

Our Ref.: NITS / G - 78

Dated: 28-05-2008

**Subject: Tender for Security & Fire Services at NITS**

M/s .....

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Dear Sir(s),

Sealed quotations in two-bid system for the subject work is invited from eligible Contractors / Contractors by the National Institute of Training for Standardization (NITS), A 20-21, Institutional Area, Sector 62, NOIDA up to 1600 h on or before 20-06-2008. The tender document (two-bid system) is to be submitted in two separate envelopes, each sealed and clearly identified as to the envelope number and contents as indicated below and addressed to "Asstt. Director (Admn. & Finance)" at the above-mentioned address. Both the envelopes along with requisite **EMD** shall be contained in a large envelope super scribed **Tender for Security & Fire Services at NITS.**

Name of The Work	Tenure
Security Services	<b>24 (Twenty Four Months)</b>
Operation of the Fire Fighting System (including routine re-charging of Fire extinguishers and mock drill)	24 (Twenty Four Months)

The tender document may either be downloaded from the BIS website at < [www.bis.org.in](http://www.bis.org.in)> or purchased from our office at the above-mentioned address, on any working day i.e., Monday to Friday during 1000 h - 1630 h on payment of Rs. 150.00 in cash or DD in favour of "Bureau of Indian Standards" payable at Delhi/NOIDA. In case, tender document is down loaded from our website, payment of Rs. 150.00 may be enclosed along with the EMD in form of Demand Draft payable at New Delhi/Noida.

Both the envelopes to be filled and submitted by the contractor, i.e., Envelope 1-Technical Bid and Envelope 2 - Price Bid are enclosed herewith.

The Technical Bids shall be opened on next working day of the closing/last day of submission of tenders at 1600 h. Representatives of the contractors may be present at the time .of opening of the tender, if interested. Price Bids of only successful contractors, qualifying in the Technical Bid, shall be opened. The date and time of opening of price bids shall be intimated to all the successful contractors.

Asstt. Director (Admn. & Finance)

Our Ref.: TI/ G-78

**TENDER DOCUMENT FOR SECURITY & FIRE SERVICES  
AT  
NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION A-20&21,  
INSTITUTIONAL AREA, SECTOR 62, NOIDA - 201 301 (U.P.)**

Date of Issue of Tender documents, Due Date etc.

Date of Issuing of Tender	28-05-2008
Due Date of Submission	20-06-2008
Technical Bid Opening Schedule	20-06-2008 after 1600 h

Tender Document issued to:- \_\_\_\_\_

Signature of the Issuing Authority

**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**  
**ENVELOPE 1: TECHNICAL BID**

Type of work at: Security & Fire Services at NITS, A-20&21, Institutional Area,  
Sector- 62, NOIDA - 201 301.

Tender Reference: TI/G-78

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Technical Bid:-

1. The Contractor firm must follow the essential provisions of various labour and industrial laws including provisions of Contract Labour (regulations and Abolition) Act, 1970 such as Minimum wages cum allowances, compensation, Provident fund, Bonus, Gratuity, ESI etc.
2. The Contractor shall have atleast 5 years experience in this field and shall submit self-attested copies of the following documents along with the tender documents:
  - a. PF Registration,
  - b. ESI Registration,
  - c. Service Tax Registration,
  - d. Valid License, issued by Regional Labour Commissioner, Govt of India,
  - e. Details of works of similar nature carried out in Central/State Govt. Bodies, Public Sector Undertakings, etc., during the last 3 years with value of the work undertaken,
  - f. Proof of financial turnover (Approximate Rs. 1 Crore per year) achieved along with previous balance Sheet copies of last three financial years, Balance Sheet should be attested by CA.
  - g. 5 on-going contracts with their financial value (Approximate annual Contract Value of Rs. 50 Lacs of each)
  - h. Proof of last income tax return for the assessment year 2007-08. List of arbitration cases (if any).
  - j. The agency should have a branch office close to NITS, Noida.
  - k. List of existing prominent customers with addresses, contact person & phone numbers.
3. Certificate provided for the works detailed in 2 (e) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work executed in order to establish conformity to the defined / similar works.
4. General Terms & Conditions of the Contract to be fulfilled by the Contractor are also enclosed (Annex-I)
5. Nature and Scope of Work to be done at NITS is enclosed (Annex-II)
6. Successful Contractor shall employ the required and declared staff after the survey of the premises.
7. The agreement (Performa) is given in Annex-III

This envelope shall be super scribed

**“Envelope No.1 Technical Bid for Contract for Security & Fire services”.**

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

**Our Ref.: TI/G-78**

**Subject: Tender for Security & Fire Services**

### **GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

1. Validity of Offer: Offer shall remain valid for 90 days from date of opening of tender.
2. Earnest money Deposit (EMD): Rs. 20,000.00 in the form of crossed Demand Draft, drawn in favour of Bureau of Indian Standards, payable at New Delhi/Noida.
3. Performance Security Deposit: 5% of annual payment cost in the form of crossed Demand Draft drawn in favour of Bureau of Indian Standards, payable at New Delhi/Noida (from the successful contractor selected for award of the contract).
4. Period of Contract: An agreement shall be entered for two years initially, which may be extended, if services are found satisfactory.
5. The Contractor shall depute an officer regularly (max. once in a week) to visit NITS, (BIS) to take a feedback of the personnel deployed.
6. The contractor shall ensure replacement of the personnel in providing services, on the request of NITS (BIS) if not found satisfactory, promptly.
7. In the event of personnel being on leave/absent the contractor shall ensure suitable alternate arrangements to make up such absence.
8. Minimum wages and allowances shall be paid to the personnel as per the various Central/State Government Acts. The successful contractor shall be solely liable for timely payments/dues to the personnel deployed at NITS.
9. The contractor shall include minimum wages as per Minimum Wages Act including prevalent DA, contribution of the Employer towards EPF, ESI, etc. The DA rates shall be subject to revision as notified by the Government from time to time. The contractor shall pay to his staff minimum wages including prevalent DA, before 10<sup>th</sup> of every month in presence of one of the accounts personnel of the NITS and deposit Contribution of the Employer towards PF, EPF, ESI, etc., with the concerned authorities and provide proof thereof to NITS along with the bill.
10. The successful contractor shall be responsible for all other LABOUR LAWS as applicable and also shall be responsible for their compliance.
11. NITS (BIS) reserves the right to cancel the contract if the instructions are not properly followed.
12. In the event of dispute, the decision of the Head, NITS (BIS) shall be final and binding.
13. Each page shall be duly signed by the Contractor as token of their acceptance of the Technical and Contractual details, Scope of Work, including all data to be supplied by the Contractor / contractor as specified in the tender document. Envelope No. 1 shall also contain EMD as mentioned above and forwarding letter of the contractor.

The forwarding letter of the contractor shall contain the following documents in support of their eligibility:

- i. Documents indicating set up of the firm (partnership / proprietorship / Private Limited / Public Limited / etc.,)
14. In case of successful Contractor to which the contract shall be awarded, EMD of Rs. 20,000.00 deposited by him shall be adjusted against the performance Security deposit to be deposited by him while signing the Agreement. The EMD of the unsuccessful / rejected Contractors / contractors shall be refunded to them after the finalization and award of the contract.
15. No interest shall be paid on EMD.
16. The interested Contractors / contractors are advised to visit the site of work so as to be familiarized with site conditions before quoting the rates or may obtain information about the subject work from the Asstt. Director (Admn. & Finance) of NITS, Noida on any working day during office hours.
17. Canvassing, in any form, shall entail disqualification/rejection of tender/bid.
18. The successful contractor shall ensure that good uniforms and photo identity cards by the personnel deployed during the time of duty with suitable dress code as per the contractor's ISO 9001 certified documentation.
19. The character and antecedents reports through local police authorities in respect of the personnel deployed shall be provided to NITS by the successful Contractor after the award of the contract..
20. NITS reserves the right thereto, without assigning any reason, to accept or reject any or all tenders in whole or in part.
21. Sealed tender duly super scribed as above shall be sent and delivered in person as specified above.
22. Successful contractor shall be required to sign the contract agreement given in this tender within a period of 30 days of receipt by him of notification of award of work.
23. The successful contractor shall be responsible for any loss/damage to the materials caused by his staff deployed for duty.
24. The successful contractor shall abide by the regulations / requirements meant for security services and strictly follow the rules. The security staff shall have the right to check, search or interrogate any personnel while entering / leaving the NITS premises for purpose of security in a decent / polite manner and have the responsibility for the safety of all personnel & property of the Bureau at NITS. The Fire Staff shall have the responsibility to take care of the Fire Safety in the campus.
25. The security agency / contractor / contractor shall have the ISO 9001 certification. Any security agency having IS/ISO 9001 certification from BIS would get preference over others.
26. If the successful contractor fails to maintain required number of qualified manpower as per their ISO 9001 certified documentation, the contractor shall be liable to pay penalty to NITS at double the notified rates in force for the category of personnel concerned.

27. Daily attendance of each staff shall be maintained by the successful contractor. Attendance records shall be produced before the Department for checking every day. List of personnel & their details deployed by the contractor is to be submitted to the department. Any change in the list is to be intimated to the department for prior approval.
28. The successful contractor shall submit the bill every month with all the relevant copies of payments to the concerned authorities. TDS, Service Tax and any other tax, as applicable from time to time shall be recovered by NITS from the bills submitted by the Contractor. Any change in the rate of TDS shall be to the successful contractor's account.
29. The successful contractor shall be wholly responsible for theft, burglary, fire or any other mischief / unwarranted activity done by his staff.
30. NITS reserve the right to verify bonafides of successful contractor's staff and shall be justified in asking for their replacement. The decision of the NITS in this regard shall be final and binding.
31. Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of successful contractor or any other person, whether in the employment of the successful contractor or not; while in or upon the said Works or site of the same, the NITS shall not be bound to entertain any claim or such claim brought under the Workman's Compensation Act.
32. The successful contractor shall ensure that at no time there is any Violation or infringement of any rules and regulations of the law.
33. The successful contractor shall provide trained, disciplined, polite and courteous personnel. They shall behave courteously with all the personnel in NITS and shall not enter into any unlawful activities in the premises.
34. Price bids of contractors, who do not fulfill the above requirements, shall not be opened. Required documents shall be submitted strictly as prescribed. Original documents may be required for verification of the above claims at the time of opening of the technical bids.
35. Relevant information/certificates called for shall be annexed to the tender. Non-Receipt of any informational certificates with the tender shall entail rejection of the tender.
36. Format of the letter to be submitted along with tender by the contractor is enclosed.
37. In the event of any dispute or difference relating to the provisions of the contract, the same shall be settled amicably through mutual discussions, or shall be referred to the sole arbitrator appointed by the Head (NITS).
38. The courts at Noida (Gautam Budh Nagar) alone shall have the jurisdiction in any matter arising out of or relating to or touching this agreement.
39. The successful contractor shall issue photo identity cards along with the uniform to the personnel deployed with instructions to wear the same all the time on duty.
40. The successful contractor (Contractor) shall also provide a First-Aid Box for the personnel deployed to be maintained by the contractor at all times during the period of the Contract.

41. If additional manpower is required by the First Party, the same will be provided by the Contractor on the same terms .and conditions.
42. The contractor shall provide the required insurance for his personnel and the property of the Bureau.
43. If the services rendered by the successful contractor (Contractor) or performance of the persons deployed by the successful contractor (Contractor) are not found to be satisfactory by NITS, then NITS reserves the right to terminate the contract by giving 15 days notice without assigning any reason.
44. Penalty Clause: The successful contractor if failed to provide the services or discontinue the services before the expiry of the contract, the contractor shall be liable for the penalty as decided by the Bureau, in addition to forfeiture of security amount deposited with Bureau.

## **NATURE & SCOPE OF WORK – Technical Requirements**

### **Providing Trained and Experienced Staff for Security & Fire services at NITS. Noida**

- (a) The Security Supervisor shall supervise and make duty schedule for the Guards and the Gunmen in consultation with Head (NITS) and maintain the record of the same as well as produce the same on demand by NITS.
- (b) Guards shall ensure that no untoward incident occurs in the NITS premises.
- (c) The Gunmen shall be deployed throughout the day in the night shift. Their duty shall include taking round of the premises.
- (d) The duties of the remaining guards shall be allotted in such a fashion that proper security of the entire premises is taken care of throughout day and night without break and minimum 2 guards shall be on duty at any given time at the main gate.
- (e) Guards shall be instructed to allow entry only to the authorized personnel as determined by the Head (NITS) into the premises.
- (f) The Lady security Guard as and when posted shall do security duty at the office and hostel entry gate and any other security related work required by the office.
- (g) The Fire Safety Staff shall have the required uniform and tools in the specified place and demonstrate the operation of the Fire Equipment every month.
- (h) The physical standards as per the ISO 9001 certified documentation are to be maintained & age of the Fire & Safety Personnel shall be maintained in between 20 to 50 years.



**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION NOIDA**

**ENVELOPE 2 : PRICE BID**

**Type of Work:**

**Security & Fire Services at NITS, A~20&21, institutional Area, Sector 62, Noida.**

**For Two Years (twenty fours months)**

**Tender Reference: TI/G-78**

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1. Envelope No.2 shall contain only Price Bid of Tender Document, i.e., the copy of schedule of rates duly filled in and signed by the Contractor / contractor. No commercial or technical condition or qualification of any sort shall be indicated by the Contractor / contractor in this envelope, otherwise the tender shall be summarily rejected.
2. Schedule of Rates to be filled by the Contractor / contractor is as below: This envelope shall be super scribed

**“Envelope 2 - Price Bid for Contract for Security Work”.**

**SCHEDULE OF RA TES**

**(To be enclosed with price bid in a separate cover marked “Envelope No.2”)**

Type of Work: **Security & Fire Services at NITS, A-20&21, Institutional Area, Sector - 62, NOIDA for Two Years (Twenty four months)**

**Security & Fire Services at NITS:**

SN	Description	Hours of Duty	No. Of Personnel
1.	Security Supervisor		
2.	Security Guard		
3.	Gunman		
4	Lady Security Guard <b>[As and when required]</b>		
5	Fire Officer		
6	Fire Guards		
	Any other. pl specify		
	<b>Total</b>		

Others (if any)

Grand Total :

Date

Signature, Name & Stamp

**TENDER TO BE SUBMITTED ON OR BEFORE 7 March 2008 (15:00 h)**

**Tender Reference: TI/G-78**

Section Officer (Admn)  
National Institute of Training for Standardization  
A-20&21, Institutional Area,  
Sector - 62,  
NOIDA - 201301  
(U.P.)

Dear Sir,

Having acquired the requisite information related to the subject work after visiting the site and examining of the form of contract, nature, quantum of work as affecting the tender invited by you on behalf of the National Institute of Training for Standardization, I/We/the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to undertake the Security Work in accordance with the conditions specified:

We agree to submit the bill on monthly basis and accept payment accordingly.

We further agree to pay and have enclosed EMD of Rs. 20 000.00 in the form of Demand Draft drawn in favour of Bureau of Indian Standards payable at New Delhi / Noida which would be adjusted against the security deposit and to all statutory deductions in force.

Thanking you,

Yours faithfully,

Name of the Partner of the Firm

Or

Name of Person having Power of Attorney to sign the Contract

(Copy of the power of Attorney to be submitted, which will be compared with the original in case the Contract is awarded)

**Seal of the Firm**

**AGREEMENT**

This agreement is made on the ----- day of ----- between the National Institute of Training for Standardization of Bureau of Indian Standards, having its office at A-20 & 21, Institutional Area, Sector - 62, Noida (hereinafter called as PARTY OF THE FIRST PART) of the one part and M/s. ----- having its office at ----- hereinafter called the Contractor of the other part. That, the party of first part desired to take the services of the second part for providing qualified personnel for the Security & Fire Services at its premises.

Now it is hereby agreed by and between the parties hereto as follows:

1. This agreement is valid for the period commencing from \_\_\_\_\_ to \_\_\_\_\_ both days inclusive.
2. The Contractor shall relieve the Party of the First Part of all worries about the upkeep and performance of Security & Fire services works to the satisfaction of Party of the First Part.
3. The Security Supervisor shall supervise and make duty schedule for the Security personnel in consultation with Head of Party of the First Part and maintain as well as produce the record of the same on demand by Party of the First Part.
4. The Contractor shall render services to Party of the First Part at Noida for its smooth running as may be required from time to time. Detailed description of activities is as follows:

**Providing Trained and Experienced Staff for Security & Fire related services at NITS,  
Noida**

- (a) The Security Supervisor shall supervise and make duty schedule for the Guards and the Gunmen in consultation with Head (NITS) and maintain the record of the same as well as produce the same on demand by NITS.
- (b) Guards shall ensure that no untoward incident occurs in the NITS premises.
- (c) The Gunmen shall be deployed throughout the day in the night shift. Their duty shall include taking round of the premises.
- (d) The duties of the remaining guards shall be allotted in such a fashion that proper security of the entire premises is taken care of throughout day and night without break and minimum 2 guards shall be on duty at any given time at the main gate.
- (e) Guards shall be instructed to allow entry only to the authorized personnel as determined by the Head (NITS) into the premises.
- (f) The Lady security Guard as and when posted shall do security duty at the office and hostel entry gate and any other security related work required by the office.

- (g) The Fire Safety Staff shall have the required uniform and tools in the specified place and demonstrate the operation of the Fire Equipment every month.
- (h) The physical standards as per the ISO 9001 certified documentation are to be maintained & age of the Fire & Safety Personnel shall be maintained in between 20 to 50 years.

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