



**राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड**  
**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
(An Institute of National Importance under Ministry of HRD, Govt of India)  
**Chumukedima, Dimapur**  
**Nagaland - 797 103**

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**Notice Inviting Tender No. 0205/NIT-N/EO/03-02/2017**

**Dated: 23-03-2017**

**TENDER NOTICE FOR SECURITY SERVICE**

**Notice Inviting Tender No. : 0205/NIT-N/EO/03-02/2017**

**Dated: 23-03-2017**

**Tender Document Issue Date : 23-03-2017**

**Pre-Bid Meeting Date & Time : 05.04.2017, 10.00 a.m.**

**Last Date of Submission & Time : 14.04.2017, 2.00 p.m.**

**Technical Bid Opening Date and Time : 14.04.2017, 3.00 p.m.**

**EMD Amount : Rs.50,000/-**

**Tender Document Fee : Rs. 3,000/-**

**Address for Submission of Tender :The Registrar  
National Institute of Technology Nagaland  
Chumukedima, Dimapur - 797 103**

**REGISTRAR  
NIT Nagaland**

**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
**Chumukedima, Dimapur – 797 103**

**NOTICE INVITING TENDER FOR SECURITY SERVICE**

NIT No. 0205/NIT-N/EO/03-02/2017 Dated: 23-03-2017

Sealed Quotations are invited from registered security agencies/firms/companies for providing round the clock Security Services at NIT Nagaland, Chumukedima, Dimapur, Nagaland. The details of tender documents along with terms and conditions may be downloaded from the Institute's website [www.nitnagaland.ac.in](http://www.nitnagaland.ac.in) and can be submitted to the office of the undersigned up to 14<sup>th</sup> April, 2017 before 2:00 PM, along with Demand Draft of Rs. 3,000/- (Rupees Three Thousand only in favour of “Director, NIT Nagaland”, payable at SBI Chumukedima Branch, Dimapur, which is non-refundable.

The bidder shall be required to deposit the Earnest Money (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) by the way of Demand Draft, which is refundable. The Demand Draft shall be drawn in favour of “The Director, NIT Nagaland” payable at Chumukedima, Dimapur. Tender received will be opened on 14<sup>th</sup> April, 2017 at 03:00 PM, in the presence of authorized representative of Tenderers, if they so desire, at NIT Nagaland.

The tender documents shall be submitted in a sealed envelope bearing the following reference on the top left corner NIT No. 0205/NIT-N/EO/03-02/2017 Dated: 23-03-2017 and addressed to:

The Registrar  
National Institute of Technology Nagaland  
Chumukedima, Dimapur  
Nagaland - 797 103

Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

## **Qualification Criteria for Bidders for Security Services**

1. Sealed tenders in conformity with detailed tender call notice are invited from Security Agencies Firms having
  - a) Valid Private Security Agency License issued by Special Secretary (Home), Govt. of Nagaland.
  - b) Registration with the Regional Labour Commissioner (after award of contract within 45 days for labour license)
  - c) EPF Registration
  - d) ESI Registration
  - e) Service Tax Registration
  - f) PAN Card
  - g) Agency should have its well established training centre at Dimapur with highly qualified professional instructors to impart relevant skills to the personnel who will be deployed at NIT Nagaland
  - h) Similar line of business for out-sourcing uniformed trained manpower for the security services for the last 2 years in Central Govt. Establishments / Semi Govt. Establishments / Govt. Undertaking / Attached offices of Govt. /Autonomous Bodies under Govt. of India. The service provider should have an established local Office at Dimapur to ensure satisfactory fulfilment of contractual obligations.
2. The Security Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to apply. They should produce satisfactory work completion certificate / proof of similar nature of work executed / being executed for Central Govt. Establishments / Semi Govt. Establishments / Govt. Undertaking Attached offices of Govt. / Autonomous Bodies under Govt. of India/ reputed public or private organizations.
3. Annual average turnover of Rs. 50 Lakhs (Fifty Lakhs) in the last three Financial Years.

## A. Requirement of Security Personnel in NIT Nagaland

Sl. No	Category of Security	Institutes Present Requirement*
1	Supervisor (Ex-servicemen)	1
2	Head Guard	3
3	Security Guard	36
<b>Total</b>		<b>40</b>

\* Tentative present requirement. It may increase or decrease depending upon the need

## B. Terms & Conditions:

1. The tender documents are of Nine (9) pages.
2. The rates quoted should be exclusive of all taxes, and these taxes should be shown separately.
3. NIT Nagaland reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
4. Bill should be submitted by the agency on monthly basis and payment will be made after due verification of the same and recommendation from appropriate authority.
5. Copies of payment of PF / ESI / Statutory dues should be furnished to the NIT Nagaland on a monthly basis along with a declaration stating that the PF contribution/ESI deduction pertaining to the personnel engaged in NIT Nagaland have been included in the respective challans.
6. Agency desiring to obtain Notice Inviting Tender (NIT), has to download it from the institute website [www.nitnagaland.ac.in](http://www.nitnagaland.ac.in).
7. EMD of Rs 50,000/- (Rupees Fifty Thousand Only), which is refundable to be enclosed, in the form of D.D drawn in favour of “The Director, NIT Nagaland” payable at Chumukedima, Dimapur.
8. EMD can be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by NIT Nagaland.
9. No change in respect of contracted rate will be allowed in any shape during the contract period.

10. The bids shall be submitted in three parts, viz.
  - (i) EMD of Rs. 50,000/-(Rupees Fifty Thousand Only) in the form of Demand Draft in favour of Director, NIT Nagaland payable at SBI Chumukedima Branch, Dimapur, Nagaland.
  - (ii) Technical bid.
  - (iii) Financial bid.
11. Technical bid should contain filled up Annexure–I of the enquiry indicating papers regarding registration of the firm, company profile of the firm, Balance sheet for the last 3 years and minimum annual turnover of the firm should be Rs. 50 Lakhs (Fifty Lakhs) in the last three Financial Years, Photocopy of IT, PAN card, Proof of ESI registration, Proof of EPF registration, Proof of work experience, minimum experience should be of 02 (two) years for running the Security Services in Govt. Institution.
12. Financial bid should contain filled up Annexure–II of the enquiry indicating the taxes, if any, for the items stated therein.
13. Bank Information filled up in Annexure-III.
14. The above three parts of bids must be signed & sealed by the bidder in separate cover duly super- scribed EMD, Technical bid and Financial bid respectively and all three signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly super-scribed 'Bid for providing Security Services at NIT Nagaland vide Tender No.: 0205/NIT-N/EO/03-02/2017 Dated: 23-03-2017.
15. A bidder who submits more than one bid shall be disqualified.
16. Performance Security (PS) (Non-Interest Bearing): The successful bidder shall be required to furnish a PS within 15 days of receipt of 'Letter of Offer' for an amount of 10% of the value of the Contract in the form of an Account Payee DD or issued by a Commercial Bank in favour of "The Director, NIT Nagaland" payable at Dimapur. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended accordingly.

**REGISTRAR**

### **Other Conditions of the bid**

1. Any discrepancies or disputes arising out on account of non-adherence to statutory & Labour laws would be the responsibility of the security agency & NIT Nagaland will not be responsible for the same.
2. It must invariable be ensured by the agency that all applicable terms of the minimum wages Act as per the Central Govt. Notification are meticulously adhered to all the times. A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the agency.
3. Agency will be required to produce antecedents duly verified by police of the personnel deployed at NIT Nagaland.
4. Price break-up of the rates quoted should be on the basis of latest minimum wages notification of Govt. of India & a copy of latest Central minimum wages notification should be attached.
5. Keeping in view the minimum wages applicable in the Central and other statutory obligations minimum pay package needed for security services on monthly basis per head for (i) Security Supervisor (ii) Head Guard and (iii) Security Guard . With terms and conditions, if any, may be quoted.
6. Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in Dimapur and only courts in Dimapur shall have jurisdiction to determine / decide the same.
7. Strict security and vigilance with politeness to the students, employees as well as to the visitors is required to be exhibited by the agency. Each security personnel need to be clean & tidy with proper uniform during duty hours.
8. This contract is non transferable. It cannot be assigned by the contractor to any other agency without written consent of NIT, Nagaland.
9. List of Directors, consultant and top executives (with name, address, phone number etc.) should be furnished with the tender.
10. The engagement of personnel by the contractor will be the sole responsibility and liability of the contractor and they will be the employees of the contractor. No employee of the contractor either during the validity of the contract or its expiry or termination can claim employment in NIT Nagaland.

11. Procedure for recruitment and training of security personnel with their qualification should be also furnished along with tender document.
12. Arrangement of security should be under the guidance of the NIT Nagaland administration.
13. Statutory Requirement / obligation: All statutory rules, like Minimum Wages (Central) Act, ESI Act, PF Act, etc. as applicable for engagement of Security on daily wages are to be followed strictly.
14. The selected security agency will have to sign the agreement document in two copies with the Institute within 15 days from the issue of the letter by furnishing non-judicial stamp paper of Rs. 100/- for signing of agreement. Additional stamp duty, if any, required as per rules of Nagaland Government shall be charged subsequently from the security agency.
15. Initially the period of contract will be for two years from the date of commencement of security work subject to quarterly appraisal and review by appropriate authority of the Institute. In case the performance of security services agency is not found satisfactory or not in conformity with the terms and condition of the agreement, the contract shall be terminated even before schedule time by giving an advance notice of one month to this effect. In the event of premature closure of the contract for the said reason, the security deposit money shall be forfeited by the NIT Nagaland.
16. The scope of work & rate schedule of contract and conditions of tender shall form the part and basis of the contract and decision of the Institute in reference to all matters of dispute shall be final and binding.
17. Number of Security personnel to be deployed at the Institute may increase or decrease as per the requirement. The exact number of Security personnel required on a particular day will be communicated by the authority and the payment will be made accordingly.
18. The increment in Central wages as per notification of Govt. of India for private security agency which may be effected during the contract period of one year, the increment/change resulting due to notification will not be applicable i.e. enhanced rate will not be charged from NIT Nagaland.

19. The rates agreed upon are inclusive of all service taxes/ duties i.e. expenses towards PF, ESI substitutes for weekly off, leaves, holydays or any other absenteeism, bonus, gratuity, cost of uniforms for summer, monsoon and winter and service charges.
20. Barrack facilities may be provided by the Institute and no extra payment will be made on account of this.
21. Case of theft, dacoits, riot, snatching of valuables, kidnapping, ragging of any type, wandering of unsocial elements in the premises of NIT Nagaland will amount to lack of security and treated as breach of agreement on the part of the Security Service provider.
22. In case of any occasional events organized by the Institute or in the premises of the Institute including the premises of Hostels, the security arrangement shall have to be provided.
23. The agency will maintain a daily attendance Register of the Security personnel along with their deployment position at the Institute to be produced with the monthly bill of the Security agency for monthly payment to be made duly countersigned by appropriate authority.
24. The Service provider/Contractor should be of repute and should have experience of providing similar or identical services (preferably Central Govt Dept.).
25. The Service Provider should have requisite facilities for training of guards/supervisors as per national standards.

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**TECHNICAL BID**

1. Firm's Name \_\_\_\_\_
2. Owner's Name: \_\_\_\_\_
3. Registered Address of Company (Attach proof of Registration): \_\_\_\_\_  
 \_\_\_\_\_ Pin code \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Website (if any): \_\_\_\_\_
6. Contact Person's Name and Designation: \_\_\_\_\_
7. Contact No. Mob: \_\_\_\_\_ Phone: \_\_\_\_\_
8. Type of Firm (Attach proof): Proprietorship / Partnership / Company / Any other \_\_\_\_\_
9. Sale Tax Registration No. (if any) (Attach proof): S.T No. \_\_\_\_\_ CST No. \_\_\_\_\_
10. PAN No. (Attach proof): \_\_\_\_\_
11. ESI Registration No. (Attach proof): \_\_\_\_\_
12. EPF Registration No. (Attach proof): \_\_\_\_\_
13. Brief Bio-data of the firm: (To be Attached Separately) YES/NO
14. Current Bank Account No. (With Branch Details) \_\_\_\_\_
- \* Statement of last twelve months should be enclosed
15. List of the organizations to whom the service have been supplied: \_\_\_\_\_
16. Last 3 years Approximate Turnover (Balance Sheet) in Lac. Rs. (Attach Proof):
  - I) 2013-14: \_\_\_\_\_
  - II) 2014-15: \_\_\_\_\_
  - III) 2015-16: \_\_\_\_\_
17. List of Directors, consultant and top executives (with name, address, phone number etc.)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
18. Procedure for recruitment and training of security personnel with their qualification (To be attached separately) YES/NO

Signature of the Contractor  
 Or his authorized signatory  
 with Seal of the Agency

**FINANCIAL BID**

(To be put in a separate sealed envelope marked FINANCIAL BID)

Tender document for providing Security Services at NIT Nagaland

1. Name of the Agency :  
(Full Address with Tel. no.)
2. Registration no. of the agency :  
Under Nagaland Administration or  
any other organization viz. DGR
3. Monthly Rates quoted per :  
Security personal for 8 hrs  
duty each day

Basic Salary, including VDA	Supervisor (Ex-Serviceman)	Head Guard	Security Guard	Remarks
Basic Salary including VDA				
Others, if any				
Total				
ESI as Applicable				
EPF as Applicable				
Total				
Cost per Head				
Management Service Charges @ ____				
Total				
Service Taxes as applicable				
Grand Total (in figures)				
(In words)				

\*Rate should be quoted for per head per 8 hours of duty.

Signature of the Contractor  
Or his authorized signatory  
with Seal of the Agency

**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
(ON THE LETTER HEAD OF THE BIDDER)

**Checklist for Technical Bid**

Sl. No	Documents asked for	Yes/No	If Yes, Page No.
1	Bank Draft of Rs. 3000/- towards Tender Fee		
2	Bank Draft for Rs. 50000 towards EMD		
3	Authorization letter from the MD/CMD or Owner/Proprietor.		
4	Undertaking to the effect that the firm has not been Blacklisted and no such cases are pending - duly notarized		
5	Copy of the PAN issued by the Income Tax Department with copy of Income-Tax Returns of the last three financial years.		
6	Copy of Service Tax Registration Certificate		
7	Valid Private Security Agency License issued by Special Secretary (Home), Govt. of Nagaland		
8	Proof of established training centre at Dimapur, Nagaland		
9	Copy of valid Provident Fund Registration number		
10	Copy of valid ESI Registration Certificates		
11	Proof of experiences as per the eligibility criteria		
12	Customer satisfactory performance certificates / Work		
13	Copy of Memorandum of Understanding (MoU) in case the bidder comprises of joint venture/Consortium Partnership or relevant document about sole proprietorship		
14	Proof of ownership and control		
15	Bidders Profile as per Annexure		
16	A signed & stamped copy of Tender document to be submitted in token of acceptance of our terms & conditions		
17	Audit Statement for last three years certified and signed by Chartered Accountant		
18	Any other documents (If required)		

**Note:** Photocopies of all necessary documents duly self-attested must be attached in support of the information provided. Non submission of any of the above documents may lead to rejection of the bid.

**(Signature of the Bidder) Name and Address  
(with seal)**

**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
(ON THE LETTER HEAD OF THE BIDDER)

**BANKING INFORMATION**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information</b>
1.	Firm (Beneficiary) Name	
2.	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only Once	
3.	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4.	Bank Name	
5.	Bank Address	
6.	IFSC Code no	
7.	Mobile no (for SMS)	
8.	Email ID (for information)	

We undertake that all information provided above is correct and NIT Nagaland will not be responsible in case of any error on the part of firm.

**(Seal and Signature of the firm)**