



NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 560 091
(An autonomous body under Ministry of Ayush, Govt. of India)
(Accredited to NABH)



TENDER FORM FOR SECURITY SERVICES

Terms and Conditions **Financial Bid and Technical Bid**

2019-2020

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

LAST DATE OF RECEIPT OF SEALED TENDER: 10.02.2020, up to 3:00 P.M

PRICE OF BID DOCUMENT : Rs. 3,000/- + GST as applicable



NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 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 – 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, EPF, 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, having a turnover of **Rs. 5 Crores** per annum must 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 & conditions 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 10.02.2020, up to 3:00 P.M, along with complete set of records and documents to prove their credibility and competency like

4. The tender shall be opened on 11.02.2020, at 3:00 P.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).



NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 560 091

FACE SHEET ACCOMPANYING THE TENDER SCHEDULE

Name and full Address of Contractor to whom the Schedule is issued. :

Cost of Tender schedule : **Rs. 3,000/- + GST as applicable**

Date of issue of tender documents : **20.01.2020, from 10:00 Hrs to 5:00 P.M**

Last date for issue of tender documents : **10.02.2020, from 10:00 Hrs to 1:00 P.M**

Last date for submission of Sealed Tender Documents : **10.02.2020, up to 3:00 P.M**

Date of opening sealed tenders : **11.02.2020, at 3:00 P.M**

EMD : **Rs. 1,00,000/- (Rs. One Lakh Only)**

EMD DD. No. & Date :

Signature of Tenderer



NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 560 091

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 in 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)			Rs.
2	EMD			Rs.
3	Turnover during the last two years (only for security services to be mentioned in remark column)			Rs.
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	In addition to the above the following should be furnish by the firm /agency 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

Kottigepalya, Magadi Main Road, Bangalore – 560 091

TENDER CONDITONS FOR PROVIDING SECURITY SERVICES

1. The Tender is for providing security services at the National Institute of Unani Medicine 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 5'6" and the chest measurement 32" 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 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 check for the security personnel deployed by supervisors of the agency at least four times a day and four times in a night. Records so maintained by the agency in this connection shall be produced before the Director or his nominee of the Institute on day-today 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's 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 Rs. 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, B'lore 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 all the rights to accept or reject any one or all the tender(s) without assigning any reason(s) thereof.

25. The contractor should not sublet the work to any other agency/agencies.

26. Any concealment of fact like blacklisting or nonperformance in earlier contract will make the bid inadmissible.

27. Forfeiture: the earnest money may be forfeited if a bidder withdraws its tender during the period of bid validity or in case of a successful bidder, if a bidder fails;
- a. To sign the contract in accordance with the terms and conditions; and
 - b. To furnish performance security as specified in the terms and conditions

Terms & Conditions:

1. The deployed security personnel shall be very punctual while reporting.
2. They shall not allow any unauthorized person in their office during their duty hours.
3. The security guard deployed shall regulate incoming and outgoing materials so as to prevent and theft and also shall not allow any unauthorized movement of any goods from or into the institute.
4. He shall ensure all reasonable measures to maintain the security of goods /buildings (including the compound and boundary wall of the premises). In case of need, he may contact RMO/DMS or any designated officer of the Institute (as the case may be) on phone /call police/ fire brigade if the need arises.
5. Reception and management of visitors through check/ access control system where ever installed, guide the visitor correctly to the required chambers and check the identity of employees/ visitors entering the premises as per the policy of the organization.
6. The agency shall ensure availability of mobile phone with the security guard deployed on duty for communicating with the concerned authority in case of any emergency. To receive telephone calls from outside and to transfer the call/ communicate the message to the concerned officials/ doctors if required, as per the direction of the officials / doctors on duty or his authorized person.
7. The security guard (s) shall continuously monitor the buildings and facilities, check the area and inform and assist police/fire brigade in operating firefighting equipment in the time of emergency.
8. Ensuring smooth operation of firefighting, safety measures and anti-sabotage measures. The personnel deployed should have thorough knowledge of firefighting and for operating various type of firefighting equipment installed in the building.
9. Streamlining of transport/ car parking and keeping the way outside and inside the premises/building free from vehicular congestion.
10. Protection of the property, material, records , documents, equipment of occupants and preventing misuse of amenities and common facilities in the buildings.
11. Prevent trespassing/encroachment on the premises of the institute.
12. Prevent misuse of water / electricity by closing stop cock and switching of lights, fans, etc. including monitoring of electric points, switches, lights, ACs, fans etc.
13. The security guard (s) shall assist in the lift operation and open the lift doors (whenever needed) in case of trapping anybody due to non functioning of lift.
14. The security guard (s) shall deposit any missing material/ article found in the premises as per the direction of the doctor incharge or his authorized representative.
15. The security guard (s) shall maintain visitor and staff movement record if desired by the authorities / management.
16. The security guards shall check the vehicles in the parking area during night shift/ holidays/ Sundays and make a note of it in the register as per the direction of the officer incharge or his authorized representative.
17. The security guard (s) shall check all the fire escapes and keep this clear from any obstruction and check fittings and fixtures, lightings etc. thereof and any discrepancy towards this may be reported to the concerned official immediately.

18. The security guard (s) shall carryout physical check of floors, lifts, etc. atleast twice during the working shift and make a note of it in the register as per the direction of the officer incharge or his authorized representative.
19. The security guard (s) shall operate the gate of the vehicle parking entry point on all working days.
20. The security guard (s) shall guide/ assist the occupant/ visitors in parking their vehicles, shall inform doctor incharge about any burglary or mishap in the premises and assist in taking up with the concerned authorities.
21. The security guard (s) shall perform any other task allotted by the institute authorities' management in the overall interest of the safety of the premises of the institute.
22. The tenderer shall make necessary arrangements as per the scope of work and responsibilities on all working days including Sundays and holidays with reference to tender documents.
23. In case the security services are not found to be satisfactory, Director of the institute reserves the rights to cancel the services from the assigned agency after informing the reason for the same.
24. Services may be extended on request by the Director institute, on the same terms and conditions and as pr notified rates of daily wages by Govt of India.
25. It shall be ensured that all guards are paid wages not less than the minimum wages declared by the Govt of India. All statutory obligations shall be the liability of the agency and paid by it and not by the institute.
26. The security personnel shall always be in uniform and have proper identity card while on duty. He shall sign his attendance in the register for the purpose.
27. The guard on duty shall not sleep, consume liquor, play cards while on duty or indulge in any activity not in conformity with his duties.
28. The agency should deploy Ex- servicemen on institute duties as per prevailing laws on the issue.
29. 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 Rs. 2000/- per security staff per weekly off shall be levied as fine and will be recovered from the firm.
30. 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
31. 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.
32. 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 Rs. 1,00,000 /- will be levied as fine every time
33. 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.
34. At no time more than 20% security personnel name shall be considered for reliever duty.
35. The service charges shall be paid only on wages and not on ESI, EPF etc.
36. 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.

37. The agency has to maintain Attendance register, Wages register and distribute the wages slip to all the concerned personnel and get the signature of the institute incharge every month for attendance & wages register, etc.,
38. 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.
39. 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.
40. Due to any reason if the firm found to be practicing an illegal activity which is against to the contract, the firm will be blacklisted and security deposit will be forfeited.
41. Copy of the AADHAR CARD has to be produced by the firm in respect of the personnel engaged.
42. 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 .
43. During working hours if any security personnel found absent from the duties a penalty of Rs. 2,000/- per member on each occasion shall be levied.
44. EMD will be refunded to the firm which is not considered after 2 months from the date of awarding the tender.
45. 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
46. Each personnel should have ID card issued by the agency while on duty with Aadhar No.
47. 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

The exact working hours /shift shall be intimated to the agency at time of execution of work at respective locations.

50. Each security person shall mark his attendance in biometric unit and in the register maintained by the agency daily
51. 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.
52. 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.
53. Short payment if any made found, an amount of Rs.1,00,000/- on each occasion shall be levied as penalty
54. Successful tenderer will have to execute an agreement after remitting the performance security deposit, in a stamp paper worth Rs. 500/- (Rs. 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.

55. The agencies has to maintain the Register of wages, Attendance register and Form-XIII, etc., whenever, the labour authorities inspect the institute the contractor shall provide the necessary documents

56. Form- B to be submitted with bill

57. The Director, NIUM shall have powers to relax any of the above condition(s) and decision of Director is final and binding in this regard.

Corrupt or fraudulent practices:

2. The bidders must observe the highest standards of ethics and conduct during the tender process and afterwards during the execution of such contract. In pursuance of this policy the terms and conditions are as follows

a) "Corrupt practice means the offering , giving, receiving or soliciting of anything of value to influence the action of the public official in the tender process or in the [process of execution of contract; and

b) "Fraudulent practice" means misrepresentation or concealment of any material facts in order to influence the tender process or execution of a contract to the detriment of institute, and includes collusive practice among bidder (prior to or after bid submission) designed to establish bid prices at artificial non competitive levels and to deprive institute of the benefits of free and fair competition;

3. Institute will reject a proposal for award of contract, if it determines that the bidder recommended for award has engaged himself in corrupt or fraudulent practice while competing for the contract in question;

4. Institute will declare a firm ineligible, either indefinitely or for a specified of time, for award of the contract if at any time determines that the firm was engaged in corrupt and fraudulent practice while competing for the contract or in executing the contract.

Penalty Clause

- a. For any type of short payment made to the persons engaged for security services an amount of Rs. 1,00,000/- each occasion shall be levied.
- b. If the wages is not paid on or before 5th of every month Rs. 10,000/- per day shall be levied as fine.
- c. For any infringement of instructions Rs. 10,000/- penalty
- d. For non submission of EPF, ESI challans as stated Rs. 10,000/- per day fine.
- e. If any security personnel found absent during the duty hours Rs. 2,000/- fine per member per day.
- f. For any cash payment to security personnel, a penalty of Rs. 5,000/- per person per time
- g. For not maintaining the manual attendance register Rs.10,000/- fine on each occasion
- h. For non payment of leave wages or allowing 15 days of leave to the employee penalty of Rs. 2,000/- per day shall be levied.

Fall clause: If at any time during the contract, the Agency reduces its service charges for similar contract with any other organization (Govt/ PSU/ Banks/ Autonomous bodies etc), shall inform such reduction to the dept and the amount payable by the dept towards such charges shall stand automatically reduced from the date of such reduction.

COMPLIANCE OF LABOUR LAWS:

1. The contractor shall at his own cost comply with the provision of labour laws, rules, orders and notifications whether central or local as applicable to him or to this contract from time to time. These acts /rules includes without limitations to the followings;

- a. The minimum wages Act , 1948 Rules and orders issued there under from time to time.
- b. The workmen's compensation Act,1923 with Rules ,orders and notifications issued there under from time to time.
- c. The payment of gratuity Act, 1972 with Rules ,orders and notification issued there under from time to time.
- d. The mines Act, 1952, the factories Act, 1948 or the shops and establishment Act, whichever is applicable with Rules, orders and notifications issued there under from time to time.
- e. The payment of bonus Act 1965 with Rules , orders and notifications issued there under from time to time.
- f. The payment of wages Act 1936 with Rules ,orders and notifications issued there under from time to time.
- g. The employees provident fund and miscellaneous provisions Act , 1952 with Rules, orders and notifications issued there under from time to time.
- h. The employees state insurance Act, 1948.
- i. The interstate migrant workmen (regulation of Employment and Condition of Service) Act,1979 and central rules framed there- under
- j. All other Acts/Rules/Bye laws; orders notifications, etc, present or future applicable to the contractor from time to time for performing the contract job.

1. All employees of the contractor shall be employees of the contractor. Institute will not have any liability to absorb them at any point of time nor can they claim any right for employment in institute.
2. The contractor shall have a valid license obtained from licensing authority under the contract labour (Regulation and Abolition)Act,1970.
3. The contractor shall submit the EPF code number obtained from the authorities concerned under the employees provident fund and miscellaneous provision Act 1952.
4. The contractor shall maintain all records/ registers required to be maintained by him under various labor laws mentioned above and produce the same before the statutory authorities as and when enquired. These shall among other things include the following:
 - a. Muster roll
 - b. Register of wages
 - c. Register of deductions
 - d. Register of fines
 - e. Wages slip
 - f. Register of advances
5. The contractor shall also submit periodical reports / returns to the various statutory authorities such as the contract labour (Regulation and Abolition) Act 1970, Employees provident fund Act, etc.
6. The agencies has to maintain the Register of wages, Attendance register and Form-XIII, etc., whenever, the labour authorities inspect the institute the contractor shall provide the necessary documents.
7. Form- B to be submitted with bill

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.

Documents establishing Bidder eligibility (Technical Bid)

The following documents should first be self attested by the authorized signatory of the bidder.

a) Copy of EMD/Demand Draft for the denomination indicated DD for Rs.1,00,000/- towards EMD (not drawn before the date of this advertisement) in favour of Director, NIUM payable at BENGALURU.

- b) Duly attested copy of the valid license for the last two years.
- c) Attested copies of income tax returns for last two financial years.
- d) Attested copies of service tax registration/GST registration
- e) Attested copies of the latest paid service tax challans
- f) Attested copies of EPF contribution returns for last two consecutive years.
- g) Attested copies of ESI contribution returns for last two consecutive years.
- h) Audit and balance sheet and profit and loss account for the two years.
- i) Attested copy of license to engage in the business of private security agency issued by police Department Government of Karnataka.
- j) Copy of relevant ownership deeds ex. Proprietorship/ partnership deed. The bidder shall submit full details of his ownership and control, or if the bidder is a partnership firm, joint venture, company or consortium, full details of ownership and control of each member thereof. In case of the later, the authorized representative should be duly authorized by all the owners/ partners/ executive Director in writing and this submitted along with bid documents.
- k) Bidder/s, as above, shall submit a self certified copy of PAN card issued to the entity by the income tax department / scan copy of PAN card of proprietor as the case may be.

These above documents should also be self attested by the authorized representative of Agency.

J) Bidders/ person authorized for conduct of the business by the owner/ proprietors/ partners shall sign on all the pages of tender form. Tenders not so signed are liable to be rejected.

k) Scanned copies of balance sheets for the last two financial years to establish the turnover of the bidder.

l) An undertaking on the letter head of the firm/ company to the effect that "The bidder has gone through all the terms and conditions of the tender documents and the same are acceptable to the tenderer." Scanned copy of the undertaking to be signed by the authorized signatory.

m) Copy of affidavit stating the contract of bidder, if empanelled earlier, was not terminated by the institute in the preceding three years.

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 Per month	As per GOI Provision	As per GOI Provision
2	Basic + VDA as on Per month	As per GOI Provision	As per GOI Provision
3	ESIC @	----- Do -----	----- Do -----
4	EPF @	----- Do -----	----- Do -----
5	Total per person		
6	Total for Security Guard No's - 47 including Reliever		
7	Total for Security Supervisor No's - 3 including Reliever		
8	Grand total		
9	Service charge(in %) mentioned by the firm		
10	GST @%	As per GOI Provision	As per GOI Provision
11	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.