

National Institute of Electronics and Information Technology (NIELIT) Shillong

[An Autonomous Scientific Society under Ministry of Electronics and Information Technology (MeitY), Govt. of India]

Tender No: NIELIT/SHL/Security (Pt-II)/2K10/43/3042 Dated: 4th August, 2021**NOTICE INVITING TENDER (NIT)**

Sealed tenders in a two bid system i.e. (i) Technical bid and (ii) Financial bid are invited for "Providing round the clock security services at NIELIT Shillong and its Extension Centres located at Tura" for a period of 01 (one) year (extendable), from Government registered firm / Private Limited / Partnership Security Firms with experience in providing security services to Government and non-Government organizations, Public Sector Undertakings and Private organizations of repute. The estimated cost of the tender is **Rs 14,25,168/-** (Rupees Fourteen Lakhs Twenty Five Thousand One Hundred Sixty Eight Only). Tender document shall have to be downloaded from the websites: <http://nielit.gov.in/shillong> / <http://nielit.gov.in/tura> from **13-08-2021** onwards. No separate tender document shall be issued from NIELIT Shillong. Closing date for submission of tender will be **03-09-2021** at **12:00 Noon** at NIELIT Shillong. Tender will be opened on the same day at **2:00 P.M.**

For further details please contact NIELIT Shillong, 2nd Floor, MSHFCS Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya, Tel. no: 0364-2520166 / 2520177.

Sd/-
Director
NIELIT Shillong

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



Tender For Providing Security Services at NIELIT Shillong & Tura Extension Centre

A. INVITATION OF TENDER

National Institute of Electronics and Information Technology (NIELIT) Shillong invites tender for providing round the clock security service for a period of **01 (one) year** at Shillong and its Extension Centre located at Tura. Interested agency fulfilling all terms and conditions may participate and submit their tender documents.

B. FEE FOR TENDER DOCUMENTS

There will be no fee for tender documents.

C. ESTIMATED COST

The total estimated cost of the tender is **Rs 14,25,168/-** (Rupees Fourteen Lakhs Twenty Five Thousand One Hundred Sixty Eight Only).

D. EARNEST MONEY DEPOSIT

The bidders are exempted from submission of Earnest Money Deposit (EMD) amount. In lieu of EMD bidders are required to submit '**Bid Security Declaration**' in which the bidders are required to accept that if they will withdraw or modify their bids during the period of validity of bids, they will be suspended for the time period specified in the tender documents.

To ensure due performance of the contract the successful bidder shall be required to submit **3% of the value of contract as performance security** in the form of Bank Guarantee (BG) from a Commercial Bank. It is mandatory that for BG to be acted upon must be routed through Structured Financial Messaging System (SFMS) from issuing bank to our bank by sending IFN 760 COV Bank Guarantee Advice Message. Thereafter, only physical BG will be taken as submitted and become operational. The BG shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation (i.e., 12 months + 60 days) of the agency for claim lodgments. The bank account details of NIELIT Shillong are given as below:

A/c Name : NIELIT Shillong-Main A/c
Bank name & Branch : State Bank of India, Laitumkhrach Branch, Shillong
A/c number : 34739683406 (Savings A/c)
IFS Code : SBIN0002081

The PBG will be forfeited in case of non-fulfillment of any of the terms & conditions of the contract and for compensating any loss suffered.

F. REQUIREMENTS:

Contractor should furnish attested copies of the following documents in the technical bid of the tender:

- * Valid Registration / license with Meghalaya Private Securities Agencies (Regulation) Act, 2008 and Meghalaya Private Securities Agencies (Amendment) Rules 2015.
- * EPF, ESI and GST Registration Certificates.
- * Up-to-date Balance Sheet for the last two years duly certified by CA.
- * EPF, ESI and Service Tax Challan Certificates of the last two years.

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



Tender For Providing Security Services at NIELIT Shillong & Tura Extension Centre

- * Brochure showing its profile.
- * A copy of registration certificate.
- * Proof of minimum 5 years of experience in similar services with any other organization. Copies of relevant documents as proof to be submitted.
- * A list of clients as on date and proof thereof. (Contractor should have at least one or two clients of Central Government/State Government/Autonomous Bodies/Public Sector Undertakings at Meghalaya as on date with sufficient strength of Security Guards).
- * Security Agency should have their office located in Meghalaya. A documentary evidence in this regard needs to be enclosed in Technical bid.
- * The annual turnover should not be less than Rs 10.00 Lakhs (Rupees ten lakhs) (Proof to be submitted).
- * The firm should furnish documentary proof of imparting training to their staff for rendering security services.
- * The firm is also required to submit a declaration stating that all the terms and conditions of the contract are accepted by them.
- * NIELIT Shillong reserves the right to reject any or all the Tenders without assigning any reason thereof.
- * Incomplete Tender shall be summarily rejected.
- * Undertaking of the firm to the extent that no exploitation of any kind is meted out to the staff of the agency (either in payment of wages, treatment, etc.)
- * Previous credentials from the Labour Enforcement Office to the effect that agreed rate of wages have been paid by the agency to its employees.
- * Preference would be given to party having experience in providing Security Service in at least 3 Nos. of National Educational Institutions in North Eastern Region during last 5 years (proof to be submitted).
- * The Agency should take care to write the rates in figures as well as in words. The total amount should be written both in figures and words. In case of discrepancy between figures and words, the amount mentioned in words shall prevail. In case of discrepancy in totaling of unit rates, the unit rates shall prevail.
- * If a firm quotes 'NIL' Charges / Consideration (after taking into account the applicable Income Tax-TDS & GST-TDS amount), the bid shall be treated as unresponsive and will not be considered
- * Bid Security Declaration in lieu of Earnest Money Deposit (EMD) to be submitted.
- * Tender without Bid Security Declaration will be summarily rejected

The tender documents complete in all respects must be submitted in a sealed envelope before 12:00 hrs on 30-08-2021 to the Director, NIELIT Shillong located at 2nd Floor, MSHFCS Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya, Tel. no: 0364-2520166 / 2520177 superscripting "Tender For Providing Round the Clock Security Service at NIELIT Shillong and its Extension Centre at Tura".

G. SCOPE OF THE WORK:

It is proposed to outsource the Security services pertaining to the NIELIT Shillong and its Extension Centre located at Tura. The nature of security services will be for the protection of property against theft, pilferage, fire etc, ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of unwanted visitors / salesmen for maintaining office decorum, maintenance of visitor registers, preventing entry of stray animals like dogs, cows etc., round the clock patrolling of the campus, checking of gate passes and allowing the exit of material accordingly, regulating the entry and exit of vehicles. Whenever additional services are required, the contractor will have to arrange for the same on the minimum wage rates, statutory charges, etc. quoted by the contractor in the price bid.

The personnel engaged for the security services should be either ex-serviceman or trained person

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



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having experience in similar services. The age of such personnel (other than supervisors) should not be above 50 years as on 01.01.2021.

H. DETAILS OF SECURITY REQUIRED

The requirements of Security are given as under:-

- | | | |
|----|--------------------------|-------------------|
| a) | At Shillong Centre | -- 3 (three) nos. |
| b) | At Tura Extension Centre | -- 3 (three) nos. |
| | Total | -- 6 (Six) nos. |

However, the requirement may increase or decrease depending on the situation / exigencies.

I. MANDATORY DOCUMENTS TO BE SUBMITTED

The bidders are required to submit the following self-certified copy of documents along with the Technical bid. The documents are:-

- Certificate of Registration with Meghalaya Private Securities Agencies (Regulation) Act, 2008 and Meghalaya Private Securities Agencies (Amendment) Rules 2015.
- Copy of Registration Certificate.
- Proof of office address (telephone bill, electricity bill etc.)
- Labour license
- Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.
- PAN Card.
- GST Registration Certificate.
- Provident Fund Registration Certificate
- ESI registration Certificate
- Professional Tax Registration Certificate
- Annual Turnover Certificate of last 3 (three) financial years duly certified by the Chartered Accountants.
- Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.
- Non-relation certificate with the employees of NIELIT Shillong on the letterhead of the firm.
- Not blacklisted certificate in the form of affidavit.
- Satisfactory completion certificate of manpower services provided to three organizations.
- An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender in the Firm's Letter Head.
- Undertaking of the firm to the extent that no exploitation of any kind is meted out to the staff of the agency (either in payment of wages, treatment, etc.)
- List of existing permanent employees.
- List of existing clients.
- Bid Security Declaration in lieu of Earnest Money Deposit (EMD) to be submitted.

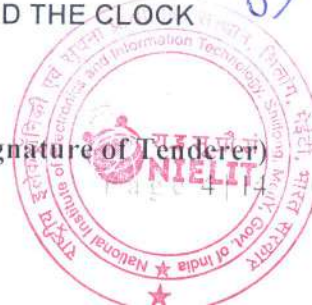
J. TYPE OF BIDS TO BE SUBMITTED

The bidders are required to submit the bid in two sealed covers (envelops) along with necessary supporting documents as listed below:-

- The first sealed bid should be superscripted as "TECHNICAL BID FOR ROUND THE CLOCK

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



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SECURITY" and should include the Mandatory Documents as mentioned in Point No. I above.

The format of 'Technical Bid' to be submitted on the letterhead of the bidder is given as at **ANNEXURE-I**.

- b) The second sealed bid should be superscripted with **"FINANCIAL BID FOR ROUND THE CLOCK SECURITY"** and should contain only the signed "service charges percentage sheet". The format of Financial Bid to be submitted on the letterhead of the bidder is given as at **ANNEXURE-II**.

The Technical and Financial bids should be placed in a large sealed envelope which should be superscripted with **"Tender For Providing Round the clock Security at NIELIT Shillong and its Extension Centres"** and should be addressed to "The Director, National Institute of Electronics and Information Technology (NIELIT), 2nd Floor, MSHFCS Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya"

- b) A **Pre-Bid meeting** will be organized at NIELIT Shillong on **31-08-2021 at 03:00 PM** for clarifying issues and clearing doubts if any regarding terms and conditions, documents that needs to be submitted etc. Interest bidder may attend the same.

K. BID OPENING AND EVALUATION

All the bids will be opened and evaluated as per standard procedure & time, date and place as mentioned above by a committee constituted by the Competent Authority of NIELIT Shillong in the presence of the participating bidders, if any. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of the authorization letter.

In case the date fixed for opening of bids is subsequently declared as holiday by the government or the office remains closed on that day for any other reason, the bids will be opened on next working day, the time and venue remaining unaltered. The committee will open and evaluate the 'Technical Bids' of the bidders. The 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened.

L. AWARD OF CONTRACT / SELECTION OF VENDOR

By merely being the lowest (L1) Bidder will not qualify for award / selection of contract. Competent Authority reserves the right to disqualify any abnormal bids (very low or very high). In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions: -

- Numbers of years of experience.
- Annual turnover during the last financial year.
- Number of manpower outsourced at present to other organization.

However, selection of bidder will be considered in accordance with prevailing Rules / Provisions as applicable in the matter, etc. Notwithstanding any, the Competent Authority of NIELIT Shillong reserves the right to disqualify any or all the bids without assigning any reasons thereof.

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



M. TERMS AND CONDITIONS

1. The Contractor shall be fully responsible for the security of the entire campus of NIELIT Shillong and its Extension Centres located at Tura.
2. Besides the normal security services, as and when assigned, the other functions required to be performed for the safety of NIELIT campus include the following:
 - i) Man the security Main Entry Gate and at any other point specified by the NIELIT Shillong's Authority.
 - ii) Security personnel deployed by the Contractor shall check the material/property (Government and Non-Government), going out of the Building/Campus through the procedure of gate pass as laid down by NIELIT Shillong's Authority.
 - iii) Perform watch and ward functions including night patrolling of NIELIT campus (which will be specified at the time of signing the agreement).
3. The Contractor shall compensate in full the loss sustained by NIELIT Shillong or its Extension Centre staff (regular as well as contractual) on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Contractor shall be determined by the Director of NIELIT Shillong on the basis of or otherwise, on findings of a Joint Enquiry Committee including Representatives of both the NIELIT Shillong and the Contractor, and the same shall be binding on the Contractor. In case of any theft or burglary it will be the duty of the Security agency/Contractor or its representative to lodge an F.I.R. at the concerned Police Station with due intimation to the NIELIT Shillong. If NIELIT Shillong does not have enough dues of the Contractor with it to recover such amount, legal remedies will be resorted to as per the relevant law. The Contractor shall also be fully responsible for any loss of material and property of the NIELIT Shillong attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by NIELIT Shillong on this account shall be compensated in full by the Contractor. The decision of the Director, NIELIT Shillong in this regard shall be final and binding on the Contractor.
4. The Contractor shall deploy only qualified persons, and such persons shall only be pension drawing Ex-Serviceman or para military personnel such as BSF, CRPF, or PAC etc. or trained persons as Security Guards below the age of 50 only for the purpose of this contract. Before the security personnel report for duty or within a stipulated period, necessary documents to prove that the personnel qualify as mentioned above, shall be produced by the Contractor before the concerned officer of the NIELIT Shillong. The fact shall be verified by NIELIT Shillong's Authority and only those personnel shall be deployed by Contractor on duty in whose case the documentary proof has been rendered to the NIELIT Shillong's satisfaction.

In addition to this, if any of the personnel deployed for the security services is found to be unsatisfactory, he shall have to be withdrawn by the Contractor within 24 hours from the campus. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being qualified is not provided in time by the Contractor. A complete list of the security personnel engaged by the Contractor for deployment in NIELIT Shillong shall be furnished by the Contractor along with complete addresses and other antecedents. The Contractor shall deploy only those, whose antecedents have been verified by the police authorities. Further, for safety and security reasons, the Contractor should ensure deployment of only such personnel who are not residing in the close vicinity of the NIELIT Shillong.

5. The Security Guard will be treated at par with those for semi-skilled/unskilled category within the meaning of Minimum Wages Act, 1948 and will be based on the current rates laid down by the Central

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Labour Department under the Minimum Wages Act (MWA), 1948. No other charges will be paid in addition to the above. The Contractor will follow all the statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for following all such laws. EPF & ESI, if applicable, will be paid and deposited by Contractor. It shall be the responsibility of the Contractor to ensure that the Security Personnel deployed by him, as the case may be, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In case of revision/increase of rate of Minimum wages by the Government, only the excess amount pertaining to Minimum wages along with EPF & ESI will be paid by the NIELIT Shillong. The Contractor is required to quote GST (Government Levy) separately at the rates applicable in Meghalaya.

6. The Financial bid should be submitted in a separate sealed cover super-scribing "FINANCIAL BID for providing Round the clock security services at NIELIT Shillong and its Extension Centres located at Tura". The price bid shall be opened only for those vendors who qualify in Technical Bids.

The Contractor will be paid on monthly basis for services. Bill shall be raised by the Contractor in accordance with the agreed rates on last day of every month and bills will be submitted for payment along with the EPF and ESI deposits and details of GST paid to the NIELIT Shillong's authority. The number of security personnel required can vary subject to time to time requirements.

7. The Contractor will only fix the timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the NIELIT Shillong. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals.
8. The Contractor may have to replace/ transfer security and other personnel on a random basis. This shall be done with the prior knowledge of the NIELIT Shillong's authority and full particulars of the security and other personnel so deployed shall be given to NIELIT Shillong's Authority. In case any of the security staff found to be posted without the previous knowledge of the NIELIT Shillong's Authority, NIELIT Shillong's Authority shall not be liable to pay for such security and other personnel.
9. The Contractor will be at absolute liberty to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel. However, prior intimation shall be given to the NIELIT Authority. Periodic rotation of the staff/personnel by the concerned Security agency shall be a mandatory requirement.
10. No leave of any kind shall be sanctioned by NIELIT Shillong's authority to the security and other personnel. The Contractor shall be liable to make substitute arrangements in case of the absence of the security personnel. The Contractor shall man all the security check posts and other locations as specified by NIELIT Shillong's authority on all the weekdays. No short leave or meal relief shall be permitted to the security and other personnel unless the Contractor provides suitable substitute without any extra payment. The Contractor will have to provide sufficient number of leave reserves.
11. The Contractor will have to arrange to robe all the security personnel on duty smartly and neatly on the pattern of Uniformed Services and ensure their good behaviour with the NIELIT Shillong establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Contractor will have to provide as a part of dress, appropriate woollens to the security personnel in the winter season and raincoats/ umbrella for the rainy season. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.
12. The Contractor as envisaged in hereto will have to bear the expenses incurred on the followings:
- i) Providing torches and batteries to the security guards on night patrol.

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



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- ii) Providing Lathi/Ballam and other implements to the Security personnel.
 - iii) Providing stationery for writing duty charts and registers at the security checkpoints and for making entries of the visitors.
 - iv) Provide training programme for the security personnel from time to time.
 - v) Provide appropriate uniform.
 - vi) Provide accommodation for security personnel.
13. The NIELIT Shillong's Authority shall have the right to check the various implements/torches etc. The Contractor will have to maintain these items to the satisfaction of the NIELIT Shillong's authority.
14. The security personnel deployed by the Contractor will be bound to observe all instructions issued by NIELIT Shillong's authority concerning general discipline and behaviour.
15. For all intents and purposes the Contractor will be the "Employer" within the meaning of different labour legislations in respect of the security personnel so employed and deployed by him.
16. The Contractor shall be responsible for recruitment and deployment of security personnel and the security personnel so recruited and deployed by him shall be under his direct control/supervision. The Contractor shall exercise total superintendence, control and supervision over the security personnel so deployed for the entire security services.
17. In case the security personnel deployed by the Contractor commit any act of omission or commission constituting mis-conduct or indiscipline, the Contractor will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal from NIELIT Shillong's premises /campus.
18. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to NIELIT Shillong's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act, 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the NIELIT Shillong has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the NIELIT Shillong.
19. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose latest by 7th of every month. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the NIELIT Shillong is put to any loss or obligation, monetary or otherwise, the NIELIT Shillong will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.
20. NIELIT Shillong shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security functions/duties, or for payment of any compensation.
21. The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise.

(Seal & Signature of Bidder)



(Seal & Signature of Tenderer)



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22. Time shall be the essence of the Contractor and the duration of this contract shall be for a period of 01 (one) year which is extendable for one or more years at the discretion of the NIELIT Shillong, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after completion of 01 (one) year, unless extended further by mutual consent in writing.
23. The NIELIT Shillong has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving 3 (three) month's notice in advance to the Contractor in writing or by making equivalent payment thereof. The NIELIT Shillong shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of one or more or for a shorter period until such time as a new security agency takes over in the event of NIELIT Shillong resorting to the process of appointing a fresh contractor/Agency.
24. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give 03 (three) months advance notice to the NIELIT Shillong.
25. The Contractor will be bound by the details and documents as furnished by him to the NIELIT Shillong while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, it would be deemed to be a breach of the terms of Contract, making him liable for punitive action.
26. In case of breach of any of the terms of Agreement, the security deposit of the Contractor will be liable to be forfeited by the NIELIT Shillong'. In addition, the Contract/ Agreement will also be liable to be terminated. Any sum of money due or payable to the NIELIT Shillong including the security deposit refundable to him under the contract can be appropriated by the NIELIT Shillong against any amount which the Contractor may owe to the NIELIT Shillong.
27. The Contractor shall be liable to be fined to the extent of agreed amount in each case for any theft in the premises of NIELIT Shillong, which are not covered in clauses of the contract agreement.
28. The Contractor will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorize the legitimate staff and visitors without causing any embarrassment or discourtesy.
29. Entry of any stray dogs and cattle into the campus is to be prevented.
30. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
31. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire, that might break out anywhere in the campus. In the event of any mal practice on the part of the Contractor or his employees vis-a vis any staff of the NIELIT Shillong or otherwise, the right to terminate the Contract will vest with the NIELIT Shillong.
32. The performance of security services under the contract will be reviewed by the Concerned Officer of the NIELIT Shillong on the second day of every month and the Contractor will remain present personally or depute an authorized representative for the same. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
33. Income tax will be deducted at source (TDS) as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Contractor by the NIELIT Shillong.

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



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34. In case of termination of this contract/agreement on its expiry or otherwise, personnel engaged and deployed/deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the NIELIT Shillong. The personnel of the Contractor will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/confirmed employees of the NIELIT Shillong during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.
35. In case of any difference of opinion or dispute arising between the two parties regarding interpretation or implementation of any of the terms and conditions of the Contract /Agreement, the same shall be referred to the sole arbitration of the Director of NIELIT Shillong whose decision shall be final and binding upon both the parties.
36. The Contractor shall seek instructions from NIELIT Shillong or any concerned Officers of the NIELIT Shillong authorized for the purpose. The Contractor will be required to sign a written Agreement before the initiation of the contract. The agreement once signed shall be deemed to be an Agreement between two Principal Employers.
37. The Contractor shall have to coordinate with local police during major events of the NIELIT Shillong under the guidance of NIELIT Shillong.
38. The Contractor shall well and truly execute/perform the required services contracted to be performed by him hereunder, to the satisfaction of the NIELIT Shillong. Awarding of formal order to the successful bidder would be at the sole discretion of NIELIT Shillong as per convenience.
39. The time of duty is specified in terms of shifts as given under:

Shift 1	=	05:00hrs. to 13:00hrs.
Shift 2	=	13:00hrs. to 21:00hrs.
Shift 3	=	21:00hrs. to 05:00hrs.

NOTE:

1. Requirement of work force is subjected to changes if required, at the discretion of the Director, NIELIT Shillong. The distribution of work force is also subject to change as required, at the discretion of the Concerned Officer of the NIELIT Shillong.
2. If any necessary change in the above timings, it should be made as per the directives of the Competent Authority of the NIELIT Shillong.

N. SIGNING OF CONTRACT

The selected bidder(s) shall be required to enter into a contract with NIELIT Shillong within 7 (seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of 12 (twelve) months. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the competent authority of NIELIT Shillong.

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



O. PENALTY FOR NON-PERFORMANCE OF THE CONTRACT

There will be a levy of an appropriate penalty upon the agency/service provider for non-performance of the contract and violation of any terms & conditions of the contract. The extent and amount of penalty will be decided by the competent authority of NIELIT Shillong which will be binding upon the bidder.

P. PAYMENT TERMS

The Contractor will be paid the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 (as applicable in the State of Meghalaya) for the following who will be treated at par with skilled/semi-skilled/unskilled as the case may be:

- | | | | |
|----|--------------------------------|---|------------------------|
| 1. | Security Guards (without arms) | - | Semi-Skilled/Unskilled |
|----|--------------------------------|---|------------------------|

The agency/service provider will raise invoice in triplicate in respect of a particular month in the subsequent month and it should be addressed to The Director, National Institute of Electronics and Information Technology (NIELIT) Shillong, 2nd Floor, MSHFCS Ltd. Building, Nongrim Hills, Shillong-793003, Meghalaya.

The payment will normally be released within 10 (ten) days from the date of receipt of invoice after necessary deduction at source. On the basis of duly certified attendance sheets by NIELIT Shillong the agency/service provider will first release salary of their deployed staff and then raise the invoice for payment.

Q. UNIFORM:

The Contractor will bear full responsibility of providing a smart uniform to the security personnel. There will not be any burden on this account on part of security.

R. AMENDMENTS & WITHDRAWAL OF TENDER DOCUMENTS

The competent authority of NIELIT Shillong reserves all the rights for the amendment & withdrawal of the tender documents. The amendment & withdrawal of the tender documents may be done by issuing corrigendum/addendum. Any corrigendum/addendum issued in this regard will be intimated through proper notice.

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(Seal & Signature of Tenderer)



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ANNEXURE-I (FORMAT OF TECHNICAL BID)

(To be submitted on letterhead of the firm)

To: The Director
NIELIT Shillong
2nd Floor, MSHFCS Ltd Building, Behind Bethany Hospital
Nongrim Hills, Shillong-793003, Meghalaya.

Sub: Submission of Technical bid for providing round the clock Security Services at NIELIT Shillong and its Extension Centres – regarding.

Ref: Tender No: NIELIT/SHL/Security (Pt-II)/2K10/43/3042 Date: 4th August, 2021.

Sir,
With response to your tender mentioned above, the technical bid of our firm to provide manpower service on outsourcing basis at NIELIT Shillong is submitted herewith along with the following mandatory documents as mentioned in the tender documents.

SL NO.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (Tick YES/NO)		Ref. Page No.	RELEVANT DETAILS	REMARKS
1	Earnest Money Deposit (EMD)	YES	NO			
2	Meghalaya Private Securities Agencies (Regulation) Act, 2008 and Meghalaya Private Securities Agencies (Amendment) Rules 2015.	YES	NO			
3	Certificate of Registration of firm.	YES	NO			
4	Proof of office address (telephone bill, electricity bill etc.)	YES	NO			
5	Labour license.	YES	NO			
6	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.	YES	NO			
7	PAN Card	YES	NO			
8	GST Registration Number.	YES	NO			
9	Provident Fund Registration Number.	YES	NO			

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



Tender For Providing Security Services at NIELIT Shillong & Tura Extension Centre

10	ESI Registration Number.	YES	NO			
11	Professional Tax Registration Number.	YES	NO			
12	Annual turnover certificate of last 3 (three) financial year duly certified by the Chartered Accountants	YES	NO			
13	Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.	YES	NO			
14	Non-relation certificate with the employees of NIELIT Shillong on the letterhead of the firm	YES	NO			
15	Not blacklisted certificate in the form of affidavit.	YES	NO			
16	Satisfactory completion certificate of 3 (three) similar work done.	YES	NO			
17	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.	YES	NO			
18	Undertaking of the firm to the extent that no exploitation of any kind is meted out to the staff of the agency (either in payment of wages, treatment, etc.)	YES	NO			
19	List of existing permanent employees	YES	NO			
20	List of existing clients	YES	NO			

Thanking you,
Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)



ANNEXURE-II (FORMAT OF FINANCIAL BID)

(To be submitted on letterhead of the firm)

To: The Director
NIELIT Shillong
2nd Floor, MSHFCS Ltd Building, Behind Bethany Hospital
Nongrim Hills, Shillong-793003, Meghalaya.

Sub: Submission of Financial bid for providing round the clock Security Services at NIELIT Shillong and its Extension Centres – regarding.

Ref: Tender No: NIELIT/SHL/Security (Pt-II)/2K10/43/3042 Date: 4th August, 2021

Sir,

With response to your tender mentioned above, our firm is pleased to provide the round the clock security service at NIELIT Shillong and its Extension Centres. Our quote for % of Service charge is as under.

% of Service Charge on CTC (in both figure and words)	Remarks
	% of commission should be same for all categories of manpower

Thanking you,
Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)

(Seal & Signature of Bidder)

(Seal & Signature of Tenderer)

