

Detail Terms and conditions
Financial Bid and Technical Bid

TENDER FORM

Tender for: Security Services
2018-19

CONDITIONS OF TENDER
FOR PROVIDING SECURITY SERVICES AT
NATIONAL INSTITUTE OF UNANI MEDICINE,
KOTTIGE PALYA, MAGADI MAIN ROAD,
BENGALURU- 560 091.

LAST DATE FOR RECEIPT OF TENDER : 28.02.2018 (upto 03 P.M)

PRICE OF BID DOCUMENT ₹ 2,000/- + 12% GST

NATIONAL INSTITUTE OF UNANI MEDICINE **BENGALURU- 560 091**

SECURITY SERVICES

National Institute of Unani Medicine (NIUM), a premier Institute imparting higher education in Unani Medicine, is functioning under the Ministry of AYUSH, Government of India. The Institute has a fully developed sprawling campus various buildings housing Administrative & Academic Block, Hospital, Students Hostel, Residential quarters etc.

To provide full proof Security Services (Supervisors-Ex Service men preferably, Security Guards ó Preferably Trained Civilian Guards) for the assets and properties of the whole Institute and its campus, **The Director, NIUM** invites sealed proposals from reputed and established Security firms/Agencies. The prequalification terms and conditions are as stated below:

1. The Firm should have sound establishment as reflected in terms of its own office, all statutory registrations with ESI, PF, Labour Department etc. state of the art communication systems like Wireless sets/Mobile Phones for all the field officers and supervisors and vehicles for monitoring the day to day Security arrangements.
2. The firms shall have a turnover of **₹ 2 Crores** per annum and enclose, Income Tax and Service Tax clearance, Audited Profit and Loss Account and Balance Sheet for the last two Financial years.
3. The Firm should have carried the business and should have the license to engage in the business of private agency from the police Department as per private security agency (regulation) Act 2005 and Karnataka Private Security agency Rules 2008 and to **follow terms & condition as specified by Govt. of India vide their Gazette Notification dated August 2014 and subsequent notification if any scrupulously regarding EPF.**

Firms/Agencies fulfilling the above mentioned terms and conditions may submit their tender to provide Security Services on/before 3pm of 28.02.2018 along with complete set of records and documents to prove their credibility and competency like

1. Brief profile of the Company and evidence to establish that the bidder has successfully executive contracts of similar nature in the last two years.
2. Audit and balance sheet and profit and loss account for the two years.
3. List of clientele during last two years along with the cost of assignment.
4. PAN No. and current IT clearance certificate.
5. Attested copy of proof of EPF registration.
6. Attested copy of proof of ESI registration.
7. Attested copy of proof of service tax/GST registration
8. Attested copy of license to engage in the business of private security agency issued by police Department Government of Karnataka.
9. DD for ₹1,00,000/- towards EMD (not drawn before the date of this advertisement) in favour of Director, NIUM payable at BENGALURU.

The tender shall be opened on **01.03.2018 at 3P.M** in the Institute in the presence of the representatives of the firms. Mere fulfilling of prequalification terms and conditions by the firm shall not qualify the firms to be considered for Financial Bid. On any valid reason the competent authority may disqualify the firm by giving the valid reason, from its participation. **The Director, NIUM** also reserves the right to accept/reject any/all the proposal(s) without assigning any reason (s).

FACE SHEET ACCOMPANYING THE TENDER SCHEDULE

- 1. Name and full Address of the firm to whom the schedule is issued :**
- 2. Cost of Tender schedule : ₹ 2,000/- + 12% GST**
- 3. Last date for submission of Request for Tender Document : 28.02.2018 up to 03 P.M**
- 4. Last date for receipt of sealed Tender form : 28.02.2018 up to 03 P.M**
- 5. Date of opening sealed Tenders : 01.03.2018 at 03 P.M**
- 6. EMD : ₹1,00,000/-
(₹ One lakh only)**
- 8. EMD DD. No. & Date :**

Name & Signature of Tenderer

Technical Bid

For **Technical Bid** the following Certificate should be submitted by the Firm /Agency as per the Serial Number, if serial number not mentioned by the firm/agency the technical bid summarily be rejected. Any information given by the firm /agency found misleading /false or incorrect nature throughout the contract period, the firm may be disqualified immediately and security deposit submitted by the said firm/agency shall be forfeited.

S. No	Name of certificate	Number	Name of issuing authority	Remark
1	Tender Form Fees (By DD/Cash)			₹
2	EMD			₹
3	Turnover during the last two years (only for security services to be mentioned in remark column)			₹
4	Registration certificate of establishment/Firm/Agency			
5	PAN card			
6	EPF registration certificate			
7	ESI registration certificate			
8	Police Registration certificate			
9	Police Verification Certificate			
10	Service Tax registration certificate			
11	GST registration certificate.			
12	Labour department registration certificate in the field of Security, Services			
13	Professional Tax certificate			
14	IT clearance certificate for the last two years.			
15	Audited balance sheet for last two years.			
16	Latest Experience certificate in the field of Security Services only, other service certificate shall not be considered.			
17	List of clients for the last ten years(if any)			
18	<p>In addition to the above the following should be furnish by the firm /agency</p> <ol style="list-style-type: none"> 1) Whether the firm /agency black listed from any office/institution during last 10 years (Y/N). If, yes details thereof. (Separate sheet to be enclosed). 2) Whether the firm /agency file Court Case against any office/institution during last 10 years (Y/N). If, Yes details thereof. (Separate sheet to be enclosed). 3) Address of the firm/ agency in BENGALURU : 			

Signature of the Bidder

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri. _____ Proprietor/Director/Authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we. am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Name: _____

Seal: _____

Date:

Place:

NATIONAL INSTITUTE OF UNANI MEDICINE BENGALURU- 560 091

TENDER CONDITIONS FOR PROVIDING SECURITY SERVICES

1. The Tender is for providing security services at the National Institute of Unani Medicine (Institute) BENGALURU from the well reputed firms (who have been selected on Scrutiny of technical proposals) in providing such services. The office of the firms shall be located in BENGALURU.
2. EMD and Performance guarantee (Security) Deposit will be forfeited in the event of refusal to accept the work order or unsatisfactory performance by the agency.
3. The duration of Tender will be for a period of one year and it may be renewed for a further period subject to satisfactory services in the first year and is liable to terminate by one-month notice by either party.
4. The agency shall provide Security Supervisor and Security Guards, preferably Ex-serviceman and trained civilian guards respectively and they shall be physically fit, mentally alert and having good records and highly disciplined. Medical fitness certificate of the security personnel shall be submitted at the time of recruitment by the firm. The minimum height of the security personnel shall be 5ø6ø and the chest measurement 32ø and preferably below the age of 50 years. They must be literate and should have passed 7th standard. This condition may be relaxed by the Director NIUM.
5. The number of required full time security personnel as assessed by the Institute is as indicated below and the rate for providing Security Services by deploying these personnel has to be quoted. The quote per Security guard and Supervisor per month has to be as per the prevailing wages as notified by Central Government Labour Department and there has to be provision for all the statutory payments like ESI, EPF, Bonus Uniform, GST, Reliever charges, Paid National holidays etc. The agency/firm has to show the Service charge separately.
 1. Security Supervisors: 3 (Preferably Ex-servicemen) including Reliever.
 2. Security Guards: 40 (Preferably Trained/Civilian Guards) with seven relievers.
6. The agency shall arrange for payment of minimum wages as per Central Government Labour Department notification from time to time to the security personnel from the amount agreed upon between the agency and NIUM on or before 5th of every month towards payment of salary irrespective of NIUM made the payment or not. The agency shall deploy the required number of security personnel for ensuring the proper security of the areas in the schedule given in the tender conditions and also indicate the amount payable to such security personnel.
7. The agency shall equip all the security guards with proper uniform and other equipments like-walkie-talkie or any other communications gadgets like Mobile, whistles, lathes, rain coats torch, etc., for effective execution of work.
8. The agency shall safeguard the places, entire premises, materials of the Institute by deploying its personnel in such manner and at such points and by patrolling the required areas by way of checking of suspected persons, vehicles, articles and searching of employees of NIUM as may be considered necessary. The safety of doors and windows should be checked everyday and make sure that all are intact.

9. The agency shall provide security guards at different places for providing security round the clock and providing required number of Security guards irrespective of the fact that some of the guards as provided are on weekly off or unauthorized absence. In case of shortage of Security personal, proportionate deduction shall be made from the total bill.

10. Providing security guards on a working schedule of 8 hrs a day and 7 days a week basis. i.e.(24X7)

11. The security personnel so deployed are for all-purpose are employees of the agency and not having any of the privileges and benefits of the employees of the institute. The security personnel shall have no claims directly or indirectly with regard to the employment and service conditions and any other benefits available to the employees of the Institute.

12. The agency shall make their own arrangements for supervision and checks for the security personnel deployed by supervisors of the agency at least four times a day and four times in night. Records so maintained by the agency in this connection shall be produced before the Director or his nominee of the Institute on day-to-day basis for verification / counter signature.

13. The firm shall make its own arrangements for transportation of the security personnel deployed from the residence to the place of work at the Institute premises and back. The Institute shall not provide any type of accommodation to the security personnel so deployed at the campus.

14. The agency shall cover the Security personnel so deployed as required under ESI & EPF Acts etc., and produce the documents maintained in this connection for verification by the Director or any other person authorized by the director of the Institute as and when required. Any violation on the part of the agency in complying with statutory formalities and rules and regulations framed there-under will be construed as breach of the conditions entered with the Institute and it may lead to termination of the contract or the Institute may initiate any other action as it may deemed fit or with hold the bill amount payable to the agency to cover the statutory payments if any, found due from the agency towards EPF & ESI and workmen Compensation or any other status.

15. The Security personnel of the agency shall as and when necessary have to assist for fire fighting for which necessary equipment will be maintained by the Institute.

16. The agency shall make goods damages, loss etc., sustained by the Institute due to the negligence on the part of the security personnel so deployed by the agency, or in the contract which will be entered into out of the monthly bill amount payable to the agency by the Institute. The loss shall be assessed by the officer authorized by Director, NIUM.

17. The agency shall be solely liable for any amount payable to the security personnel posted by the agency under the provisions of the agreement or under any statutory provisions of the Workman's Compensation Act or to the personnel of the Institute who sustain injuries, damages etc., due to the negligence on the part of the Security personnel of the agency.

18. The Director, NIUM shall have powers to relax any of the above condition(s) in the interest of the Institute

19. The agency shall specify the date of the payment. The amount will be paid by the Institute as far as possible within the said date subject to the submission of the monthly claim by the agency by 20th of the following month. The payment shall be made only by crossed cheque payable in the name of the agency only. However, the payment has to be made to the Security personnel compulsorily on or before 5th of every month and the payment dispersal statement has to be submitted to the office for its record purpose, delay if any in disbursing the wages to the security personnel by 5th of the following month shall attract penalty of ₹10,000/- per day on the agency

20. In case of any dispute arising out of this agreement/contract, the decision of The Director of the Institute shall be final.

21. The Tenderer shall sign each and every page of the tender document/form in token of having agreed all the terms and conditions of the tender and retain a photo copy of the same for their record before submitting the tender form (along with financial bid) to the Director, NIUM.

22. The tenderer should provide suitable uniforms for his personnel and he shall on his own responsibility appoint all the necessary staff and employees who should be proficient in Security Services. The Director, NIUM shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages and terms and conditions of work etc. which are the sole obligation of the tenderer. The tenderer shall ensure that staff employed by him are properly, cleanly and neatly dressed and shall be disciplined and polite to Officers & Staff of the NIUM at all times. He shall furnish fitness certificate issued by the medical officer periodically of the employees and their antecedents should be verified by the police authorities. In the event of the detection by the tenderer or his employees of any valuable or belongings of the patients & employees of NIUM with the employees, the tenderer shall immediately report the same to the Director, NIUM.

23. The successful Tenderer will have to deposit 10% of the contract amount per annum as Performance Security Deposit at the time of placing the work order within 15 days of the receipt of the formal order. The Performance Security shall be furnished in the form of Demand Draft in favour of NIUM, Børe from a commercial Bank. The Security deposit will be forfeited if the contractor prematurely withdraws or if the services are terminated for being unsatisfactory after giving him an opportunity for hearing and one month's notice.

24. The Director, NIUM reserves the right to accept or reject any one or all the tender(s) without assigning any reason(s) there of.

Conditions:

1. The agency has to give one day weekly off compulsorily to all security staff apart from other national holidays, Failure to which an amount of ₹ 2000/- per security staff per weekly off shall be levied as fine and will be recovered from the firm.

2. The security deposit amount will be refunded only after getting confirmation from the office of PF and ESI that the amount received by the agency from the NIUM is fully deposited and after confirmation of the same to this effect the firm will produce separate PF, ESI, Challan for the security personnel engaged by NIUM, each month along with the bill such as wages deposited statement tax remittance PF & ESI challans etc, Consolidated challan shall not be accepted
3. The penalty imposed if any to the security personnel on discipline ground shall be recovered from the bill of the agency and it becomes NIUM claim.
4. Payment of wages to security personnel shall be made only to the bank account of the personnel. No cash disbursement will be allowed at any cost. If cash payment is made to any employee or personnel due to whatever the reason an amount of ₹100000 /- will be levied as fine every time
5. A copy of Bank statement showing in detail about remittance of wages with name of person ,bank name, bank account number etc., be made available every month along with the bill.
6. At no time more than 20% security personnel name shall be considered for reliever duty.
7. The bonus amount shall be released only after 31st March every year if eligible so as to make the payment to the personnel once in a year as per rule.
8. The service charges shall be paid only on wages and not on ESI, PF etc.
9. No person shall be put on duty for more than 8 hours if it is found, he has to be paid double the wages as per rule by the firm only and institute will not be responsible for such double payment.
10. The agency has to give 1.25 days paid leave per month to all the personnel compulsorily as reliever charges is paid by the institute. If no leave is given to any employee the reliever charges paid shall be recovered from his last bill /security deposit.
11. The firm shall not engage the personnel deployed at this institute in some other places, if such cases come to the notice of the institute the firm shall be declared as blacklisted and security deposit shall be forfeited.
12. The firm shall not remove any person without the knowledge of the authorities, and memos/warning issued to the personnel should be brought to the notice of the authorities before terminating the personnel. If any fine is levied by the firm to the personnel due to whatsoever the reason while performing the duty at institute the fine levied shall become the institute revenue and the same will be recovered from the bill of the firm.
13. Due to any reason if the firm found to be practicing illegal activities which is against to the contract the firm will be blacklisted and security deposit will be forfeited.
14. Copy of the AADHAR CARD has to be produced by the firm in respect of the personnel engaged.
15. The details of the personnel engaged shall be get verified from other offices, where the agency is giving services so as to get confirmed that the personnel is not engaged in other offices / organization etc .
16. During working hours if any security personnel found or absent from the duties a penalty of ₹ 2,000/- per member on each occasion shall be levied.
17. EMD will be refunded to the firm which is not considered after 2 months from the date of awarding the tender.

18. The agency shall maintain the register showing a list of security personnel on duty at this institute on daily basis so as to check the presence of such personnel by NIUM authorities at its discretion
19. Each personnel should have ID card issued by the agency while on duty with Aadhar No.
20. The shift timings for security personnel could be from
 - 00.01 hr to 08.00 hrs
 - 08.00 hrs to 16.00hrs
 - 16.00hrs to 24.00hrs
21. Each security person shall mark his attendance in biometric unit and in the register maintained by the agency daily
22. The firm shall submit along with its bill copy of ESI, EPF, tax paid challans separately for security personnels engaged by this Institute. Copy of statement showing deposit of payment to employees bank account.
23. A statement showing in detail the amount paid by this Institute in respect of each employee along with EPF, ESI, amount deducted towards EPF, ESI, PT and net amount deposited to employees bank account.
24. Short payment if any made found, an amount of ₹ 1,00,000/- on each occasion shall be levied as penalty
25. Successful tenderer will have to execute an agreement after remitting the performance security deposit, in a stamp paper worth ₹ 500/- (₹ Five Hundred Only) at its own expenses. After executing the agreement, the approved rate and contract shall be valid upto 1 year from the date of execution of the agreement.
26. **Penalty Clause**
 - a. For any type of short payment made to the persons engaged for security services an amount of ₹ 1,00,000/- each occasion shall be levied.
 - b. If the wages is not paid on or before 5th of every month ₹ 10,000/- per day shall be levied as fine.
 - c. For any infringement of instructions ₹10,000/- penalty
 - d. For non submission of EPF, ESI challans as stated ₹ 10,000/- per day fine.
 - e. If any security personnel found absent during the duty hours ₹ 2,000/- fine per member per day.
 - f. For any cash payment to labourers penalty of ₹ 5,000/- per labour per time
 - g. For not maintaining the manual attendance register ₹ 10,000/- fine on each occasion
 - h. For non payment of leave wages or allowing 15 days of leave to the employee penalty of ₹ 2,000/- per day shall be levied.

UNITS TO LOOK AFTER

1. Main Gate & its surroundings
2. The entire Hospital area covering the Special wards, IPD wards, Hospital Dispensary, Operation Theatre, Maternity, Regimental therapy Centre, Clinical Laboratories, OPD, Kitchen / Canteen, Health Huts, Indoor Game Hall, Laundry, Hammam, Gardens etc.
3. Academic block, Labs, Library, Auditorium & Surroundings
4. Administrative Block & Surroundings
5. Pharmacy block & surroundings
6. HT Sub-station & surroundings
7. Animal House & surroundings
8. Sewage treatment Plant, Water pump & surroundings
9. Director's Residence, Staff Quarters & surroundings
10. Guest House, Hostels (Boys & Girls) & surroundings
11. General supervision of the Herbal gardens at the Campus, vacant lands of the Institute to prevent encroachment / un-authorized entry.
12. Any other area as and when suggested by the authority.

FINANCIAL BID TO PROVIDE SECURITY SERVICES

Charges quoted by the firm as per Central Government Labour laws for scrutinizing the financial bids

Sl. No	Particulars	Security Guard Rs.	Security Supervisor Rs.
1	Basic + VDA as on í í í í í í . Per month	As per GOI Provision	As per GOI Provision
2	Basic + VDA as on í í í í í í . Per month	As per GOI Provision	As per GOI Provision
3	ESIC @ í í í í í í í ..	----- Do -----	----- Do -----
4	EPF @ í í í í í í í í ..	----- Do -----	----- Do -----
5	Bonus @ í í í í í í í ..	----- Do -----	----- Do -----
6	Leave wages í í í í National and Festival holidays, average per month í í í í í í ..	----- Do -----	----- Do -----
7	Total per person		
8	Total for Security Guard Nos. 47 including Reliever		
9	Total for Security Supervisor Nos.3 including Reliever		
10	Grand total		
11	Service charge(in %) mentioned by the firm		
12	GST @ í í %	As per GOI Provision	As per GOI Provision
13	Total per month		

(Note: The tenderer has to enclose latest Gazette Notification issued by the Ministry of Labour, Govt. of India regarding minimum wages prescribed)

Firms quoted service charge less than the statutory recovery shall not be considered for allotment of contract

SIGNATURE OF TENDERER
&
FIRM SEAL

Note:

1 The contract will be for a period one year, renewable on year to year basis subject to satisfactory performance.

2. The firms are requested to inspect the Campus of National institute of Unani medicine, Kottigepalya, Magadi main Road, BENGALURU and acquaint themselves before submitting the financial bids.