

**NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI – 600 100**

TENDER DOCUMENT

Sub: Tender for engaging Service Provider Firm on contract for providing manpower for Campus Surveillance at NIWE, Chennai – Invitation of Bids

National Institute of Wind Energy (NIWE) is an Autonomous R&D Institution under the administrative control of the Ministry of New & Renewable Energy, Govt. of India established for development of Wind Energy in India. NIWE is located in a well compounded campus at survey No.657/1A2, Velachery-Tambaram Main Road, Pallikaranai, Chennai – 600 100.

2. It has a built-up area of around 30,000 sq.ft in three blocks consisting of Administrative-cum-Scientific, Canteen (two floors each) and sub-station blocks. Other amenities include three vehicle sheds with tubular trusses, independent overhead tanks, water storage underground sumps, Calibration lab (solar) in the roof top, pre-fabricated semi-permanent double storeyed plastocrete cabins, small wind turbines, solar photovoltaic panels, solar-wind-biodiesel hybrid control room, partitioned temporary sheds and a horticultural garden. These facilities require round the clock surveillance by monitoring entry, movement and exit of men, materials and vehicles.

3. NIWE invites sealed competitive tenders (Dual Bid) to award the work of such surveillance. The tenders shall be submitted in accordance with condition **No.12 & 23** in a sealed cover with the name of the contract written on the envelope. The tenderers should be of reputed and experienced contractors who have undertaken work of similar nature and magnitude in Government organizations/Large scale industries/MNCs/Other reputed organizations as specified in SI.No.2 of Annexure B "Prequalification / eligibility criteria".

4. Before tendering, the tenderers may visit the premises of NIWE at Survey No.657/1A2, Pallikaranai, Velachery - Tambaram Main Road, Chennai – 600 100 to fully acquaint themselves with the requirements on all working days (Monday to Friday) between 10.00 a.m. and 4.00 p.m. Clarifications, if any, may be obtained from Assistant Director (F&A), NIWE.

5. Eligibility Criteria

- a) The bidder may be a 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 till date. Copies of required certificates need to be attached.
- b) Shall have at least 5 years experience of providing Security Services.
- c) Should have provided/been providing more than 15 guards (5x3) per day at one unit mainly at Govt./Autonomous/PSU/MNC/Large Scale Industries. The agency should submit a letter /copy of running contract from the organization where they are providing service. The contractor should have experience according to pre-qualification criteria (**Annexure 'B'**).

d) The contractor shall enclose Performance certificate for the eligibility claimed in the Pre-qualification criteria (Annexure 'B') from the respective organizations clearly stating the scope of work, Number of services deployed, period of contract, annual value of contract and performance level which is subject to verification by NIWE.

e) Should be able to post ASO of Ex-Service men category.

6. Requirement

Following personnel are needed for Round the clock campus surveillance at NIWE, Chennai:

S. No.	Type	Maxi. Age (years)	Qualification	No.	Shift
1.	Security Guards	40	VIII Pass	6	I from 06.00 a.m. to 02.00 p.m.
2.	Security Guards	40	VIII Pass	6	II from 02.00 p.m. to 10.00 p.m.
3.	Security Guards	40	VIII Pass	8	III from 10.00 p.m. to 06.00 a.m.
4.	Assistant Security Officer	55	Matric (Ex-Servicemen)	3	One each in three shifts by rotation
3 Assistant Security Officer, 20 Security Guards.					

The tenderer shall undertake to work round-the-clock on all days by deploying the personnel in three shifts of eight hours each.

7. Scope

- a) Tenderer is required to provide total security for a Nationally important Research & Development Institution by deploying adequately trained and well disciplined security personnel who shall safeguard the buildings, movable/immovable assets, equipments and other items at NIWE from any theft, pilferage or damage and also ensure safety of the inmates of the campus. The working personnel and visitors including foreigners entering the campus are distinguished professionals/ eminent scientists. Dealing with them should be with courtesy and in conformity strictly to the security requirements.
- b) The area of building is around 30,000 Sq. Ft. with Guards rooms, Reception Area, Corridors on both floors, stairs, Seminar/Display Rooms, Conference Hall, 30 rooms, 25 Lavatories, Canteen, Guest House, Sheds, Parking Lots, R&D Laboratories, Control Rooms, Pre-fabricated cabins, Store Rooms, and open surrounding areas, enclosures and garden.
- c) Security services should cover: Controlling the Movement of persons (prevention of unauthorized entry), material and vehicle movement and maintenance of records to that effect and prevent theft, pilferage, sabotage, malpractice, issue & receipt of keys, attending to telephone calls, also to ensure

that water taps are closed and lights/ACs are switched off after office hours and any other work relating to the security services to safeguard the men and material of the organization assigned by the security officer or any other officers authorized by the authorities, Fire fighting in emergencies, rendering First Aid, regulating the vehicular traffic and parking inside the NIWE campus etc.

8. Earnest Money Deposit (EMD)

The tenderer shall furnish an Earnest Money Deposit of Rs.1,00,000/- in the form of Demand Draft/Pay order drawn in favour of National Institute of Wind Energy (NIWE) on any nationalized/scheduled bank payable at Chennai.

EMD will be refunded within 15 days to those tenderers who have been declared "unqualified" by a duly constituted Tender Evaluation Committee. The EMD of the successful tenderer will be retained as part of Security Deposit. EMD given by qualified but unsuccessful tenderers will be refunded only after 15 days from the date of executing the contract by the successful tenderer. EMD will not carry any interest or whatsoever. EMD of the successful tenderer will be forfeited if he fails to commence the work as per letter of award.

9. Security Deposit

The contractor shall be required to deposit an amount equal to 5% of Annual value of the contract as Security Deposit. The amount should be remitted in the form of Demand Draft drawn in favour of National Institute of Wind Energy (NIWE), Chennai. The security deposit can also be furnished in the form of Bank Guarantee valid upto 3 months beyond the period of contract obtained from the nationalized/scheduled bank. The security deposit will not carry any interest or whatsoever.

10. Form, Content & Validity

Each tenderer must submit tenders in Dual Bid system as per the format enclosed. **Tenders by FAX or E-mail cannot be accepted.** The tender shall remain valid for a period not less than 90 days after the deadline fixed for submission of tenders.

11. Period of Contract

The period of contract is one year from the date of acceptance. However, the contract may be extended for a further period of 2 years, on year to year basis, on the same terms and conditions based on annual performance review. The contract may however be terminated at any time during the contract period with two months notice by either party.

12 Dual Bid System

I. The tenders shall be submitted as follows:

- a) **Cover 1 (Technical Bid)**: Should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages, Vendor Information Form (Annexure A), pre-qualification criteria (Annexure B), EMD and Checklist (Annexure C). This cover should be sealed and superscribed as "**Technical Bid for providing manpower for campus surveillance**".

- b) **Cover 2 (Price Bid):** Should contain only Price Bid (Annexure D)-This cover should be sealed and superscribed as **"Price Bid"**
- c) **Cover 3:** Covers 1 & 2 should be kept in this main cover and this cover should also be sealed, superscribed as **"Tender for providing manpower for Campus Surveillance"**

II. The contractor shall quote their rate in **Annexure D**. Since the wages have already been fixed by NIWE there is no scope for any alteration/modification of wage structure by the Contractor. However, in case of any additional requirement the tenderer shall provide those services as and when need arises at the rates to be notified. Further the tenderer should clearly indicate the details of facilities (like tools and gadgets, safety equipments) to be provided by the tenderer for campus surveillance and any other statutory requirements deemed fit and necessary, to be met out of the service charges quoted.

13. Officer in Charge (OIC)

Assistant Director (F&A) of NIWE will be the Officer in Charge (OIC) of NIWE to oversee the entire operation of the Annual Maintenance Contract. The contractor shall execute the whole and every part of the work in accordance with the direction and supervision of the OIC and in conformity with the terms of the contract.

14. Payment Terms:

a) Monthly Service Charges

The monthly payment for services shall be claimed from 26th of each month to 25th of next month and the bill shall be submitted to NIWE on or before the last working day of each month, so as to make payment by 7th of the following month. The contractor shall disburse wages to all services concerned on the last working day of the month without fail as per Para **14(d)**.

The contractor shall submit to the OIC, one consolidated bill in duplicate with all supporting documents viz. summary statements, attendance etc., duly signed. NIWE shall make payment to the contractor within 7 (Seven) days of receipt of the original bill complete in all respects from the contractor with the following documents:

- (i) copy of acquittance slip for the previous month duly signed by all services deployed **along the complete Bank details like Name, SB Account Number, Branch, Net amount credited etc ;**
- (ii) Copy of attendance for the current month;
- (iii) EPF/ESI/GST remittance challans for the previous month duly certifying the payment includes the payment for the services deployed at NIWE.
- (iv) The wage bill for June should be submitted along-with copy of Annual Statement of EPF issued by Employees' Provident Fund Organisation in respect of all services.

- (v) Monthly summary regarding any untoward incident such as theft, pilferage, loss or damage etc and suitable action taken by the contractor or a nil report is to be submitted.
- (vi) Report on encroachment close to the perimeter wall if any or a nil report is to be submitted.

b) Reimbursement of EPF/ESI/GST

The employer's portion of EPF/ESI/GST Tax should be paid by the contractor initially. The same will be reimbursed upto **statutory upper limit** on submission of proof of payment (challan along with certificate indicating the proportionate EPF/ESI/GST remittance with the name of persons deployed in NIWE wherever necessary).

c) Reimbursement of Bonus

The contractor shall pay the bonus to the eligible employees in accordance with the provisions of payment of Bonus Act which will be reimbursed by NIWE as per statutory entitlement upon submission of proof of disbursement of bonus.

d) Disbursement

All disbursements to the services deployed shall be made only through direct bank credit by opening of 'ZERO' bank balance account and issue of ATM cards free of charge. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the contractor.

15. Dismissal of Workmen

The contractor shall on the request of the NIWE immediately dismiss from the works any service deployed by him who may, in the opinion of the NIWE be incompetent or misconduct himself, and such persons shall not be again engaged in NIWE. Any claim by such workmen shall be fully discharged by the contractor.

16. Site Visit

The contractor must depute an Executive to visit NIWE periodically as per the instructions of OIC to see that campus surveillance is being done effectively and also to get the necessary feedback from the OIC.

17. Penalty

In case contractor fails to depute suitable service for surveillance work on any shift, a penalty @ Rs.500/- per shift will be levied in addition to the expenditure incurred by NIWE for getting the said work done through some alternate arrangement. Further, if the contractor staff is not doing a specified job to the satisfaction of the OIC, NIWE would be making suitable lumpsum deduction from the monthly bills of the contractor towards deficiency in services.

18. Termination of contract

- a. The contract can be terminated with two months notice on either side.
- b. In case the contractor fails to respond to the instructions given by OIC even after 48 hours, the contract may be summarily terminated by NIWE without any notice.
- c. In case of violation of any of the terms and conditions under this contract by the contractor, NIWE shall terminate the contract forthwith and the security deposit shall be forfeited to the extent of loss, damage with penalty etc. In case the loss, damage, etc, suffered by NIWE is over and above the quantum of amount of security deposit, NIWE shall have the right to recover the balance amount by lawful means.
- d. In case of any default noticed in remittance of statutory dues like EPF/ESI/GST by the contractor or non-compliance of provisions under the Labour Act, the contract is liable to be terminated by NIWE. Any expenditure incurred by NIWE due to default of the contractor will be adjusted out of the security deposit and NIWE shall have the right to recover balance amount by lawful means.
- e. In case of any loss suffered by NIWE due to gross negligence and dereliction of duty by the services deployed by the contractor, the contractor shall take action forthwith and make good of the loss suffered by NIWE. Besides the contractor shall terminate such services and take remedial measures to avoid such occurrences. A report on the action taken by the contractor shall be submitted to OIC within a week's time. Failure to adhere to the above, the contract shall be summarily terminated and loss will be recovered as per para 18 'c' supra.

19. Force Majeure

Neither the NIWE nor the contractor shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement.

20. Liquidated Damages

If the contractor could not provide the services as per the terms of contract liquidated damages @ 0.5% of annual value of contract will be deducted for every day of deficiency in performance subject to a maximum of 5% of annual value of contract intoto. This will be in addition to the recoveries for non-performance of contract terms stipulated in para 17 and 18.

21. Other Conditions

- (i) The services deputed for the duty (both Security Guards and ASO) at NIWE shall be interviewed by OIC, NIWE before accepting them for duty. Bio data of the individual to be submitted to NIWE after proper verification along with passport size colour photograph and certificates in support of age, educational qualification, experience including address proof.
- (ii) The character and antecedents of all the workers may got verified from the police by the Contractor before deployment for work.
- (iii) The personnel of the contractor shall be subject to the security checks and restrictions imposed by NIWE, Chennai.
- (iv) The contractor should under no circumstances engage any child or any person below the age of 18 for the performance of the work.
- (v) The contractor has to submit a detailed report on the method of operation to the OIC. The security services schedule shall be discussed by the contractor with the OIC, NIWE and the contractor shall adhere to the same.
- (vi) Safety of the manpower should be taken care by the contractor and necessary safety tools and gadgets to be provided, and security personnel should adhere to the safety procedures while on duty.
- (vii) The contractor should maintain the attendance register for all the services and it should be submitted to the OIC everyday for his signature. The same should be made available for verification as and when required by the NIWE officials. In addition to this, the ASO and security guards are required to register their attendance in the Bio-metric attendance system at regular interval as desired by the OIC, NIWE.
- (viii) The contractor should appoint substitutes in case of any absentees.
- (ix) The services should not accept any jobs directly from NIWE staff. They should follow the instructions of OIC.
- (x) The contractor should make necessary arrangements for first aid facility to their services. They should also make necessary arrangements for the transportation of services to the hospital during emergencies.
- (xi) NIWE shall reimburse the Agency to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Minimum Wages Act, 1948 by Govt. of India (Central Govt.) from time to time.

- (xii) The contractor shall deploy personnel trained in all facets of security work, including fire fighting round the clock (even during any unforeseen circumstance like social agitation, disturbance, strikes, lockouts, natural calamities etc.) in three shifts a day as may be required and giving them weekly-off by providing a reliever.
- (xiii) Weekly duty roster is to be prepared by the ASO and get it approved by the OIC. Overtime is to be avoided under normal circumstances.
- (xiv) Under extraordinary circumstances, with the prior approval of NIWE official, Off duty personnel may be utilized to avoid over time and their off may be changed to another day. Overtime shall be permitted only in exigencies and staff shall be deployed on OT with prior permission from OIC.
- (xv) In all other circumstances, penalty shall be imposed for overtime duties performed @ Rs. 100/- per over time and therefore, instead of rotating same manpower during off, leave, absence etc., sufficient manpower is to be provided. However, allowing to deduct penalty continuously will be treated as deficiency in service and may lead to termination of contract in accordance with clause 18.
- (xvi) The contractor shall provide and ensure that all the personnel wear proper and clean uniform of colour and design as approved by NIWE with identity card (pants and shirts of correct size of the individual), Shoes, Gumboots, Belt, Caps, raincoat and equipped with torchlight with serviceable battery, batten, whistle etc. (same has to be replaced as and when required).
- (xvii) The Security agency shall be fully responsible to the NIWE for any loss or damages arising out of theft, looting and robbing etc. due to carelessness, pilferage, involvement or negligence of the security personnel and the contractor shall furnish a report and make good any such loss or damages failing which, NIWE shall recover such losses from the monthly bill payable/forfeit Security Deposit. The complaint to that effect will be lodged with the concerned police authorities, by NIWE, which may be duly investigated by the police and the contractor shall co-operate with the police authorities.
- (xviii) OIC is competent to see that effective services are rendered by security agency to protect the NIWE's properties and check the performance of security personnel.
- (xix) The contractor should contact only the OIC, NIWE for any clarification/complaint. Contractor shall not have any direct dealing with any other officials at NIWE. The violation of above will be viewed seriously.

- (xx) The personnel so approved by NIWE should not be withdrawn for any reason whatsoever without prior written consent of NIWE. A suitable substitute with similar qualification and experience as that of a person to be withdrawn should be included with the approval by NIWE.
- (xxi) If the contractor fails to provide the services of identified security personnel for a particular period (i.e. for the 8 hours shift), penalty will be levied as per **clause 17**. However, such recoveries shall not liquidate or dissolve other liabilities of the contractors under the agreed terms and conditions of contract, especially terms & conditions in Sl.No.xvii supra. All consequent responsibility for such lapses shall be undertaken only by the contractor.
- (xxii) Prior approval is to be obtained from the OIC before sending the personnel on leave.
- (xxiii) For security reasons, the removal / replacement of personnel should be done within an hour of decision by NIWE.
- (xxiv) The successful tenderer will be required to enter into an agreement with the NIWE as per the prescribed format and execute a notarized indemnity bond on non-judicial stamp paper of appropriate value equal to the annual value of the contract at his own cost to indemnify NIWE against possible or unforeseen eventualities arising out of or flowing from the contract awarded. Terms and conditions in this Bid document and accepted bid will be part and parcel of the agreement.
- (xxv) The tenderer has to make a declaration in writing that he is not related to any employee of NIWE, Chennai. If any relative of the tenderer is an employee of NIWE, Chennai, the name, designation and relationship of such employee shall be intimated to the Deputy Director General (F&A), NIWE while submitting the tender.
- (xxvi) Contractor shall not assign or subcontract the work in whole or in part to anybody else.
- (xxvii) The guard should not sit at one place while on duty but shall move in and around the vicinity of his post and remain vigilant and alert to maintain the security.
- (xxviii) The contractor shall control the men, material, vehicle movements etc. and maintain proper records/registers as per the security standing order/guidelines and the instruction given from time to time by the OIC, NIWE.
- (xxix) The contractor shall immediately inform the OIC, NIWE & the contractor may take the help of local police as well as fire service in the event of occurrence of fire, burglary, riots, strikes etc. and inform all the matters of security and co-operate in the investigation of any incident relating to security.

- (xxx) If any security personnel is found sleeping while on duty, claim for that duty will not be accepted for payments. On repetition of the lapse, the individual should be replaced and action as envisaged in clause 18 C will be initiated.
- (xxxi) The contractor's personnel on duty are responsible for the articles entrusted to them. Trespassers to be totally prevented. In case of any person found inside the campus without valid security clearance and pass, the same will be treated as violation of the terms of contract.

22. GENERAL CONDITIONS

- a) The security personnel deployed by the contractor at NIWE will be contractor's employees and any disputes between contractor and contractor's employees will have no bearing on NIWE.
- b) The contractor shall be equally and squarely responsible for discharging of all the legal obligations under various labour legislation / statutory laws/ acts/ rules and regulations as may be in force from time to time in so far as the workmen engaged by the contractor are concerned.
- c) A copy of various entries made in the concerned statutory records / returns / registers and returns sent to various Government authorities under the labour enactments shall be forwarded to the NIWE, Chennai for records within thirty days of the stipulated time prescribed for submission of such records to Government.
- d) For whatever relief and / or benefits, the employees of the contractor are entitled to under any enactments, either State or Central, the contractor shall be liable to safeguard their employee's interest under such enactments and NIWE shall not be responsible for the same. In case, NIWE is required to pay or suffer for any damage or loss on account of the failure of the contractor to comply with the above, the contractor shall indemnify the NIWE to the extent of such payment or loss plus any other costs incurred by the NIWE on that account. Such indemnity Bond has to be provided / executed on a non-judicial stamp paper worth Rs. 100/-. The cost of the stamp paper shall be borne by the contractor.
- e) All considerations as clearly specified under the contract is payable by NIWE, only to the contractor and NIWE shall not be liable for any third party claim. Contractor shall indemnify NIWE against all third party claims including any claim from contractor's employees and also against suitor.
- f) All matters of ambiguity and inconsistency on the correspondence and the terms and conditions of the agreement, between NIWE & the contractor, decision of NIWE shall be final and binding.
- g) The contractor shall do routine / surprise checks on the functioning of the security personnel. They may submit report to OIC, NIWE on the functioning of security at NIWE campus.

- h) NIWE reserves the right to do surprise checks of the functioning of security system.
- i) Security Personnel should be disciplined and 1/3 have minimum 2 yrs experience in the security field.
- j) The bidder should have an office in Chennai or establish an office in Chennai.
- k) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency). A self declaration that no police case is pending shall be attached with the tender.

23. Supporting Documents / Evaluation of Tender

The NIWE will evaluate and compare the tenders determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions of the contract.

The tender will be treated as non-responsive if not submitted in conformity with clause 12 and along with necessary supportive documents as mentioned in Vendor Information (Annexure A) and Prequalification Criteria (Annexure B). NIWE reserves the right to verify the claim made with regard to experience and satisfactory performance of the contractor directly and the decision taken will be final and binding on the bidder.

The evaluation will be done on all aspects covered by the contractor put together. However, the component of service charge and the facilities to be provided by the tenderer for Campus Surveillance would constitute one of the main factors for evaluation. If the Tender Evaluation Committee considers that the service charges quoted by the tenderers is low or unworkable those tenders are liable to be rejected.

The Director General, NIWE does not bind himself to accept the lowest or any quotation and reserves the right of accepting and or rejecting the whole or any part of the quotation without assigning any reasons whatsoever.

24. Award of Contract

- (A) The NIWE will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the price evaluated as acceptable to NIWE irrespective of whether it is the lowest or not.
- (B) The NIWE reserves the right to increase or decrease the requirement of manpower indicated at the time of award of contract.
- (C) The NIWE will, prior to the expiry date of the tender, notify the successful tenderer of the acceptance of his tender for award of the contract. The terms and conditions of this tender will be part and parcel of agreement.

25. Last date and time of receipt of Bids

Sealed tenders, complete in all respects, should reach the Dy. Director General (F&A), National Institute of Wind Energy, Velachery Tambaram Main Road, Pallikaranai, Chennai – 600 100 by 1400 hours of Wednesday the 18/04/2018. Late and incomplete tenders will be summarily rejected.

26. Opening of Bids

The technical bids will be opened on the same day (18/04/2018) at 1500 hours in the presence of the tenderers who wish to be present or their duly authorized representatives. Opening of price bids of those tenderers declared as 'qualified' by the Tender Evaluation Committee will be done later on. The date and time of opening of price bids will be intimated to the qualified tenderers well in advance.

Dy. Director General (F&A)

TENDER DOCUMENT FOR PROVIDING MANPOWER FOR CAMPUS SURVEILLANCE**VENDOR INFORMATION**

1	Name & Address of the Tender Organisation / Agency	
2	Type of the firm Proprietorship/ Partnership/Pvt Ltd/Public Ltd with Registration number (attach proof)	
3	Registered office Address	
4	Contact Person with Designation	
5	Telephone Fax Mobile E-mail	
6	Established since	
7	Registration Details PAN No. Service Tax No. EPF No. ESI Code. Gratuity Act Regn. No. Central Labour Commissioner License No. (Pls attach attested copy of certificates)	
8	Local office Address with Contact person details	

Signature of contractor with seal

9 Details of experience in the work of providing manpower for Campus Surveillance, during the last 5 years with proof thereon.						
Sl. No.	Name of organisations (Mainly the Govt. organization/Large scale industries/MNCs) with complete address and telephone numbers to whom services provided	From	To	Contracted Amount per annum	If terminated, reason for the same.	# Page No.
Attach separate sheet duly signed if required						

Page No. is mandatory.

Signature of contractor with seal

10	Please attach detailed balance sheet of the company, Audited statement of accounts duly certified by a Chartered Accountant for last 3 years. (2013-14 to 2015-16)		#Page No.
11	Financial status of the firm. Please attach copy of last 3 years Income Tax Return (2013-14 to 2015-16) duly acknowledged by IT department.		#Page No.
12	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		#Page No.
13	Power of Attorney/Authorization for signing the bid documents if required.		
14	Whether you can pay security deposit @ 5% of the annual value of the contract if selected.		
15	Details of the DD/Pay Order of Rs.1,00,000/- towards EMD.	DD No: Date: Drawn on:	
16	Please indicate whether any employee of NIWE is related to the contracting agency. If so furnish their name and designation.		
17	Other relevant information if any:		

Date:
Place:

Signature of contractor with seal

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ANNEXURE 'B'

PRE-QUALIFICATION/ELIGIBILITY CRITERIA PROFORMA

1	Local office Address with Contact person details	
2 a)	Indicate about single contract work similar to scope of work costing not less than Rs.20 lakhs per annum (During last 5 years) in any Govt./Autonomous /PSU/ MNC /Reputed organizations	#Page no.
	(OR)	
b)	Indicate about Minimum two contract works similar to scope of work costing not less than Rs.15 lakhs each per annum (During last 5 years) in any Govt./Autonomous /PSU/ MNC / Reputed organisations	#Page no.
3	Indicate average annual financial turnover during last three years. Proof to be attached.	#Page no.
4	Enclose Performance certificate from the respective employers for the eligibility claimed in Sl.No. 2 clearly stating the scope of work, number of services deployed, period of contract, annual value of contract and performance level which is subject to verification by NIWE.	#Page no.

Note: Tenders submitted without certificate mentioned under point 4 will be summarily rejected.

Date:
Place:

Signature of contractor with seal

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CHECK LIST FOR ENCLOSURES

Sl.No.	Description of item	Enclosed	Not Enclosed	#Page No
1	Certificate of registration / license from any Government bodies.			
2	Service Tax Registration no.			
3	EPF / ESI / Gratuity / Labour Commissioner registration			
4	PAN number			
5	EMD for Rs.1,00,000/- in the form of DD			
6	List of clientele during last 5 years with cost of assignment (Enclose copies)			
7	Performance Certificates from the employers for experience claimed in pre-qualification			
8	Detailed balance sheet with statement of accounts for the last three years			
9	Income Tax Returns for the last three years			
10	Power of Attorney			
11	Undertaking for point no.12 of Vendor Information			
12	Registration under Private Security Agencies Regulation Act 2005			
13	Any other relevant information			

I / we hereby agree to abide by the decisions of NIWE in all matters relating to this pre-qualification.

Date:

Signature of contractor with seal

Place:

#Page No. is mandatory.

PRICE BID
WAGE DESCRIPTION

DETAILS		Security Guard	Asst. Security Officer
Basic Wages		Wages have already been fixed by NIWE in accordance with the Minimum Wages Act and the contractor has no scope for any alteration/modification of the wages.	
Allowances			
EPF @ 13.36% on minimum wages			
ESI @ 4.75%			
Total Wages			
1/6 th of total Wages			
Cost per month per person			
1.	% of Service charges (to be quoted)		
2.	Details of facilities offered by the tenderer as mentioned in clause 12(II) out of service charge quoted		
	Name of facility	Details like number of items, periodicity of replacements etc.	
Note: EPF, ESI, GST and Bonus will be reimbursed upto statutory upper limit after payment, on production of proof, according to the terms and conditions of tender.			

Date:

Signature of the Tenderer with seal
& full address