

Tender Form Fee Rs. **2000/-**
(Non Refundable)

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान,
नागपुर - ४४० ०१०
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,
NAGPUR - 440 010



TENDER DOCUMENT FOR
SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS

TENDER NO.: VNIT/STR/Sec/2019/01

DATE OF ISSUE	: 10 th January 2019 at 10.00 am.
DATE OF PRE-BID MEETING	: 18 th January 2019 at 4.00 pm.
LAST DATE OF SUBMISSION	: 31 st January 2019 at 3.00 pm.
DATE OF OPENING OF TENDER	: 31 st January 2019 at 3.30 pm.

(ESTIMATED COST : RS. 4.5 Crore per annum)

(Total Pages – 25)



VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR- 440 010 (INDIA)

TENDER NOTICE No: VNIT/STR/Sec/2019/01

Bids in Sealed Envelope are invited for "SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS"

For complete details, visit the Institute website: www.vnit.ac.in. The bidders can download the Tender documents / forms containing detailed specification, Terms and Conditions etc., **from 10.01.2019 to 31.01.2019** from Institute's website. They have to submit the bids by mentioning the Advt. No., and send self addressed envelope invariably along with bank draft of Rs. 2,000/- (Rs. Two Thousand Only, Non Refundable) drawn in favour of The Director, VNIT, Nagpur, towards the cost of TENDER FORM to Stores section.

V.N.I.T will not be responsible for postal delay/ non-receipt of tender form/ D.D, sent through the post. Tender forms duly filled in all respects only in the prescribed format, duly super-scribed, should reach office of the Stores officer, VNIT, Nagpur - 440010, on or before **31.01.2019 upto 3.00 p.m.** The tender forms are likely to be opened at **3.30 p.m** on the same day. The Director, VNIT reserves the right to accept or reject any or all of the submitted bids.

For Complete Details visit our Website: www.vnit.ac.in

For inquiries, Contact: Security Section, V.N.I.T. Tele: 0712- 2801315.

Registrar

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर - ४४० ०१० (भारत)

TENDER NO.: VNIT/STR/Sec/2019/01

निम्नलिखित मद की हेतु मुहर बंद निविदा दस्तावेज आमंत्रित है।

"SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS"

संपूर्ण जानकारी के लिए इच्छुक विक्रेता संस्थान कि वेबसाइट www.vnit.ac.in पर जा सकते है । इच्छुक विक्रेता निविदा प्रपत्र दि. **10.01.2019** से **31.01.2019** तक संस्थान कि वेबसाइट से डाउनलोड कर के स्वयं के पते युक्त लिफाफा भेजकर *विज्ञापन क्र.उल्लेख* कर के निविदा मद प्रपत्र के मुल्य हेतु रु. **2000/- (Non Refundable)** बैंक **D.D.**निदेशक, वी.एन.आय.टी.,नागपुर, के साथ निविदा प्रपत्र भंडार अनुभाग में भेज सकते है ।

डाक द्वारा विलंब होने पर / निविदा दस्तावेज न मिलने पर/ **D.D** न मिलने पर, वी.एन. आय. टी. (वि. रा .प्रो.सं) जवाबदार नही होगा । संस्थान द्वारा प्रदत्त केवल वास्तविक निर्धारित प्रपत्र को पूर्ण रूप से भर कर दि. **31.01.2019** के अपरान्ह ३.०० बजे तक या इससे पूर्व भंडार अनुभाग (वि. रा .प्रो.सं) नागपुर मे जमा करे। निविदा उसी दिन अपरान्ह ३.३० बजे खोली जाएगी । किसी भी या सभी निविदाओ को अस्वीकृत करने का अधिकार निदेशक का होगा।

For inquiries, Contact: Security Section, V.N.I.T. Tele: 0712- 2801315.

कुलसचिव

INVITATION OF TENDER/BID FOR
SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS

To,

Dear Sirs,

Subject: INVITATION OF TENDER/BID **“SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS”**.

1. You are invited to submit your most competitive bid for the following work:-

Brief Description of the Work - <u>“SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS”</u>	Specifications *	Unit / Quantity	Work Period	E.M.D.	REMARKS
Please refer enclosed "QFA" for complete details.	As per "QFA"	As specified in "QFA"	Initially the work will be awarded to the successful bidder for Six Months. This is extendable by another six months upto a total period of two years subject to appraisal and review by the Institute authorities. In case the jobs performed are not found to be satisfactory, the contract shall be terminated even before Six months by giving notice of one month to this effect. Total period will be 2 years. (May be extendable by one more year).	D.D./Pay Order of Nationalized Bank drawn in favour of the Director, VNIT, Nagpur for an amount of Rs. 9 Lakh (Nine Lakh) to be invariably, enclosed with the Tender in a separately sealed envelope. (Vendors registered with NSIC, MSMEs etc. will be exempt from EMD payment subject to documentary evidence)	

2. Bid Price

- a) The work shall be as described in "QFA". Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable by the bidder under the scope of this work shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account. In the event of revision of rates by Govt. of India at any time, the same rates will accordingly be revised. The onus for producing the copy of notification of Govt. of India, will be of the Agency.
- d) The Prices should be quoted in Indian Rupees only.
- e) The Director, VNIT, will not be responsible to any liabilities, entitlement of the workers engaged by the bidder during period of work. The adherence to the Govt. policies/norms/rules as stipulated, such as Workmen Compensation Act, Minimum Wage Act, PF Act, ESI Act, safety of workers, PF liabilities, Medical Claims etc. will be sole the responsibility of the bidder. No claim in this regard will be heard by the Director, V.N.I.T. what so ever.
- f) During the Security contract period, any damages / loss will be recovered from the monthly bill of the contractor.

3. Each bidder shall submit only one bid.

4. Validity of Tender

Tender shall remain valid for a period not less than 180 days after the deadline date specified for submission.

5. Evaluation of Bids

VNIT Nagpur will evaluate and compare the tender(s) determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions, and specifications.

The Tenders would be evaluated for all the items together as specified in "QFA".

Conditional Tender(s) will not be accepted.

6. EARNEST MONEY DEPOSIT:

The bidder shall invariably enclose the **E.M.D. of Rs. 9 Lakh (Nine Lakh only)** for tender, in a separate envelope, only in the form of Crossed Demand Draft / Pay Order of a Nationalized Bank, drawn in favour of The Director, VNIT, Nagpur, payable at Nagpur. Vendors registered with NSIC, MSMEs etc. will be exempt from EMD payment subject to documentary evidence.

Note: Tender(s) without E.M.D. will be rejected.

7. The commercial/price bid of the bidders who are not eligible in technical bid will not be opened. However, the EMD of such bidders will be returned in due course of time.

8. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS

TENDER NO.: VNIT/STR/Sec/2019/01

Item: SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS

Date of Issue	10 th January 2019 at 10.00 am.
Date of Pre-Bid Meeting	18 th January 2019 at 4.00 pm.
Last date of submission	31 st January 2019 at 3.00 pm.
Tender Fee	Rs. 2000/-
Amount of EMD	Rs. 9 Lakh
Date of Tender Opening	31 st January 2019 at 3.30 pm.

Pre-bid meeting – The pre-bid meeting of interested vendors shall be conducted at Stores Office, VNIT, Nagpur on 18th January, 2019 at 4.00 p.m.

“**TWO BID**” viz. **Technical /Qualifying Bid** and **Price/Commercial Bid** Systems will be followed for this tender.

The Technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed with “**Security Services at Visvesvaraya National Institute of Technology, Nagpur**”

For Technical /Qualifying Bid - Envelope to be super-scribed with “**TECHNICAL /QUALIFYING BID for “Security Services at Visvesvaraya National Institute of Technology, Nagpur”**”, and should be submitted with prescribed **EMD** and the associated supporting documents. **Cost of Tender Form** to be has to be paid along with the qualifying bid.

It is essential to fill all the forms to qualify the technical bid. Incomplete forms should be summarily rejected. If needed, separate sheets should be enclosed for furnishing complete details.

For Price/Commercial Bid - Envelope to be super-scribed with “**PRICE/COMMERCIAL BID for “Security Services at Visvesvaraya National Institute of Technology, Nagpur”**”. The Price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.

Sealed envelope has to be submitted in the “Tender Box” kept in The Stores Section, Old Library Building, 1st Floor, Visvesvaraya National Institute of Technology, Nagpur - 440010 on any working day **or** before 3.00 P.M. on **31.01.2019**. Bids received after the last date and time of submission as indicated in the tender notice will not be considered and will lead to rejection. The accepted bids will be opened on **31.01.2019, at 3.30 P.M.**

Each envelope / cover should clearly indicate the name and address of the bidder.

Note: Contract will be awarded to the bidder having the lowest rate in Price/Commercial Bid (L1).

SELECTION CRITERION IN CASE OF TIE OF same rates of L1.

- 1. Bidder having higher average annual turnover averaged last 3 years (as per submitted documents) will be selected.**
- 2. In case of tie in clause 1 above, the bidder having earlier registration in PSARA Act will be selected.**

9. **Award of Work**

VNIT, Nagpur will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has been selected as per the above criteria.

- (a) Notwithstanding the above, VNIT, Nagpur reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.
- (b) The bidder whose bid is accepted will be notified of the award of contract by VNIT, Nagpur prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

10. The contractor would be paid each month the amount agreed in the award of letter on lump sum basis after he pays the wages to the security guards and security supervisors. The vendor has to show reasonable cash flow to justify financial status by providing the bank statement. The salary payment has to be made through bank to all the security guards and security supervisors.

11. Any amendment or corrigendum regarding the tender will be issued on the Institute website only.

12. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

13. You are requested to provide your offer on or before or latest by 3.00 PM on **31.01.2019**.

All Communication is to be addressed to –

**Registrar
VNIT Nagpur**

We look forward to receiving your quotations and thank you for your interest in this tender.

CRITERIA FOR ELIGIBILITY FOR TECHNICAL BID

1. Earnest money deposit to be submitted in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee of a Nationalized Bank in favor of the Director, VNIT Nagpur payable at Nagpur. Vendor should write name of firm and address on the reverse side of DD/FD/BG towards EMD and Tender fee. Details of the same also need to be given in **(FORM-A)**.
2. The Agency should be registered under any prevailing law in India. Submit the details of Agency. **(Form-B)**
3. The Agency should be capable of providing about 145 security guards and 6 supervisors including atleast 15% female security guards and supervisors.
4. The Agency must provide atleast two security guards in each shift with proficiency in driving and having valid driving LMV license. Their driving services will be used by the institute on need basis.
5. The Agency be currently providing at least 100 trained security guards (including female security guards) at one location in a Government/Semi government/PSU organization. **(Form C)**
 6. The Agency should be having valid ESI, EPF No, PAN No, and GSTIN.
7. The Agency should have an annual turnover of minimum Rs 135 Lakh per annum at least for the last 03 financial years i.e. 2015-16, 2016-17 and 2017-18.
8. The experience of having successfully completed works of Security services during last seven years (upto September 2018) should be any one of the following: **(FORM D)**
 - i) Three similar completed contracts costing not less than amount equals to Rs. 180 Lakh per annum.
 - ii) Two similar completed contracts costing not less than amount equals to Rs. 225 Lakh per annum.
 - iii) One similar completed contract costing not less than amount equals to Rs. 360 Lakh per annum.
9. The Agency should be ISO certified.
10. The Agency should be PSARA 2005 registered.
11. The Agency should have its own training school or training center for training of their personnel deployed. The agency should provide a certificate regarding registration of the training school or training center under the Shop and Establishment Act or a licence /permit for security guard training center by Govt. of India or any state government.
12. The Agency shall provide Copy of contract Labour License issued by Labour Department, GOI / Govt of Maharashtra of any ongoing work / contract.
13. The Agency shall furnish details of any legal suit/ legal action / black listing / fine / penalties imposed, pending cases especially with regard to any violation in the PF Act, ESI Act, Labour Laws, Income Tax, during period of contract with details etc. An affidavit affirmed to this effect on a stamp paper of Rs 100/-, duly attested by a notary or any competent authority, needs to be provided. The affidavit needs to be provided even if there is no pending legal proceeding. In case any legal proceedings in respect of the above have been since disposed off, details of the same along with evaluation of the above information shall be done at the discretion of the Institute.
 14. The bidder should submit the letter of transmittal. **(FORM-E)**
 15. The bidder should submit the proposal submission form **(FORM-F)**
 16. The bidder should submit Price Bid in the prescribed format.
17. The bidder should submit the charges for additional services, which would be settled mutually (details of which are specified in **Annexure A**). It is to be noted that for deciding the lowest bidder, Price / Financial BID will only be considered and not the charges for additional services.

BIDS OF AGENCIES NOT MEETING ABOVE ELIGIBILITY CONDITIONS WILL SUMMARILY BE REJECTED.

TERMS AND CONDITIONS

1. The Agency shall be responsible for all/any injuries and accidents to persons employed by it. Institute will not have any financial liability for any medical services in such cases.
2. The Agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of the Institute, it shall terminate the services of such employees on the recommendation of the Security Officer or any other officer designated by the Director VNIT Nagpur. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
3. The Agency and its staff shall take proper and reasonable precautions so that the areas of responsibility given to it by the Institute are preserved from loss, destruction, waste or misuse. It shall not knowingly lend to any person or Agency any of the assets of the Institute under its control.

In the event of any loss being caused to the Institute on account of negligence/ dereliction of duties by the Agency or Agency's employee that shall be established after a joint inquiry comprising of the representatives of the Institute and the Agency, the Institute should get the same compensated from the Agency. The Agency should have a Public Liability Insurance Policy Cover.

The Agency will not be held responsible for the damages caused to the property of the Institute due to natural calamities like lightning, earth quake, floods etc.

4. The Agency shall not appoint any other Agency or third party to carry out any obligation / task/ function, under the contract.
5. The Agency shall take day to day instructions from the Security Officer or any other officer designated by the Director VNIT Nagpur.
6. If the Agency fails to implement the assigned jobs or parts of the Standard Operating Procedures to the satisfaction of the Director of the Institute or any officer nominated by him or on any day in any part of the areas assigned, the Agency shall be penalized by imposing a fine of Rs 1000 (Rs One thousand) per penalty per day. The penalty shall continue for successive days till the satisfaction of the authorities. The Agency shall provide replacement in case the employee of the Agency is proceeding on leave. This will be at no additional expense to the Institute. In case of any absence, the Agency shall be penalized by imposing a fine of Rs. 1000/- (Rs One thousand) per Guard/Supervisor per day in addition to that day's salary. This will also be in addition to the claim of the Institute as mentioned above in Para 3. The amount of penalty will be deducted from the monthly bills.
7. None of the employees of the Agency shall enter into any kind of private work at any location of the Institute, failing which penalty as stipulated in clause 6 of the above terms and conditions shall be imposed. The employees should not be put in different shifts at other locations & also they should not be employed by other agencies.

8. Criteria for Physical Standards and Qualifications: The employees of the Agency shall be of Good character and of sound health.

Security Guards/Supervisor (Ex Servicemen)

- Age: Not more than 55 years.
 - Character: Very Good
- Education Qualifications: Army first class or matriculate.
- Physical Standards: Height – minimum 155 cm. (Except hill tribes.) Physically fit.

Security Guards/Supervisor (Civilians)

- Age: **Not less than 21 years & not** more than 45 years.
 - Character: Good
 - Education Qualifications: minimum H.S.S.C.
- Physical Standards: Height – minimum 155 cm & should be mentally/ medically fit to carry activities of security.
 - Minimum experience 2 years of Security.

Lady Security Guards/Supervisor (Civilians)

- Age: **Not less than 21 years & not** more than 45 years.
 - Character: Good
 - Education Qualifications: minimum H.S.S.C.
- Physical Standards: Height – minimum 150 cm & should be mentally/ medically fit to carry activities of security.
 - Minimum experience 2 years of Security.

9. The Institute will have liberty to increase/ decrease the total number of Guards.

10. The Agency is liable to pay all statutory benefits such as provident fund contributions, leave salary, medical benefits etc. and observe statutory working hours for its employees and maintain records thereof.

11. The agency is responsible for proper maintenance of registers, records and accounts for compliance with statutory provisions/obligations.

12. The Agency is liable to defend/indemnify VNIT, Nagpur from any liability or penalty which may be imposed by authorities for any violation by the Agency of such laws, regulations and also against all claims, suits or proceedings.

13. It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & handling Wire-less communication equipment and computers.

14. All Guards should have working knowledge of HINDI & ENGLISH.

15. The Agency shall maintain an Occurrence Book, which will be made available to the supervisory staff of the Institute.

16. In the event of revision of rates by Govt. of India at any time, the same rates will accordingly be revised. The 'Onus' for producing the copy of notification of **Govt. of India** Administration, will be of the Agency.

17. Agency shall abide by all laws of the land including, Labour Laws (ESI, PF, BONUS Income Tax, Service Tax or any other extra taxes levied by the **Government of India**) Companies Act, 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 Agency, and it shall not involve the Institute in any way what-so-ever.

18. The manpower proposed to be deployed by the Agency shall be subject to screening by the

Institute, to ascertain their suitability and skills. Before deploying a person in the Institute it is mandatory to the Agency to furnish complete particulars as per para Sr.No.8 and obtain written approval of the security officer or any other officer designated by the Director VNIT Nagpur of the Institute. In any case less qualified & non-experienced manpower, shall not be deployed / posted to VNIT, otherwise it will be viewed as breach of contract.

19. Institute reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason/notice.
20. The Agency shall supply trained/experienced manpower. The Agency shall also undertake at its own expense in consultation with the Institute, a continual updating of skills and processes and procedure to be followed by the Security Staff provided to the Institute by organizing suitable training schedules for them. The Agency shall also provide a tentative schedule /plan for training its staff for one year. A proper record of the training of its staff shall be maintained by the Agency. The Agency will also include the training and updating skills of permanent security staff of Institute in consultation with the Security Officer of the Institute at no additional expense to the Institute. The Institute agrees to provide Space/Lecture Hall for such a training programme for security staff of institute. The manpower supplied by the Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the Institute. In case of an outbreak of fire they should be able to undertake fire fighting operations. The Staff selected for deployment will compulsorily undergo ON-SITE Training for at least 15 days under Agency's arrangements and expense.
21. Duration of the contract shall be six months initially extendable by another six months up to a total of two years subject to appraisal and review by the Institute authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before six months by giving notice of one month to this effect. The Institute may terminate this agreement by giving one month's notice in writing to the Agency at any time during the contract without assigning any cause. The Agency may also terminate this agreement by giving three months notice in writing to the Institute without assigning any cause. A record of every lapse small or big to be maintained by the Security Officer & a weekly meeting of the representative of the Agency with Security Officer or any other officer designated by the Director VNIT Nagpur will be held and minutes of the same recorded for compliance. A monthly meeting with the Branch Manager of the agency to be held for follow-ups.
22. The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Govt. of India per month plus allowances. The payment should be made e- transfer to bank account of security guards and security supervisors and a record of that should be kept in a register which may be examined by the Institute at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of ESI, EPF etc. the agency shall produce original challans /receipts to Security Officer for verification & records and shall submit a photocopy thereof.
23. The Agency shall ensure that the guards and supervisors shall wear uniforms (all weather including seasonal clothing like Rain Coats, Gum Boots etc.) with Name plates and identity card. The Institute shall not allow any employee of the Agency to work inside the Institute without uniform except in cases where-in specifically asked for. The Uniform should be in good condition & not torn / worn-out / faded. The cost for all the above items should be borne by the agency only.
24. VNIT, Nagpur premise is a No-Smoking Zone. No security staff of the Agency should be found smoking, eating pan, gutka or intoxicants/drugs.
25. The Security Guards and Security Supervisors shall be normally be required to work in three shifts basis. The authority to change this will lie with the Security Officer of VNIT depending on requirement and urgency of situations as & when occur.
26. No security Guards/Supervisors will be allowed to perform double duty on continuous basis unless authorized by the Security Officer or any other officer designated by the Director VNIT Nagpur .

27. No employee of the Agency shall work for more than 26 days in a month or as specified by Labour Laws.

28. The Agency shall deposit an amount of Rs. 40 Lakhs (Rs Forty Lakh), interest free, as Security with the Institute for the entire duration of the contract. The Agency shall also provide a **Bank Guarantee** of Rs. 15 Lakh (Rs Fifteen Lakh), **during the period of contract which will be renewed from time to time as per further renewals of the contract** to be used in case Agency fails to pay its labour force or any other default. The aforesaid security deposit shall be returned to the Agency after termination/ expiry of the contract, after deductions, if any, made by the Institute.

29. The Agency will get all the staff on its roll for contract at VNIT, verified of their antecedents through Nagpur Police and a certificate to this effect be furnished by the Agency to the Institute within 3 months of initial deployment. The Agency should maintain proper record/documents of the same. These documents are required to be produced to the Institute whenever required.

30. The Agency shall have a registered office in Nagpur. It should be a professionally run organization. The office shall have effective communication facilities like telephone, FAX, pagers, Mobile Telephone, e-mail, Wireless system and Vehicles and the Agency should have a 24 hrs manned control room to ensure a quick response.

31. The Agency shall have proper standard and procedures of recruitment and training. The Agency will provide a copy of Training Manual for inspection to VNIT authorities.

32. Price quoted should include all taxes (including GST) payable by the Agency. No tax will be reimbursed by VNIT separately.

33. Agency shall obtain specified license from the Regional Labour Commissioner, Nagpur, Government of India, within a reasonable time after issue of letter of Acceptance of Bid for employment of labour in excess of the specified number, as per law.

34. Termination:

Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to contractor shall be served, giving 30 (thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof.

If all or part of the contract is terminated in accordance with the provisions contained above, the Institute shall pay to contractor charges up to the effective date of termination. However, the termination of the contract shall not relieve the contractor any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

35. TERMS OF PAYMENT

i) The Agency would be paid each month the amount agreed in the award of letter on lump sum basis after it pays the wages to the security guards and security supervisors. The Agency has to show reasonable cash flow to justify financial status providing the bank statement. The salary payment has to be made through bank to all the security guards and security supervisors with intimation to the Accounts Section of VNIT. Only after that the Bills have to be raised in duplicate along with the following documents in the order stated below.

- Wages cum Muster sheet of the month duly paid to the guards.
 - Attendance sheet of the guards for the month.
 - Copies of the P.F. Challans and ESIC Challans.
- Copies of monthly returns submitted to the P.F. authorities (Form 12A, 5 and 10) as applicable.
- Statement showing the details regarding the names of the guards engaged during the month along with their P.F. account number, employees contribution of P.F. and employer contribution of P.F. etc.
- A certificate stating that the guards have actually been engaged by them and the

P.F. contribution has been deposited with the P.F. authorities by them on the due date.

ii) On certification by the Security Officer/Competent Authority, the bill will be forwarded to Accounts Section for payment purpose. Income tax as per I.T. Act and TDS as applicable under GST Act will be deducted from the bill.

iii) The final settlement shall be made subject to production of "No Dues Certificates" from all the concerned workers etc. and submission of P.F. challans / annual returns and an undertaking on the stamp paper of the required value duly notarised by the competent authority.

36. In case of any discrepancy while executing the contract, the decision given by Director, VNIT shall be final and binding on the Agency.

(i) Definitions: Institute means "VNIT Nagpur" and Agency means the 'Contacting Agency including its Directors, Managers, Officers, Supervisors, and Employees & Workers etc'.

(ii) Director, VNIT Nagpur reserves the right to accept or reject any or all or any part or apportion of the work amongst the different tenderers without assigning any reason thereof, and the decision of Director, VNIT Nagpur in this respect shall be final.

The above information shall be furnished by the bidder invariably in appropriate Schedules / Annexure as may be relevant.

**QUALIFYING /
TECHNICAL BID**

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VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR-440010

SCHEDULE TO QUOTATION IFB NO. : **TENDER NO.: VNIT/STR/Sec/2019/01**
PRICE : **Rs. 2,000/-**
DATE OF PRE-TENDER MEETING : 18/01/2019 4:00 p.m.
LAST DATE OF SUBMISSION OF TENDER : 31.01.2019 upto 3.00 P.M.
DATE OF OPENING TENDER /BID : 31.01.2019 at 3.30 P.M.
QUOTATION MUST REMAIN VALID FOR : 180 days from the date opening of the Tender
DIVISION : Security Services

NAME OF WORK:- **SECURITY SERVICES OF INSTITUTE INCLUDING HOSTELS for a period of Two Years.**

Sr No	SCOPE OF WORK	Services offered by the Contractor for compliance (YES/NO)
1.	The Agency shall provide Security to the Institute as well as residents at the VNIT campus, by deploying fail-safe Security measures, providing early warning, and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the agency are enumerated below. (the list is indicative and not exhaustive)	
2.	Protection of property and personnel (faculty, officers staff, students, official visitors and residents) of the Institute against willful harm; the Institute meaning All Gates, Academic Areas, Activities Area, Hostels, Guest Houses, Play Grounds, Residential Houses, Community Centers, Commercial Centers, Auditorium and Health Centre, Open Areas, Areas with plantation, Gardens, Lawns, Service Roads, etc. all within the boundary of VNIT Campus including the boundary wall itself.	
3.	Protection of cash and documents, static or in transit or due to burglary (where loss is due to entry after breaking any entry lock/door/window/grill).	
4.	Regulate access control at gates, prevent misuse of VNIT grounds and facilities by outsiders, preventing tress-passing, unauthorized parking, unauthorized construction, squatting in the Institute Campus and prevent vandalism, breaking of twigs / trees throwing of garbage / littering and ensuring cleanliness. Ensure proper & timely reporting of violations to supervisors.	
5.	Prevent loss that is on account of lapse in "access control measures" at Gates of the Institute.	
6.	Undertake fire fighting operations with provided equipment.	
7.	Regulate parking of vehicles in designated areas of the Institute and also regulate traffic movement at the entry/ exit gates within the campus and ensure traffic rules are followed.	
8.	Adhere to the Standard Operating Procedures (SOPs) given by the Director or his nominee which may be modified from time to time by the Director or his nominee.	
9.	The Agency should have an investigation cell to carry out investigation of thefts, accidents or any other matter required from time to time.	

<p>10.</p> <p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p> <p>15.</p> <p>16.</p> <p>17.</p> <p>18.</p> <p>19.</p> <p>20.</p>	<p>The Agency will carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training of atleast two days during the period of the contract every 02 months at their own cost.</p> <p>The Agency will also carry out regular Mock fire drills and Mock Security exercise to train staff, students, faculty and residents at least once each semester.</p> <p>Prevent defacing/ damage to Institute property buildings etc. (prevent Graffiti/ poster pasting defacing of any wall by unauthorised advertising etc.)</p> <p>Prevent entry of animals & stray dogs/pigs into the campus and removing/chasing of dogs from Academic Area and Hostels. Liaison with Police/ Fire/ MCD and NMC for this issue.</p> <p>Switch off lights of sports fields when not in use and report leakage of water taps etc.</p> <p>Carry out any other job assigned by the Director or his nominee in the interest of Security of Institute.</p> <p>Protection of property and personnel of the Institute in transit when so specified.</p> <p>The agency should provide extra security as and when required viz. students' festivals, VVIP/ VIP visits, social and religious functions inside the VNIT Campus.</p> <p>Conduct security audits/ surveys/ investigations/ consultancies as per requirements free of cost.</p> <p>The Agency should be able to earmark one Jeep/ Van and two motorcycles 24x7 basis and wireless sets.</p> <p>The agency should be able to provide atleast 2 security guards in each shift with valid LMV licence to drive four wheeler as per the institute needs.</p>	
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Checklist of Documents

Sl. No.	Details	YES/NO/Any Remarks	Page No.
1	EMD: (FORM A) DD No. Date: Tender Fee: DD No. Date:		
2	Firm Registration (FORM B)		
3	Details of Service Given to Govt/Semi Govt Organisations/ PSUs (Form C)		
4	Firm EPF, ESI (If available), GST Registration, PAN Card		
5	Annual turnover (Last 3 years)		
6	Completed contracts (FORM-D)		
7	ISO Certificate		
8	PSARA 2005 License		
9	Document related to Training School / center (certificate / licence / permit)		
10	Contract Labour Licence		
11	Affidavit on stamp paper of Rs. 100/-, duly attested by a notary or any competent authority, regarding legal suit/ penalty imposed/ black listing		
12	Letter of Transmittal (FORM-E)		
13	Proposal Submission (FORM-F)		
14	Rates for Additional Services (Annexure A)		

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of Agency, it should be stated as not applicable. However the Agency is cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result the Agency being summarily disqualified.

FORM 'A'

(To be put in a separate sealed envelope, marked EARNEST MONEY and submitted with Technical bid)

Details of Earnest Money

Name of Bank :
Bank Draft No. :
Dated :
Amount: :
:

Signature of the bidder or
his authorized signatory with
Seal of the Agency
Dated:

FORM 'B'

DETAILS OF THE AGENCY

1	Name and address of applicant (Agency)	
2	Telephone, Mobile No., Fax No. and e-mail address	
3	Legal status: (Attach copies of original document defining the legal status) a) An individual b) A proprietary Firm c) A Firm in partnership d) A limited company, corporation or Co-operative society	
4	Particulars of registration: a) Of the Firm under any prevailing law of India. b) ESI, EPF, GST, Income Tax etc. attach attested photocopies detailing: i) Registration Number ii) Organization/Place iii) Other relevant details	
5	Name and title of Director(s) and officer(s) with designation and contact details who will be directly concerned with this Work.	
6	Have you or your constituent partner(s) been debarred/black Listed from tendering in any Organization at any time? If so, give details	
7	Any other information considered necessary but not Included above.	

(Signature of the Applicant)

FORM 'C'

Details of Service Given to Govt/Semi Govt Organisations/ PSUs

S.N.	Name of Govt/Semi Govt Organisation/PSU	Since When	Total Area of Organisation	No of Guards/Shift	No. of Supervisors/Shift

FORM 'D'

DETAILS OF COMPLETED CONTRACTS DURING THE LAST SEVEN YEARS

Sl. No	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of commencement as per contract	Period of contract	Litigation Arbitration pending/ in progress with details	Name, Address, Telephone, Mobile No. of officer To Whom reference may be made	EPF & ESI code No. allotted by the regional office(s) and place of their registration	Remarks
1	2	3	4	5	6	7	8	9	10

Note: If extra sheets are enclosed, those should be in the above format.

(Signature of the Applicant)

FORM 'E'

LETTER OF TRANSMITTAL

From:
[Full address of the Applicant]

To,
The Director
Visvesvaraya National Institute of Technology, Nagpur
Nagpur-440010

Sub: Submission of Tender for Security Services of Institute Campus including Hostels, of V.N.I.T. Nagpur

Sir,

Having examined the details given in invitation for Technical/Price bid published in the news paper and Technical bid document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre- qualifications and have no further pertinent information to supply.
3. We submit the requisite Banker's statement and authorize the Director, VNIT – Nagpur to approach the Bank issuing the certificate to confirm the correctness thereof. We also authorize the Director, VNIT – Nagpur to approach individual(s), employer(s), Firm(s) and corporation(s) to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability, know-how & capability for having successfully completed the following contracts:

Sl. No	Name of the Contracts	Certificate Form
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No. of Enclosures:
Date of Submission:

Signature(s) of the applicant

FORM 'F'

PROPOSAL SUBMISSION FORM

[Location, Date]

To
The Director
V.N.I.T.
Nagpur

Dear Sirs:

We, the undersigned, offer to provide our services for work of Security Services of Institute Campus including Hostels, in accordance with your Tender Notice. We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the work of **Security Services of Institute Campus including Hostels** related to the assignment not later than the date indicated in the Work / Office Order.

We understand that, you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

ANNEXURE A

Rates to be provided by the Agency for additional Services.

- Personal Security Officer per month:

- Security Products (On Hire)/day:
 - CCTVs with Cameras:
 - DVD Recorders:
 - Handycam:
 - Door frame Metal detectors:
 - Hand held Metal detectors:
 - Under vehicle Scan Mirrors:

- Additional Communication Equipment (On Hire)/day:
 - Cellular Phones:
 - Wireless Sets:
 - Voice recorders:
 - Public Address System:

- Charges for Vehicles with driver:
 - Jeep/van per Km
 - Motocycles /Scooter per km:

Signature of the Applicant or his authorized signatory with Seal of the Agency

Dated:

CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

I have read the instruction contained in this tender document carefully. I undertake to abide by the rules of the V.N.I.T. as amended from time to time. I also undertake that in case of any dispute the decision of the Director, V.N.I.T. will be final & binding on me.

_____ Date: _____

[Signature of Bidder or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

PRICE BID

PRICE / COMMERCIAL BID"

Tender No.: VNIT/STR/Sec/2019/01

"Security Services of Institute Campus including Hostels"

C (i) Total Charges per Month as per Statutory Requirement

Sr No.	Particulars	As per minimum wages (Security Guard)	(Security Guard) (To be quoted by vendor)	As per minimum wages (Supervisor)	Supervisor (To be quoted by vendor)
I	II	III	IV	V	VI
1	Basic Wage	637.00		693.00	
2	VDA	42.00		46.00	
3 (1+2)	Basic + VDA	679.00		738.00	
4	EPF @13% (Maximum to Rs 15000/- per month)	75.92		75.92	
5	ESIC AT THE RATE 4.75%	32.25		35.05	
6 (3 + 4 + 5)	Rate per Day	787.17		848.97	
7	No. of days per month	26			
8 (6 X 7)	Wages for one month	20466.42		22073.22	
9	Reliever charges 1/6 th of 8	3411.07		3678.87	
10 (8 + 9)	Sub Total	23877.49		25752.09	
11	Agency service Charges (inclusive of all).				
12 (10 + 11)	Monthly rate / person				
13	No. of Guards and Supervisors				
14	Total amount per Month				
15	GST as applicable				
16	Total quoted amount per month (Guard + Supervisor)		Rs. /- (In words :Rs.....) per month		

1) Rate quoted by vendor should not be less than rates shown under column III (For Guards) and column V (For Supervisors).

2) Agency Service charges quoted at Sr. No. 11 should be at least 2% of the sub total in Sr. No. 10. In case if the service charges quoted are less than 2%, the bidder will be disqualified.