

**BID NO: [GEM/2024/B/5359907](#)
GeM Bid Document**

FOR

HIRING OF OUTSOURCED SECURITY SERVICES

AT

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

TENDER NOTICE NO. ADMN-SECURITY: 01sept/2024

DATE OF RELEASE OF Bid: 04-September-2024

LAST DATE OF RECEIPT OF BIDS: 17-September-2024

Submission of EMD/ Physical submission of the documents as mentioned in bid document:-24-September-2024

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

**TELEPHONE 01972 224390, 254028
Email ID: registrar@nith.ac.in**

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

National Institute of Technology, Hamirpur requires highly reputed, well established & Professional Security Agency registered with appropriate authority as designated in Private Security Agencies Act - 2005, having valid license under Contract Labour (Regulation & Abolition) Act, 1970 and capable of providing 144 Security Guards on site (including 04 Supervisors) for duty in three shifts.

1. ELIGIBILITY CRITERIA AND OTHER CONDITIONS

- (a) The Agency should be approved / recognized/ registered by Govt. of India/ State Govt. for providing security services and must be registered under PSAR Act-2005.
- (b) The Agency must comply and fulfil all statutory requirements such as registration with EPFO, PAN/ GST/ TAN, P.Tax etc. along with proof and must submit copies of latest three months challans.
- (c) The Agency will have to produce Contract Labour License as per Labour Act from the Labour Department after being awarded the contract within 01 month.
- (d) The bidder should not have been blacklisted by Govt. Department or any other organization and bidder should not have any litigation in any of the Labour Court(s). An affidavit to this effect on Non-Judicial stamp paper of Rs. 100/- (Rupees One hundred only) duly notarized be enclosed with the Technical Bid.
- (e) The agency shall compulsorily provide a proof of recent experience of deploying at least **100** or more Security Guards in centrally/state funded Institutes/Universities/NITs/IITs/Govt. Medical Colleges.
- (f) Assessment of average turnover for the preceding three financial years, based on audited balance sheets and certificates of ITRs, proof to be attached.
- (g) Agency must provide the detail of total Security Guards on Rolls for security services of Central/State Govt. Institutes/Organizations specially handling student related activities in Education Institutes as on Tender Publication date (Attach EPFO Challan of last three months)

2. TECHNICAL BID SHALL CONTAIN THE FOLLOWING:

- (a) Earnest Money Deposit (EMD) @ 2% of estimated bid value need to be deposited in the form of DD/RTGS in favour of Director, NIT Hamirpur (HP). The proof/copy of DD should reach the office of Director within 07 days of closing date of tender to become eligible for the tender process. The Institute account details are given below. EMD exemption will be applicable to MSE/MSME/Startup Companies on production of valid certificates:

Account Number	11159548375
Name of the Holder	Director, NIT Hamirpur (HP)
Account Type	Saving Account
IFS Code	SBIN0010367
Address	SBI NIT Hamirpur (HP)

- (b) Documents related to Trade License, PAN, Professional Tax Registration, GST, EPFO registration No. registered for EPF as per Act-1952.
 - (c) Audited financial statement for last the three years (with ITR report).
 - (d) Agency should neither have been blacklisted nor any police complaint/case (in any court) be pending/contemplated against the Agency (An affidavit on a non-judicial stamp of INR 100 to this effect is required to be submitted).
 - (e) Financial bid of technically qualified bidders only shall be considered for evaluation purpose.
3. **Right of Institute to accept or reject the BIDs:**
- (a) **Bidders are required to send hard copies of the bid uploaded on GeM on or before 24-September 2024 before 5.00 PM for Technical Evaluation failing which the bidder will be straightway rejected.**
 - (b) The Institute reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.
 - (c) Further, the Institute also reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of work order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.
4. Service/Administrative charges shall be admissible only on minimum wages of **144 security personnel** is required to be quoted as a whole amount in percentage form (not less than 3.85% service/administrative charges) by considering the present total minimum wages of 144 security personnel. **The Service/Administrative charges may be quoted by taking into consideration of various components like charges for plying vehicle (Four Wheeler), Stationery, Pay bill generation and correspondence/deposition for EPF & ESI, correspondence for maintenance of attendance etc.,** Maintenance of Register & correspondence for Labour commissions as per **Contract Labour** (Regulation and Abolition) Act, 1970, telephone charges, Electricity charges, uniform of Security personnel **with accessories** and other overhead expenses. In addition, the Company has to appoint a Site Incharge at its own expenses.
5. **Signing of the Contract agreement is mandatory**
- The successful Bidder shall be required to execute the **Contract Agreement of taking over/ executing the contract within two weeks of issue of the letter of Acceptance of Bid or as per condition of GeM whichever is lower, at site along with Performance Bank Guarantee amounting Rs.50.0 Lakhs or as per GeM bid, whichever is lower,** accepting all terms and conditions of tender document stipulated therein on a non-judicial stamp paper worth Rs. 100/- (Rupees One Hundred only). In the event of failure on the part of the successful Bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled and Institute may initiate further suitable misconduct in award of bid.
6. The wages and other dues specified above are as per Ministry of labour and subject to change as per statutory requirement of relevant act/ law applicable from time to time. VDA shall be applicable as per Govt. of India, Ministry of Labour rate (s) from time to time.

Note– TDS will be deducted from the bill @ 2% for the purpose of Income Tax and 2% for the purpose of GST or as applicable from time to time.

7. SCOPE OF WORK

The Agency shall provide Security in the Institute as well as residents in Campus at NIT Hamirpur, by deploying full safety & security measures, providing early warning, and mobilizing troubleshooting mechanisms. The agency shall operate as per procedure laid down in Standard Operating Procedure (SOP) which may be revised from time to time apart from other various orders, notifications, instruction, guidelines etc. given to them from time to time. Also, the items or situations that have to be covered by security services of the agency are enumerated, with important but non exhaustive list, as below:-

- (a) Protection of property and personnel (faculty, officers, staff, students, official visitors, guest and residents) of the institute against wilful harm.
- (b) Protection of cash and documents (static or in transit) from theft/burglary (where loss is due to entry after breaking any entry lock/ door/ window/ grill).
- (c) Regulate access control at gates, prevent misuse of NIT Grounds and facilities by outsiders, neighbouring villagers, preventing trespassing, unauthorized parking, unauthorized construction, squatting in the institute campus, and prevent vandalism, breaking of twigs/ trees throwing of garbage/ littering/ Plucking of flowers/ destroying greenery and ensuring cleanliness. Ensure proper & timely reporting of violation to supervisors/authorized representative.
- (d) Prevent loss resulted due to lapse in registering/authorising Entry at Gates of the Institute.
- (e) The Agency shall attend with responsibility and sincerity to the security threats like thefts, pilferage, unauthorized occupation of buildings and Institute land, encroachment, trespassing, removal of unauthorized hoarding and temporary/permanent shops, eve teasing, criminal acts, cattle pounding, grazing, monkeys & other animals and any other unforeseen contingencies. The agency will thus carry out duties such as checking of incoming and outgoing vehicles, control on visitors, removal of unauthorized persons from campus, checking of consignments, check errant trespassers, handing over of criminals to local police with permission of Institute authorities, operation of fire fighting equipment's, safeguarding of employees/students, buildings, equipment's, stores etc. during peace and also during any strike by the employees, outsource staff & student unrest, normal preventive security measures, providing early warning about trouble shooting elements in the Institute, and take the necessary security measures as deemed fit for maintaining a tranquil environment in the Institute. The Agency will maintain good liaison with the Institute administration, local administration, fire brigade, Health department, police etc. for smooth and peaceful day to day working and congenial environment in the Institute campus.
- (f) Regulate parking of vehicles in designated areas of the institute and regulate traffic movement at the entry/ exit gates within the campus and ensure that the traffic rules are followed.

- (g) The Agency should have an **investigation cell** to carry out investigation of the thefts, accidents or any other matter that requires investigation from time to time. The constitution of the investigation cell shall be declared to the Institute.
- (h) The Agency should be able to provide extra security guards at a day's notice.
- (i) The Agency will carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training during the period of the contract every three months and shall include physical tests and lecture on Standard Operating Procedures and working procedure adopted at each post etc.. The expenditure/cost for the same shall be borne by the firm and the firm will furnish a certificate alongwith next bill in this regard for verification by FI (security).
- (j) Prevent defacing / damage to Institute property buildings etc. (prevent Graffiti/ poster pasting etc.).
- (k) The Guards on patrol/duty should take care of all the valves and water hydrants, report leakage of water taps, switch off lights installed in the open/in buildings throughout the Institute when not in use.
- (l) Carry out any other job assigned by the Director or his nominee in the interest of Security of the Institute.
- (m) To ensure that no items from the Institute are taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores/departments.
- (n) The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
- (o) In emergency situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any. Security personnel should be sensitized for their role in such situations.
- (p) The Security Guards shall assist the visitors/officials in reaching the desired departments/locations inside the campus/outside the campus on foot or using Patrolling vehicle as per the gravity of the situation.
- (q) The Security Guard on duty shall not leave the premises until his reliever reports for duty in the next shift.
- (r) **Availability of four wheeler (Bolero/Inova/Scorpio etc.) NOT MORE THAN 5 YEARS OLD for Quick Response in an emergency and for routine check/patrolling of the campus round the clock (day & night) and in case of any emergency should be ensured and the associated cost must be included in the offer itself. Patrolling Vehicle log book shall remain in the vehicle and shall be maintained and shall be got signed from FI (Security) each week by site Incharge. The vehicle will be required to cover minimum 600 km to 1000 km in a month. The Copy of Registration Documents and Insurance of Vehicle are to be compulsorily submitted with the technical bid. Patrolling vehicle shall be put at the disposal of Faculty Incharge (Security).**

8. The Agency shall be responsible for all/any injuries and accidents to persons employed by it. The firm shall be responsible for all its employees in observing the security and safety

regulations and instructions, as may be issued by the Institute from time to time. Insurance cover for protecting all security personnel against all claims, as applicable under ESI Act 1948 shall be arranged by the contractor. The Institute shall not entertain any claim arising out of mishap/illness that may take place. In case, the employees of the agency cannot be covered under ESIC due to wage ceiling, then agency shall arrange insurance cover under Workmen Compensation Act, 1948.

9. The agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other faculty /staff/student of the Institute, the services of such employee(s) shall be replaced on the recommendations of the Authorized Officer or FI (Security) or any other Officer designated by the Director, NIT, Hamirpur (HP) with immediate effect. The Agency shall issue necessary instructions to its employees to act upon the instructions given by such designated officer(s) of the Institute.

10. **Physical Standards and Qualifications:** The employees of the Agency shall have Good character and sound health.

a. Security Guard Ex-Servicemen (Min. 25%):

- | | | | |
|-----|---------------------------|---|---|
| i | Age | : | not more than 58 years* |
| ii | Character | : | Very Good |
| iii | Education Qualifications: | | Matriculate.
Should be able to read & write
HINDI & ENGLISH. |
| iv | Physical Standards | : | Height 5ft 5 ⁱⁿ minimum
(Except hill tribes)
Person should be physically fit and
mentally sound |

b. Security Guard Civilians (Max. 75%) including 07 number female guards)

- | | | | |
|-----|---------------------------|---|--|
| i | Age | : | Not less than 25 years & not
more than 58 years* |
| ii | Character | : | Very Good |
| iii | Education Qualifications: | | Matriculate. Should be able to read & write
HINDI & ENGLISH. |
| iv | Physical Standards | : | Height 5ft 5 ⁱⁿ minimum
(Except hill tribes)
Person should be physically fit and
mentally sound. |

c. Supervisors Ex- Servicemen (02 Nos.):

- | | | | |
|---|-----|---|-------------------------|
| i | Age | : | Not more than 58 years* |
|---|-----|---|-------------------------|

- ii Character : Very Good.
- iii Qualifications : Matriculate or above, Retired as JCO equivalent or above from the Armed Forces and should be able to read & write HINDI & ENGLISH, with shall have desirable knowledge of Computer
- iv) Physical standard : Height 5^{ft} 5ⁱⁿ, Person should be physically fit and able to drive four wheeler with valid driving license.

d. Supervisors. Civilian (02 Nos.):

- 58
- i Age : Not less than 45 years and not more than years*
 - ii Character : Very Good.
 - iii Qualifications : Matric with desirable knowledge of Computer, should be able to read & write HINDI & ENGLISH, shall have working experience as security personnel in any educational Institute for a period not less than 15 years.
 - iv) Physical standard : Height 5^{ft} 5ⁱⁿ, Person should be physically fit and able to drive four-wheeler with valid driving license.

*on acquiring age of 58 years any time during the contract agreement period, it shall be the sole responsibility of the agency to replace those security personnel immediately.

* applicable for security personnel's on roll, to new recruits the upper age limit in 55 years and shall have a Body Mass index (BMI) between 18.5 and 28.

The Agency should depute/provide above ex-servicemen & civilian personnel. In special circumstances, the Institute will have liberty to increase/decrease the total number of personnel. **The security guards to be deployed shall preferably possess atleast one year experience of working in the Centrally Funded Technical Institutes (CFTIs) like IITs, NITs and Central University etc. with good track record.**

In addition, the Company has to appoint a Site Incharge at its own expenses. The Site Incharge shall not be more than 58 years, must bear a good character, and preferably retired as Officer Rank (Lt /above or equivalent) from the Armed Forces. Site Incharge shall remain present in the Institute between 9:00 am to 5:30 pm during all working days and shall become available 24x7 in the institute, in case of emergency or if the situation arises. Site Incharge shall preferably reside in the vicinity of the Institute. All the administrative work such as generating and submission of bills, maintaining attendance and leave record, providing and maintaining uniforms & all the equipment etc. and further verification of records by FI (Security) will be the responsibility of Site Incharge and no security supervisor or guard shall be assigned this work under normal circumstances.

On having works awarded, the Agency shall provide and submit the details of the staff, proposed to be deployed viz. (their name, fathers name, DOB, residential address, Aadhar

Card Number, telephone number, recent passport size photograph, copy of education certificate in the form of a data base in both hard & soft form as per the below format and also provide a character certificate at the time of signing of contract:-

Sl No	Name	Father's Name	DOB	Qualifications	Category	Experience	Ex-Serviceman	Civilian	Address	Mobile	Aadhar Card No.	Photo	Driving License No.	Remarks
NOTE: - The security staff provided for deployment will be assessed/Screened/interviewed by the Institute/ concerned authority/ designated institute committee before the final deployment. During the screening/assessing the institute authority may deny deploying of any security personnel.														

The firm on having the contract to be awarded by the Institute shall fill the Form-11 of individual security Guards & submit the same within one week.

11. In the event of revision of rates in wages/VDA by the Central Government at any time, the same rates will accordingly be revised; however, this would not in any way alter the initially calculated service/administrative charges from the percentage value quoted. The 'Onus' for producing the copy of notification of Government of India, will be on the Agency.
12. The agency will provide a list of staff enrolled after award of work along with their individual EPF/ESI no. etc. Agency shall abide by all laws of the land including, Labour Laws, ESI, EPF, Income Tax, Professional Tax, GST or any other Taxes levied by the Government, Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that are required in such cases and which are not enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Agency, and it shall not involve the Institute in any way what-so-ever. **Agency should quote the service charges considering all these and other such points specified earlier accordingly.**
13. The Agency shall in no case pay its employees less than the minimum statutory wage rates as specified by Government of India per month plus VDA. The payment should be made only by e-payment or e-transfer and a record of that should be kept in a register which may be examined by the Institute at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of EPF, the Agency shall produce original challans/receipts Bank ECR/TRAN along with the scroll of the employees, whose EPF stands deposited by the Agency with address of EPFO office to the Registrar of the Institute for verification & reimbursement.
14. **The Agency shall supply 02 sets uniforms (Summer & winter each) initially with name plates and accessories to the persons engaged by it. Further, the firm shall provide 01 set (Summer & winter each) each year.** The Institute shall not allow any employee of the Agency to work inside the Institute without uniform except in cases wherein specifically asked for. The uniform should be in good condition and not torn/worn out/faded. In case, if the uniform becomes torn/worn out/faded due to the assigned work, then shall be replaced by

the firm free of cost. **The Agency shall get the identity card of each personnel countersigned by its Site Incharge.** In case the services of any guard are terminated, his/her Identity Card shall be handed over to the Faculty Incharge (Security) of the Institute for destruction. The Agency must provide standard accessories required by security personal such as ranks, beret/cap, hackle badge (if any), socks, shoes, belt, whistle, umbrella, sticks, lights/torches, florescent stickers and other required items to enable them to effectively discharge their duties and **any type of fee including for uniforms (Summer & winter), standard accessories etc. shall not to be charged from the security personnel. The agency shall maintain proper record of purchase bill and issue register of above-mentioned items such as uniforms (Summer & winter), standard accessories etc. and shall produce these for verification by Faculty Incharge (Security) every three months. Any complaint received from security personnel in this regard shall be dealt strictly. Uniforms shall be provided preferably in the month of October for winter uniform and February for summer uniform. The agency shall also provide and maintain a computer system, printer, scanner and photocopier or MFM at the control room and also with Site In- charge for proper functioning.**

15. The security guards are entitled to a paid rest day in every period of seven days. (Refer Section 13(b) of the Minimum Wages Act, 1948 and Rule 23 of the Wages (Central) Rules, 1950). Also, the firm shall provide to each security personnel 03 National Holidays; 03 festival Holidays- Dushera, Diwali and Lohri; 05 paid casual leave; and 05 medical leave provided Govt. Doctor prescribed rest.
16. The agency has to provide Employee State Insurance Corporation Scheme (ESIC) scheme to the workers as per the notified/Non notified Districts Under ESIC 2.0/Vision-2022 (As on 01/01/2023) notified by the Ministry of Labour & Employment, Govt., of India New Delhi vide circular No. X-15015/1/2013-P&D dated 10/01/2023, to safe guard the workers of firm. The Institute shall pay Institute share as per ESI Act based on submission of ECR by contractor.
17. The Agency shall be responsible for fulfilling the requirements of all statutory provisions of the relevant enactments viz. The Minimum Wages Act 1948, The Payment of Wages Act 1936, The Contract Labour (Regulation & Abolition) Act 1970 as amended from time to time and all other Labour enactments and all other laws and acts applicable at its own risk and cost in respect of all staff deployed by it and keep the Institute indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the Acts etc.
18. **PAYMENT OF CONTRACTOR'S BILL:**
 1. The payment of wages to the security personnel for the month shall be strictly released by the contractor latest by 7th of every month and thereafter shall ensure the submission of monthly bill to the authorities of the Institute at the earliest but not later than 15th of every month 100% of the total invoice value or admissible amount will be released by the Institute, before 5th day of following month, if found in order and provided that the invoice/bill is accompanied with the proof of the following: -
 - (a) Certified (Individual sign) biometric Attendance Sheet of month for which payment is claimed.
 - (b) Wages statement & EPF/ESIC deposit (ECR) statement showing individuals deductions under different mandatory heads for the respective month of the amount contributed by the "Principal Employer" i.e. NIT Hamirpur as per "EPF & MP Act 1952 and ESI Act 1948" with name of EPFO/ESIC office. The access for viewing the monthly deposits of EPF and ESIC

shall have to be arranged by the firm to the Institute authority for verification and authentication at the Institute level.

- (c) Certified copy of the bank scroll showing disbursement of wages in individual accounts.
 - (d) Copy of the monthly vehicle running log book verified/checked by Faculty Incharge (Security) for the month.
 - (e) The bill should be accompanied with the proof of GST deposit for the respective month.
2. All payments will be subject to deduction of TDS as per Income Tax Act and GST Act. And any other applicable taxes to be levied by the Govt of India.
 3. Delay in disbursement of timely monthly wages/payment to the security personnel employed by the firm may attract penalty @ Rs. 100 per person per day for the payment cycle.

19. JURISDICTION:

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

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

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

Registrar
NIT Hamirpur.