



NATIONAL INSTITUTE FOR EMPOWERMENT OF  
PERSONS WITH MULTIPLE DISABILITIES

*(Dept. of Empowerment of Persons with Disabilities)*

*(Ministry of Social Justice and Empowerment, Govt of India)*

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)

**ELECTRONIC TENDER (e-Tender) DOCUMENT FOR SECURITY AND OTHER SERVICES**

NIEPMD/Estate 6(10)/2018-19/

19<sup>th</sup> December 2018

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (NIEPMD) invites online tender through [www.eprocure.gov.in](http://www.eprocure.gov.in) from reputed and experienced Security and other Services Agencies for providing Security and other Services at the above address. The interested eligible agencies are required to go through the general condition of contract (GCC) & Special condition of contract (SCC) before submitting the tender.

The tender documents along with all the certificates shall be submitted through online on or before 3.00 p.m on 10.01.2019 along with the EMD an amount Rs. 3,00,000/- (Rs Three lakhs only) and tender fee of Rs.1,000/- (Rupees One thousand only) should be paid online through NEFT or RTGS in NIEPMD account as per the guidelines.

Any further clarification / guidance regarding the enrollment of online Bidder Enrollment process on CPP portal please visit our website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

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**Director, NIEPMD**



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**ELECTRONIC TENDER (e-Tender) DOCUMENT FOR SECURITY SERVICES**

Last date for submission of e-bidding	3.00 p.m on 10.01.2019
Tender Fee	Rs 1000/-
EMD Amount	Rs 3,00,000/-
Date &Time of opening of tender documents	3.00 p.m on 10.01.2019 (online)

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**Director, NIEPMD**

## **GENERAL CONDITIONS OF CONTRACT**

### **A. Scope of Work:**

Providing Security services at NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES(NIEPMD) (Dept. of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India) Muttukadu, Kovalam, Chennai-603112, as per following terms and conditions.

- 1) The Agency shall provide Security service by deploying adequately trained and well-disciplined security personnel who shall safeguard the institute building, moveable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex.
- 2) The security personnel shall be deployed round the clock in **3 shifts** at the office of the institute to safeguard the premises.
- 3) The Agency shall be responsible for opening/closing of the buildings and rooms as necessitated/directed by competent authority at the institute on working and closed days.
- 4) The Agency shall ensure that water taps/lights/ACs and etc., are not left open/on after close of working hours on normal working days as well as on off days
- 5) The Agency shall maintain records of inwards and outwards movement of men (The institute Employees and also regulation of guests and visitors), materials and vehicles, etc., with proper check on the same as per instructions given from time to time by competent authority at the institute.
- 6) The Security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
- 7) The Security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at the institute.
- 8) The Agency shall keep the competent authority of the institute informed of all the matters of security and co-operate in the investigation of any incident relating to security.

**B. Eligibility Criteria:**

- 1) The bidder may be proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/ registered with appropriate authority who possess the required licenses, registrations (such as Private Security Agencies Regulation Act 2005) etc as per law valid at least for 12 months from the date of the opening of tender.
- 2) The bidder shall have at least three experiences for providing Security Services to the Government organizations/ Institute.
- 3) Should have proof of financial turnover with a minimum of Rs 100 lakhs per year achieved, duly attested by CA.
- 4) The bidder should have an office in proximity of Chennai. (Registered date should be prior to the date of tender submission)
- 5) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
- 6) The bidder should have the following Registrations and details of the same by provided in the Technical Bid.
  - a. EPF Registration
  - b. ESI Registration
  - c. GST Registration
  - d. Valid License, issued by Commissioner of Police/ Regional Labour Commissioner, Govt. of India

**B. Information and Conditions relating to Submission of Bids.**

- 1) The initial period of contract shall be for 12 months may be extended by 24 months depending on performance of the Agency and at discretion of the institute.
- 2) The interested agencies are required to go through the all the terms and conditions and the scope of works mentioned in this tender.
- 3) All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 4) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.

- 5) **Submission of bid:** The tender documents should be uploaded through NIC e-Procurements URL <http://eprocare.gov.in/eprocare/app> Upto 10.01.2018. (1500 hrs.), containing following:

(i) **Earnest money deposit (EMD) & Tender fee:** The agency shall deposit EMD amount Rs. 3, 00,000/- (Rs.Three lakhs only) and tender fee Rs.1, 000 (One Thousand only) for through e-payment should be paid online through NEFT/RTGS/ in NIEPMD account and payment receipt to be uploaded with the technical bid. Technical bids without EMD and tender fee shall not be considering for further evaluation. NIEPMD Bank details are here under.

**A/C No.761297290**

**Type of Account: Saving Bank**

**Name of the bank: Indian Bank. Kovalam branch**

**IFS code: IDIB000K122**

**Branch code: 01176**

**Note:** please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS/NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its bank would not responsible for the same.

(ii) Bidder shall upload the scanned copies of following:

- a. Security licence – duly obtained from the State/Central authority
- b. EPF registration copy
- c. ESI registration copy
- d. GST registration copy
- e. Firm registration copy
- f. Experience certificate for providing security services
- g. Financial Turnover Rs.100 lakhs (2017-18)

- 6) **Opening of bid:** bid shall be opened on the 10.01.2019 (1500 hrs).
- 7) **Bid validity:** bid shall remain valid for a period of 60days from the date of opening of bid.
- 8) **Bid evaluation:** duly filled price bid shall be evaluated on lowest tender basis.
- 9) The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
- 10) The list of technically qualified bidder will be published on the notice board/ website of NIEPMD.

11) The financial bids of technically qualified bidder only will be opened. On the same day or time of opening will be intimated after evaluation of technical bid.

12) **Tender submission process**

Interested Agencies may submit their quotes in **two bid system (i) Technical bid & (ii) Financial bid** by giving all the necessary documents in English as specified. The Tender must be submitted only online through central public procurement portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only. No manual bids will be entertained under any circumstances.

The tender document attached must be direct, concise, and complete and arranged in an organized and structured manner.

To participate in online bidding process, bidder must procure a digital signature certificate as per information technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidder can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode. eMudhra etc. bidders who already have a valid digital signature certificate (DSC) need not procure a new DSC.

13) **Submission of Security Deposit:** The contractor whose bid is accepted will be required to furnish performance guarantee of 10% (Ten Percent) of the Work order value within the period specified in Schedule. This guarantee or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any Scheduled Bank of any scheduled bank.

## **ANNEXTURE-SPECIAL CONDITIONS OF CONTRACT**

The security services and provision for the required manpower shall be as under:

<b>Shift</b>	<b>Time</b>	<b>Security Guard</b>	<b>Supervisor</b>
First	0600-1400	06 Males+02 Females	02 Males
Second	1400-2200	06 Males+02 Females	01 Male + 01 Female
Third	2200-0600	06 Males+02 Females	02 Males
Total		24	06

### **Notes:**

- 1) Estimated number of guards is subject to reasonable change at the discretion of the competent authority at the institute.
- 2) However, the above number and arrangement of deployment of the Security Personnel are without prejudice to the right of the institute to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the institute.
- 3) The agency shall ensure that the security personnel deployed are healthy and not more than 58 years of age. The agency will get their antecedents, character and conduct verified.
- 4) The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to the institute along with testimonials before they are actually deployed for the job.
- 5) The agency shall not deploy or shall discontinue deploying the persons(s), if so desired by the institute at any time without assigning any reason whatsoever.
- 6) The agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.
- 7) The visitors shall be regulated as per the institute procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.

- 8) A senior level representative of the Agency shall visit the institute premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the institute officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
- 9) The Agency shall ensure that any replacement of the personnel, as required by the institute for any reason specified or otherwise, shall be effected promptly without any additional cost to the institute. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the institute at Agency's own cost.
- 10) The Agency shall provide reasonably good uniform with name badges to its personnel deployed at the institute at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall be borne/supplied by the Agency at its cost.
- 11) The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to interest of the institute /Govt of India/ any State or any Union Territory.
- 12) The day-to-day functioning of the services shall be carried out in consultation with and under direction of the institute. Proposals for efficient functioning of the security systems shall be discussed considered and implemented from time to time by the agency with approval of the institute.
- 13) The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at the institute or for any accident caused to them and the institute shall not be liable to bear any expenses in this regard. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments / amendments / modifications.
  - a. The payment of Wages Act 1936
  - b. The Employees Provident Fund Act, 1952
  - c. The Factory Act, 1948



- d. The Contract Labour (Regulation) Act, 1970
- e. The Payment of Bonus Act, 1965
- f. The Payment of Gratuity Act, 1972
- g. The Employees State Insurance Act, 1948
- h. The Employment of Children Act, 1938
- i. The Motor Vehicle Act, 1988
- j. Minimum Wages Act, 1948

- 14) In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the institute and maintain liaison with the police. FIR will be lodged by the institute wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
- 15) The agency shall ensure that security staff appointed by them is fully loyal-to and assist the institute during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the institute.
- 16) In case of any loss that might be caused to the institute due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, the institute shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the institute besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, the institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 17) In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
- 18) As and when the institute requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the institute. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the institute shall

deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.

- 19) The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to the institute an attested photocopy of the attendance record and enclose the same with the monthly bill (or) to introduce bio-metric system for attendance purpose and submitted the same for monthly bill.
- 20) The institute shall pay the agreed amount as per the Minimum Wages Act on production of monthly bill (while submitting the monthly bill the Agency must enclose the proof copy of the salary and other statutory payments remitted details; which is the mandatory document to release the monthly payment as per norms).No other charges of any kind shall be payable.
- 21) There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
- 22) The income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
- 23) The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
- 24) In case of noncompliance/non-performance of the services according the terms of the contract, the institute shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 25) The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify the institute against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment/work in the institute premises/facility.
- 26) The decision of the institute in regard to interpretation of the Conditions of contract and the Agreement shall be final and binding on the Agency.

27) In case of any dispute between the Agency and the institute. The institute shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Chennai.

28) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

29) An agreement shall be signed with the successful bidder as per specimen enclosed.

**Note:** These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between the institute and the Agency and any non-compliance shall be deemed as breach of the Contract /Agreement.

**(Signature of Authorized  
Signatory of the agency with seal)**

**Name :**

**Seal :**

**Address :**

**Phone No(O):**

**Date :**



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**TECHNICAL BID (TO BE UPLOADED)**

- 1) Name & Address of the Tendering Organization /Agency with phone number, e-mail and name and telephone/mobile number of contact person.
- 2) Experience in the work of providing Security Services (minimum 03 years).  
Particulars of experience (Attach work order & certificates).
- 3) Details of Security licence certificate
- 4) EPF registration Number
- 5) ESI registration Number
- 6) GST registration Number
- 7) Acceptance of General Conditions of Contract & Special Conditions of Contract (Yes/No). Please sign each page of GCC & SCC as token of acceptance and submit as part of tech bid document.
- 8) Financial turnover with a minimum of Rs100 lakhs (2017-18) achieved, duly attested by CA.
- 9) Please submit an undertaking that no case is pending with the police against the Proprietor/ Firm/ Partner or the Company (Agency). Indicate any convictions in the past against the Company/Firm/Partner.
- 10) The bidder should have an office in proximity of Chennai.

**Declaration by the Tenderer:**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of Tenderer with seal)**

**Name** :  
**Seal** :  
**Address** :  
**Phone No** :  
**Date** :

### **Check list for Tender-Security Services 2018-19**

<b>S.No</b>	<b>Particular</b>	<b>Yes or No</b>
1.	Receipt of tender fee amount for Rs.1000 (one thousand only) ( non-refundable)	
2.	Receipt of EMD amount of Rs.3,00,000 (three lakhs only)	
3.	Firm registration copy	
4.	Security licence obtain from the authority	
5.	EPF & ESI registration copy	
6.	Three years' Experience for providing security service in the Government organization	
7.	Proof of financial turnover Rs.100 Lakhs (2017-18) duly attested by CA	
8.	The bidder should have on Office in proximity of Chennai	
9.	Under taking letter for No case pending with the police against the proprietor /firm/ partner or the company (agency)	
10.	GST registration No	