



राष्ट्रीय डिज़ाइन संस्थान  
NATIONAL INSTITUTE OF DESIGN

NATIONAL INSTITUTE OF DESIGN

(A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India)

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www.nid.edu

NIT No. ADMN\_A/01/2021-22

Date 06/04/2021

### TENDER DOCUMENT

**TECHNICAL BID FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES ON ANNUAL RATE CONTRACT BASIS AT NID, AHMEDABAD & GANDHINAGAR CAMPUS**

Tender Submitted By:

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## **1. INTRODUCTION:**

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is a statutory premier institution (Government of India declared NID as an Institute of National Importance by NID Act 2014) set up by the Ministry of Commerce & Industry, Government of India, for design education, training, research and consultancy services in various disciplines of design. NID is a grant-in-aid institution under the aegis of the Ministry of Commerce & Industry.

## **2. NOTICE INVITING e-TENDER:**

The National Institute of Design (NID), Ahmedabad invites – through Online E-Tendering System – Tender form reputed, experienced and eligible Agency, under "**TWO BID SYSTEM**" for selection of an expert agency for the purpose of hiring security services at the Campus in order to maintain the proper security at NID campus and at its hostels.

Tender notices and Tender documents related to this Tender are available on Government of India Central Procurement Portals and website including :

- [www.eprocure.gov.in](http://www.eprocure.gov.in)
- [www.nprocure.com](http://www.nprocure.com)
- [www.nid.edu](http://www.nid.edu)

Vendors are requested to submit their RFP on [www.nprocure.com](http://www.nprocure.com) only.

Any modification and / or corrigendum to this Tender will be available on these websites.

NID reserve the right to accept or reject any or all Tenderers without assigning any reason.

1	NIT Number & Date	ADM_A/01/2020-21, Date: 05.04.2021
2	Name and Location of Work	National Institute of Design, Ahmedabad Campus and Gandhinagar Campus
3	Brief Scope of Work	For Providing round the clock security services on annual rate contract basis
4	Period of Annual Rate Contract	Two Years (extendable further 2 years at sole discretion of NID).
5	Earnest Money Deposit (EMD) Rs.	NIL. However, EMD Declaration Form duly signed in Prescribed proforma (Annexure –C) should be uploaded & to be submitted in hard copy with tender documents
6	Non-refundable cost of Tender Document (Rs.)	Rs.1500.00 (Fifteen Hundred only) Shall be payable ONLY in the form of Demand Draft/Banker's Cheque/PO, drawn in favour of "National Institute of Design", payable at Ahmedabad
7	Date & Time of Pre-bid meeting	15.04.2021 at 04.00 Hrs.
8	Last Date and Time of Submission of on-line Tender	Upto 26.04.2021 by 16.00 Hrs.
9	Last date & Time of submission of signed, hard copy (in original) of all Tender Documents including EMD declaration, Cost of Tender and all other documents related to this Tender.	On or before 18.00 Hrs. on 26.04.2021 in the office of: The Chief Administrative Officer NID, Paldi, Ahmedabad 380007
10	Date & Time of Opening of Technical Bid	27.04.2021 at 04.00 Hrs.
11	Validity of Offer	60 days from the date of opening of financial bid

**"TWO BIDS SYSTEM"** shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in e-Tender. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NID will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

In case of any clarification required relating to this tender, the same can be sought from the following officers of NID, Ahmedabad and Gandhinagar respectively.

- a. Mr. Sanjay Pandit, Sr. Administrative Officer  
Ph. 079-26629 668, Email: sanjaypandit@nid.edu
- b. Mr. Sharad Vahane, AAO  
Ph. 079- 23265 611, Email: sgvahane@nid.edu

### 3. GENERAL TERMS AND CONDITIONS

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. Tender shall be submitted in online mode through e-Tender only. No other mode of application will be considered. If submitted in any other form the same shall be summarily rejected.
2. **Tenders received without prescribed tender fee i.e. Rs.1500/- (non-refundable).**
3. The name and address of the tenderer shall be clearly written in the space provided. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored/rejected.
4. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
5. The company or firm must be registered under private security Act 2005. Attach copy of certificate of the registration
6. The company or firm will provide GSTIN (Good and Service Tax Registration No.) along with bid. Further company of firm will provide monthly challan for payment of GST along with bill.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as:-
  - a. A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - b. A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
  - c. Director or Principal Officer duly authorized by the Board of Directors of the company.

8. In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
9. The DDs of Tender Fee to be submitted in sealed envelope super-scribed "Tender Fee for Tender - Security Services at NID Ahmedabad Campus" should be addressed to the **Chief Administrative Officer, National Institute of Design, Paldi, Ahmedabad Ph.: 079-26629 500/600, Fax: 079-2662 1107** on or before **04.00 PM** on **26.04.2021**. The tenders (technical bids) will be opened on the **27.04.2021** at **04.30 PM** in NID, in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
10. Offers submitted on e-Tender will only be considered. The scanned copies of tender document are to be uploaded on e-Tendering website only. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications / Rewording of formats shall not be acceptable.
11. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
12. The tender shall be awarded to the lowest financial bidder fulfilling, all criteria setting this RFP. Tenders who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified Tenderers and alone will be considered for "Opening the Financial Bid". The NID team shall verify technical conditions stipulated and behaviour/turnout of security guards physically before considering as qualified tenderer.
13. For the items mentioned in Financial Bid the lowest price quoted will be the criterion for selection.
14. The Bid should be valid for at least 60 days from the date of opening of the tender.
15. Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
16. The tenderer should not be blacklisted by any department of the central or state government or any PSU or any other Government organization. Declaration to this effect should be furnished in the **Annexure-A**.
17. NID reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
18. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
19. The Security Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of the Agency deployed at NID.
20. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard.

21. The quoted rates shall not be less than the minimum wages of central government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Security Agency which does not abide by the minimum wages Act, as notified by central government on the date of submitting of tender will be out rightly rejected.
22. Tenderer bids containing Zero service charges will be considered as non-responsive bid and are liable for rejection.
23. In the event of revision of minimum wages fixed by central government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The “Onus” for producing the copy of notification will be of Security Agency.
24. The Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The payment should be made to the security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may the security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
25. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute. The Security Agency shall have their own Training Centre.
26. The employees of the Security Agency preferably below 45 years of age, minimum 1 year of experience as security guard, should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.
27. If continued the security agency shall rotate at least 50% of their employees, who has completed three years in the institute.
28. The Security Agency will, prior to the commencement of the operation of contract, make available to NID the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
29. The Security Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Security Services. The Security Agency shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by NID under this contract. Further the Security Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the Security Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NID, the Security Agency shall be required to reimburse to NID any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NID shall also have the right to deduct these amounts from the payment due to the Security Agency while releasing the payments.
30. In case of any theft or pilferages, loss or others offenses, the Agency will investigate and submit a report to NID and maintain liaison with the Police. FIR will be lodged by NID, wherever necessary. If need be joint inquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee/guards deputed at NID must be trained in respect of operation of Fire-Fighting Equipments.

31. In case of any loss that might be caused to NID due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, NID shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to NID besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, NID shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
  - a. The Security contract shall remain valid for a period of Two year and it may be renewed on mutually acceptable terms and conditions for further period of 2 years on yearly basis on performance basis. NID may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. NID's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
  - b. NID shall not be bound to give any reason for termination of the contract as provided in para (A) above.
32. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Gujarat.
33. The Security Agency shall be responsible to maintain the equipment's and other articles supplied by the NID in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Security Agency itself.
34. NID shall in no way be responsible for any default with regard to any statutory obligation and the Security Agency will indemnify NID in case of any damage or liability, which may arise on account of action of Security Agency.
35. Services to be provided by Security Agency is indicated in the **“Scope of Work”**.
36. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
37. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NID as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
38. The Arbitration proceedings shall be held at NID, Ahmedabad Campus.
39. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
40. **Tender shall be accompanied by the relevant documents including the following:-**
  - a. Certificate in support of experience for having undertaken this kind of business from organisation along with a list of organizations where the Security Agency is currently providing / has provided Security Services.
  - b. Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
41. The Security Agency will liaise with the designated officer of NID and report to him every month to make checks on day to day activities of the Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.
42. On termination of the agreement the Security Agency will hand over all the equipment's/articles as supplied by the NID in good working condition back to NID.

43. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
44. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, staff, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
45. NID is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
46. The payment of wages shall be made directly by the Security Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of workmen by way of commission of the Thekedars.
47. All statutory obligations under various laws from time to time will have to be met by Security Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act.
48. The Security Agency shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and all other applicable Acts time to time and their Industrial Legislation from time to time in force.
49. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NID may prescribe from time to time for proof of payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
50. The Security Agency shall have security deposit Rs.5,00,000/- (Rupees Five Lakhs only) which shall be deducted in ten equal monthly instalments from running bill. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the Security Agency to NID.
51. The Security Agency will demonstrate the fire-fighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration.
52. As per NID policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
53. The workmen employed by the Security Agency shall be directly supervised and controlled by the Security Agency, and shall have no relation whatsoever with National Institute of Design. NID shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NID for service or regularization of services by virtue of being employed at NID against any temporary or permanent posts at NID.
54. The services rendered shall be to the satisfaction of the NID authorities.



55. The Security Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian laws in respect of compliance of all the rules, regulations and directions given by any statutory authorities with regard to safety, labour laws (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) 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 herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to NID each month along with claim for payment.
56. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
57. The agreement will be valid for a period of Two years may be extended for another two terms of two years subject to review at the discretion of NID authorities on mutually agreed terms and conditions / performance evaluation.
58. Decision of NID with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
59. NID shall determine the Security Guards at its own discretion and award of contract will be given accordingly. The Security Agency has to provide Security Guards as per decision of NID.
60. That in case of any dispute the jurisdiction will be Ahmedabad.

#### 4. SCOPE OF WORK

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at National Institute of Design, Ahmedabad and Gandhinagar as per the following duty schedule.
  - a. Shift wise breakup may change as per requirement at NID Campus Ahmedabad and Gandhinagar
  - b. Considering the urgent commitments for workshop/seminars total shifts may increase by maximum hundred shifts in month.

#### Security posts to be manned by the Contractor's Security –NID, Ahmedabad

Sr.	Name of the Post	1st Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	Total	Remarks
1	Director's Residence	01	01	01	03	
2	Main Gate	02	02	01	05	
3	Hostel Gate	01	01	01	03	
4	Reception/Panorama	01	01	01	03	
5	Main Building	01	01	01	03	
6	River Gate	01	01	01	03	
7	Ladies Hostel	01	01	01	03	
8	New Boy's Hostel	03	03	03	09	
9	Hostel A (Boy's)	01	01	02	04	
10	Hostel B (Boy's)	01	01	02	04	
11	IT Centre	01	0.5	-	1.5	9.00 am to 9.00 pm
12	KMC	02	02	-	04	8.00 am to 4.00 pm and 4.00 pm to 12.00 midnight
13	Guest Parking/Gym	01	0.5	-	1.5 *	
14	Staff Parking/Gym	0.5	01	-	1.5**	
				<b>TOTAL</b>	<b>48.5</b>	

\* 6.00 am to 9.00 am Gym and 9.00 am to 6.00 pm Guest Parking

\*\* 9.00 am to 6.00 pm Staff Parking and 6.00 pm to 9.00 pm Gym

#### Security posts to be manned by the Contractor's Security –NID, Gandhinagar

Sr.	Name of the Post	1st Shift	2nd Shift	3 <sup>rd</sup> Shift	Total	Remarks
1	Main Gate	01	01	01	03	
2	Back Gate	01	01	01	03	
3	Academic Block (Old)	01	01	01	03	
4	Academic Block (New)	01	01	01	03	
5	Boy's Hostel	01	01	01	03	
6	Girl's Hostel	01	01	01	03	
7	Faculty Residence	01	01	01	03	
8	Sub Station	01	01	01	03	
9	KMC	01	01	-	02	9.00 am to 5.00 pm and 5.00 am to 1.00 pm
				<b>TOTAL</b>	<b>26</b>	

2. The security guard should be literate with at least 10th Pass Certificate, able to read, write and understands Hindi and English languages. They should have first aid training in the area of industrial security and in handling fire-fighting equipment.
3. The security guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately. The security personnel assigned duties at the NID, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person.
4. The security agency shall verify character, attendance of security personnel before deployment in NID, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the NID authorities. NID reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
5. The security deployed shall not be changed by the security agency on their own until and unless so warranted and in consultation with NID.
6. NID will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
7. It would be the responsibility of the Security Agency to maintain and ensure fool-proof security at all gates by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist and ensure that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NID's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
9. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the NID is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of employees vehicles or frisking of personnel must be done only in the presence of an authorized officer of NID.
10. NID officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances NID reserves the right to cancel the security contract or impose a penalty of Rs.2000/- per such occurrence.
11. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Director and/or other officers. List of Residential phones or Mobile phone numbers of NID officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the NID officers immediately.

## 5. PERFORMA OF TECHNICAL BID

01	Name of Tendering Company/Firm	
02	Year of Incorporation /Establishment	
03	Name of Owner/Partners/Directors	
04	Full Particulars of Office	
05	Address	
a	Telephone No.	
b	Fax No.	
c	E-mail ID	
06	<b>Registration Details</b>	
a	PAN/TAN/TIN/ESI/PF/GST Registration Numbers, if applicable (please enclosed self-attested copies for all the above)	
b	Copy of the license issued by the appropriate authority to run the Security Agency	
c	Performance Certificate for the last 03 years from the clients to whom the security agency provided services.	
07	Turnover - Security Agency should have turnover at least Rs.50 Lakhs in each of the last two years i.e. 2018-19 & 2019-20 or more than 100 Lakhs together. (ITR and certificate duly certified by the CA to be attached).	
08	Client list	<b>As per Annexure-1</b>

The tenderers needs to submit the documentary evidences / proof of above failing which tender may be rejected.

**Annexure – I**

**Client List**

<b>Sr. No</b>	<b>Client Name, Address &amp; Contact Details</b>	<b>Type (Govt. Institute /Educational Institute /etc.)</b>	<b>Period of Contract with dates</b>	<b>Value of Contract</b>

The tenderers needs to submit the documentary evidences / proof of above failing which tender may be rejected.

**e-TENDER DOCUMENT FOR SECURITY SERVICES**

**DECLARATION**

I/We having our office at \_\_\_\_\_ declare that  
I/we have never been blacklisted by any State Government/Central Government or any State/Central  
PSU.

Signature

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of the Agency : \_\_\_\_\_  
Address of the tenderer : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of tenderer

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

## PRICE BID FOR NID, AHMEDABAD CAMPUS

### Tenderers should first read the instructions, before filling up the rate(s)

Please quote your service charge in % at coloum no. 4 and 5 below for providing Round the clock Security Services for 8.00 Hrs. duty for deploying security personnel including all statutory provisions and bonus, liveries, reliever's salary, overheads & profit, etc. to be borne by the bidding Agency.

Sr. No.	Category	*Basic + D.A. [Not less than minimum wage] (Rs.)	<u>Statutory Charges</u> 12% - EPF + EDLI+ADMIN @13.00% on 15000 + 3.25% ESI (Rs.)	Total (Per person) (Basic + D.A. + Statutory charges) (Rs.)	Nos. of Security Personnel	Total Amount (Rs.)
1	Security Guard	777	100.25	877.25	48.5	42,546.63
2	<b>Total</b>			<b>Rs.42,546.63/-</b>		
3	<b>In words</b>			<b>Rupees Forty Two Thousand Five Hundred and Forty Seven only</b>		
4	<b>Service Charges of the Security Agency</b>			%		
5	<b>% in Words</b>					

•Institute will match expenses of Statutory Charges and minimum wages.

\* Circular No: 1/20(1)/2020-LS-II, dated 12.10.2020, of Chief Labour Commissioner (Central) Note:

- 1) All figures shall also be written in words.
- 2) GST as per prevalent rules, shall be paid by NID in addition to the Contract amount.
- 3) L1 Agency will be considered on the basis of service charges as mentioned in coloum 4 & 5 above, which May be noted.
- 4) Other things being equal, preference will be given to the tenderers having more experience of running security contract in similar Govt./Semi Govt./PSU organizations.

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

(Seal & Signature of the Tenderer)

## PRICE BID FOR NID, GANDHINAGAR CAMPUS

**Tenderers should first read the instructions, before filling up the rate(s)**

Please quote your service charge in % at coloum no. 4 and 5 below for providing Round the clock Security Services for 8.00 Hrs. duty for deploying security personnel including all statutory provisions and bonus, liveries, reliever's salary, overheads & profit, etc. to be borne by the bidding Agency.

Sr. No.	Category	*Basic + D.A. [Not less than minimum wage] (Rs.)	<b><u>Statutory Charges</u></b> 12% - EPF + EDLI+ADMIN @13.00% on 15000 + 3.25% ESI (Rs.)	Total (Per person) (Basic + D.A. + Statutory charges) (Rs.)	Nos. of Security Personnel	Total Amount (Rs.)
1	Security Guard	777	100.25	877.25	26	22,808.5
2	<b>Total</b>			<b>Rs.22,808.5/-</b>		
3	<b>In words</b>			<b>Rupees Twenty Two Thousand Eight Hundred and Nine only</b>		
4	<b>Service Charges of the Security Agency</b>			%		
5	<b>% in Words</b>					

•Institute will match expenses of Statutory Charges and minimum wages.

\* Circular No: 1/20(1)/2020-LS-II, dated 12.10.2020, of Chief Labour Commissioner (Central) Note:

- 1) All figures shall also be written in words.
- 2) GST as per prevalent rules shall be paid by NID in addition to the Contract amount.
- 3) L1 Agency will be considered on the basis of service charges as mentioned in coloum 4 & 5 above, which May be noted.
- 4) Other things being equal, preference will be given to the tenderers having more experience of running security contract in similar Govt./Semi Govt./PSU organizations.

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

(Seal & Signature of the Tenderer)



**e-TENDER DOCUMENT FOR SECURITY SERVICES**

**UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing security services at NID Ahmedabad and Gandhinagar Campus. I/We agree to all these conditions and offer to provide security services at NID Ahmedabad and Gandhinagar Campus. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises of NID Ahmedabad and Gandhinagar Campus and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender document.

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

Signature of Security Agency

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

**PROFORMA FOR BID SECURITY/EARNEST MONEY DEPOSIT DECLARATION**

(To be submitted in ORIGINAL on the letter head of the bidder / applicant duly signed by the authorised person having Power of attorney to sign / submit the tender)

1. **Name of Work:** - For Providing round the clock security services at NID, Ahmedabad and Gandhinagar Campus

2. **NIT No. :** - ADM\_A/01/2021-22

3. **Last date of submission of bid:** - 26.04.2021

Whereas, I/We .....(name of agency) has submitted bid for subject work and whereas the Earnest Money Deposit is being exempted in the aforesaid tender to give relief to the bidders as per Govt. of India OM No. F.9/4/2020-PPD, guidelines due to severe financial crunch on account of slowdown in economy due to the pandemic

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- 1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents  
OR
- 2) If, after the award of work, I/we fail to sign the contract , or to submit performance guarantee before the deadline defined in the tender documents  
OR
- 3) If I/we furnish any incorrect or false statement / information / document

I/we shall be suspended for one year and shall not be eligible to bid for NID tenders from the date of issue of suspension order.

Signature of the Security Agency (s)