered.
4. Tender shall be submitted in as per the prescribed tender format only and should not be altered. If submitted in any other form or altered the same shall be summarily rejected. No tenderer shall submit more than one tender form/Quote.
5. All the DD (s) are to be submitted along with the Technical Bid only and **NOT** with the Financial Bid. All bidders should mention their company name and tender no. at the back of the DD(s).
6. If the Technical and Financial Bids are submitted together in the same single envelope the same bid will be rejected.
7. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender is liable to be rejected.
8. The quote/rates should be valid at least 3 months from the date of opening of the tender; however, in case of the successful tenderer the quote/rate shall be valid for the entire period of contract. However, prevailing rate as revised by the Govt. from time to time will be considered subject to approval by the competent authority.
9. The Tenderer shall comply with all existing **Central Govt.** Labour Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the Contractor would be fully responsible and would indemnify NIT Manipur, in case the Institute is held liable for the lapse on the part of the Contractor, in this regard.
10. The rates are subject to revision as per Govt. of India Minimum Wages Act (watch and ward staff on contract) while the service charge will remain the same which will be subject to approval by the competent authority.
11. NIT Manipur would have the right to terminate the contract without notice before the expiry of the term, in case the performance is not up to the standard, or in case there is any violation of NIT Manipur Rules & Regulations, or if there is any lapse in compliance of any Labour Legislation, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of NIT Manipur in this regard would



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- be final and binding on the Contractor. In such events, NIT Manipur shall have the right to engage any other contractor to carry out the task.
12. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
  13. The Contractor and his staff shall comply with all instructions and directions of the NIT Manipur authorities given from time to time. In the event of any emergent situation, the staff of the Contractor shall comply with instructions given by the NIT Manipur authorities, without waiting for confirmation from the Contractor.
  14. The timely payment of Employees' contribution towards PF & ESI at scheduled rates will be the sole responsibility of the successful tenderer. The tenderer shall be responsible for the payment of wages & allowances of staff members deputed by him at NIT Manipur as per the Minimum Wages in force and fixed by the Central Govt. and all statutory dues to the persons employed by the contractor for providing the said services. NIT Manipur shall in no way be responsible for any default with regard to any statutory obligations related to the manpower deputed by the tenderer at NIT Manipur.
  15. Since there may be delay in releasing payment by NIT Manipur to the contractor due to contingencies, payment of wages to the staff members deputed by the tenderer should not be linked with receiving of payment from NIT Manipur and the tenderer must pay the wages to their staff(s) deployed/engaged at NIT Manipur Centre by **7<sup>th</sup> of every month**. No request for relaxation will be entertained in this regard.
  16. All the staff engaged by the successful tenderer, shall be deemed to be the employees of the contractor. The contractor shall be solely responsible for their wages, fringe benefits, conduct, leave-records, etc. The tenderer shall also provide its staff members photo-identity cards which may be checked by the NIT Manipur authority/concerned official(s) of NIT Manipur as and when necessary.
  17. In case of termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/ deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the NIT Manipur. The personnel of the Contractor will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the NIT Manipur during the subsistence of the contract/ agreement and even after the expiry of the Contract/ Agreement.
  18. Payment will be made to the contractor on monthly arrear basis after necessary deduction (TDS/GST etc., if any), as applicable as per prevailing rate.
  19. In the event of non-satisfactory service or any default, payment may be deducted as penalty as deemed fit which will be decided by the NIT Manipur authority and decision of NIT Manipur to this effect shall be final & binding on the agency/service provider.





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20. Even after qualifying in the technical bid, the financial bid may be rejected if not found in order. Merely qualifying in the technical bid does not ensure acceptance of the financial bid.
21. In case of L-1 is more than one, the selection criteria [viz. the past performance, etc.] would be at the discretion of NIT Manipur. The decision of NIT Manipur, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding to all the tenderers.
22. Security guards will be deployed on rotation basis and each guard should be rotated after every fortnight. Also the security personnel deputed at the Campus and Hostel should be shuffled on regular intervals. This rotation/shuffling work should strictly be followed by the service provider, i.e. the successful tenderer.
23. The tenderer shall ensure that the security staffs engaged by the Contractor shall not smoke beedis, cigarettes or intake alcohol nor they are allowed to chew pan, tobacco items etc. during duty hours.
24. Dispute, if any, arising out of the manpower services contract shall be settled by mutual discussion and the decision of NIT Manipur will be final and binding in this matter.
25. The required strength of manpower (Security Personnel) under various categories as has been mentioned in the financial bid (Annexure-IV) is indicative and may vary. However, the deployment of manpower shall be as per actual requirement and will be mentioned in the work order or in the subsequent order(s) to be issued to the successful tenderer and any increase/decrease in the actual deployed strength, the payment will be made on actual and at the same rate as applicable. NIT Manipur is not bound to engage all the manpower(s) as mentioned in Annexure- IV.
26. The security personnel to be deputed must bear good moral character with decent personality, well-disciplined and sincere. If, at any time, any of the security personnel are found to be guilty of misconduct in any manner, the Agency shall replace that person forthwith.
27. The agency shall verify character, antecedents of personnel before deployment in NIT Manipur Campus. The particulars of staff (name, father's name, age, address, qualifications, previous work experience, etc..) engaged by the contractor must be submitted to NIT Manipur along with their police verification report.
28. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the personnel, the contractor shall be held fully responsible, and the Institute shall be entitled to recover appropriate amount with penalty from contract fees payable to the contractor or contractor will pay the same. The amount of loss or damage as determined by NIT Manipur shall be final and binding on the contractor.
29. In the event of injury, illness or mishap to any security personnel/manpower, NIT Manipur will not be liable to pay any compensation and the contractor shall be fully responsible for the same.



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30. The Contractor will indemnify NIT Manipur in case of any damage or liability, which may arise on account of action of any reason by them.
31. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for rendering Security Service at NIT Manipur.
32. The contractor at its own cost shall provide proper uniforms (trouser, shirt, belt, cap & shoes) including washing cost to their security personnel.
33. The contractor / security guard on duty shall maintain a register to record the entry and departure of visitors, students, vendors, etc. with proper date and time. NIT Manipur authority may check the register as and when required. In addition, the following should be maintained/noted:
  - i. One standing security guard should always be at the main gates
  - ii. The visitors should be issued visitors ID Card by the security guard at the gate
  - iii. The Gate should remain closed and shall be opened as and when required
  - iv. Strict Action will be taken if found 'Sleeping' while on duty
  - v. Outside the IT Labs submission/ returning of bags of the students against coupon should be taken care properly and misconduct, if any, by the students should be recorded/ informed to the concerned NIT Manipur.
  - vi. The security personnel should not use Computer or other facilities for which they are not entitled for and strict necessary action will be taken for such incidences
  - vii. The agency will be responsible for the training and strict discipline and quality control of the guards
  - viii. Immediate replacement of guards, if needed, due to any disciplinary ground or so, should be guaranteed.
34. The security guard on duty should also maintain a register for recording of Gate passes which are issued by the Institute time to time for various items of the organization like machineries, parcels, etc. and they have to produce these Gate passes to the NIT Manipur authority for verification as & when required.
35. The contractor will ensure deployment of required staff on all days of the week. The security staff deputed by the contractor will ensure safety of man, materials, stores and property of NIT Manipur as well as students at Hostel and follow the rules and guidelines laid down by NIT Manipur from time to time.
36. The security staff will ensure that all the main gate/doors/windows are properly closed and locked and the fans/AC's/Network/UPS, etc. are properly switched off after office hours and on Holidays. They will not open office area without the permission of the NIT Manipur authority until or unless it is necessary.
37. The security staff will always be vigilant and any suspicious activity noticed during and after office hours and any unusual happening in the surrounding area should bring to the notice of NIT Manipur authority immediately.





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38. Payment will be deducted on pro-rata basis and as applicable in the event of absent of any security personnel on any day or so; however, it is strongly recommended for a suitable substitute/replacement during one's absence.
39. The contractor will maintain Attendance Register duly countersigned by Supervisor/Commander. The copy of Attendance Register/sheet is to be submitted along with bill for payment of wages.
40. The Bidder shall quote the rates in figures as well as words. If there in any mismatch, either the lower amount will be considered or the quotation may not be accepted as may be decided by NIT Manipur authority and decision of NIT Manipur to this effect shall be final & binding.

**Seal and Signature of the tenderer with date**



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**ANNEXURE - I**

**(TENDERER TO FILL UP THIS PAGE)**

1. a. Name of the tenderer / organization.....  
b. Name of the proprietor / partner(s).....  
c. Date of Establishment:.....  
d. Please specify as to whether tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....
2. a. Address (Office):  
b. Telephone No.:  
c. Mobile No.:  
d. Email ID:
3. Details of relevant work experience:  
(i)  
(ii)  
(iii)
4. List of reputed clients:

Sl.	Client's Name	Contact Person	Contact Number (with email-id, if any)	Remarks, if any
1				
2				

5. Furnish copies of the following documents:  
(i) PAN Card [in the name of firm/agency or proprietor]:



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(ii) EPF/PF Account Number:

(iii) P-Tax Registration Number:

(iv) Registration under the Shops & Establishment Act

(v) GST Registration Number:

6. DD [enclosed] details:

i. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_ [Processing fee]

ii. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_ [EMD]

1. Tenderer should submit the entire set of tender papers duly signed while dropping the tender.

2. Additional paper (s) to furnish the above information may be used.

**Seal and Signature of the tenderer with date**



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**ANNEXURE – II**

**TECHNICAL BID**

*for*

**Security Service & Housekeeping Service**

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether 'Technical' & Financial bids submitted separately and the respective envelopes superscribed properly.	
02	Whether demand Draft of <b>Rs. 1,000/-</b> (Rupees One Thousand Only) favouring Director, NIT Manipur is enclosed as tender cost (if tender document is downloaded from website/not purchased) (to be submitted with the Technical Bid)	
03	Whether Demand Draft of <b>Rs. 50,000/-</b> (Rupees Fifty Thousand Only) in favour of Director, NIT Manipur is enclosed as EMD (to be submitted with the Technical Bid)	
04	Whether capable and agreed to submit <b>Rs. 1,00,000/-</b> (Rupees One Lac Only) as Security Deposit, if work order is awarded to successful Tenderer.	
05	Whether document in support of having minimum 03 (three) years experience in executing similar kind of jobs along with a list of organizations (Govt., PSU, reputed MNCs/ organisations) with contract nos. where the Contractor is currently providing/has earlier provided this kind of service, submitted.	
06	Whether Trade License for this kind of jobs enclosed	
07	Whether copy of Pan Card enclosed	
08	Whether copy of other statutory registration certificates like Professional Tax etc. enclosed (if & as applicable)	
09	Whether copy of Registration Certificate of PF enclosed	
10	Whether copy of Registration of the Agency under the shop & Establishment Act submitted	
11	Whether Copy of GST Certificate enclosed	
12	Whether Copy of Income Tax Return for last 2 (two) years submitted [Assessment year 2016-17, 2017-2018]	
13	Audited balance sheet for last 2 years	
14	Whether agreed to abide by all the terms & conditions of this tender	
15	Whether all DDs, Annexure-I, II, III & IV duly filled, are enclosed with this Technical Bid	
16	Whether Annexure – V are enclosed in Financial Bid	

(All above enclosures must be valid)

Date:

Place:

(Name & Signature of the tenderer with seal)



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**ANNEXURE – III**

**ON THE LETTER HEAD OF THE FIRM**

<b>Sl. No.</b>	<b>Financial Year/ Accounting Year</b>	<b>Profit (Rs.)</b>	<b>Loss (Rs.)</b>	<b>Annual Turnover (Rs.)</b>
1	2016-17			
2	2017-18			



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**ANNEXURE – IV**

**DECLARATION BY THE TENDERER**

I/We have carefully read the terms and conditions of contract as contained in Tender Notice No ..... dated: ..... and agree to abide by these terms. If, I/We fail to fulfil any of the terms and conditions of the contract, then Director has the right to cancel the contract without any further correspondence and NIT, Manipur, has no financial liability. I/We promise to pay the compensation or fine in case of such default.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Tenderer)  
Name & Designation





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**ANNEXURE – V**

**FORMAT OF SUBMITTING FINANCIAL BID FOR SECURITY SERVICE &  
HOUSEKEEPING SERVICE AT NIT MANIPUR**

Sl.	Type of Manpower	Required Manpower	Min wages	EPF	GST	Other charges	Service charges (in Rs.)
1	Security Guard	40	15660 (@ 522 per day)				
2	Housekeeping	20	11100 (@ 370 per day)				
	<b>Total</b>	<b>60</b>					

**Note: Minimum wages are as per Notification no. No. 1/10(6)/2018-LS-II & 1/10(5)/2018-LS-II dated 03/04/2018 of Ministry of Labour & Employment, GOI**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Tenderer)  
Name & Designation