

Our Ref.: NITS / G - 78

Dated 15 Feb 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 Tenderers / Bidders by the National Institute of Training for Standardization (NITS), A 20-21, Institutional Area, Sector 62, NOIDA up to 1600 h on or before **7 March 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 "Section Officer (Administration)" 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.**

Ref. No.	Name of The Work	Tenure
	Security Services at NITS Noida & Ghaziabad	24 (Twenty Four Months)
	Operation of the Fire Fighting System (including routine re-charging of Fire extinguishers)	24 (Twenty Four Months)

Comment [p1]: Tenure is a better word

The tender document may either be downloaded from the BIS website at < 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.

Both the envelopes to be filled and submitted by the bidder, 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 bidders may be present at the time .of opening of the tender, if interested. Price Bids of only successful bidders, qualifying in the Technical Bid, shall be opened. The date and time of .opening of price bids shall be intimated to all the successful bidders.

Section Officer (Admn.)

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	
Due Date of Submission	
Technical Bid Opening Schedule	

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 Tenderer / Bidder shall have at/least 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. Valid License, issued by Regional Labour Commissioner, Govt of India,
 - d. 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,
 - e. Proof of financial turnover (Minimum 10 Crore) achieved along with copy of balance sheet or previous balance Sheet copies to be submitted to last three financial years,
 - f. 5 on-going contracts with their financial value (Minimum annual Contract Value 50 Lacs)
 - g. Proof of last income tax return for the assessment year 2006-07. List of arbitration cases (if any).
 - h. The agency should have a branch office close to NITS.
 - i. List of exiting prominent customers with addresses, contact person & phone numbers.
2. Certificate provided for the works detailed in 2 (d) 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.
3. General Terms & Conditions of the Contract to be fulfilled by the Tenderer/Bidder are also enclosed (Annex-I)
4. Nature and Scope of Work to be done at NITS is enclosed (Annex-II)
5. Successful tenderer / bidder (Contractor) shall employ required the staff as required after the survey of the premises.
6. The agreement (Performa) is given in Annex-III

Comment [p2]: We can write only proof of financial turn over

Comment [p3]: We can increase from 30 lac to 50 lac

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 bidder selected for award of the contract).
4. Period of Contract: Two Years (twenty four months) from the date of award of work.
5. Each page shall be duly signed by the tenderer / bidder as token of their acceptance of the Technical and Contractual details, Scope of Work, including all data to be supplied by the tenderer / bidder as specified in the tender document. Envelope No. 1 shall also contain EMD as mentioned above and forwarding letter of the bidder. The forwarding letter of the bidder shall contain the following documents in support of their eligibility:

Documents indicating set up of the firm (partnership / proprietorship / Private Limited / Public Limited / etc.,)
6. In case of successful tenderer/bidder 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 tenderers / bidders shall be refunded to them after the finalization and award of the contract.
7. No interest shall be paid on EMD.
8. The interested tenderers / bidders 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 Section Officer (Admn) of NITS, NOIDA on any working day during office hours.
9. Canvassing, in any form, shall entail disqualification/rejection of tender/bid.
10. In the event of personnel being on leave/absent, the Contractor shall ensure Suitable alternate arrangement.

Comment [p4]: Over here it is 10,000 and in point no:20 it is 20,000 kindly check

11. The successful bidder (Contractor) shall ensure to wear good informs and photo identity cards by the personnel deployed during the time of duty.
12. The antecedents of the personnel to be deployed in NITS shall be thoroughly examined and verified by the successful tenderer/bidder (Contractor) and copies of the same be furnished to NITS after the award of the contract. NITS shall have the authority to change/accept/deny appointment of any personnel by the contractor.
13. NITS reserves the right thereto, without assigning any reason, to accept or reject any or all tenders in whole or in part.
14. Sealed tender shall be sent and delivered in person as specified above and tenders sent by registered post shall not be accepted.
15. If the services rendered by the successful bidder (Contractor) or performance of the persons deployed by the successful bidder (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.
16. Successful bidder 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.
17. The successful bidder (Contractor) shall be responsible for any loss/damage to the materials caused by his staff deployed for duty.
18. The successful bidder (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.
19. If the successful bidder (Contractor) fails to maintain required number of qualified manpower, the bidder (Contractor) shall be liable to pay penalty to NITS at double the notified rates in force for the category of personnel concerned.
20. The bidder (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 revision as notified by the Government from time to time. The bidder (Contractor) shall pay to his staff minimum wages including prevalent DA, before 10th 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.
21. Daily attendance of each staff shall be maintained by the successful bidder (Contractor). Attendance records shall be produced before the Department In charge for checking every day. List of personnel & their details deployed by the contractor is to be submitted to the department is to be submitted. Any change in the list is to be intimated to the department for prior approval.
22. The successful bidder (Contractor) shall submit the bill every month with all the relevant copies of payments to the concerned authorities.
23. 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 bidder (Contractor)'s account.

24. The successful bidder (Contractor) shall be wholly responsible for theft, burglary, fire or any other mischief done by his staff.
25. NITS reserve the right to verify bonafides of successful bidder (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.
26. Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of successful bidder (Contractor) or any other person, whether in the employment of the successful bidder (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.
27. The successful bidder (Contractor) shall ensure that at no time there is any Violation or infringement of any rules and regulations of the bye laws.
28. The staff to be provided by the successful bidder (Contractor) shall be disciplined, polite and courteous. They shall not misbehave with any of NITS staff members and shall not enter into any unlawful activities in the premises:
29. The successful bidder (Contractor) shall be solely liable for timely payments/dues to the personnel deployed at NITS.
30. The successful bidder (Contractor) shall be responsible for all other LABOUR LAWS as applicable and also shall be responsible for their compliance.
31. Price bids of bidders, 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.
32. 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.
33. Format of the letter to be submitted along with tender by the bidder is enclosed.
34. 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).
35. 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.
36. The successful bidder (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.
37. The successful bidder (Contractor) shall also provide a First-Aid Box for the personnel deployed to be maintained by the bidder at all times during the period of the Contract.
38. If additional manpower is required by the First Party, the same will be provided by the Contractor on the same terms and conditions.
39. 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 Draft payable at New Delhi/Noida.

40. The security agency / bidder / contractor shall have the ISO 9001 certification. Any security agency having IS/ISO 9001 certification from BIS would get preference over others.
41. The contractor shall provide the required insurance for his personnel and the property of the Bureau.
42. Penalty Clause: The successful bidder if failed to provide the services or discontinue the services before the expiry of the contract, the contractor shall be liable for the penalty decided by the 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 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.
- (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 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:

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

For Two Years (twenty four 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 tenderer / bidder. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer / bidder in this envelope, otherwise the tender shall be summarily rejected.
2. Schedule of Rates to be filled by the tenderer / bidder 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	No. Of Personnel
1.	Security Supervisor	Hr Duty
2.	Security Guard	Hr Duty
3.	Gunman	Hr Duty
4	Lady Security Guard	Hr Duty [As and when required]
5	Fire Officer	Hr Duty
6	Fire Guards	Hr Duty
	Any other. pl specify	
	Total	

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 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 appropriate security of the entire premises is taken care of throughout day and night without a 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 are to be maintained & age of the Fire & Safety Personnel shall be maintained in between 20 to 50 years.