



**राष्ट्रीय प्रौद्योगिकी संस्थान, मिजोरम**  
**NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM**  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
**CHALTLANG, AIZAWL, MIZORAM - 796012**

Phone/Fax: 0389-2391699 / 0389-2391236 / 0389-2391774 Email: nit\_mizoram@nitmz.ac.in

Tender No.: NIT-MZ/T-2/2015/5547

Dated: 16<sup>th</sup> June 2015

**TENDER FOR SECURITY SERVICE**

**Last Date and Time of Submission**  
**20<sup>th</sup> July, 2015 by 3:00 PM**

**Date and Time of Opening**  
**21<sup>st</sup> July, 2015 at 03:00 PM**



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**NOTICE INVITING TENDER**

Sealed tenders are invited by the undersigned up to 20<sup>th</sup> July, 2015 by 3:00 PM from registered security agencies/firms/companies for providing round the clock Security services at NIT Mizoram. The details of tender documents along with terms and conditions may be downloaded from the Institute's website [www.nitmz.ac.in](http://www.nitmz.ac.in) and can be submitted to the office of the undersigned up to 20<sup>th</sup> July, 2015 before 3:00 PM, either by Registered or Speed Post, along with **Demand Draft of ₹. 2,000/- (Non refundable)** in favour of **NIT Mizoram**, payable at **SBI Bawngkawn Branch**, Aizawl. Tender received will be opened on **21<sup>st</sup> July, 2015 at 03:00 PM**, in the presence of authorized representative of Tenderers, if they so desire, at NIT Mizoram.

**Terms & Conditions**

1. The tender documents are of Eight (8) pages.
2. The rates quoted should be inclusive of all taxes, and these taxes should be shown separately.
3. TDS as applicable on date will be deducted from the bill.
4. NIT Mizoram reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
5. Security agency should be ISO Certified.
6. Security agency should be registered as per Private Security Agency Regulation Act with the Central Government Agencies/State Government Agencies.
7. Terms of Payment: 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.
8. Copies of payment of PF/ESI/Statutory dues should be furnished to the NIT Mizoram on a monthly basis along with a declaration stating that the PF contribution/ESI deduction pertaining to the personnel engaged in NIT Mizoram have been included in the respective challans. Such declaration should clearly indicate the names of the workers with PF A/C No. & ESI No.
9. Agency desiring to obtain Notice Inviting Tender (NIT), has to download it from the institute website [www.nitmz.ac.in](http://www.nitmz.ac.in)
10. Postal or courier delay will not be considered and the Tender received late will be rejected.
11. EMD of ₹. 50,000/- (refundable) to be enclosed, in the form of Account Payee D.D/Bankers Cheque drawn in favour of the Director, NIT Mizoram payable at Aizawl.
12. EMD can be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by NIT Mizoram.
13. No change in respect of contracted rate will be allowed in any shape during the contract period.
14. The bids shall be submitted in three parts, viz.
  - (i) EMD of ₹. **50,000.00** in the form of Account payee Demand Draft/Banker's Cheque in favour of Director, **NIT Mizoram** payable at **SBI BAWNGKAWN BRANCH**, Aizawl, Mizoram.
  - (ii) Technical bid
  - (iii) Financial bid.
16. Technical bid should contain filled up Annexure-I of the enquiry indicating papers regarding registration of the firm, Bio-data of the firm, Balance sheet for the last 2 years and minimum annual turnover of the firm should be ₹ 50 Lakhs (Fifty Lakhs) in the last

two Financial Years, clearance from Sales tax/VAT, 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 Guard in reputed Institution like IIT / NIT / IIM / Govt. Institution.

17. Financial bid should contain filled up Annexure-II of the enquiry indicating the taxes, if any, for the items stated therein.
18. 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 the Security Services at NIT Mizoram vide **Tender No.: NIT-MZ/T-2/2015/5547; Dated: 16<sup>th</sup> June 2015.**
19. A bidder who submits more than one bid shall be disqualified.

(Sd/-)  
Mrs. LALTHIANGHLIMI ZOTE  
Deputy Registrar (F & A)  
NIT, MIZORAM



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**BID DOCUMENT**

**Name of the work: Providing Security Service at NIT Mizoram.**

**1. Instructions to the bidders**

- 1.1 Sealed tenders are invited by the undersigned up to 20<sup>th</sup> July 2015 before 3:00 PM from registered security agencies/firms/companies for providing round the clock Security services as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday, for NIT Mizoram, then the bids will be received up to the given time on the next working day.
- 1.6 The bids may be sent by registered post/speed post/ by hand so as to reach the Dy. Registrar (F & A), NIT Mizoram before/on the last date of receipt.
- 1.7 Bids received after the deadline of receipt shall not be taken in to consideration.
- 1.8 The bids shall be submitted in three parts, viz. i) EMD ₹. 50,000.00 in the form of Account payee Demand Draft/Banker's Cheque in favour of Director, NIT Mizoram payable at SBI Bawngkawn Branch, Aizawl, Mizoram. ii) Technical bid: Technical bid should contain filled up Annexure I of the enquiry indicating papers regarding registration of the firm, Bio-data of the firm, Balance sheet for the last 2 years (minimum annual turnover of the firm should be ₹ 50 Lakhs (Fifty Lakhs in the last two Financial Years)), clearance from Sales tax / VAT, 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 Guard in reputed Institution like IIT/NIT/IIM/Govt. Institution). iii) Financial bid: Financial bid should contain filled up Annexure II of the enquiry indicating the taxes, if any, for the items stated therein.
- 1.9 The above three parts of the 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 big cover which should also be signed & sealed and duly super-scribed "Bid for providing the Security Services at NIT Mizoram vide Tender No.: NIT-MZ/T-2/2015/5547; Dated: 16<sup>th</sup> June 2015
- 1.10 The bids shall be opened in the Dy. Registrar (F & A)'s office on the date and time given in the tender. The bidders themselves may attend the bid opening meeting or may send their authorized representative to attend the bid opening meeting, if they so desire. In the event of the above bid opening date being declared holiday for NIT Mizoram, the bids will be opened at the given time and place on the next working day.
- 1.11 The bidder has to sign in full at all pages of the bidding document and a bidder who submits more than one bid shall be disqualified.

**2. Terms & Conditions of the bid**

- 2.1 Penalty can be imposed by the competent authority of the Institute against the security agency on any genuine complaint lodged by the students of the hostels or employee of the Institute.

- 2.2 Any discrepancies or disputes arising out on account of non-adherence to statutory & Labour laws would be the responsibility of the security agency & NIT Mizoram will not be responsible for the same.
- 2.3 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.
- 2.4 A formal declaration has to be submitted by the agency that the personnel deployed by the agency are all employees of the agency.
- 2.5 Agency will be required to produce antecedents duly verified by police of the personnel deployed at NIT Mizoram.
- 2.6 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.
- 2.7 Rate: 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 Guard (ii) Security Supervisor and (iii) Security In-Charge etc. with terms and conditions, if any, may be quoted.
- 2.8 Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in Aizawl and only courts in Aizawl shall have jurisdiction to determine / decide the same.
- 2.9 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.
- 2.10 Financial and statutory information of last 2 yrs. regarding the security agency should also be furnished with the tender.
- 2.11 List of Directors, consultant and top executives (with name, address, phone number etc.) should be furnished with the tender.
- 2.12 Details of infrastructure for communication like network through wireless, Cell phone and VSAT to support effective and prompt security services should be furnished with the tender.
- 2.13 Procedure for recruitment and training of security personnel with their qualification should be also furnished along with tender document.
- 2.14 Arrangement of security should be under the guidance of Faculty in-Charge, Security of the Institute or his representative.
- 2.15 Statutory Requirement / obligation: All statutory rules, like Minimum Wages (Central) Act, ESI Act, PF Act, etc as applicable for engagement of laborer on daily wages are to be followed strictly.
- 2.16 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 ₹. 100 for signing of agreement. Additional stamp duty, if any, required as per rules of Mizoram Government shall be charged subsequently from the security agency.
- 2.17 Initially the period of contract will be for two year 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 Mizoram.
- 2.18 Security Money deposit ₹. **1,00,000.00** (1 Lakh) as per the agreement, in the shape of Demand Draft/Bankers Cheque issued from any of the Nationalized Bank should be submitted in favor of the Director, NIT Mizoram payable at Aizawl by the selected security agency.
- 2.19 Cycle shade, car & scooter parking at authorized allotted sites shall have to be looked after by security agency.
- 2.20 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.
- 2.21 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.

- 2.22 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 Mizoram.
- 2.23 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.
- 2.24 Barrack facilities will not be provided by the Institute and no extra payment will be made on account of this.
- 2.25 Case of theft, dacoits, riot, snatching of valuables, kidnapping, ragging of any type, wandering of unsocial elements in the premises of NIT Mizoram will amount to lack of security and treated as breach of agreement on the part of the Security Service provider.
- 2.26 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.
- 2.27 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.
- 2.28 A penalty @2 % of the total billed amount may be recovered from the security service provider if security personnel are found absent from his/her duty post 3(three) times in a calendar month. Subsequently the rate of penalty may be increased as decided by the authority if the same situation persists.

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Annexure-I

**TECHNICAL BID**

Tender No.: NIT-MZ/T-2/2015/5547

Dated: 16<sup>th</sup> June 2015

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 No: \_\_\_\_\_ Fax No: \_\_\_\_\_
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. \_\_\_\_\_  
TIN \_\_\_\_\_
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 (Especially IIT / NIT / IIM / Govt. Institution.): \_\_\_\_\_
16. Last 2 years Approximate Turnover (Balance Sheet) in Lac. Rs. (Attach Proof):  
I) 2012-13: \_\_\_\_\_  
II) 2013-14: \_\_\_\_\_
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 Tenderer with Seal**

**Note: Service Provider must print CST/PAN/TIN No. on their Letter Head/Bill/Quotations**



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Annexure-II

**FINANCIAL BID**

Tender No.: NIT-MZ/T-2/2015/5547

Dated: 16<sup>th</sup> June 2015

Sl. No.	Category of Security	Rate/Month (*including all) ₹.	Price Breakup to be attached separately
01	P.S.O (Personal Security Officer)		Yes/No.
02	Inspector		Yes/No.
03	Supervisor		Yes/No.
04	Security Gaurd		Yes/No.

\*Rate should be quoted for per head per 8 hours of duty inclusive of all statutory obligations, direct & indirect cost and taxes.

**Signature of Tenderer with Seal**