



**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION  
TECHNOLOGY (NIELIT), CALICUT**

(A Centre of NIELIT, New Delhi)  
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology,  
Govt. of India)

**P.B. No. 5, P.O. NIT CAMPUS, CALICUT-673 601, KERALA**

Phone: 0495-2287266, 7; Fax: 0495-2287168;

Email: [purchase@calicut.nielit.in](mailto:purchase@calicut.nielit.in); Web: [www.calicut.nielit.in](http://www.calicut.nielit.in)

Tender No.3(138)/01/SS/19/

09.05.2018

Dear Sir/Madam:

**DUE DATE: 28 MAY 2018 : 5:00 PM**

Sub: Invitation for Tender for providing Security, Housekeeping, Gardening-cum-Helper, Civil Engineering, and Workshop Services.

On behalf of the Executive Director, NIELIT, Calicut, P.O. NIT Campus, Calicut- 673601, Sealed Tenders are invited for providing Security, Housekeeping, Gardening-cum-Helper, Civil Engineering, and Workshop Services, as detailed in the Tender Documents enclosed.

If you are in a position to quote for the services strictly conforming to the Instructions, Terms and Conditions and in accordance with the requirements detailed in the tender documents, please submit your Tender in two parts, i.e., Part-I containing the General Terms & Conditions and Part-II being the Price Bid separately in two sealed envelopes, exactly as detailed in the enclosed General Instructions.

Please read carefully the Instructions, Terms and Conditions given in the Tender Documents before submitting tender.

Thanking you,

Yours faithfully,

  
Joint Director (F&A)

Encl: Tender Documents



**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
(NIELIT), CALICUT**

**TENDER DOCUMENTS FOR PROVIDING SECURITY, HOUSEKEEPING, GARDENING-CUM-  
HELPER, CIVIL ENGINEERING, AND WORKSHOP SERVICES**

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**GENERAL INSTRUCTIONS**

1. The tender shall be submitted in **TWO PARTS (Part-I and Part-II)** in two separate sealed envelopes. **Part-I shall contain the Technical Bid, i.e., General terms and conditions (except the Price Bid), supporting documents etc. and Proof of Deposit of Earnest Money (EMD) and Part-II shall contain only the Price Bid.**

2. The separate envelopes containing **Part-I** and **Part-II** should be sealed and super-scribed in bold letters as follows:

**“PART-I (TECHNICAL BID) OF TENDER NO. 3(138)/01/SS/19 DATED 09.05.2018 FOR PROVISION OF VARIOUS SERVICES”**

**“PART-II (PRICE BID) OF TENDER NO. 3(138)/01/SS/19 DATED 09.05.2018 FOR PROVISION OF VARIOUS SERVICES”**

3. The tender, prepared in two parts as above, duly signed and sealed, should be addressed to the **Executive Director, National Institute of Electronics and Information Technology, P.B.No.5, P.O. NIT Campus, Calicut – 673 601**, so as to reach this office before **5 PM on 28 May 2018** The full name, postal address, telephone no./fax no./e-mail address of the Tenderer shall be written on the bottom left corner of the sealed envelopes. NIELIT, Calicut will not be responsible for any delay, loss or non-receipt of tender documents sent by post/speed post/courier etc.

4. The person signing the Tender should be duly authorized therefor by the Tenderer and a confirmation in writing in this regard should be submitted along with the tender.

5. The tender shall be prepared and submitted with all attachments/ enclosures. Price Bid is to be duly filled in as per the Price Bid Format enclosed. Price bid should not contain any terms and conditions/reservations/notes other than the rates quoted. The **“Total All inclusive Monthly Charges”** should be expressed legibly without corrections and/or overwriting, both in figures and words. In case of any discrepancy between figures and words, the amount in words shall prevail.



6. The rates quoted shall be valid for a period of 120 days from the date of opening of Price Bids. Once quoted, the tenderer shall not make any subsequent price changes, whether consequent to or arising out of any technical/commercial clarifications sought regarding the tender, even if any deviation or exclusion may be specifically stated in the tender. Such price changes shall render the tender liable for rejection.
7. **Part-I** of the tender will be opened on **30 May 2018**, at **2.00 PM** and eligibility of the tenderers for consideration of their Price Bid ascertained. Upon scrutiny of Part-I of the tenders, the **Price Bids (Part-II)** of only those tenderers who meet the minimum eligibility criteria, laid down hereinafter, shall be opened on the specified date, which will be intimated separately.
8. **Part-I** of the tender should be accompanied by a Proof of Deposit of Rs. 20,000/- towards Earnest Money Deposit (**EMD**), in the Bank A/c No: **10401158037 (IFSC: SBIN002207)** of Executive Director, National Institute of Electronics and Information Technology, Calicut, The EMD will not carry any interest thereon. **Tenders without EMD will be summarily rejected.**

The EMD shall be liable to be forfeited if:

- i) the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender;
  - ii) the prices/rates are increased unilaterally by the tenderer after the tender opening and during validity period of the tender;
  - iii) the successful tenderer fails to furnish the required performance security deposit within the specified period;
  - iv) the tenderer refuses –
    - a) to execute the order/work after placement of order/award of work;
    - b) to enter into a contract after the award of contract/work/order;
    - c) to comply with the obligations under contract/order after award of the contract/placement of order.
9. The tenderers should fulfill the following minimum pre-qualification criteria and should enclose attested copies of relevant documents along with Part-I of the tender in order to ascertain their eligibility for consideration of their Price Bids (Part-II of tender):



### Minimum Pre-qualification Criteria

- i) The tenderer should have Registration under Companies Act/Societies Registration Act (of Govt. of India/Govt. of Kerala);
  - ii) The tenderer should have ESI registration under the Employees State Insurance Act, 1948 for the last 5 years;
  - iii) The tenderer should have a valid Provident Fund Registration under the Employees Provident Funds & Miscellaneous Provisions Act, 1952 for the last 5 years;
  - iv) The tenderer should have a valid licence issued by the competent authority (**Central**) under the Contract Labour (Regulation & Abolition) Act, 1970 for engaging contract labourers;
  - v) The tenderer should have not less than 5 years' experience in providing the services called for by the Institute to leading organizations, out of which at least 2 years should have been in a government organization/PSU;
  - vi) The tenderer must have Permanent Account Number (PAN) provided under the Income Tax Act;
  - vii) The tenderer must have at least a deployment strength of not less than 100 personnel in various organizations continuously for the last 2 years;
  - viii) The tenderer must have GST Registration from GST Authorities;
  - ix) The tenderer must have a running single contract for providing security and/or other services, the annual value of which should not be less than Rs.20 lakhs. Copy of the agreement or Work Order from client as documentary evidence should be furnished along with Part-I of the tender.
  - x) The tenderer shall submit documentary evidence in respect of all the above requirements, duly marking on top of each of the documents with the serial number and title of each of the criteria in the same order as above, along with Part-I of the tender.
10. The tenderer shall attach a list of clients currently being serviced by him along with Part-I of the tender.
11. A copy of the Registration Certificate and the Memorandum and Articles of Association etc. of the Agency shall be attached with Part-I of the tender.
12. The tenderers may make a physical inspection of the premises, if required, before quoting. The tenderer shall attach a detailed work plan showing how he proposes to provide the required services under this contract along with Part-I of the tender.



13. The tenderer shall declare in writing that none of its/his promoters/ directors/employees are in any way related to any of the officials of NIELIT, Calicut and/or NIELIT, New Delhi including the Centres under its control.
14. There will be no revision of the Service or Management Charges/Agency Commission on any ground during the entire tenure of the contract. The tenderers shall, therefore, make provisions for inflation and all statutory liabilities applicable to them and eventual increases, if any, while quoting. Income Tax and/or any other tax as applicable will be deducted from the bill.
15. The tenderer shall indicate the minimum rates of wages and VDA constituting the minimum rates of wages enforceable under the Minimum Wages Act, 1948, and shall attach a declaration to the effect that the rates quoted by the tenderer are in compliance with the rates of minimum wages under the Minimum Wages Act, 1948 (as applicable to organizations under Govt. of India, i.e., where Central Government is the appropriate Government), and other statutory regulations like ESI Act, EPF Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen's Compensation Act or any other Act, Rule, Order etc. applicable to this contract. The tenderer should not quote than prevailing labour rates as notified by the appropriate authority at the time of bid submission. The bids found quoting less than the said rates shall be rejected summarily.
16. (a) Incomplete tenders, (b) tenders not fulfilling the above Minimum Pre-qualification criteria fully/partially, and (c) tenders without the prescribed EMD, (d) tenders deviating materially from the conditions mentioned in the Tender Document, (e) conditional tenders, and/or (d) tenders received after the scheduled time and date for submission will not be considered for further processing.
17. The tender shall be submitted in English / Hindi language.
18. During the technical evaluation of the tender, NIELIT, Calicut may seek clarification(s) on the tender in writing or by e-mail. The response by the tenderers should also be in writing or by e-mail only. No other correspondence/communication/enquiry regarding the status of the tender will be entertained.
19. The qualified tenderers shall be intimated about the date and time of opening of the Price Bid, i.e., Part-II of the tender, separately.
20. The Executive Director, NIELIT, Calicut reserves the right to accept or reject any or all tenders in whole or in part without assigning any reason therefor, without incurring any liability to the affected tenderer(s). The Executive Director, NIELIT, Calicut does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
21. The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred by him through or in connection with his submission of tender or its consideration by NIELIT, Calicut, even though NIELIT, Calicut may elect to modify / withdraw the Invitation to Tender or does not accept the tender.

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## NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT), CALICUT

### PART – I

#### TERMS & CONDITIONS OF TENDER FOR PROVIDING SECURITY, HOUSEKEEPING, GARDENING-CUM-HELPER, CIVIL ENGINEERING, AND WORKSHOP SERVICES

#### DEFINITION

1. The term "Institute" shall mean National Institute of Electronics and Information Technology (NIELIT), Calicut, which is a Centre of NIELIT, New Delhi, an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India, and the term "Contractor" shall mean the Agency selected for award of the contract.

#### SCOPE OF SERVICES

2. The area and scope of the services is providing security, housekeeping, gardening-cum-helper, data entry, civil engineering, and workshop services to the Institute, as per the requirement of the Institute from time to time, specified in the **Annexure-I**, on contract basis. There may be increase/decrease in the scope of work, including the number of personnel required, in future depending upon the requirements/exigencies at that time, which will be effected accordingly after negotiation.

#### CREDENTIALS

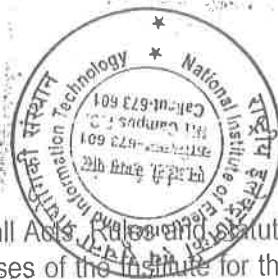
3. The Contractor should be registered under the Contract Labour (Regulation & Abolition) Act.
4. The Contractor shall declare in writing that none of his partners/associates/employees are in any way related to any of the officials of NIELIT, Calicut and/or NIELIT, New Delhi including the Centres under its control.
5. The Contractor **must have a local office at Calicut** with a regular telephone and should be accessible round the clock.
6. The Contractor should fulfil the minimum pre-qualification criteria enumerated under clause 9 of the 'General Instructions' and should furnish attested copies of relevant documents and also submit other documents specified in "General Instructions".
7. All credentials of the Contractor including financial standing, registration with Govt., having support or connection with Govt. Dept/Organisations, Non-Govt. Autonomous Body, Public Body, Local Govt., Civil Body and Public Institutions/Organisations etc. together with records of past



performance with such Institutions, Departments, Organisations etc. are to be produced for verification whenever demanded by the Institute.

## RESPONSIBILITIES/LIABILITIES OF CONTRACTOR

8. The contract for providing security, housekeeping, gardening-cum-helper, civil engineering, workshop services etc will be as per the agreement to be executed between the Institute and the Contractor. The contract is liable to be terminated by either side on one month's notice in writing or in lieu of such notice by paying a sum equivalent to one month's service charges. Abrupt termination or breach of the contract by the Contractor will entail forfeiture of the Security Deposit of the Contractor.
9. The Rules and Regulations for the discharge of duties of the outsourced services framed by the Institute shall be binding on and are to be strictly adhered to by the Contractor.
10. A detailed plan showing how the Contractor proposes to render services under this contract must be got approved by the authorities of the Institute. A roster depicting the duty points and shift hours of the personnel deployed shall also be submitted every week.
11. The Contractor shall ensure that the personnel deployed by them at the Institute are covered under ESI and EPF, and shall furnish documentary evidence to that effect, including proof of remittance of monthly contributions specifically in respect of the personnel deployed at the Institute, along with monthly bills. The Contractor shall also, in particular, furnish the Institute with copies of (a) Monthly ECR and Remittance Challan of EPF Scheme/Employees' Pension Scheme (exclusively in respect of the personnel deployed at our premises), (b) Monthly Contribution History as well as Remittance Challan of ESI Scheme (exclusively in respect of the personnel deployed at our premises) , (c) proof of issue of (i) ESI Identity Cards, and (ii) UAN of EPF promptly to the employees deployed at the Institute, and (d) such other documents as may be demanded by the Institute. The Contractor shall also furnish to the Institute EPF/ESI Code, ID and Password as applicable to principal employer, for the purpose of verification of details provided.  
  
The Contractor shall remit the monthly contributions of EPF and ESI in respect of the personnel deployed at the Institute at the Calicut office of EPF and ESI respectively.
12. It is the responsibility of the Contractor to comply with the provisions of Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen's Compensation Act or any other Act, Rule, Order etc applicable in respect of his deployment and the Contractor shall be solely liable for any contravention thereof.
13. It shall be the exclusive responsibility of the Contractor to comply with various statutory regulations including the statutory liabilities under various industrial and labour laws.
14. The Contractor shall follow and abide by all the legal formalities including verification of character and antecedents, previous and current employment, age and working conditions of the personnel engaged by them.



15. The Contractor shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of his personnel in the premises of the Institute for the purpose of this contract and shall keep the Institute indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.
16. The Institute is not liable or responsible for pay increments, medical benefits, uniform/apparel etc charges or any other benefits in respect of the personnel deployed by the Contractor.
17. The Contractor shall deploy personnel in such a way that they get weekly rest.
18. A Security Deposit equivalent to **One month's invoice amount (contract amount)** of the total deployment shall be deposited by the Contractor with the Institute before signing the agreement towards performance of the contract and to cover (a) the risk of any loss/damages to the Institute due to the negligence, failure, inefficiency, fraud, theft, pilferage etc on the part of the Contractor and/or his employees (b) breach of contract in any form or manner by the Contractor, and (c) any other contingencies during the contractual period. In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Institute, shall be recovered either from the Security Deposit and/or monthly service bill of the Contractor. **The Institute is not liable to pay any interest on Security Deposit. However, Contractor can submit a valid bank guarantee with a validity of period, which should be atleast 3 months more than the expected end date of contract.**
19. The Contractor shall maintain attendance particulars of all the personnel deployed by him and submit such details to the Institute for verification along with his monthly bill as well as on demand by the Institute.
20. The Contractor shall maintain all relevant Registers in the premises of the Institute in respect of his deployment, which may have to be presented to for inspection by the Labour Welfare Authorities concerned.
21. The Contractor shall make the payment of wages etc. to the personnel deployed by him before the expiry of the seventh day of the wage period in respect of which the wages are payable, in the presence of authorized representative of the Institute and shall furnish copies of wages register/muster roll etc. to the concerned officer of the Institute as a proof of having paid all the dues to the personnel deployed by him for the services under the contract.
22. The Contractor shall deploy only such persons having the required qualifications, skills, knowledge, temperament, discipline etc. to render the services at the Institute.
23. The Contractor shall ensure daily deployment of the minimum number of personnel under each of the categories of services without fail, in order to make sure that the efficiency, quality and quantity of services do not suffer. In the case of absence of any of the personnel deployed to attend the services, on account of any reason whatsoever, suitable substitute arrangements shall be made by the Contractor without any disruption in the services.





24. The personnel deployed by the Contractor shall not take part in any strike, demonstration, agitation, bandh, harthal etc. On the contrary, they should be trained and briefed to assist the officials of the Institute during such crisis.
25. In case of any misbehaviour or negligence of duty on the part of any of the personnel deployed by him, the Contractor shall immediately remove such person(s) from deployment at the Institute and also arrange suitable replacement personnel immediately, so as to protect interests of the institute.
26. The Contractor shall compensate fully the Institute any amount of payment made and/or loss incurred, and/or caused to be made/incurred, by the Institute on account of the negligence/failure on the part of the Contractor to comply with any of the statutory liabilities/third party/public liability.
27. The Contractor shall take necessary measures in consultation with the officials of the Institute to safeguard the properties/premises against theft, pilferage and losses in the area earmarked for security.
28. The Contractor or his representative shall visit the Institute at least once a month for discussion regarding the outsourced services at his own cost.
29. In the case of any theft, loss of assets and/or disturbance affecting the security etc. to the Institute, the entire responsibility for recovery and legal actions starting with lodging of F.I.R. with local Police in consultation with the authorities of the Institute, up to the final recovery stage etc. will lie with the Contractor.
30. The Contractor must issue proper identity cards to his employees deployed at any time under this contract in order to facilitate verification of their identity by the Institute.
31. The Contractor shall be liable to comply with the directions of the Institute to remove within 24 hours of receipt of such direction any of the personnel deployed by him under this contract and shall make immediate arrangements for posting the substitute to ensure proper, adequate and continuous services.
32. The Contractor shall, during the period of this contract, provide proper and adequate service and perform his duties diligently, honestly and to the entire satisfaction of the Institute. The Contractor shall constantly keep in touch with the Institute for the effective performance of the contract and abide by all instructions and directives issued by the Institute in this regard.
33. The Institute shall have no responsibility for providing living accommodation to the personnel deployed by the Contractor.
34. This contract is for providing **various services** by the Contractor to the Institute, and is not a contract for supply of contract labour. The personnel deployed by the Contractor are the employees of the Contractor and there is no employer-employee relationship between them and the Institute. The Institute accepts no liabilities or responsibilities towards them. There is also no employer-employee relationship between the Institute and the Contractor.



35. The personnel deployed at the Institute shall be provided with proper uniform (other than of the colour- Khakhi) by the Contractor and also Torches including consumables, lathis, rain-coats, Active Mobile Phones, with SIM cards, stationery and other accessories for the efficient performance of their duties. Maintenance Charges of all the above items would be borne by the contractor.
36. The personnel deployed for security services should be able-bodied persons trained in security, first aid and fire fighting services and such other security measures as are essential for the Institute, and should be preferably Ex-Servicemen, **below 60 years of age**.
37. The integrity, character and antecedents of the personnel deployed at the Institute should be good. The Contractor shall ensure verification of character and antecedents of the personnel deployed by him before deployment at the Institute.
38. The personnel deployed at the Institute for the various services should not smoke/use tobacco products or use alcoholic drinks in the campus.

#### **PAYMENT**

39. The Institute shall pay to the Contractor nothing more than the amount as may be due under the terms of this contract.
40. The payment for the services rendered by the Contractor will be made on monthly reimbursement basis within 30 days from the date of submission of the proper and pre-receipted bill/Invoice as per GST Act, duly supported by (a) certificates from relevant authority of the Institute for the satisfactory completion of the services, (b) acquittance roll duly acknowledged by the employees concerned for having received their wages before the expiry of the seventh day of the wage period in respect of which the wages are payable, (c) proof of compliance with the provisions of ESI Act, EPF Act, including proof of remittance of monthly contributions specifically in respect of the personnel deployed at the Institute, by enclosing copies of the respective challans towards monthly remittance of EPF and ESI contributions along with a certified statement showing the employee-wise break-up details of monthly remittance of EPF & ESI contributions, Finance Act and all other statutory liabilities/obligations applicable to the Contractor, (d) an undertaking to the effect that the Contractor has complied with all its statutory obligations in respect of the personnel deployed at the Institute, and (e) such other supporting documents as may be demanded by the Institute. All the documents mentioned at (a), (b), (c), (d) and (e) above should pertain to the wage period (month) in respect of which the service charges are claimed by the Contractor. The Contractor shall submit his bill, together with all such documents as stated above, to the Institute before the expiry of the twentieth day of the wage period in respect of which the wages are payable.
41. The payment for the services shall be made based on the attendance particulars to be submitted by the Contractor along with the monthly bill, subject also to compliance with the requirements under clause 40 above.
42. In the case of Contractor's failure to provide the requisite services on any day(s), proportionate deduction shall be made from the service bill.



43. Income Tax (TDS) at the prevailing rate will be deducted from the monthly bills of the Contractor and the same would be deposited with the Income Tax authority by the Institute.

#### PENALTY

44. In the event of any deficiency in the service rendered by the Contractor, any time during the currency of the contract, the Institute shall impose a suitable penalty which may be recovered from the Security Deposit and/or monthly service bill of the Contractor. The decision of the Institute in this regard shall be final and binding on the Contractor.

#### TENURE

45. The tenure of the contract would be one year initially. The contract may be renewed/extended at the discretion of the Institute on a year-to-year basis for a maximum period of three years without revision of the Agency Commission. **The liability due to revision of minimum wages from time to time, if any, shall only be considered for revision.**
46. The contract can be terminated by the Institute at any time without notice in the event of gross security risk or gross damage to Institute's property due to Contractor's failure or persistent failures of the Contractor in providing satisfactory service to the Institute and the decision of the Institute in this regard shall be final and binding on the Contractor. In such an event the Security Deposit made by the Contractor shall also be forfeited.

#### LEGAL JURISDICTION

47. All disputes or differences arising out of the contract shall be subject to the jurisdiction of the courts at Calicut only, to the exclusion of all other courts.

I/We have read (a) the 'General Instructions' and (b) the above Terms and Conditions of Tender, and the same are acceptable to me/us.

Signature of Tenderer :

Dated :

Name of Tenderer :

Address of Tenderer with Official Seal :



**DETAILS OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID FOR THE  
TENDER FOR SECURITY, HOUSE KEEPING SERVICES, GARDENING-CUM-  
HELPER, CIVIL ENGINEERING AND WORKSHOP SERVICES**

Sl.No.	Details of the Document to be attached	Particulars & Details of document attached
1	Name of the Party with contact address with Telephone No., Mobile Number, Fax Number and e-mail ID  Please also provide your office address at Calicut alongwith contact details (Mobile & e-mail etc)	
2	Registration (under Companies Act/Societies Registration Act of GOI/GOK) Number and Date	
3	ESI registration No. under the ESI Act, 1948	
4	Provident Fund Registration Number under EPF & Miscellaneous Provisions Act	
5	Licence Number issued by the Competent Authority (Central) under the Contract Labour Act, 1970	
6	5 year Experience of the Tenderer (Refer 9 (v) – Page 4)	
7	Permanent Account Number: (PAN)	
8	Deployment Strength (Refer 9(vii) – Page 4)	
9	GST Registration Number	
10	Copy of Agreement/Work Order with annual value not less than Rs. 20 Lakhs from the clients (Refer Para 9(ix) Page 4)	
11	List of clients currently being serviced by him	
12	Copy of Registration Certificate and MOAA (Ref: Page 4)	
13	Work Plan (Refer Instructions No.12 of Page 4)	
14	Declaration that none of its promoters/Directors/ Employees are in any way related to any of the Officials of NIELIT Calicut and/or Nielit New Delhi.	
15	Declaration that the rates quoted are in compliance with the rates of minimum wages under the Minimum Wages Act, 1948	

Signature and Name of Tenderer, with date and :Official seal:

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## SCOPE OF SERVICES TO BE RENDERED

**Security Services** (Estimated Minimum No. of Personnel Required: Security Officer or Supervisor: 1, Security Guard : 8)

1. Complete monitoring of all the security points of the Institute round-the-clock. There are three round-the-clock security points – Campus 1 – Main Gate, Campus 1- Hostel/Canteen/Quarters Complex and Campus 2 – Hostel Complex
2. Regulating, checking, reporting, recording entry & exit and completely monitoring the incoming and outgoing materials.
3. Regulating, checking, reporting, recording entry & exit and completely monitoring the incoming and outgoing students, employees and visitors.
4. Physical search of employees/students including their belongings when they come in and go out.
5. Patrolling through the length and breadth of the Campuses at frequent intervals.
6. Complete watch & ward and security check functions in all respects.
7. Monitoring and maintenance of records of entry and exit of personnel and vehicles.
8. Restricting entry of unauthorized persons into the premises, and keeping vigil against trespassing by strangers, vehicles etc.
9. Mobilizing Security Guards and personnel from other sources to extinguish fire when incidents of fire or any other disaster occurs on the Campus, apart from seeking the services of Fire Service/Disaster Management Services including First Aid Services during Medical Emergencies.
10. Monitoring and maintenance of Gate Pass transactions.
11. Complete surveillance and protection of all the properties, buildings, vehicles etc. belonging to the Institute, its employees and students, and other materials within the premises of the Institute.
12. Complete surveillance and protection of the boundaries of the campuses.
13. Keeping a round-the-clock vigil of the Institute and its land and properties.
14. Monitoring and regulating the entry, stay and exit of students in the campuses/hostels, including inmates of hostels, as per the directives issued from time to time.
15. Any other contingency work.
16. The service has to be rendered round the clock on all the days (7 days a week) as per directions, under the supervision of the Security Officer.



**Housekeeping Services (Estimated Minimum No. of Personnel Required: 7 nos.)**

1. Complete upkeep and improvement of all toilets with suitable disinfectant/cleaning agent and maintenance of hygienic atmosphere – at least three times a day. The House keeping services staff should be capable of using mechanized tools.
2. Complete upkeep and improvement of all metallic items fixed in the toilets such as Water Taps, Flush Valves etc. Complete upkeep and improvement of all basins, sinks and other toilet fixtures – daily.
3. Complete upkeep and improvement of all EWC/IWC with suitable superior quality disinfectant/cleaning agent and to maintain them in sparkling condition – daily.
4. Complete upkeep and improvement (sweeping and mopping) of glazed tiles and floor area as per international standards - daily.
5. Complete upkeep and improvement of the rooms and floors of all buildings at both Campus 1 and 2, with appropriate cleaning materials and to keep the floors ready for use at any point of time - daily.
6. Cleaning of glass panes, removal of cobwebs and cleaning of ceilings, cleaning of blush herds – daily.
7. Complete upkeep and improvement of the carpets at all times.
8. Complete upkeep and improvement of all furniture such as tables, chairs, lab tables, dais, storewels, filing cabinets, book cases etc. and other office equipment, if any, in the office rooms, labs, class rooms, library, seminar hall, conference room, workshop, hostels and other places – daily.
9. Complete upkeep and improvement of all doors, columns, window panes, fixed glasses, gates, grills, handrails of stairs, photos etc. in the premises – daily.
10. Complete upkeep and improvement of entire pathways, gully trap, master trap etc. – daily.
11. Complete upkeep and improvement of all the buildings, equipment, assets, trees, plants and all the items inside the campuses of the Institute (total area – about 25 acres consisting of office complex premises and staff quarters/hostel site) in spic & span condition all the time to international standards.
12. Regular upkeep and improvement of Institute's name boards, sign boards, labels etc. – daily.
13. Complete upkeep and improvement of plinth protection and rainwater drain around the entire buildings – daily.



14. Cleaning and upkeep of all the roads in the campus – daily.
15. Any other contingency work.
16. All the equipment, appliances, consumables etc. required for the services under this contract would be provided by the Institute.
17. The services are to be rendered between 8 AM and 5 PM on five days a week (Monday-Friday). Out of the total deployment, two nos. of housekeeping personnel are required to work on Saturdays also.

**Gardening-cum-Helper Services (Estimated Minimum No. of Personnel Required: 3 nos)**

1. Complete upkeep and improvement of both the campuses of the Institute (Office Campus (Campus 1): 9.38 Acre, Hostel Campus (Campus 2): 15.34 Acre, which includes the area occupied by the buildings). The whole campus is to be kept neat and tidy at all the time. The Gardening-cum-Helper Services Staff should be capable of handling mechanized tools.
2. Jungle grass / bushes are to be cropped periodically.
3. Plants, side bushes, lawns etc are to be watered, cropped and maintained periodically.
4. Planting of new plants during rainy season.
5. Clearing of waste materials from the campus and burning the same at appropriate place.
6. Custody of garden tools and associated items.
7. Putting manure to the plants (manure will be supplied by the Institute) at appropriate time.
8. Spray of pest control medicine to the plants and surrounding area (medicine shall be supplied by the Institute) as and when instructed.
9. Other general work such as cleaning and shifting of pots, cleaning of garden walls, culvert etc.
10. Any other contingency work such as cleaning of water tank, aeration tank, water coolers and miscellaneous pumping work etc.
11. The services are to be rendered between 8 AM and 5 PM on five days a week (Monday-Friday).



**Civil Engineering Services (Estimated Minimum No. of Personnel Required: 1 No.)**

1. Civil maintenance work of Institute's buildings in Campus I & II
2. Planning, estimating, preparation of schedule of works & tenders, execution of work, day-to-day technical supervision, taking measurements, preparation of bills etc. of civil repair/construction works, including preparation of drawings & estimates measurements and bill preparation
3. Furniture maintenance.
4. Site Development – Campus I & II
5. Supervising Gardening-cum-helpers.
6. Operation of water treatment plant during off working hrs./days in the absence of Workshop Services (during 0600 hrs to 0800 hrs on all working days, morning & evening on all holidays).
7. Custody and maintenance of important documents such as M. Books, Building Plans and other civil work related files etc.
8. The services are to be rendered between 9 AM and 5 .30 PM on all working days (five days a week - Monday-Friday).

**Workshop Services (Estimated Minimum No. of Personnel Required: 1 No.)**

1. Providing supporting facilities to the Labs of the Institute.
2. Fabrication of assemblies/sub-assemblies for the projects developed by various labs.
3. Assisting student projects.
4. Assisting short-term courses conducted by the Labs.
5. Operation and regular maintenance of different types of machinery held in Workshop such as Lathe machine, Jig Saw, Belt and Disk Sander, Power Saw, Drilling Machine, different types of Sheet metal Working Machine, Welding Equipment, Transformer Winding machine and other general hand tools.
6. Operation and maintenance of Water Treatment Plant.
7. Assisting DSCS/BCC/CCC etc Examination activities.
8. Operation of water treatment plant during off working hrs./days (during 0600 hrs. to 0800 hrs. on all working days, morning & evening on all holidays).
9. The services are to be rendered between 9 AM and 5.30 PM on all working days (five days a week - Monday-Friday).





**General Services (to be rendered by either Gardening-cum-Helper or Housekeeping Services or Work Shop Services or Civil Engineering Services )**

1. Assistance to the Maintenance Section (Electrical) in procuring and filling diesel for the DG Set of the Institute.
2. Assistance to the Maintenance Section (Electrical) in routine cleaning of the electrical fittings and fixtures.
3. Assistance in shifting furniture between class rooms/Labs/offices.
4. Assistance in shifting equipment, materials etc. to the departments concerned.
5. Any other duty assigned by the competent authority from time to time.

**All the above functions should be coordinated and supervised by suitably qualified personnel/supervisor.**

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## **QUALIFICATIONS & EXPERIENCE REQUIRED FOR VARIOUS SERVICES**

### Security Services

1. The personnel deployed for these services (Security Officer/Supervisor as well as Guards) should be as far as possible **Ex-Servicemen/Ex-Police Personnel, below 60 years of age**.
2. The personnel deployed should be **able-bodied** persons.
3. The personnel deployed should be **literate** (Should be able to speak, read & write Malayalam, English and preferably Hindi).
4. The personnel deployed should be **trained in security, first aid and fire-fighting services, and also such other security measures as are essential for the Institute**.

### Housekeeping Services

1. The personnel deployed for these services should be **literate**.
2. The personnel deployed should be **able-bodied** persons, below 60 years of age.

### Gardening-cum-Helper Services

1. The personnel deployed should be **able-bodied** persons, below 60 years of age capable of using mechanized tools.
2. The personnel deployed should be **trained in Gardening/Horticulture works**.
3. The personnel deployed for these services should be **literate**.
4. Experience preferred: Previous experience in gardening for all; out of four at least two should have experience in plumping and masonry work

### Civil Engineering Services

1. The personnel deployed should have at least a **Diploma in Civil Engineering**.
2. The personnel deployed should have **sufficient experience** in civil engineering, preferably in the following areas –
  - a. Plumbing work;
  - b. Operation & maintenance of water treatment plant etc.



### Workshop Services

1. The personnel deployed should be at least a **qualified ITI Welder/Fitter**.
2. The personnel deployed should have **sufficient experience** in the field of Mechanical Workshop, preferably in the following areas:
  - a. Machining;
  - b. Sheet metal work;
  - c. Carpentry;
  - d. Operation & maintenance of Water Treatment Plant etc.

The personnel deployed for all the services should be honest, sincere, obedient and well-behaved.

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ANNEXURE-III to PART- I

**INDICATIVE SPECIFICATIONS FOR SECURITY, HOUSEKEEPING & GARDENING-CUM-HELPER SERVICES – (MAY VARY DURING THE PERIOD OF CONTRACT)**

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- (1) Total Area:
- |                                      |   |       |      |
|--------------------------------------|---|-------|------|
| (a) Office Campus (Campus 1)         | : | 9.38  | Acre |
| (b) Staff Quarters Campus (Campus 2) | : | 15.34 | Acre |
- (2) Height of Boundary Wall :
- |              |   |      |   |
|--------------|---|------|---|
| (a) Campus 1 | : | 1.80 | M |
| (b) Campus 2 | : | 2.25 | M |
- (3) No. of Gates (Entry and Exit) :
- |              |   |   |      |
|--------------|---|---|------|
| (a) Campus 1 | : | 3 | Nos. |
| (b) Campus 2 | : | 4 | Nos. |
- (4) No. of buildings:
- |   |   |    |      |
|---|---|----|------|
| (a) <u>Campus 1</u>                         | : | 11 | Nos. |
| (1) Office Building                         |   |    |      |
| (2) Generator Room                          |   |    |      |
| (3) Pump House & Filter Plant               |   |    |      |
| (4) Security Room & Store                   |   |    |      |
| (5) Director's Residence                    |   |    |      |
| (6) Senior Staff Quarter (Ladies Hostel)    |   |    |      |
| (7) Senior Staff Residence (Staff Quarters) |   |    |      |
| (8) Canteen & Women's Hostel                |   |    |      |
| (9) Open Air Stage                          |   |    |      |
| (10) Car Parking Shed                       |   |    |      |
| (11) Ladies Hostel                          |   |    |      |
| <u>Campus 2</u>                             | : | 4  | Nos. |
| (1) Men's Hostel (Old Bldg)                 |   |    |      |
| (2) Men's Hostel (Old Bldg)                 |   |    |      |
| (3) Men's Hostel (New Bldg)                 |   |    |      |
- (5) Total Area of the building (Floor Area)(for cleaning) :
- |              |   |         |       |
|--------------|---|---------|-------|
| (a) Campus 1 | : | 6104.75 | Sq.M  |
| (b) Campus 2 | : | 1017.00 | Sq.M. |
- (6) No. of Wells, Pumps, Sumps, Inspection Chamber etc :
- |                     |   |  |  |
|---------------------|---|--|--|
| (a) <u>Campus 1</u> | : |  |  |
| (1) Wells – 2 Nos.  |   |  |  |
| (2) Pumps – 4 Nos.  |   |  |  |
| (3) Sump –1 No.     |   |  |  |
| (b) <u>Campus 2</u> | : |  |  |
| (1) Wells – 3 Nos.  |   |  |  |
| (2) Pumps – 2 Nos.  |   |  |  |



- (3) Bore Well – 1 No.  
 (4) Inspection Chambers – 2 Nos.  
 (consisting of Water Meter,  
 Pressure Gauge, Valves,  
 Submersible Pump secure with  
 nylon rope and DB switch etc.)

(7) Total number of rooms in each building:

(a) Campus 1

(1) Institution Building (Office)	66 Nos
(2) Generator Room	02 Nos.
(3) Pump House & Filter Plant	02 Nos.
(4) Security Room & Store	03 Nos.
(5) Director's Residence	07 Nos.
(6) Senior Staff Quarter (Women's Hostel)	05 Nos.
(7) Senior Staff Residence (Staff Quarters)	16 Nos.
(8) Canteen & Men's Hostel	17 Nos.
(9) Ladies Hostel	16 Nos.

Campus 2

(1) Men's Hostel (Old Bldg)	09 Nos.
(2) Men's Hostel (Old Bldg)	07 Nos.
(3) Men's Hostel (New Bldg)	22 Nos.
(4) Men's Hostel (New Bldg)	32 Nos.

(8) Total number of Toilets & Bathrooms : 109 Nos.

(9) Total number of Hostel Buildings & Rooms :

(a) Campus 1	: Hostel : 4,	Rooms: 44
(b) Campus 2	: Hostel : 4,	Rooms: 55

(10) (a) Total Area of Hostel Building (including Hostel Rooms) : 1908.65 Sq. M  
 (b) Total Area of Hostel Building (excluding Hostel Rooms) : 788.54 Sq.M\*  
 [\* for the purpose of cleaning]

(11) Total Area of Lawn/Garden

(a) Campus 1	: 1500 Sq. M.
(b) Campus 2	: 400 Sq. M

(12) Total area of land for development/maintenance:

(a) Campus 1	: 6 Acre
(b) Campus 2	: 14 Acre

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**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
(NIELIT), CALICUT  
PART -II (PRICE BID)**



SCHEDULE TO INVITATION OF TENDER No. : 3(138)/01/SS/19

LAST DATE AND TIME FOR RECEIPT OF TENDER (Parts 1 & II) : 28 May 2018 - 17.00 Hours  
TIME AND DATE OF OPENING OF PART-I OF TENDER : 30 May 2018- 14.00 Hours

In the event of the date of opening of tender being declared a closed holiday for the Institute, the DUE DATE for opening will be the immediately following working day.

The tender shall remain valid for acceptance till : 120 days from the date of opening of Price Bid

With reference to **Tender Notice No. No.3(138)/01/SS/19** of NIELIT, CALICUT, I/ We hereby submit our lowest tender as below.

Item No.	Description of Services to be supplied in the Area categorized as "C" – under	Minimum Personnel required	Rate per shift, per head (Rs.) Including PF, ESI, Bonus and other Statutory Charges	All-inclusive monthly rate for the service (Rs.)	Remarks
01	Security Services				This should not be lower than the amount payable as per labour laws, as on 01 Jul 2018.
	Security Officer/Supervisor	1 No.			
	Security Guards:	8 Nos.			
02	House Keeping Services	7 Nos.			
03	Gardening-cum-Helper Services	3 Nos.			
04	Civil Engineering Services	1 No.			
05	Workshop Services	1 No.			
<b>A</b>	<b>Total Monthly Rate for all the Services</b>				
<b>B</b>	<b>Add : Agency Charges/Commission per month Rs. (towards management of services, consumables, tools, equipment etc Ref Para 35 of page 10)</b>				This is a fixed amount for the entire period of the contract and does not depend on quantity or nature of services supplied. No change will be allowed in this amount during the entire period of contract
<b>C</b>	<b>Total All inclusive Monthly Charges Rs. (A) + (B)*</b>				

\*Rupees (In words) : .....  
(GST Extra at applicable rates).

We confirm that the rates quoted are all-inclusive and firm and there will not be any rate escalation during the supply period. We also confirm that we will abide by all the terms and conditions and we do not have any counter conditions. I/We certify that I/We have already attached Proof of Deposit of EMD dated.....for Rs..... (Rupees ..... only) towards EMD (please see General Instructions for details) along with Part-I of the Tender.

Date:

Signature, Name & Seal of Tenderer