



Government of India
Ministry of Communications & IT
Department of Telecommunications
National Institute of Communication Finance
Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047

Tender No.8- 2/DG/S.Guard/2015-NICF

Date: 17.09.2015

E-TENDER NOTICE

1. E-Tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from DGR sponsored agencies for Providing Security Services in National Institute of Communication Finance, Ghitorni, New Delhi for a period of two years or the period as specified in the award letter. The details of the security agencies sponsored by DGR vide their letter No. 2112/SA/NICF/2015/Delhi/3314/3360/304/EMP dated 19.05.2015 for this work is as under:-

Se. No.	Name of Agency	Address	Telephone/Fax No.
1	3314-Col. Ravinder Narwal, SM (M/s 3314/Ravinder Narwal Security Agency)	J-414, New Rajender Nagar, New Delhi-110060	09999698047
2	3360-Col (TS) Badri Datt (M/s 3360/Badri Datt Security Agency)	H.No. 60, Radhe Shyam Enclave Civil Lines, Bareilly (UP)-243001	09412603450
3	3044- Cdr. Naresh Kumar Mishra (M/s 3044/Naresh Kumar Mishra Security Agency)	S-219, IInd Floor, Manish Market, Sector-11, Dwarka, New Delhi-75	09212220316

2. The DGR sponsored agencies may download tender documents from NICF Website www.nicf.gov.in or <http://eprocure.gov.in> w.e.f. 09.09.2015 to 18.09.2015 (upto 15.00 hours). Earnest Money would be NIL as per DGR guidelines.
3. The DGR sponsored agencies may submit the tenders online at <https://eprocure.gov.in/eprocure/app> in two bids system (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through the e procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. No tender document will be accepted after the expiry of stipulated date under any circumstances whatsoever.

4. Schedule:-

Date & Time of issue/publishing of Bid Document	17.09.2015 (10.30 hours) to 28.09.2015 (15.00 hours)
Last date & time for receipt of tenders	28.09.2015 (15.00 hours)
Date & time of opening of Technical Bids	28.09.2015 (16.00 hours)
Date & time of opening of Financial Bids for technically qualified bidders	Shall be decided later and intimated to bidders successful in Technical Bid
Estimate Cost	Rs. 52 Lakhs (aprox.)
Place of Opening the Tender	O/o DG, NICF, Ghitorni, New Delhi-47
Bid Validity period	180 days from the date of opening of tender (The DG, NICF reserves the right to extend the validity period, if so required)

5. Earnest Money would be NIL as per DGR guidelines. However Tenderer will have to deposit Contract Performance Guarantee (CPG) on award of contract for an amount equivalent to 10% one month wage bill.
6. The technical bid will be opened online on above date by a Tender Opening Committee of this office. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted by this office. At the second stage the financial bids of only those bidders who qualify in the technical bid will be opened for which the date and time will be intimated later on. The Tender Evaluation Committee (TEC), after the evaluation the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Member of the TEC.
7. This tender is covered under Integrity Pact Programme of Govt. of India and prospective bidders are required to sign the Integrity Pact document and submit the same to NICF along with the bid.
8. The DG, NICF reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.
9. DG, NICF reserves the right to accept or reject any or all the tenders without assigning any reason.

(SHREE RAM)
DIRECTOR, NICF
Ghitorni, New Delhi-47

TENDER DOCUMENT

Director General, NICF invites e-Tenders for Providing Security Services in NICF, Ghitorni Campus, New Delhi from DGR sponsored Agencies only fulfilling the criteria laid down in Techno-commercial given in part – II of Annexure-II. The work is to be performed strictly as per parameters/ technical specifications given in Part –I of **Annexure – II**. The terms and conditions specific to the contract have been mentioned in Part – II of Annexure-II. The format for Technical Bid is at **Annexure-III**. The format of Financial Bid at **Annexure-IV**. This contract will be valid for a period of two year/period shown in award letter from the date of commencement of the work. The contract period can be extended for another one year on the same terms and conditions. However DG, NICF reserves right to terminate the contract offers giving one month notice.

2. Tender shall be accepted under Two Bid System. The interested service providers have to submit the Technical Bid and the Financial Bid online through the e-procurement portal <https://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. The technical bid should be submitted in proforma given in Annexure-III and the financial bid should be submitted in proforma as given in Annexure IV. In the financial bid the rates and taxes or any other statutory levies should be indicated separately.

3. **Instructions for Online Bid Submission**
Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

- 3.1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the eprocurement/etender portal is a prerequisite for e-tendering.
- 3.2 Bidder should do the enrollment in the e-procurement site using the “**Click here to Enroll**” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email_id. All the correspondence shall be made directly with the contractors/bidders through email_id provided.
- 3.3 Bidder need to login to the site through their user ID/Password chosen during enrollment/registration.
- 3.4 Then the Digital Signature Certificate (Class II of Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or and Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 3.5 The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 3.6 Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.

- 3.7 After downloading / getting the tender document/schedules, the bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 3.8 In case of any query, clarifications thereto may be obtaining online through the tender site, or through the contact details, Bidder should take into account the corrigendum published before submitting the bids online.
- 3.9 Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-Token/Smart Card to access DSC.
- 4.10 Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tender' folder.
- 4.11 From my tender folder, he selects the tender to view all the details indicated.
- 4.12 It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 4.13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/xip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1MB the transaction uploading time will be very fast.
- 4.14 Any clarifications issued through corrigendum shall form the part of this NIT. This may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 4.15 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 4.16 While submitting the bids online, the bidder should read the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 4.17 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders are required to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation to the fact that they have read all sections and pages of the bid documents including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

- 4.18 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 4.19 If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- 4.20 The bidder are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 4.21 After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the Portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 4.22 The time setting fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 4.23 All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 4.24 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subject to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.25 The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 4.27 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 4.28 For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. For any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to -cppp-nic@nic.in.
5. The bidder may inspect the site before filling in submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any addition, alternations, and as per details given in other clauses

given hereunder. The requisite details shall be filled in by the bidder in the Tender Document wherever required.

- 5.1 Wherever the state minimum wages are higher than the wages notified herein, the higher wages shall stand protected and would be payable.
- 5.2 Wages are subject to amendments as and when promulgated from time to time.
- 5.3 Bonus is mandatory as per payment of Bonus Act 1965 (as amended from time to time). The minimum bonus will be calculated as per applicable rates from time to time.
- 5.4 Security Guards are allowed a day of rest after a continuous period of six days work every week. Moreover, when a security guard works for more than 48 hours in a week he is entitled to wages for the period beyond 48 hrs on overtime rates i.e. double the ordinary rates of wages.
6. The Bidder shall fulfill all the requirement as stated in sponsorship letter issued by DGR.

ANNEXURE – I

GENERAL TERMS AND CONDITIONS

1. **Parties:** - The parties to the Contract are the contractor (the tenderer to whom the work to be awarded) and the Government of India through the Director General, National Institute of Communication Finance for and on behalf of the President of India.
2. **Addresses:** - For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement to the National Institute of Communication Finance, Ghitorni, New Delhi. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
 - 3.1 Earnest Money would be NIL as per DGR guidelines. However Tenderer will have to deposit Contract Performance Guarantee (CPG) on award of contract for an amount equivalent to 10% one month wage bill.
 - 3.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein the Contract Performance Guarantee (10% of one month's wage) will be forfeited to the Government.
 - 3.3 No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of Contract Performance Guarantee (CPG).
4. **Preparation and Submission of Tender:**

The tender should be submitted in two parts namely Technical Bid (in form given in Annexure – III) and Financial Bid (in form given in Annexure – IV).
5. **Signing of Tender:**
 - (a) The Proprietor will sign the tender or other documents connected with contract.
 - (b) Holder of Power of Attorney/representative of Proprietor/Director is not authorized to conclude the contract with the Principal Employer.

N.B.

The tenderer should sign and affix his/ his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn.

6. Technical Bid:-

- 6.1 The Technical bid should be submitted in form given in Annexure – III along with full details of technical facilities for executing the work i.e., equipment, infrastructure etc. and associated security features, and any other information sought for in the last section of the Annexure–II.

7. Financial Bid:

- 7.1 The Financial Bid should be submitted in form given in Annexure-IV. The Financial Bids of the tenderers short – listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the respective tenderers.
- 7.2 A consolidated rate under “Minimum Wages Act” should be quoted along with its break up showing various items of charge. The rates quoted shall be firm and final.
- 7.3 Taxes, if any, to be paid need to be duly indicated in the bid otherwise no extra payment would be made for this purpose.
- 7.4 Terms of payment as stated in the Tender Document shall be final.
- 7.5 At the time of payment of bills, statutory levies, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

8. Validity of the Bids:-

The bids shall be valid for a period of 180 days from the date of opening of the tenders. This has to be specified by the tenderers in the commercial bid.

9. Opening of Tender:-

The Technical Bid shall be opened online on the scheduled date and time, and for this purpose the server time will be considered. The financial bid of only those tenders will be opened, which are found technically qualified by the Tender Evaluation Committee (TEC) on a date that would be intimated later. L1 will be decided on the basis of lowest price as given in the Financial Bid. Bidders interested to attend the bid opening meeting should enclose a letter authorizing his representative to attend the bid opening.

10. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure - III and then on the basis of financial information furnished in form given in Annexure – IV. A duly constituted Tender Evaluation Committee (TEC) will evaluate both Technical and Financial Bids. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to specific terms and conditions of the contract given in Part – II of Annexure – II of this NIT.

11. Right of Acceptance:

- 11.1 The Director General, National Institute of Communication Finance reserves all rights to reject any or all tenders, including those tenderers who fail to comply with the instructions, without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Director General, NICF in this regard would be final and binding.
- 11.2 Any failure on the part of the bidders to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender. Necessary Instructions regarding the amount and time provided for Security Deposit as CPG will be communicated.

13. Time Schedule for Commencement of Work:

The armed security guards will be provided within a period of 10 days from the date of award of work or as per schedule mentioned in Part – II of Annexure – II.

14. Period of Contract:

This contract will be for a period of two year/period shown in award letter from the date of commencement of the work. The contract period can be extended for another one year on the same terms and conditions. However DG, NICF reserves right to terminate the contract after giving one month notice.

15. Security Deposit:

- 15.1 The successful bidder will have to deposit CPG to the extent of 10% of the one month's wage bill in form of Demand Draft/Bank Guarantee. This will be refunded only after successful completion of contract.
- 15.2 The CPG can be forfeited by order of the Director General, National Institute of Communication Finance, Ghitorni in the following circumstances:-
- (a) Breach of contract.
 - (b) Negligence/Unsatisfactory performance by the Security Guards provided by Security Agency.
- 15.3 Any over payment/Excess Payment made to the Security Agency will be recovered from running bills/CPG.
- 15.4 Any penalty as per clause 16 of this NIT will be recovered from CPG.

16. Penalty: Penalty will be levied on the security agency on his failure in the following circumstance:-

- (i) Observe any of the conditions of the contract as set out herein; or
- (ii) Execute the work in good workmanship – like manner and to the satisfaction of the National Institute of Communication Finance.
 - (a) Director General, National Institute of Communication Finance reserves the right to recover all the amounts of compensation on account of loss to the property of NICF. Penalty may be imposed on the Contractor on account of any lapses and the same will be recovered from CPG/Bills. Decision of the Director General, NICF on the quantum of loss, compensation and/ or penalty imposed on the Contractor shall be final.
 - (b) In case of any unsatisfactory service or failure to supply the requisite number of personnel, a penalty upto 10% of the amount due during the month can be imposed on the Contractor at the discretion of Director General, National Institute of Communication Finance.
 - (c) In case of late attendance / absence of any personnel, the Director General, NICF reserves the right to recover the proportionate amount, for the period of absence, from the wages bill.
 - (d) The powers of the Director General, National Institute of Communication Finance under any circumstances shall affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 14 above.

17. Insolvency

The Director General, National Institute of Communication Finance shall have the power to terminate the contract without previous notice in the following circumstances:-

- A. In the event of the firm being adjudged insolvent.
- B. Having a receiver appointed for it by a court or any other order under the Insolvency Act made against them.
- C. In the case, a company the passes any resolution or orders for winding up, whether voluntary or otherwise.
- D. In the event of the firm failing to comply with any/all of the above conditions.

Penalties for non – fulfillment of the contract will be recovered from the security deposit/monthly bills in such case.

18. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to terminate the contract without assigning any reason thereof. Nothing will be payable by this Institute in that event and the CPG shall also stand forfeited.

19. Subletting of Work:

Subletting of assigned work is not permissible in any form.

20. Right to call upon Information Regarding Status of Work:

The Institute will have the right to inspect the armed Security Guards provided by the Security Agency and to call for explanation for lapses in security, if any.

21. Precautionary Measures:

- (i) The security agency must be careful that quality in services is maintained as well as prescribed schedule of time should not be disturbed.
- (ii) The security agency must take every care to ensure that the work or any portion of thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions.

22. Terms of payment:

- i. No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order for award of work.
- ii. The contractor shall submit the bill in the first week of following month in respect of previous month. The bill shall be processed for payment as per procedure prescribes by Government.
- iii. All payments shall be made by cheques/RTGS/E-payment only.
- iv. The National Institute of Communication Finance shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in Para-16.
- v. Wherever applicable all payments will be made as per schedule of payments stated in Part – II of Annexure – II.

23. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitrator to be appointed by DG, NICF. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

ANNEXURE – II

**PARAMETERS AND TECHNICAL SPECIFICATION
FOR EXECUTING THE WORK**

PART – I

**PARAMETER AND TECHNICAL SPECIFICATIONS FOR
EXECUTING WORK**

1. NICF requires engagement of security personnels as detailed below:-
 - (a) Armed Security Guards : 12
 - (b) Requirements of Armed Security Guards, their type and number may change as per the requirement of NICF and payment would be made on accordingly.
2. No criminal case should be pending in the Court of Law against the security personnel proposed to be deployed.
3. Security Guards must be ex- servicemen who had held not below the rank of Naik or equivalent at the time of discharge from Army/ Navy/ Air force.
4. Maximum age limit for security personnel is 55 years as on 01.01.2015. Age relaxation can be considered by the Director General, NICF in deserving & individual cases at his discretion.
5. Minimum educational qualification will be VIII Standard Pass.
6. (i) The Ex – servicemen should not have been discharged from the Army/ Navy/ Air force on medical grounds.

(ii) The Ex- servicemen should not have been found guilty of Court Martial/dismissed/discharged from service on account of indiscipline or other similar causes.
7. Number of Security personnel as detailed under para 1 above may be increased or decreased as per requirement by the NICF at any time.
8. The Armed Security Guards should be of good health, mentally sound and physically capable of doing patrolling works for long hours.

PART – II

TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

TERMS AND CONDITIONS FOR SECURITY SERVICES CONTRACT

1. The Tenderer approved for providing Security Services to the National Institute of Communication Finance Campus (hereinafter called the “Contractor” or the “Security Agency”), will be fully responsible for ensuring security of the entire National Institute of Communication Finance Campus(Referred to as “Campus” hereinafter) at Ghitorni, New Delhi.
 - (A) The Campus, located at Ghitorni, New Delhi is delimited by a boundary wall with one gate covering area of about 53.31 acre. The patrolling area will include
 - (1) All the land in the possession of NICF, Ghitorni
 - (2) All other buildings and structures that may come up within the Campus in future.
 - (3) All the gardens, parks, lawns or orchards etc. appurtenant to the NICF within the Campus.
 - (4) Any installation/future installation in the campus as per approval of DG, NICF.
 - (5) Signboard and installation thereon at the gate of NICF campus.
2. Security to be provided under the contract shall broadly include following functions:
 - 2.1 To perform watch and ward functions in the entire Campus.
 - 2.2 To man security check posts, at any point to be specified hereafter by the NICF authorities.
 - 2.3 Outsiders should be allowed to enter and leave the Campus only after due checking, verification and after establishing their identity for which a visitor’s book will have to be maintained.
 - 2.4 To allow inside the Campus any material under the permission of the Director General, NICF or any other Officer authorized by him on his behalf.
 - 2.5 To check the materials/ items of stock and property going out of the buildings/ Campus and allow only such items to be taken out of the Campus as are duly authorized by the Director General, NICF or any other officer authorized by him on his behalf who shall issue a proper gate pass to this effect which shall be preserved by the security guards for future checks and further reference and record.
 - 2.6 To restrict entry of strangers, hawkers and other trespassers unless specifically permitted by the NICF authorities.

- 2.7 To carry out night patrolling in the entire Campus.
- 2.8 To report forthwith any attempt for theft, burglary, crime damage to property or any other incident that may occur in the Campus and has bearing on the security of Campus to the authorities of NICF without loss of time. Armed Security Guards will take all out efforts to apprehend the persons/intruders responsible for such incident.
3. The Contractor will be liable to compensate in full any loss or losses sustained by the NICF on account of encroachment, theft, burglary, or damage to property as a result of intrusion in the Campus or negligence on the part of security guards. This will be besides and without prejudice to any other action that Police authorities may like to take in case the NICF authorities decide to report such matter to the Police authorities. The Contractor will also be fully responsible for any loss of material (s) and property of the NICF attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses suffered by NICF on such count will be compensated in full by the Contractor.
 - 3.1 The Director General, National Institute of Communication Finance reserves the right to recover all the amounts of compensation on account of loss to the NICF property or penalty levied on the Contractor on account of any lapse, noticed by any officer of NICF, from the monthly payment due to the said Contractor or from the security deposit deposited by the Contractor. Decision of the Director General, NICF about the quantum of loss, compensation, and/ or penalty to be imposed upon the Contractor shall be final.
4. The agency shall have to deploy only such categories of Security Personnel out of the categories mentioned in Part – I of Annexure - II of NIT as are demanded/ requisitioned by the NICF authorities from time to time. No category of personnel will be allowed to be interchanged except with the prior permission of Director General, NICF.
 - 4.1 Only such security guard will be deployed in the Campus by the Contractor as are physically fit and do not have any physical handicap, impairment, night blindness or colour blindness.
 - 4.2. The Contractor must at the very outset provide the following information/ documents before mounting the guard in the Campus.
 - (a) Names, addresses, age, educational qualification and photographs of all Security Personnel deployed in the Campus. As regards ex- servicemen, the Contractor should further furnish the copy of discharge certificate (Preferably bearing the photograph) along with the original document and PPO which will be returned to him after verification and attestation.
 - (b) The Contractor shall submit copy of proper Police verification carried out within six months prior to engagement in respect of the antecedents of each Security Personnel deployed by him. The Contractor shall be fully responsible for their conduct and behavior. In respect of Ex- servicemen the agency shall further certify that such personnel had satisfactory record

of service and have not been found guilty by a court-martial, dismissed or discharged from service on account of disciplinary or any other cause.

- a. Whenever any security person is changed from the Campus, information to this effect should be given to the NICF authorities in advance alongwith the information and documents of the fresh Security Guard as prescribed in Para 4.2 above.
 - b. The number of personnel in each category as demanded by the NICF authorities shall have to be physically provided by the Contractor. The number of guards provided shall mean the exact number of Security Guards provided and not the number of duties performed. In such cases where the Contractor fails to physically provide replacement in respect of any absentee, or wherever short posting proportionate deduction will be made from the amount of monthly bills payable to the agency.
 - c. The security agency shall be responsible to ensure maintenance of a Nominal roll – cum attendance register by the Head Security Guard wherein each security guard shall personally write his name and put his signature in token of his attending the duty. This must be countersigned by an authorized officer of NICF as a token of check.
5. It should be clearly understood by the Contractor that the National Institute of Communication Finance does not undertake any liability on account of leave, wages, employment or any other obligation under any State or Central Government Regulations to be performed by the Contractor in the capacity of an employer in respect of such security personnel as are employed by him for guarding NICF. The Contractor shall be solely responsible to the employment and labour regulating authorities in respect of aforesaid personnel. By way of this contract, the Contractor should not violate minimum Wages Act or any other legislative Enactments in force from time to time.
- 6.1 The Contractor will be liable to make substitute arrangements in case of absence of any security personnel. Similarly, the security agency will have to make proper arrangements in case of any weekly off including National Holidays that he may like to give to his employees. No extra payments shall be made by the NICF on such account. The Contractor shall be required to man all the security check posts and other locations as specified by the NICF on all the days round the clock. No short leave or meals relief will be permitted to the security personnel unless the security agency provides suitable substitute without any extra payment. The security agency will ensure that at no time any security point remains unmanned. He will be responsible for any loss or damage to property attributable to any security lapse on this account.
- 6.2 In extra – ordinary circumstances, however, where any security person takes ill or is unable to attend his duties due to circumstances beyond his control and any other security guard performs his duty instead, the NICF authorities may permit such arrangement and performance of double duty under extremely unavoidable circumstances but not beyond two days at a stretch and not more than 3 double duty in total in any month for the entire security personnel.
7. The NICF authorities will arrange to lock the stores and offices etc. and bring to the notice of security personnel all pilferable items lying in open in the Campus. Suitable record of the same will be maintained duly signed by the

representatives of both the NICF and the Security agency. It will also be the responsibility of the Security Agency to show to NICF Authorities if any store or pilferable item is lying open uncared for.

8. The campus will be closed after working hours and locked in the presence of the representatives of both the NICF and the Security Agency. The premises in locked condition will be handed over to the Security Personnel and will be taken over the next working day in the morning. All the locks will be opened again in the presence of the representatives of both at the time of locking the premises and at the time of opening it.
9. The NICF Authorities will fix day and night shifts of 8 hours duration for deployment of Security Guards. The said authority may consult the Security Agency in this regard before finalizing the duty hours of the guards.
10. While on duty, the Security Personnel would be required to dress themselves smartly and neatly, wearing proper uniform to be provided by the contractor as approved by the NICF. In all the shifts the supervisor cum security personnel (Head Security Guard) should have Mobile Phone and his number should be made available to the NICF Authority. Cost of the mobile shall be bear by the contractor.
- 10.1 The Security Agency will provide as a part of dress appropriate woollens to the Security Personnel in winter season. Rain coats also have to be provided by the Contractor to the guards in rainy season.
11. The Security Personnel will ensure good behavior with NICF staff, trainees and visitors to the institution. They will abstain from taking part in any staff union and association activities.
- 11.1 No Security guard will indulge in playing cards, consuming liquor or narcotics or gossip with any outsider(s). The agency will ensure that the security personnel while on duty should not be under the influence of any intoxicant at any time. In no case any misbehavior with any officer/ official of NICF or Officer Trainees will be tolerated. If any such incident comes to notice, the Contract will be liable to be terminated.
- 11.2 Payment towards ESIC, EPF etc., as per applicable rule, will be deposited with the respective authorities by the Security Agencies. Receipt of the payment deposited by the bidder with the respective authorities will be submitted along with bill for second month.
- 11.3 All the twelve Security guards so deployed at NICF, Ghitorni will camp at Ghitorni campus, New Delhi. Suitable accommodation for guards (not for their family members etc) shall be made available by NICF. **Hence no HRA would be admissible.**
12. The Security agency will bear all the expenses on the following:
 - (i) Provision of guns, torches and cells to the security guards on night duty.
 - (ii) Provision of any other requisite items to the security personnel required for effective security.
- 12.1 The Director General, NICF or any other officer nominated by him on his behalf has the right to inspect the security guards and check the various equipments/torches etc. The security agency will maintain these items to the satisfaction of the NICF Authorities.

- 12.2 The agency should provide the name, address and telephone No. of Liaison Officer who will maintain liaison with the NICF Authorities. NICF authorities will contact that Head Security Guard only who will be responsible to pass on the message to the Contractor.

ANNEXURE – III**TENDER FORM - 1 TECHNICAL INFORMATION AND UNDERTAKING**

(See Clause 6 of Annexure – I of this Tender Document)

1. Name of the Tenderer/ Concern_____
2. Nature of the concern_____ (i.e., Sole Proprietor or Partnership firm or a Company.)
3. Registration particulars for carrying out such works. (Photocopy of Registration form to be enclosed)
4. Whether each page of NIT and its Annexure have been signed and stamped.....
5. List of major customers may be provided in the following Proforma:-

Sl.No.	Name of Organization whom security provided	Number of Security Guards provided	Performance Certificate if any
1	2	3	4

6. (i) Copy of empanelled certificate
(ii) Photocopy of Income Tax Returns for last 3 years
(iii) PAN No. (Attested copy should be furnished)
7. Any other important information in the opinion of tenderer.
8. The bidder will submit all documents, as stated in sponsorship letter issued by DGR, in original at the time of signing the agreement.

Dated at

(Dated Signature of Bidder with stamp of the firm)

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed security work of the National Institute of Communication Finance, Ghitorni, New Delhi and shall abide by them.
2. I / We also undertake that I/ we have understood “Parameters and Technical Specifications for conducting the security work” mentioned in Annexure – II of the tender No. _____ dated _____ and shall conduct the work strictly as per these “ Parameters and Technical Specifications for conducting the security work”.
3. I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated at

(Dated Signature of Bidder With stamp of the firm)

ANNEXURE – IV**TENDER FORM - 2 FINANCIAL INFORMATION**

(See Clause 7 of Annexure –I of the Tender Document)

Sub: Notice Inviting Tender for Providing Security Services in National Institute of Communication Finance, Ghitorni, New Delhi.

1. Total rate for the work inclusive of all kinds of incidental charges and any other contribution (e.g. EPF/ESI etc.) and all taxes etc. as per details given below will be Rs. _____ (in words Rs. _____ only) per month.
2. Details

S. No.	Particulars	Number	Rate per month per head	Amount (Rs)
1.	Armed Security Guards	12		
	Total	12		

Please give breakup of wages in terms of Basic Wage, VDA, EPF Employers contribution, ESI contribution, Employees contribution etc.

3. Any other information:

Note: (i) The quoted price shall not be below the DGR promulgated minimum wages.
(ii) Requirement of personnel may increase or decrease accordingly the payment would be made.
(iii) All the twelve Security guards so deployed at NICF, Ghitorni will camp at Ghitorni campus, New Delhi. Suitable accommodation for guards (not for their family members etc) shall be made available by NICF. Hence no HRA would be admissible.

Dated at

(Dated Signature of Bidder with stamp of the firm)