



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर  
हमीरपुर (हि.प्र.) - 177 005 (भारत)  
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR  
HAMIRPUR (H.P.) - 177 005 (INDIA)  
(An Institute of National Importance under Ministry of HRD)

Advt. No. Admin. 05/2019

E-tenders on prescribed form are invited from reputed Security Service providers for engaging the Security Services at NIT Hamirpur (H.P). Last date for applying is **13/08/2019**. For details please visit our website [www.nith.ac.in](http://www.nith.ac.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in).

REGISTRAR

14/8/19

No. NIT/HMR/Admin-145(Security)/2019/ 7528-30  
Copy to:-

REGISTRAR,  
NIT HAMIRPUR.

Dated: 17-7-2019

1. The Faculty In-charge (Purchase) NIT Hamirpur with the request that above tender document may kindly be uploaded on Central Public Procurement Portal (CPPP) and Advt. Notice may also be got published in (1) **Punjab Kesari** (All Editions) (2) **Times of India** (All Editions) immediately, under intimation to Admin Section.
- ✓ 2. The Faculty In-charge (Computer Centre), NIT Hamirpur for displaying the same on the institute website immediately.
3. The Faculty In-charge (Security), NIT Hamirpur for information.

REGISTRAR,  
NIT HAMIRPUR.

AFI (website) / Sh. Jagdish Verma  
for nia pr.

100000



# **E-TENDER DOCUMENT**

(This document contains 32 pages)

**FOR**

**SECURITY SERVICES**

**AT**

**NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR**

**E-TENDER NOTICE NO.ADMN-SECURITY- 05/2019**

**DATE OF RELEASE OF E-TENDER: 18/07/2019**

**LAST DATE OF RECEIPT OF E-TENDER BIDS: 13/08/2019**

**REGISTRAR  
NATIONAL INSTITUTE OF TECHNOLOGY,  
HAMIRPUR (HP) - 177 005**

**TELEPHONE 01972 224390, 254054**



## **NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (H.P) 177005**

E-tenders are invited from highly reputed, well established & Professional Security Agencies, capable of providing 155 Security Guards (including 04 Supervisors, 04 Gunman and relievers) for duty in three shifts. The tender form may be downloaded from <http://eprocure.gov.in> or alternatively through Institute website [www.nith.ac.in](http://www.nith.ac.in). The Tender Document must be submitted along with tender fee of Rs. 3,000/- (Rupees Three thousand only) in the shape of Bank Draft drawn in favour of Registrar, National Institute of Technology, Hamirpur (HP). The agency should be fulfilling following criteria: -

### **A. 1. ELIGIBILITY CRITERIA**

- (a) The Agency should be approved / recognized/ registered by Govt. of India/ State Govt. for providing security services and/or affiliated with Security Association and must be registered under PASRA Act.
- (b) The Agency must comply and fulfils with all statutory requirements such as registration with EPF, PAN/ GST/ TAN, P. Tax / GST etc. along with proof and copies of latest three months challans.
- (c) The agency may provide as a proof of experience in the recent viz; providing of at least (50 or more Security Guards) per shift of 8 hours in centrally/state funded institutes / Universities/ NITs /IITs/ Medical Colleges.
- (d) The Agency must have five years' experience in executing similar services to institutions/universities and reputed public/private sector organizations with single annual work order of INR 1.00 Crore in any of the last three years. Weight age will be given to firms having experience in providing such services in educational institutions.
- (e) The agency must have sound financial viability with an average annual turnover of INR 3.00 Crore in preceding three financial years (copy of audited balance sheets, P&L Accounts and ITR certificates must be enclosed along with CA Certified average annual turnover of last three years on a separate sheet).
- (f) The Agency should possess adequate continuous experience of at least 05 years of providing security services and should have basic infrastructure, vehicles & training centre as per PASRA Act.
- (g) The Agency besides providing security services should be capable of monitoring traffic safety, parking & trespassing etc.
- (h) The Agency will have to produce Contract Labour License as per Labour Act from the Labour Department after being awarded the contract within 02 months.
- (i) The agency is required to maintain separate rate template for Ex-servicemen & Civilians considering the Central wages.
- (j) The bidders are required to give presentation before the authorized committee on scheduled date and time mentioned under Section B.2 (Important Dates).



- (k) The bidder should not have been blacklisted by Govt., Semi Govt. Department or any other organization and bidder should not have any litigation in any of the Labour Court(s). An affidavit to this effect on Non-Judicial stamp paper of Rs. 100/- (Rupees One hundred only) duly notarized be enclosed with the Technical Bid. Also to note that the applicant is/has not formed/ part of any cartel at any time for processing any contract including the present tender.
- (l) The Firm/company will submit an affidavit to the effect that presently there is no case or police enquiry is pending against the firm regarding non disbursal of dues at any time in the past of their contract in such matter.
- (m) The Agency should be able to provide at least 40% Ex-Serviceman.
- (n) The agency should follow Central Government Reservation Policy in recruiting/deputing Security personnel.

**APPLICATIONS OF THE AGENCIES NOT MEETING ABOVE ELIGIBILITY CONDITIONS WILL BE REJECTED.**

**A.2. Details of the BID Documents:**

- A.2.1 All the tender documents should be uploaded to e-procurement portal and the original copy of these tender documents properly numbered, indexed and properly bind, along with Earnest Money Deposit (EMD) of Rs.1,20,000/- (Rupees one lakh twenty thousand only) payable in the form of Demand Draft/Bankers Cheque/FDR duly pledged in favour of **REGISTRAR, NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (H.P.)** should be submitted to NIT Hamirpur.
- A.2.2 The validity of the tender shall be 90 (ninety) days from the date of opening of BID.

**B. INSTRUCTIONS TO BIDDER**

**B.1 Submission of BID:**

- B.1.1 The BID in original duly signed should be uploaded on e-procurement portal and original copy to be submitted physically to NIT Hamirpur.
- B.1.2 Bidder is advised to submit the BID strictly in accordance with the terms & conditions and specifications contained in the BID documents and not to stipulate any deviation or condition. Institute reserves the right to reject any BID containing deviations to the terms & conditions and requirements stipulated in the BID document.
- B1.3 In the Financial Bid, the Bidders must quote the rates in figures as well as in words as specified in excel template. If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the BID price. Before quoting the financial bid, the bidder must read the entire tender document carefully and should arrive at the cost claimed by assessing all the services required by the Institute.



B1.4 BID shall be submitted in two parts: **Part I - Technical Bid** and **Part II - Financial Bid**.

Part-I should be separately sealed and inscribed with the words "Part I: **Technical BID**" shall be sent to NIT-Hamirpur and "Part II": **Financial BID**", should only be uploaded on the e-procurement portal.

- a. The BID must contain the name, address and contact details of business of the person or persons submitting the BID and must be **signed and sealed by the Bidder with his/her signature on every page of the BID**.
- b. BID by a partnership firm must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed/agreement should also be furnished.
- c. The Bidder's name stated in the BID shall be exact legal name of the firm/company/ corporation etc. as registered or incorporated.

All changes/alterations/corrections in the BID shall be signed with date in full by the person or persons signing the bid. **No erasing and/or overwriting is allowed.**

**B.2** Transfer of BID submitted by one Bidder to another is not permissible. No alteration in the essence of BID, once submitted shall be permissible. In case the Bidder modifies/withdraws during the period of validity, his EMD shall be forfeited.

**B.2.1 TECHNICAL BID SHALL CONTAIN THE FOLLOWING:**

- i. Cost of BID Tender Document/documentation fees of (Rs.3000/-) in the shape of Bank Draft.
- ii. Earnest Money Deposit (EMD) as per **F-1**.
- iii. BID Form **F-2** along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
- iv. Bidder's General Information **F-3** along with the documentary proof.
- v. Bidder's Eligibility Criteria **F-4** along with the documentary proof.
- vi. No Deviation Confirmation as per **F-5**.
- vii. Company/Agency profile.
- viii. Documents related to Trade License, PAN, Professional Tax Registration, GST, EPF registration No. etc.
- ix. Audited financial statement for last the three years (2016-2017, 2017-2018 & 2018-2019).
- x. Agency should neither be blacklisted nor any police complaint be pending/contemplated against the Agency (An affidavit to this effect is required to be submitted).
- xi. Additional documents, if any.

**Note:** As mentioned earlier, scanned copies of all bid documents should be uploaded on CPP portal. If any bidder fails to upload scanned copies of all documents, the bid will not be accepted.



**PART – II: Financial BID** shall be uploaded as per schedule-1 of rates enclosed.

### IMPORTANT DATES

S1 No.	Availability of tender documents (On <a href="http://eprocure.gov.in">http://eprocure.gov.in</a> )	Date	Time
1	Date of online publication	18/07/2019	05:00 PM
2	Document Download start date	19/07/2019	09:00 AM
3	Pre-Bid Meeting date	29/07/2019	03.00 PM
4	Bid submission start date	30/07/2019	09:00 AM
5	Bid submission end date	13/08/2019	05:00 PM
6	Presentation by the Bidders	14/08/2019	10.30 AM
7	Date of opening of technical bid	14/08/2019	02:30 PM

The Technical bids shall be opened as per schedule mentioned above at the Conference Hall, NIT Hamirpur by the authorized officer/committee. The tenderers may remain present at the time of opening of technical bid.

### B.3 EARNEST MONEY DEPOSIT AND COVERING LETTER:

- i. Earnest Money of Rs. 1,20,000/- (Rupees One lakh twenty thousand only) should be submitted along with the Tender by way of
  - a. A Demand Draft in favour of **Registrar, National Institute of Technology Hamirpur, H.P.** payable at NIT Hamirpur, H.P. of nationalized bank or
  - b. **A FDR duly pledged in favour of Registrar, National Institute of Technology Hamirpur, H.P. payable at NIT Hamirpur, H.P.**

It should be denominated in INDIAN RUPEES only. Bids without requisite Earnest Money shall NOT be considered & summarily rejected.

- ii. Unsuccessful Bidders' bid security will be returned as promptly as possible within reasonable time after the expiry of the period of bid prescribed by the Institute.
- iii. The successful Bidder's bid security will be discharged upon the Bidder accepting the job award letter and furnishing the Performance Guarantee.
- iv. The bid security may be forfeited:
  - a. If a Bidder withdraws its bid during the period of bid validity; Or



- b. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time and/ or conceals or suppresses material information; Or
- c. In case of the successful Bidder, if the Bidder fails to sign the Agreement or to furnish performance guarantee.
- v. Bid Covering Letter should be neatly typed and duly signed by the authorized signatory on the Bidder's letter head.
- vi. The Technical Bid submitted in response to this Tender Document along with the supporting material, will become the property of the Institute

#### **B.4. Validity of BID:**

Bid submitted by Bidder shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of the BID. Bidders shall not be entitled during the said ninety days period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the Institute. However, revision in Central Minimum Wages as per government notification will be considered with its pro-rata effect.

#### **B.5. Right of Institute to accept or reject the BIDs:**

The Institute reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.

Further, the Institute also reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of work order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.

#### **B.6. Selection Criteria**

- B.6.1 A committee constituted by the Institute will examine the entire proposal on the basis of
  - a) Credentials of the agency and the key personnel.
  - b) Experience in similar business
  - c) Methodology to be applied for security services.
  - d) The quality of the services
  - e) All other criteria/parameters mentioned in this tender document.
- B.6.2 The agency will be shortlisted based on sound knowledge and proven experience in the relevant field. It is the responsibility of the Bidder to convince the Institute Committee that the premises in the campus are in the safe hands and will be properly looked after.



B.6.3 The Technical BID shall have 75% weightage out of 100 marks. The Bidder securing 60% of total marks assigned to Technical BID (i.e. 45/75) shall be declared qualified in the technical evaluation. The breakdown of marks in respect of technical bid will be as under :-

- |  |                  |
|--|------------------|
| <b>(a) Track record (certification &amp; credentials)</b>      | <b>=25 marks</b> |
| <b>(b) Strength of security personnel &amp; Experience</b>     | <b>=25 marks</b> |
| <b>(Experience should be in the name of same firm/ agency)</b> | <b>=25 marks</b> |
| <b>(c) Capability and Resources</b>                            |                  |

B.6.4 The Financial bids of the Bidders who qualified in the technical evaluation stage shall only be evaluated for final award of work.

B.6.5 The Financial BID shall have 25% weightage out of 100 marks. Thus, the lowest Bidder shall get highest marks (25/25) and others getting proportionally.

B.6.6 It should be noted that the selection will be based on combination of quality and cost and not on the cost alone. Therefore, the bidder who score maximum marks in technical and financial component collectively shall be selected for the award of contract/work.

#### **B.7 Signing of the Contract:**

The successful Bidder shall be required to execute the **Contract Agreement along with Performance Bank Guarantee (PBG) amounting Rs 30.00 Lakhs only** accepting all terms and conditions of tender document stipulated therein on a non-judicial stamp paper worth Rs. 100/- (Rupees One Hundred only) within fifteen days from the issue of the **Letter of Acceptance of BID**. In the event of failure on the part of the successful Bidder to sign the **Contract** within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled. In this situation L2 bidder may be offered the contract.

#### **B.8 FORMS AND FORMATS FOR SUBMISSION OF BID**

##### **PART-I**

##### **F-1**

##### **DETAILS OF EARNEST MONEY DEPOSIT**

(To be put in a separate sealed envelope marked Earnest Money)

Name of the Bank	:	
Demand Draft/ Bankers Cheque/ FDR No.	:	
Dated	:	
Amount	:	

Date:-

**Signature of the Bidder or  
His /Her authorized signatory  
With Seal of the Agency**



**F-2****BID Form**

To

THE REGISTRAR  
NATIONAL INSTITUTE OF TECHNOLOGY  
HAMIRPUR (H.P.)-177005.

**Subject: BID for providing Security Services (155 Nos.) Security Guards/ Security Supervisors.**

- 1) Having carefully examined all the BID Documents attached to your invitation to BID ref No. ...., we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Rs. 1, 20,000/- as Earnest Money Deposit in the form of Demand Draft/ Bankers Cheque/FDR No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ in favour of Registrar, NIT Hamirpur (HP).
- 3) We certify that we have carefully read each and every condition and the scope of work given in the BID document and having understood the same we confirm our acceptance in it without any condition or deviation.
- 4) We agree to keep the BID valid for 90 (Ninety) days from the date of opening of the BID and the period shall remain binding.
- 5) Unless and until a formal CONTRACT is prepared and executed, this BID together with written acceptance of tender thereof shall constitute a binding CONTRACT between Institute and us.
- 6) We hereby submit our offer and enclose "Part II- Financial Bid" **Schedule-I**

Witnesses:

For and on behalf of:

-----  
----- (Signature)

(Signature and Seal)

Name -----

Address in full -----

-----



**F-3****BIDDER'S GENERAL INFORMATION**

Bidder should submit following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : \_\_\_\_\_
2. Number of Years in Operation : \_\_\_\_\_
3. Registered address : \_\_\_\_\_  
\_\_\_\_\_
4. Operational Address if different from above: \_\_\_\_\_
5. Telephone No. (Landline) : \_\_\_\_\_
6. Telefax No. : \_\_\_\_\_
7. Mobile No. : \_\_\_\_\_
8. Email Address : \_\_\_\_\_
9. Name & Address of Branch, if any: \_\_\_\_\_
10. Type of Organization (whether public limited/ private limited/  
partnership/sole proprietorship) as per attached proof:  
\_\_\_\_\_
11. Name of Proprietor/ Partners/Directors of the  
Organization/Firm:  
\_\_\_\_\_  
\_\_\_\_\_
12. ISO Certification, if any {If yes, please furnish details}

(SIGNATURE OF BIDDER WITH SEAL)



# NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (H.P) 177005

## FORM- 4

Details to be filled by the Agency applying for tender for Security Services Contract at NIT Hamirpur (each response/ document must be given with proper reference in the following tender document).

1.	Name of the Agency (full address with contact No.)		Proof at page ----
2.	Registration No. of the Agency under State/ Central Govt. <b>(Attach Copy)</b>		p. -----
3.	(a) List of the clients wherein security staff of 50 or more per shift (8hrs) is provided at one location/ campus during previous three years only. <b>(Attach Copies).</b> (b) Experience of Working in Central/State Govt. Institutes/Organizations specially handling Student related activities viz. Hostels, Student Functions/ Festivals in last five years only <b>(Attach Copies)</b>		p. -----
4.	(a) ESI No. (b) EPF registration No. (c) GST No. (zone of Registration) (d) PAN/TAN <b>(Attach Copies)</b>		p. -----
5.	(a) Total Annual Turnover. (The Agency should have an average annual turnover of minimum Rs. 3 Crores (Rupees three crore) for the last three years.) (Please attach separate sheet of average annual turnover certified by Chartered Accountant) (b) ITR of last three Assessment Years		p. -----



	(c) Details of Bankers and a certificate from the Bank for providing bank guarantee of minimum value of <b>Rs. 30,00,000/- (Rupees Thirty lakh only)</b>		
7.	Experience in security business for at least five years. <b>(Attach Copies)</b>		p. -----
8.	<b>(a)</b> Details of infrastructure in terms of vehicles, electronic/ non-electric gadgets/Metal detector/Vehicle checking machine etc. available with the company.		p. -----
9.	(a) Valid ISO Certificate or any other certificates <b>(Attach Copies)</b> (b) Self-attested copy of valid license for security services of Private Security Agencies (Regulation) Act, 2005 of the last three years. (c) Membership of any Professional Security Association. <b>(Attach Copies)</b>		p. -----
10.	Details of any tie-ups (Copies attached)		p. -----
11.	Any other information/ document tenderer wishes to submit for consideration by NIT Hamirpur.		p. -----
<p>Note: If any information given in the technical bid is found false at any stage of assessment, the entire earnest money will be forfeited to NIT Hamirpur and the bid will be rejected. In such a case, NIT Hamirpur reserved the right to blacklist the tenderer.</p>			

**Signature of the  
Bidder or His/Her  
Authorized signatory  
With Seal of the Agency**



Format for information to be provided at S.No.3 (a) of Form 'B'.

### DETAILS OF STAFF DEPLOYED

Sl. No.	Name of the Client with address	Duration		No. of EXSM Suprs.	No. of Civilian Suprs	No. of EXSM Guards	No.s of Civilian Guards	Nos of Guards per Shift.	Remarks
		From	To						

Signature of the Authorized Signatory

EXSM => Ex-Serviceman



**Format for detail of Experience**

Sl. No	Name of organization/ Institute with Location	Duration		No. of Guards/ shift	No. of Supervisor/ Shift
		From	To		

**Signature of the Authorized Signatory**



**F-5**

**NO DEVIATION CONFIRMATION**

To

THE REGISTRAR  
NATIONAL INSTITUTE OF TECHNOLOGY  
HAMIRPUR (H.P.).

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that I/we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

(SEAL AND SIGNATURE OF BIDDER)



## LETTER OF AUTHORITY

PROFORMA LETTER OF AUTHORITY FOR ATTENDING PRESENTATION, TECHNICAL & FINANCIAL BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO BID.

No. -----

Date:

To

THE REGISTRAR  
NATIONAL INSTITUTE OF TECHNOLOGY  
HAMIRPUR (H.P.).

Dear Sir,

I/We \_\_\_\_\_ hereby authorize following representative(s) to attend Technical/Financial BID opening and for any presentation /other correspondence and communication against Bidding Document:

Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

It is hereby confirmed that all commitments made by aforementioned authorized representative (s) shall be binding on us.

Yours faithfully,

Signature

Name :

Designation :

For and on behalf of

Note: This letter of authority should be on the letter head of the bidder and should be signed by a competent authority.



**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE SECURITY**  
(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

To

THE REGISTRAR  
NATIONAL INSTITUTE OF TECHNOLOGY  
HAMIRPUR (H.P.).

**Dear Sir(s),**

M/s \_\_\_\_\_ have been awarded the work of \_\_\_\_\_ for NIT Hamirpur.

The Contract conditions provide that the CONTRACTOR shall pay a sum of Rs. \_\_\_\_\_ (Rupees.....only) as full Contract Performance Guarantee in the form mentioned therein. The form of payment of Contract Performance Guarantee includes guarantee executed by an Indian Bank, undertaking full responsibility to indemnify NIT Hamirpur, in case of default.

The said \_\_\_\_\_ has approached us and at their request and in consideration of the premises we having our office at \_\_\_\_\_ have agreed to give such guarantee as mentioned hereinafter.

1. I/We \_\_\_\_\_ hereby undertake and agree with you that if default shall be made by M/s \_\_\_\_\_ in performing any of the terms and conditions of the tender or in payment of any money payable to NIT Hamirpur, I/we shall on demand pay without any recourse to the contractor, to you in such manner as you may direct the said amount of Rs. \_\_\_\_\_ ( \_\_\_\_\_ only) or such portion thereof not exceeding the said sum as you may from time to time require.
2. You will have the full liberty without reference to me/us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said \_\_\_\_\_ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said \_\_\_\_\_ which under law relating to the sureties would but for provision have the effect of releasing us.
3. Your right to recover the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from me/us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s. \_\_\_\_\_ and/or that any dispute or disputes are pending before any officer, tribunal or court.
4. This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. \_\_\_\_\_ on whose behalf this guarantee is issued.



5. The Bank Guarantee's payment of an amount is payable on demand and in any case within 48 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest as applicable shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of District Courts.
6. I/We have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated \_\_\_\_\_ granted to him by the Bank.

Yours faithfully,

\_\_\_\_\_  
Bank by its Constituted Attorney

Signature of a person duly  
Authorized to sign on behalf of the Bank

### **INSTRUCTIONS FOR FURNISHING CONTRACT PERFORMANCE SECURITY**

1. The Bank Guarantee by successful bidder(s) will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in the name of the issuing bank. In case of foreign bank, the said bank guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of bid to be considered as Hamirpur (H.P.).
2. The bank guarantee by bidders will be given from bank as specified in Instructions to Bidders.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Employer.
4. If a bank guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant confirming its net worth is more than Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_ or its equivalent in foreign currency along with documentary evidence.



**NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (H.P) 177005**  
**PART II- FINANCIAL BID**

**SCHEDULE-I**

S. No. (1)	Head (2)	Percentage or rate (3)	Security Guard (Civilian)/ 8 hrs shift Rate per month (Rs.) (4)	Ex-Service man S/Guard (Without Arms)/8 hrs shift Rate per month (Rs.) (5)	Ex-Service man S/Guard(With Arms) /8 hrs shift Rate per month (Rs.) (5)	Ex-Serviceman Supervisor per 8 hr shift per month (Rs.) (6)
A	Minimum Wages as per latest minimum wage notification by Chief Labour Commissioner (c )		Rs. 14,326/-	Rs. 14,326/-	Rs. 16,770/-	Rs. 16770/-
B	Special Allowance (fixed)	--	Rs. 1500/-	Rs. 2000/-	Rs.2000/-	Rs. 2000/-
C	EPF to be charged on (A) (latest )	13%	Rs.1862/-	Rs. 1862/-	Rs.2180/-	Rs. 2180/-
D	Uniform maintenance charges	Fixed @ Rs.150/- per head per month	Rs. 150/-	Rs. 150/-	Rs.150/-	Rs.150/-
E	<b>Sub-Total- I (A to D)</b>		Rs. 17838.00	Rs. 18338.00	Rs. 21100.00	Rs. 21100.00
F	<b>Strength</b>		<b>89</b>	<b>58</b>	<b>04</b>	<b>04</b>
G	Category wise Monthly Amount		Rs. 1587582.00	Rs. 1063604.00	Rs. 84400.00	Rs. 84400.00
H	<b>Sub-Total-II (E4+E5+E6) =</b>		<b>Rs. 2819986.00</b>			
I	Service / Administrative charges of the firm on point (A) ibid		Rs. --- ( Please quote the rate only online on central e-procurement portal)			
J	Patrolling Vehicle charges including Driver/fuel etc. per month ( vehicle must run atleast 1200 km in a month for patrolling in the Institute campus)		Rs. _____ ( Please quote the rate only online on central e-procurement portal)			
	<b>Monthly Amount Grand Total (I+J) =</b>		Rs. _____ ( Please quote the rate only online on central e-procurement portal)			

1. The Second party has to provide ESI or Workmen Compensation and Term Life Insurance of equivalent amount to the deployed manpower in consultation with first party; Actual amount of premium shall be reimbursed on production of proof.
2. The wages and other dues specified above are tentative and subject to change as per statutory requirement of relevant act/ law applicable from time to time.
3. The statutory dues over and above the specified, if any, shall be reimbursed by the institute on production of documentary proof.

**Note – TDS will be deducted from the bill @ 2% or as applicable from time to time.**

**Dated:**

Signature of the Contractor or  
His authorized signatory with Seal of the Agency



## C. SCOPE OF WORK

The Agency shall provide Security to the Institute as well as residents at the NIT Hamirpur, by deploying full safety & 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 with important but non exhaustive list as below:-

- (a) Protection of property and personnel (faculty, officers staff, students, official visitors and residents) of the institute against wilful harm; the institute meaning all Gates, Academic Areas, Activities Area, Hostels, Guest House, R&CA Areas, Play Grounds, Residential Houses, Community Centers, Commercial Centers and Health Center etc., within the boundary of the NIT Hamirpur.
- (b) 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).
- (c) Regulate access control at gates, prevent misuse of NIT Grounds and facilities by outsiders, neighbouring villages, preventing trespassing, unauthorized parking, unauthorized construction, squatting in the institute campus, and prevent vandalism, breaking of twigs/ trees throwing of garbage/ littering/ Plucking of flowers/ Destroying greenery and ensuring cleanliness. Ensure proper & timely reporting of violation to supervisors/authorized representative.
- (d) Prevent loss that is on account of lapse in "access control measures" at Gates of the Institute.
- (e) The Agency shall attend with responsibility and sincerity to the security threats like thefts, pilferage, unauthorized occupation of buildings and Institute land, encroachment, trespassing, removal of unauthorized hoarding and temporary/permanent shops, eve teasing, criminal acts, cattle pounding, grazing, stray dogs, monkeys & other animals and any other unforeseen contingencies. The agency will thus carry out duties such as checking of incoming and outgoing vehicles, control on visitors, removal of unauthorized persons from campus, checking of consignments, check errant trespassers, handing over of criminals to local police, operation of fire fighting equipment's, safeguarding of employees/students, buildings, equipment's, stores etc. during peace and also during any strike by the employees, outsource staff & student unrest, normal preventive security measures, providing early warning & mobilizing



trouble shooting elements in the Institute, to keep away stray animals from the Institute campus and take the necessary security measures as deemed fit for maintaining a tranquil environments in the Institute. The Agency will maintain good liaison with the Institute administration, local administration & the police for smooth and peaceful day to day working and congenial environment in the Institute campus.

- (f) Regulate parking of vehicles in designated areas of the institute and regulate traffic movement at the entry/ exit gates within the campus and ensure that the traffic rules are followed.
- (g) 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.
- (h) The Agency should have an **investigation cell** to carry out investigation of the thefts, accidents or any other matter required from time to time.
- (i) The Agency should be able to provide extra security guards at a day's notice.
- (j) The Agency will carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training during the period of the contract every three months. The expenditure/cost for the same shall be borne by the firm.
- (k) Prevent defacing / damage to Institute property buildings etc. (prevent Graffiti/ poster pasting etc.).
- (l) Prevent entry of animals into the campus and chasing of dogs and monkeys from Academic, Residential Areas and Hostels, and ensure animal/dog/monkey free campus.
- (m) Liaison with Police/ Fire and Civil Government Departments.
- (n) The Guards on patrol/duty should take care of all the valves and water hydrants, report leakage of water taps, switch off lights of sports fields when not in use, etc. installed in the open all over the premises.
- (o) Carry out any other job assigned by the Director or his nominee in the interest of Security of the Institute.
- (p) No items from the Institute can be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores/departments.
- (q) The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-



fighting staff in extinguishing the fire or in any other natural calamities.

- (r) In emergency situations, security staff/supervisor/Senior Security Supervisors deployed shall also participate as per their role defined in the disaster plan, if any, Security personnel should be sensitized for their role in such situations.
- (s) The Security Guards shall assist the visitors in reaching the desired departments/locations inside the campus.
- (t) The Security Guard on duty shall not leave the premises until his reliever reports for duty in next shift.
- (u) Availability of four wheeler like Bolero/Scorpio/equivalent for Quick Response in an emergency and for routine check/patrolling of the campus round the clock (day & night) should be included in the offer itself. Patrolling Vehicle log book needs to be maintained and copy should be attached with the monthly bill. The Copy of Registration Documents and Insurance of Vehicle has to be submitted to the authority.



## **D. TERMS AND CONDITIONS**

- D.1 **"SCHEDULE OF SERVICE"** is as per **Scope of Work**.
- D.2 The Agency shall be responsible for all/any injuries and accidents to persons employed by it. It will also provide an Insurance Policy to its personnel for covering personal accident while performing their duties.
- D.3 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 faculty /staff/student of the Institute, it shall terminate the services of such employees on the recommendations of the Authorized Officer or any other Officer designated by the Director, NIT, Hamirpur (HP). The Agency shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
- D.4 The Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of responsibility given to it by the Institute and shall not knowingly lend to any person or Agency of the effects or assets of the Institute under its control.
- In the event of any loss being caused to the Institute on account of negligence/derelection of duties by the Agency or Agency's employee that shall be established by appropriate committee appointed by Director, NIT Hamirpur comprising of one representative of the Institute, one representative of the Agency and one enquiry officer from outside having knowledge of enquiries of different matter. As decided by such committee, the Institute should get the same compensated from the Agency.**
- D.5 The Agency shall not appoint any other Agency or third party to carry out any obligation/task/function, under the contract.
- D.6 The Agency shall take day to day instructions from the Authorized Officer of the Institute or his Deputy in his absence.
- D.7 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 on any day in any part of the areas assigned, the Agency shall be penalized by imposing a fine in



addition to the claim of the Institute as mentioned above in D 4. The amount of penalty will be deducted from the monthly bills.

D.8 None of the employees of the Agency shall enter any kind of private work at any location of the Institute during working hours or otherwise. The employees should not be put in different shifts at other locations & they should not be employed by other Agencies.

D.9 **Physical Standards and Qualifications:** the employees of the Agency shall be of Good character and sound health.

**a. Security Guard Ex-Servicemen:**

- |     |                           |   |   |
|-----|---------------------------|---|---|
| i   | Age                       | : | not more than 60 years*   |
| ii  | Character                 | : | Very Good   |
| iii | Education Qualifications: |   | Matriculate.<br>Should be able to read & write<br>HINDI & ENGLISH.  |
| iv  | Physical Standards        | : | Height 5ft 5 <sup>in</sup> minimum<br>(Except hill tribes)<br>Person should be physically fit<br>and not overweight |

**b. Security Guards Civilians:**

- |     |                           |   |   |
|-----|---------------------------|---|---|
| i   | Age                       | : | Not less than 21 years & not<br>more than 60 years*   |
| ii  | Character                 | : | Very Good   |
| iii | Education Qualifications: |   | Matriculate. Should be able<br>to read & write HINDI &<br>ENGLISH.  |
| iv  | Physical Standards        | : | Height 5ft 5 <sup>in</sup> minimum<br>(Except hill tribes)<br>Person should be physically fit<br>and not overweight |

**c. Supervisors (Ex- Servicemen only) :**

- |     |                   |   |  |
|-----|-------------------|---|--|
| i   | Age               | : | Not more than 60 yrs*  |
| ii  | Character         | : | Very Good.   |
| iii | Qualifications    | : | MATRICULATE<br>Retired from Havildar rank<br>equivalent or above<br>Service/ Military/ Police.                                   |
| iv) | Physical standard | : | Height 5ft 5 <sup>in</sup> , Person should<br>be physically fit and able to<br>drive four wheeler with valid<br>driving license. |



\*on acquiring age of 60yrs any time during the contract agreement period, the agency shall replace that security personnel immediately.

**The Agency should depute 40% or above ex-servicemen guards and remaining civilian guards. In special circumstances, the Institute will have liberty to increase/decrease the total number of Guards to the extent of 10% for a short period by giving at least one week's notice to the Agency.** 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.

After the work is awarded, the Agency is required to provide the details of the staff, proposed to be deployed viz. their name, fathers name, DOB, residential address, telephone number, recent passport size photograph, in the form of a data base in both hard & soft form and also provide a local police clearance certificate as per format:-

Sl. No.	Name	Father's Name	DOB	Qualifications	Experience	Ex-Serviceman	Civilian	Address	Mobile	Photo	Remarks

**The security staff provided for deployment will be assessed by the Institute/ concerned authority before the final deployment.**

- D.10 In the event of revision of rates by the Central Government at any time, the same rates will accordingly be revised on pro rata. The 'Onus' for producing the copy of notification of Government of India, will be on the Agency.
- D.11 Agency shall abide by all laws of the land including, Labour Laws, ESI, EPF, Income Tax, Professional Tax, GST or any other Taxes levied by the Government, 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.
- D.12 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 the Agency shall furnish complete particulars and obtain written approval of the designated officer of the Institute on a Performa to be collected from Authorized Officer, National Institute of Technology, Hamirpur.



- D.13 Institute reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason/notice.
- D.14 The Agency shall provide trained 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 Institute may provide Space/Lecture Hall for such a training programme. 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 03 days under Agency's arrangements and expense. Security personnel at each entry gate of the Institute shall be equipped with owned metal detector and at least one gunmen as per requirement of the Institute.
- D.15 In case the jobs performed are not found to be satisfactory, the contract shall be terminated even before expiry of the period of contract by giving notice of one month to this effect. The Institute may terminate this agreement by giving 60 days notice in writing to the Agency, at any time during the contract, without assigning any reason. The Agency may also terminate this agreement by giving one month's notice in writing to the Institute, without assigning any cause. A record of every lapse small or big will be maintained by Institute Security Incharge and a weekly meeting of the representative of the Agency with Institute Security Incharge will be held and minutes of the same recorded for compliance.
- D.16 The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Government of India per month plus allowances. The payment should be made by cheque or e-transfer 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 EPF, the Agency shall produce original challans/receipts along with the scroll of the employees, whose EPF stands deposited by the Agency to the Registrar of the Institute for verification & reimbursement.



- D.17 The Agency shall supply uniforms (all weather) with name plates to the persons engaged by it. The Institute shall not allow any employee of the Agency to work inside the Institute without uniform except in cases wherein specifically asked for. The uniform should be in good condition and not torn/worn out/faded. The Agency shall get the identity card of each guards countersigned by its Site In-charge. In case the services of any guard is terminated, his/her Identity Card shall be handed over to the Security In-charge of the Institute for destruction. The Agency must provide standard accessories required by security personal such as whistle, umbrella, sticks, lights/torches, florescent stickers and other required items to enable them to effectively discharge their duties and nothing extra will be paid on this account by the Institute.
- D.18 The Security Guards and Security Supervisors shall normally be required to work in three shifts basis. Present shift timings are 6.00 AM to 2.00 PM, 2.00 PM to 10.00 PM and 10.00 PM to 6.00 AM. The authority to change the shift timing rest with the Institute depending on requirement and urgency of situations as and when required. No Security Guard/Supervisor will be allowed to perform duty beyond Eight hours shift or double duty on continuous basis unless authorized by the Security In charge of the Institute.
- D.19 The security guards are entitled to a paid rest day in every period of seven days. (Refer Section 13(b) of the Minimum Wages Act, 1948 and Rule 23 of the Wages (Central) Rules, 1950).
- D.20 The Agency shall have proper standard and procedures of recruitment and training. The agency will provide a copy of Training Manual for inspection to Institute authorities. The training Institute of the Agency should be in agreement with PSARA Act 2005.
- D.21 The Agency shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted to the Authorized Officer. The Agency should supply Guard Check Books to all guards post wise at its own cost. All such records shall be subject to scrutiny by the Institute. The Agency will maintain the proper records of entry & exit of visitors, vehicles, venders and contractors in standard format/ register at entry gates at their own cost.
- D.22 Agency will apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to the Registrar of the Institute within 60 days from the date of issue of the award of contract.



- D.23 That no right, much less a legal right shall vest in the Agency's workers/employees to claim/have employment or otherwise seek absorption in the Institute nor the Agency's workers/employees, shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the Institute. The workers will always remain the employees of the Agency and this shall be solely the responsibility of the Agency to make it clear to their workers before deputing on work at the Institute; such a stipulation shall also be mentioned in the appointment letter, or any similar document which may be issued to workers/employees of the Agency.
- D.24 The Agency shall not be allowed to change its name and style after the award of the contract.
- D.25 NIT Hamirpur shall have no responsibility, statutory obligation towards taxes, fees. As per applicable labour laws, Govt. Rules & regulations in force related to salary, Statutory payments, ESI, EPF and Bonus etc for execution of the contract.
- D.26 **Contract Performance Security:** The CONTRACTOR shall furnish to the Principal Employer, within 30 days from the date of notification of award, a security of Rs.30, 00,000/- (Rupees thirty lakh only) in the form of Bank Guarantee (as per Performa enclosed) as Contract Performance Security with the Principal Employer which will be refunded only after the expiry of the contract period.
- D.27 **TERMINATION:** Notwithstanding anything contained hereinbefore to the contrary, the Institute shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing.
- Similarly, if the contractor wants to rescind the contract, he/she is required to give at least 60 days' notice for withdrawal of services and will not rescind the work till alternative arrangement is made by institute, failing which performance security is liable to be forfeited.
- D.28 **PENALTY:** In the event of the Contractor's failure to satisfactory execute the work entrusted to it under this Agreement, the Institute shall make alternate arrangement to do it and the difference of cost incurred by the Institute thereby shall be recovered from the Contractor's unpaid bills and/or Contract Performance Security.
- If the contractor fails to release the wages for the preceding month on or before 7<sup>th</sup> of every month then a penalty @ Rs. 500/- per day for a week and Rs. 1000/- per day thereafter will be imposed.
- D.29 **REVISION OF RATE:** Effect of revision of Central Minimum Wage with its pro rate effect as per revised circular of Office of the Labour



Commissioner, Govt. of India from time to time will be considered subject to submission of application along with notification by the agency.

- D.30 TAXES, DUTIES AND LEVIES:** All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the agency and depositing of the same and other levies with the Govt. shall be the sole responsibility of agency concerned.
- D.31 PERIOD OF CONTRACT:** The contract shall be initially for a period of 01 (one) year which may be renewed annually based on satisfactory performance for a maximum period of three years.
- D.32.** The Agency shall be responsible for fulfilling the requirements of all statutory provisions of the relevant enactments viz. The Minimum Wages Act 1948, The Payment of Wages Act 1936, The Contract Labour ( Regulation & Abolition ) Act 1970 and as amended from time to time and all other Labour enactments and all other laws and acts applicable at its own risk and cost in respect of all staff deployed by it and keep the Institute indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the Acts etc.
- D.33. PAYMENT OF CONTRACTOR'S BILL:**
1. The payment of wages for the month shall be released by the contractor latest by 7<sup>th</sup> of every month and thereafter, the monthly bill shall be submitted to the Management of the Institute by 15<sup>th</sup> of every month. 100% of the total invoice value or admissible amount will be released by the first party before 5<sup>th</sup> day of following month provided the invoice/bill is accompanied by the proof of the following: -
    - i. Certified Attendance Sheet of month for which payment is claimed.
    - ii. Wages statement & EPF deposit (bank challan/remittances) statement showing individuals deductions under different mandatory heads for the month of the amount contributed by the "Principal Employer" i.e. NIT Hamirpur as per "EPF & MP Act 1952".
    - iii. Certified copy of the bank scroll showing disbursement of wages in individual accounts.
    - iv. Challans for depositing Employees Provident Fund contributed by the Principal Employer etc. of the previous month as per EPF- & M P Act -1952 or various heads.
    - v. Copy of the vehicle log book for the month for which the bill is being claimed.
    - vi. GST deposit challan copy.



2. All payments will be subject to deduction of Income Tax at source as per Income Tax Act and as per Income Tax Rule.

D.34 **ACCIDENT OR INJURY TO WORKMEN:** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract.

The Contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.

Workmen should be insured against personnel accidents arising out during the course of their duties.

D.35 **DAMAGE TO PROPERTY:** The Contractor shall be responsible for making good to the satisfaction of the Officer in charge/Estate Officer any loss or any damage to all structures and properties within the Institute premises. If such loss or damage is due to fault and/or the negligence or wilful acts or omission of the Contractor, his employees, agents or representatives the contractor shall compensate for the loss as assessed by the Estate Officer.

D.36 **ARBITRATION:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before and after completion or abandonment of work or extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or relating to the contract or breach thereof, shall be referred to Sole Arbitrator to be appointed by the Director of the Institute at the time of dispute or after.

D.37 **JURISDICTION:**

The contract shall be governed by and construed according to the law in force in India. Only the Courts at Hamirpur (HP) will have the jurisdiction to hear and decide the actions and proceedings arising out of the contract.

D.38 **GENERAL RULES: Smoking and consumption of alcohol within the entire area of the Institute is strictly prohibited.** Violators of this rule shall be prosecuted as per law and the contractor must remove such offenders immediately.

D.39 **SITE FAMILIARISATION:** Before quoting, the Tenderer in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.



D.40 **LAST PAYMENT:** The last payment of the Agency will be cleared only after ascertaining clearance of all liabilities pending with the Institute.

### ACCEPTANCE CERTIFICATE

I.....(Designation).....of (name of the Agency).....have read and understood and hereby accept the above mentioned Terms & Conditions (Para.....to.....along with all the Appendices) for the Security Contract of NIT, Hamirpur (HP).

Signatures of Authorized Signatory

Agency

Date:  
Seal/Stamp  
Place:

Counter Signatures of the Registrar, NIT, Hamirpur (HP)



# NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP)-177 005

## EVALUATION MATRIX FOR AWARD OF SECURITY PERSONNEL SERVICES

Name of the bidder : \_\_\_\_\_  
(to be filled in by the agency)

Evaluation Matrix : TOTAL 100 Marks

S.No.	Description	Documentary Proof attached at Page No.	Marks
I	<b>Certification and credentials</b>		(25 Marks )
a)	<b>Company Incorporation ( 05 Marks)</b>		
1	Public Limited company- (5 /5marks)		
2	Private Limited Company- (4/5 Marks)		
3	Partnership firm- (03/5 Marks)		
4	Proprietary firm- (02/5 marks)		
b)	<b>Length of experience in providing security services in years (5marks)</b> (15yrs & above 5marks) (10-15 yrs 4 marks) (5-10 yrs 3marks) (0-5 yrs 2 marks)		
c)	<b>ISO 9001:2008 certification (02 Marks) (02/02 Marks)</b>		
d)	<b>Having PSARA license (01 Mark per state-Maximum 03 marks) :(03/03 Marks)</b> (Firm exempted from PSARA by the appropriate Govt. Agency will be awarded 03/03 marks)		
e)	<b>Assessment of average turnover for the preceding three financial years on the basis of audited balance sheets and certificates of ITRs (10 Marks)</b>		
	(i) Turnover of >INR 1.5 crores< INR 3 crores (3/10)		
	(ii) Turnover of >INR 3 crores<INR 5 crores (5/10)		
	(iii) Turnover of >INR 5 crores<INR 10 crores (7/10)		
	(iv) Turnover of >INR 10 crores (10/10)		
II	<b>Worker strength</b>		(25 Marks )
a)	<b>Total security guards on rolls for security services of Central/State Govt. Institutes/Organizations specially handling student related activities as on tender publication date (Attach Proof). (10 marks)</b>		
	(i) ≤50 security personnel = 2		
	(ii) 51-100 security personnel = 4/10		
	(iii) 101-200 security personnel = 5/10		



	(IV) 201-300 security personnel = 6/10		
	(V) 301-400 security personnel = 7/10		
	(VI) 401-500 security personnel = 9/10		
	(VII) > 500 security personnel = 10/10		
b)	<b>Last 03 years work order detail – should be in the name of same [applying] firm. Number of Contracts in of Central/State Govt. Institutes/Organizations specially handling student (15 Marks)</b>		
	a) Contracts each with annual value below 50 lacs (2/15)		
	b) 1-3 contracts each with annual value above 50 lacs (5/15)		
	c) 4-5 contracts each with annual value above 50 lacs (7/15)		
	d) 6-7 contracts each with annual value above 50 lacs (10/15)		
	e) 8-10 contracts each with annual value above 50 lacs (12/15)		
	f) More than 10 contracts each with annual value above 50 lacs (15/15)		
III	<b>Capability &amp; Resources</b>		<b>(25 Marks )</b>
a)	Management profile and resources available (05 marks)		
b)	Proof of own training academy as per PASRA (05 marks)		
c)	Presentation by Bidders (scope of work) to be reviewed by the NIT Management (10 marks)		
d)	Feedback from any existing three customers (5 marks)		
<b>Marks Scored in Technical Component</b>			
IV	<b>Weightage of Financial Bid</b>		<b>(25 Marks)</b>
	a) Lowest Bid Value (L1) =25 marks		
	b) 2 <sup>nd</sup> Lowest Bid Value (L2) = L1/L2x25		
	c) 3 <sup>rd</sup> Lowest Bid Value (L3) = L1/L3x25		
	d) 4 <sup>th</sup> Lowest Bid Value (L4)=L1/L4x25		
	e) 5 <sup>th</sup> Lowest Bid Value (L5) =L1/L5x25 and so on		
<b>Total Marks Score</b>			

**Note: It is mandatory for the agency to fill up page no. of the documentary proof before submission of the tender.**