

NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI - 600 100
SPECIFICATION SHEET

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 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 plastro crete 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. Eligibility Criteria

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.

The bidder should have executed one single Security Contract order of 80% of the Estimated Bid Value or two Security Contract orders each of 50% of the Estimated Bid Value or three Security Contract orders each of 40% of the Estimated Bid Value in last three years to any Central / State Govt. organization / PSU / Public Listed Company/ PSU/MNC/Large Scale Industries.

The contractor should enclose PO copies along with performance certificate for the experience claimed and for the above value 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.

Should have been providing more than 15 guards (5x3) per day at one unit mainly at Govt./Autonomous Bodies/PSU/MNC/Large Scale Industries in Chennai. The agency should submit a letter /copy of running contract from the organization where they are providing service in Chennai.

The contractor should have a registered "office" in Chennai or in the state of Tamilnadu. The "office" should have all the Statutory Registrations like EPF,ESI,GST etc.. registered in Chennai.

4. Holiday

Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between buyer and service provider prior to deployment of manpower. The bidder shall provide necessary services on closed/public holidays also whenever there is any exigency arises which will be compensated suitably. In case of unscheduled absenteeism, NIWE would be deducting at pro-rata (per day per employee's absence) on quoted rate, based on no work no pay principle.

5. Officer in Charge (OIC)

Admin. & Accounts Officer of NIWE will be the Officer in Charge (OIC) to oversee the entire operation of this contract. The successful bidder shall execute the whole and every part of the work in accordance with the direction and supervision of the OIC or his/her representative and in conformity with the terms of the contract.

6. Other conditions:

- a) The successful bidder shall let in any manpower **for Campus Surveillance** in NIWE only after acceptance by NIWE.
- b) The successful bidder shall issue an appointment order to the manpower deployed.
- c) The character and antecedents of all the workers may got verified from the police by the bidder before deployment for work and should submit certificate in this regard.
- d) The successful bidder shall communicate to the Division Head (F&A), NIWE the name, residential address, age, etc. of each of the persons deployed by him through Officer-in-Charge, NIWE.
- e) For the purpose of proper identification of the personnel of the successful bidder, bidder shall issue identity cards and the said personnel shall be duty-bound to display them while on duty.
- f) The personnel of the bidder shall be subject to the security checks and restrictions imposed by NIWE, Chennai.
- g) The bidder should under no circumstances engage any child or any person below the age of 18 for the performance of the work.
- h) The successful bidder 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 tender document will be part of the agreement.
- i) NIWE reserves the right to claim and recover damages from the successful bidder in case of any loss, theft/ sabotage caused by/ attributable to the services deployed.
- j) The number of services deployed by the bidder on any day shall not be less than what has been mutually agreed to between the NIWE and the contractor.

- k) The bidder 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 Division Head (F&A), NIWE while submitting the tender.
- l) Contractor shall not assign or subcontract the work in whole or in part to anybody else.
- m) The bidder has to submit a detailed report on the method of operation for each outsourced services to the OIC
- n) The successful bidder should furnish a list of services to be engaged. A brief bio-data of each service should be vetted and furnished by the contractor which includes the name of the service, age, date of birth, qualification, experience and address for communication, etc., with recent passport size colour photograph.
- o) Safety of the manpower should be taken care and necessary safety tools and gadgets to be provided by the bidder and also should adhere to the safety procedures while on duty.
- p) The bidder should maintain the attendance register for all the services and it should be submitted to the OIC everyday for verification. The same should be made available for verification as and when required by the NIWE. In addition to this the services are required to register their attendance in the Bio-metric attendance system maintained at NIWE.
- q) The bidder should appoint substitutes in case of any absentees.
- r) The services should strictly adhere to the places to be earmarked for their lunch breaks. No refreshments will be provided for the services.
- s) The services should not accept any jobs directly from NIWE staff. They should follow the instructions of OIC.
- t) The successful bidder 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.
- u) The services deputed for the duty at NIWE shall be interviewed by OIC, NIWE or his/her nominee 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.
- v) The bidder shall take all necessary safety precautions to prevent loss of human lives, injuries to personnel engaged and damage to the property and environment. The contractor shall adopt all fire safety measures.
- w) The successful bidder 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.

7. Buyer Added text based ATC clauses

"The tenderer should quote service charges in percentage. Financial /Price bids with service charges less than 3.85% (Three point Eight Five percent inclusive of GST) will be treated as "UNRESPONSIVE BIDS" and the same shall be rejected. The bidders have to quote only service charge rate and the financial assessment shall be made on the basis of rate of service charge. Service charge quoted will be applicable on wage only".

8. 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.

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 bidders are abnormally low or unviable those tenders will be summarily rejected and no further correspondence shall be entertained in this regard.

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

BID SECURING DECLARATION

Bid No. **GEM/2023/B/3460810**

Date:

To

Additional Director (F&A)
National Institute of Wind Energy
Pallikaranai, Chennai-600100.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

