

NATIONAL INSTITUTE OF TECHNOLOGY:: SILCHAR SILCHAR-788010 (ASSAM)

E-Tender No: NIT-E/Estate/2020-21/04

Date: 28/11/2020



1	Tender No. & Date	No: NIT-E/Estate/2020-21/04 Date: 28/11/2020
2	Name of the work	Providing total campus security and institute vehicle driving services etc.at NIT SILCHAR
3	Last Date and Time of E-submission of tender	15.12.2020 at 4.00 PM.
4	Date and Time of E-opening of Technical Bid	16.12.2020 at 3.30 PM.
5	Date and Time of E-opening of Financial Bid	18.12.2020 at 3.30 P.M.
6	Tender Estimated Cost (per month)	Rs. 71,94,242.00
7	Tender Fee (Non Refundable)	Rs. 10,000.00
8	Earnest Money Deposit(Refundable)	Bid Securing Declaration as per format specified in Annexure- 6.
9	E-Tender Processing fee (Non Refundable)	AS APPLICABLE ONLINE



National Institute of Technology, Silchar-10

(An Institution of National Importance)

Assam – 788 010

Phone : (03842) 244879

Web Site: <http://www.nits.ac.in>

Fax : (03842) 224797

EPABX : 233841-5129

NOTICE INVITING E-TENDER

E-tenders are invited from experienced financially sound contractor/agency of appropriate class and category for providing “Total Campus Security and Institute Vehicle Driving Services etc.”, as detailed below, for National Institute of Technology Silchar for a period of 12 months extendable up to another 12 months on satisfactory performance. Services shall be reviewed after every 6 months of service, for further continuation based on the report of the performance review committee of the Institute.

Sl. No.	Name of work	Estimated Cost (Rs.) per month	Cost of Tender Paper (Rs.) (Non refundable)	Lump sum Earnest Money (Rs.) (Refundable)
1	Total Campus Security and Institute Vehicle Driving Services etc. at NIT Silchar, NIT No: NIT-E/Estate/2020-21/04	Rs. 71,94,242.00	Rs.10,000.00	Bid Securing Declaration as per format specified in Annexure- 6.

Last date of submission of duly filled in sealed tender soft copy **15/12/2020 up to 4.00 PM**

Hard copy of the same (Technical document & undertaking for the acceptance of terms & conditions of the tender only) duly page numbering (in proper book binding form) & self-attested to be submitted by **16.12.2020 at 3.00 PM** at Office of the Dean (P&D). Loose documents will not be accepted.

Date of opening of Technical Bid: **16/12/2020 at 3.30 PM** at Estate Engineering Branch

Date of opening of Financial Bid: **18/12/2020 at 3.30 PM**

Date of issue of LOI to L-1 agency: **22/12/2020**

Date of submission of staff list: **28/12/2020**

Date of issue of work order: **30/12/2020**

Taking over of the work: **01/01/2021**

The bid forms and other details can be obtained from the website **www.tenderwizard.com/NITS**.

Tender documents must be uploaded along with EMD (through Online)/Bid Securing declaration, and the self-attested copies of the following certificates, issued by the competent authority.

1. Company brochure showing its profile.
2. A copy of registration certificate under the Company’s Act, 1956 or Indian Partnership Act, 1932.
3. Proof of registration with ESI Authorities along with Registration Number and up to date payment slip towards contribution.
4. The agency should submit the No Objection Certificate from Central Labour Commissioner (Central), under Silchar jurisdiction for participate the tender.
5. Valid License under Private Security Agencies Regulation Act (PSARA), 2005 Assam.
6. Copy of ISO: 9001 certificate.
7. Copy of EPF Registration Certificate including paid challan for the month of October, 2020.
8. Copy of PAN card.

9. Self-attested copy of GST registration certificate. Agency / Firm should submit GSTR-3B return for the month of October, 2020 along-with copy of paid challan. Supporting document(s) which justifies that the firm is registered under GST for providing Security services.
10. Company's Audited Balance Sheet for the last three financial years certified by the Chartered Accountant.
11. The annual turnover of the company should not be less than Rs.4.00 Crore (proof to be submitted) in each of last 3 financial years.
12. Financial solvency certificate issued by the Scheduled Bank as per CPWD format for amount equal to 40% of the estimated cost of work during current financial year i.e, 2020-2021.
 - (i) Bankers certificates should be on letter head of the Bank in original address to the Director, NIT Silchar in sealed envelope.
 - (ii) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
13. Proof of minimum 5 years of experience in Security Services, wherein at least two works in Central/State Government Dept./Institute with minimum 100 security personals deployment in each work (copies of relevant documents as proof are to be submitted).
14. A list of clients as on date with details of security personals deployed.
15. Only a Company having its own Head Office / Branch Office in Assam State should apply (Proof to be submitted). All communications to be made only to this office.
16. The Tender cost (non refundable) to be transferred through online. Exemption if any in terms of cost of Tender paper, the proper government order / notification and certificate is to be submitted.

The Bid Securing declaration as specified in Annexure-6 has to be submitted along with the tender documents.

The successful contractor will be required to deposit **Performance Guarantee @ 3% of the awarded value to be calculated yearly** in the form of a Bank Guarantee / Fixed Deposit from any scheduled Bank of India, in favour of the Director, NIT Silchar payable at SBI, NIT Silchar within 15 (fifteen) days from the date of issue of work order.

The institute reserve the right to accept or reject any application for the issue of tender document without assigning any reasons, thereon.

The "Technical Bid" of the bidders will be opened first. If all the required certificates, as stated are found in order, in their proper forms, then "Financial Bid" of the bidders will be opened. Tender of any contractor, not accompanied with proper Earnest Money/Bid securing declaration form, tender cost and/or tender, incomplete in any form, and shall be summarily rejected.

The magnitude of work may vary as per requirement of the Institute and will be finalized before awarding of the work. The Director, NIT Silchar reserves the right to award the job whole to one or may split among more bidder(s). Performance will be reviewed every 6 months for further continuation based on the report of the performance review committee of the Institute.

REQUIREMENTS FOR VENDORS

- P.C. connected with internet.
- Registration with Service provider portal www.tenderwizard.com/NITS
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- In case of any clarification please contact Chief Regional Manager, Regional office, ITI Limited f-29, Ground Floor ITI Bhavan, Dooravaninagar, Bangalore – 560 016 before the schedule time of the e-Procurement.

Contact Helpdesk:-**HELPDESK NO. 9073677150/151,152, E-mail: helplinetenderwizard@gmail.com**

- a) For registration, Submission procedure and method of correspondence etc. Please visit our website: www.tenderwizard.com/NITS and click on the link Vendor Help.
- b) To obtain the Class III digital signature certificate or further details please visit our website: www.tenderwizard.com/NITS
- c) Registration/Enrolment of Bidder on e-procurement Portal of NIT Silchar:

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of National Institute of Technology, Silchar with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT (Notice Inviting Tender) including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed / accepted.

The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to be punitive action.

- d) Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website www.tenderwizard.com/NITS. The bidders have to Log on to National Institute of Technology, Silchar's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB: (I) please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site. As such , tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.

(ii) No separate intimation in respect of corrigendum to this NIT(if any) will be sent to tenderers who have down loaded the document of National Institute of Technology Silchar.

- e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd www.tenderwizard.com/NITS tender document failing which the offer is liable for rejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

Tender of any contractor not accompanied with proper earnest money/bid securing declaration form and incomplete tender, non-submission of requisite documents (self-attested) under Sl. 1 to 13 of the NIT or in any form shall be summarily rejected.

If any, holidays/strike falls during the notified days, the process will be continued on next working day.

The Director, NIT Silchar reserves the right to accept or reject at any or all the tenders without assigning any reason.

Registrar

Copy forwarded for wide circulation to:

1. The Executive Engineer, PWD, Silchar Division, Silchar-1
2. The Executive Engineer, CPWD, Silchar Division, Chirukandi, Ramnagar, Tarapur, Silchar-3
3. The Deputy Commissioner, Cachar, Silchar
4. P.S. to Director – for information to the Director
5. Dean (P&D) – for information.
6. The Estate-in-charge, NIT Silchar – for information & necessary action.
7. The Dy. Registrar (Accounts), NIT Silchar
8. Webmaster, NIT Silchar – email IDs: (i) webmaster@nits.ac.in (ii) nitsupload@rediffmail.com with request to upload the Notice Inviting Tender to (i) www.nits.ac.in & (ii) www.tenders.gov.in soft copy of the NIT enclosed.
9. Nodal Office, E-tendering, NIT Silchar – for information & necessary action.
10. RTI Cell, NIT Silchar for information
11. Notice Board, Estate Engineering Branch, NIT Silchar.