

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

(An Autonomous Scientific Society under the administrative control of
Ministry of Electronics and Information Technology, Govt. of India)

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

Phone: 0495-2287267, Email: abr@calicut.nielit.in; Web: <https://www.nielit.gov.in/calicut/>

Tender No.3(138)/01/SS/21/

28.04.2021

To

(Prospective Bidders)

Sub: Tender for providing Security, Housekeeping, Gardening-cum-Helper, Civil, Electrical etc Engineers, Assistants for Clerical, Workshop & Electrical Services and Driver.

Dear Sir(s):

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, Electrical etc Engineers, Assistants for Clerical, Workshop & Electrical Services and Driver, 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.

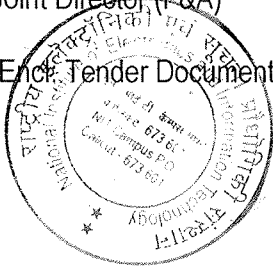
Please read carefully the Instructions, Terms and Conditions given in the Tender Documents before submitting your tender.

Thanking you,

Yours faithfully,

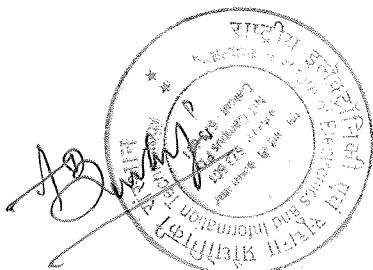

Joint Director (F&A)

Enc: Tender Documents



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 Earnest Money Deposit (EMD)/undertaking for 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/21 DATED 09.04.2021 FOR PROVISION OF VARIOUS SERVICES - DUE DATE: 14 May 2021”
“PART-II (PRICE BID) OF TENDER NO. 3(138)/01/SS/21 DATED 09.04.2021 FOR PROVISION OF VARIOUS SERVICES - DUE DATE: 14 May 2021”
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 at or before **5 PM on 14 May 2021**. The full name, postal address, telephone, mobile, fax, 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 by the Tenderer and a confirmation in writing in this regard should be submitted along with the tender.
5. A consolidated all-inclusive monthly rate should be quoted for each of the services specified in ANNEXURE-I to PART-I. The GST as applicable may be separately indicated. A detailed break-up of the rate, comprising Minimum Wages (applicable to organizations under Govt. of India, i.e., where Central Government is the appropriate Government), Variable Dearness Allowance (VDA), ESI & EPF contributions, Bonus, Agency Commission etc., should also be furnished. The rates for each component of statutory liabilities should be supported with copies of the relevant Acts, Rules or Orders issued by Government. 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 Monthly Rate for all the Services” 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 and the decision of the Executive Director, NIELIT Calicut is final in this regard.



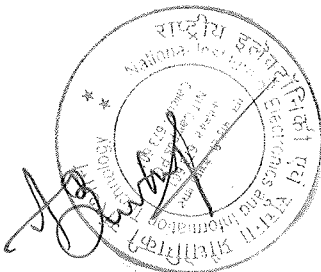
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6. The rates quoted shall be valid for a period of 120 days from the date of opening of Price Bid. Once quoted, the tenderer shall not make any subsequent price changes, whether consequent to or arising out of any technical/commercial clarifications 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 **17 May 2021 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 Proof of online deposit/transfer of Earnest Money Deposit (EMD) to our **State Bank of India Account No. 10401158037 (IFSC: SBIN002207) or an undertaking in lieu of EMD as provided in this tender.** The EMD will not carry any interest thereon. **Tenders without EMD or undertaking in lieu of EMD will be summarily rejected and no more communication will be made or accepted in this regard.**

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/contract/placement of order.

9. The tenderers should fulfil 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):



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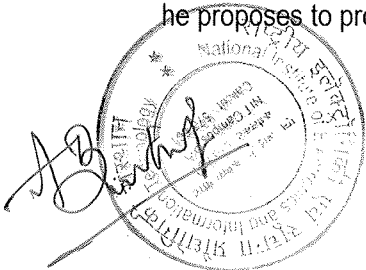
Minimum Pre-qualification Criteria

- i) The tenderer should have Registration under Companies Act/Societies Registration Act or under any other Act (of Govt. of India/Govt. of Kerala), which permits the tenderer to carry out the business of providing man-power supply including the supply of services mentioned in this document.
- ii) The tenderer should have valid registration under the Contract Labour (Regulation & Abolition) Act.
- iii) The tenderer should have ESI registration under the Employees State Insurance Act, 1948;
- iv) The tenderer should have Provident Fund Registration under the Employees Provident Funds & Miscellaneous Provisions Act, 1952.
- v) 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;
- vi) 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;
- vii) The tenderer must have Permanent Account Number (PAN) provided under the Income Tax Act;
- viii) The tenderer must have a valid GST Registration under GST Act(s).
- ix) The tenderer must have at least a deployment strength of not less than 50 personnel in various organizations continuously for the last 2 years;
- x) 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.

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 including their contact address, email/mobile details currently being serviced by him along with Part-I of the tender for verification of quality of service and antecedents. Also, NIELIT Calicut may verify with EPF, ESI etc authorities about the credibility/compliance level of tenderer.

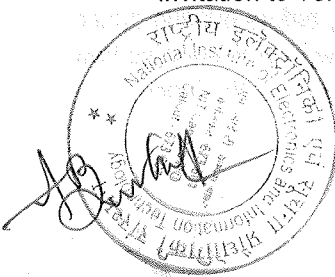
11. The tenderers may make a physical inspection of the premises, if required, before quoting during working days from 10:00 am to 4:00 pm. The tenderer shall attach a detailed work plan showing how he proposes to provide the required services under this contract along with Part-I of the tender.



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12. The tenderer shall declare in writing that none of its proprietors/partners/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.
13. There will be no revision of the tendered amount of Agency Commission on any ground during the entire tenure of the contract. The tenderers shall, therefore, make provisions for all statutory liabilities applicable to them and eventual increases, if any, while quoting. It may be noted that Income Tax and/or any other tax as applicable will be deducted from the bill as per law.
14. 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 (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.
15. (a) Incomplete tenders, (b) tenders not fulfilling the above Minimum Pre-qualification criteria fully/partially, and (c) tenders without the prescribed EMD or undertaking in lieu of EMD, (d) tenders deviating materially from the terms and conditions mentioned in the Tender Document, (e) conditional tenders, and/or (f) tenders received after the scheduled time and date for submission will not be considered for further processing.
16. The tender shall be submitted in English language.
17. During the technical evaluation of the tender, NIELIT, Calicut may seek clarification(s) on the tender in writing by email. The response by the tenderer should also be in writing from the email address of tenderer. No other correspondence/communication/enquiry regarding the status of the tender will be entertained.
18. 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.
19. 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.
20. 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.



PART – I

TERMS & CONDITIONS OF THE TENDER

DEFINITION

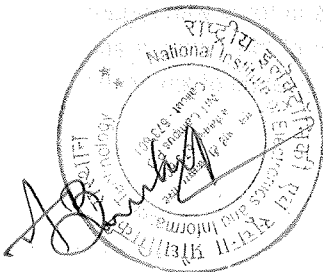
1. The term "Institute" shall mean National Institute of Electronics and Information Technology (NIELIT), Calicut, which is a Centre of NIELIT, New Delhi, an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India, and the term "Contractor" shall mean the Agency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

SCOPE OF SERVICES

2. The area and scope of the services is providing Security, Housekeeping, Gardening-cum-Helper, Assistants for Clerical, Civil, Workshop & Electrical Services and Driver, 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 changes, increases/decreases in the scope of work, including the category, nature and number of personnel required, in future depending upon the requirements/exigencies at that time, which will be affected accordingly after negotiation.

CREDENTIALS

3. 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.
4. The Contractor must have a local office at Calicut with a regular mobile/email and should be accessible round the clock.
5. 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 specified in "General Instructions".
6. All credentials of the Contractor including financial standing, registration with Govt., having support or connection with Govt. Dept/Organizations, Non-Govt. Autonomous Body, Public Body, Local Govt., Civil Body and Public Institutions/Organizations etc. together with records of past performance with such Institutions, Departments, Organizations etc. are to be produced for verification whenever demanded by the Institute.

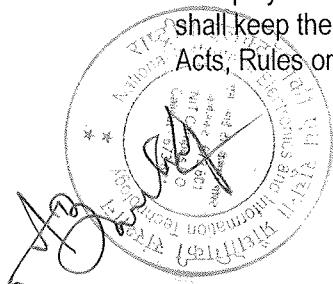


RESPONSIBILITIES/LIABILITIES OF CONTRACTOR

7. The contract 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 result in forfeiture of the Security Deposit of the Contractor.
8. 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.
9. 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.
10. 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) EPF Registrations 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 his EPF/ESI Code.

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.

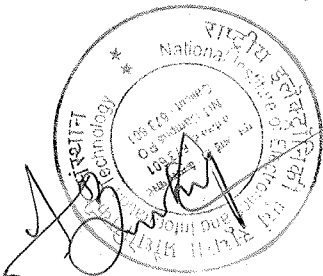
11. It is the responsibility of the Contractor to comply with all provisions of Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen's Compensation Act or any other Act, Rule, Statutory Orders, Notifications, etc applicable in respect of his deployment and the Contractor shall be solely liable for any contravention thereof.
12. 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.
13. The Contractor shall follow and abide by all the legal formalities including the employment, age and working conditions of the personnel engaged by them.
14. 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.



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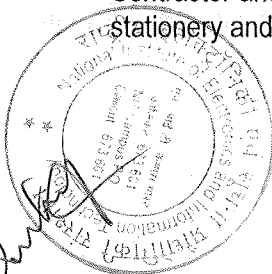
15. The Institute is not liable or responsible for pay increments, medical benefits or any other benefits in respect of the personnel deployed by the Contractor.
16. The Contractor shall deploy personnel in such a way that they get weekly rest as per law.
17. A Security Deposit equivalent to **Rs. 6 Lakhs** 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 bills of the Contractor. The Security Deposit will not carry any interest thereon. The Security Deposit may be submitted as a Bank Guarantee from a Nationalized Bank valid for a period of **40 months** from the date of signing of agreement.
18. 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.
19. The Contractor shall maintain all relevant Registers in the premises of the Institute in respect of his deployment, which may have to be presented for inspection by the Labour Welfare Authorities concerned.
20. 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.
21. The Contractor shall deploy only such persons having the required physical fitness, behavior, cleanliness, qualifications, skills, knowledge, temperament, discipline etc. to render the services at the Institute.
22. 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.
23. The personnel deployed by the Contractor shall not take part in any strike, demonstration, agitation, bandh, hartal etc. On the contrary, they should be trained and briefed to assist the officials of the Institute during such crisis.



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24. In case of any misbehavior 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.
25. The Contractor shall compensate fully to 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.
26. 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.
27. The Contractor or his representative shall visit the Institute at least once a month for discussion regarding the outsourced services at his own cost.
28. 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.
29. 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.
30. 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.
31. 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.
32. The Institute shall have no responsibility for providing living accommodation to the personnel deployed by the Contractor.
33. 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.
34. The personnel deployed at the Institute shall be provided with proper uniform (except Khakhi) by the Contractor and also Torches including consumables, lathis, rain coats, Mobile Phones, SIM Cards, stationery and other accessories for the efficient performance of their duties at the cost of tenderer.

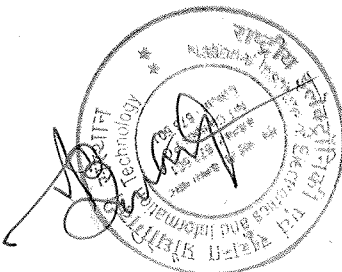


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35. The personnel deployed for security services should be able-bodied persons trained in security, first aid and fire fighting services and such other security measures as are essential for the Institute, and should be preferably Ex-Servicemen, below 60 years of age.
36. 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.
37. The personnel deployed at the Institute for the various services should not smoke/use tobacco products or use alcoholic drinks in the campus.

PAYMENT

38. The Institute shall pay to the Contractor nothing more than the amount as may be due under the terms of this contract.
39. The payment for the services rendered by the Contractor will be made on monthly basis within 30 days from the date of submission of the proper and pre-receipted bill, 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.
40. 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 clauses mentioned in this document.
41. 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.
42. TDS of Income Tax and GST at the prevailing rate will be deducted from the monthly bills of the Contractor and the same would be deposited with the Tax authorities as per law by the Institute.



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PENALTY

43. 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

44. 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 with or without revision of the Agency Commission. The liability due to revision of minimum wages, VDA from time to time, if any, shall only be considered for revision.

45. 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

46. 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.

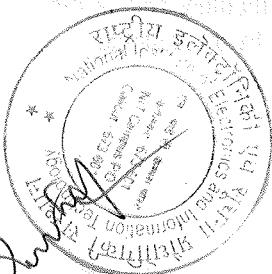
I/We have read (a) the 'General Instructions' and (b) the above Terms and Conditions of Tender and all Annexures, and the same are acceptable to me/us. We have attached relevant documentary proof as given in the next page.

Signature of Tenderer :

Dated :

Name of Tenderer :

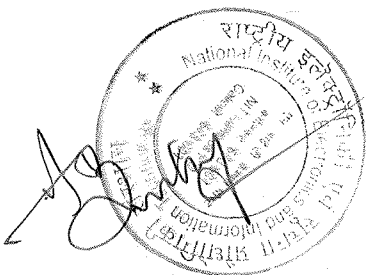
Address of Tenderer with Seal :



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TECHNICAL BID
FOR THE TENDER FOR SECURITY, HOUSEKEEPING, GARDENING-CUM-HELPER, ASSISTANTS
FOR CLERICAL, CIVIL, WORKSHOP & ELECTRICAL SERVICES AND DRIVER

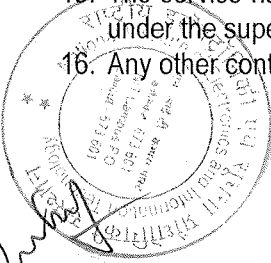
Sl.No.	Details of the Document to be attached	Details if exceeding the space provided attach separately
1	Name of the Party with contact address with Telephone No., Mobile Number, Fax Number and e-mail ID	
2	Details of Registration (under Companies Act/Societies Registration Act etc. of GoI/GoK) Number and Date	
3	ESI registration No. under the ESI Act, 1948	
4	Provident Fund Registration Number under EPF & Miscellaneous Provisions Act	
5	License Number issued by the Competent Authority (Central) under the Contract Labour Act, 1970	
6	Experience of the Tenderer (Refer 9 (v))	
7	Permanent Account Number (PAN)	
8	Deployment Strength (Refer 9(vii))	
9	GST Registration Number	
10	Copy of Agreement/Work Order from the client (Refer 9(ix))	
11	List of clients along with contact details currently being serviced by him	
12	Work Plan (Refer Instructions No.12)	
13	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 (to be made in official letter pad, signed and stamped with date)	
14	Declaration that the rates quoted are in compliance with the rates of minimum wages under the Minimum Wages Act, 1948, neither exceeding nor short. (to be made in official letter pad, signed and stamped with date)	
15	Undertaking: All the above information furnished above and in the tender document by us are true. I understand and agree that if any of the information furnished is found to be false the tender will not be considered for evaluation.	
		Signature Office Seal date



SCOPE OF SERVICES TO BE RENDERED

Security Services (Estimated Minimum No. of Personnel Required: Security Officer: 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 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 go out.
5. Patrolling through the length and breadth of the Campus 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 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 occur on the Campus, apart from seeking the services of Fire Service.
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. 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.
16. Any other contingency work.

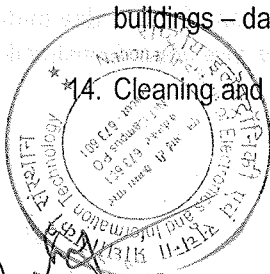


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Tender Document for Providing Security, Housekeeping, Gardening-cum-Helper, Assistants for Clerical, Civil, Workshop & Electrical Services and Driver

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.
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 floors (Total Floor area of buildings in both the premises: 7122 M²) 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, stairs, ways, 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.



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15. All the equipment, appliances, consumables etc. required for the services under this contract would be provided by the Institute.
16. 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.
17. Any other contingency work.

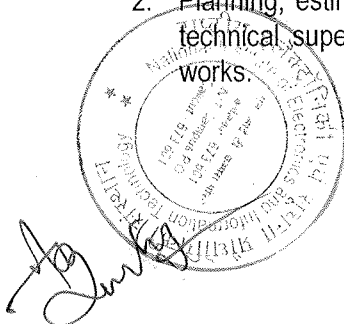
Gardening-cum-Helper Services (Estimated Minimum No. of Personnel Required: 4 nos -

Male: 1 no; Female: 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.
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.



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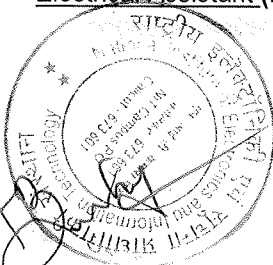
Tender Document for Providing Security, Housekeeping, Gardening-cum-Helper, Assistants for Clerical, Civil, Workshop & Electrical Services and Driver

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 Normally from Monday to Friday).
9. Any other contingency work.

Workshop Assistant (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 and other 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).
10. Any other contingency work

Electrical Assistant (Estimated Minimum No. of Personnel Required: 1 No.)



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1. Providing supporting facilities to the Labs of the Institute.
2. Fabrication of electrical assemblies/sub-assemblies for the projects developed by various labs.
3. Assisting student projects.
4. Assisting short-term courses and exams conducted by the Institute.
5. Assisting in operation and regular maintenance transformers, UPSs, Generators and other electrical devices/equipment.
6. Operation and maintenance of Water Treatment Plant.
7. Assisting DSCS and other Examination activities.
8. Operation of water treatment plant, Generator etc as per requirements 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 generally between 9 AM and 5.30 PM on all working days (five days a week - Monday-Friday).
10. Any other contingency work.

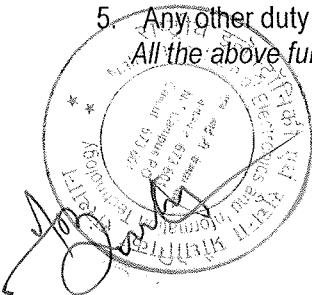
Driver (Estimated Minimum No. of Personnel Required: 1 No.)

1. Driving and maintenance of vehicles as directed by the Institute.
2. Assisting in Clerical, Electrical, Workshop works including networking and electronic equipment maintenance.
3. The services are to be rendered normally between 9 AM to 5: 30 PM on working days and if there are any specific/special requirements – on holidays or beyond the hours mentioned.
4. Any other contingency work

General Services (to be rendered by either Gardening-cum-Helper or Housekeeping Services or Electrical or workshop assistants or Driver)

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.



QUALIFICATIONS & EXPERIENCE REQUIRED FOR VARIOUS SERVICES

Security Services

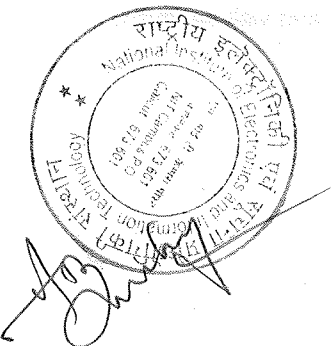
1. The personnel deployed for these services (Security Officer/Supervisor as well as Guards) should be as far as possible **Ex-Servicemen/Ex-Police Personnel**, below 60 years of age.
2. The personnel deployed should be **able-bodied** persons capable and willing to do the work assigned.
3. The personnel 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 capable and willing to do the work assigned, below 60 years of age and should have skills to use modern automated housekeeping, gardening tools.

Gardening-cum-Helper Services

1. The personnel deployed should be **able-bodied** persons, below 60 years of age.
2. The personnel deployed should be **trained in Gardening/Horticulture works** capable and willing to do the work assigned.
3. The personnel should have skills to use modern automated housekeeping, gardening tools.
4. The personnel deployed for these services should be **literate**.
5. Experience preferred: Previous experience in gardening for all; out of four at least two should have experience in plumbing and masonry work



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Civil Engineering Services

1. The personnel deployed should have at least a **Diploma in Civil Engineering**, below 60 years of age
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.
 - c. Planning/Estimation and execution of minor civil works

Workshop Assistant Services

1. The personnel deployed should be literate at least a **qualified ITI Welder/Fitter**, below 60 years of age.
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.
 - e. Emergency plumbing work, maintenance assistance.

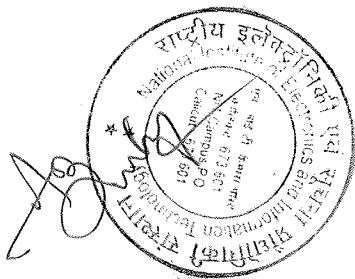
Electrical Assistant Services

1. The personnel deployed should be literate, below 60 years of age and have sufficient experience of assisting in electrical work, preferably having ITI or any other qualification in Electrical work.
2. He should be ready to assist in other maintenance and exam related activities

Driver

1. The personnel deployed should be literate having sound mind, below 60 years of age.
2. Should have a valid Driving License and sufficient experience in driving.
3. He should not have been punished for violation of traffic rules or for making accident or for rash or drunken driving etc.
4. He should have the maturity and appropriate behavior to receive and help the staff/visitors of the Institute during the travel while he is driving.
5. He should not be a smoker or alcohol drinker.

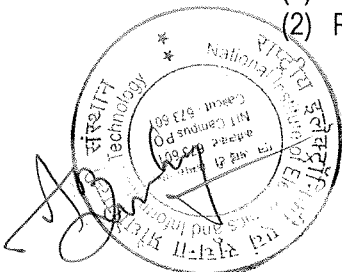
The personnel deployed for all the services should be honest, sincere, obedient and well-behaved.



ANNEXURE-III to PART- I

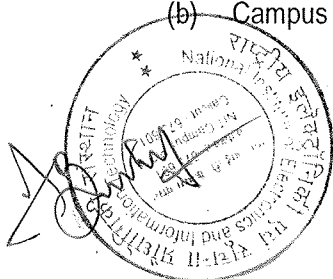
SPECIFICATIONS FOR SECURITY, HOUSEKEEPING & GARDENING-CUM-HELPER SERVICES

- (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) | | | |
| (4) 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. | | |



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- (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 : 71 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 number of Toilets in Hostel Building: 46 Nos.
- (12) Total Area of Lawn/Garden
- | | |
|--------------|---------------|
| (a) Campus 1 | : 1500 Sq. M. |
| (b) Campus 2 | : 400 Sq. M. |
- (13) Total area of land for development/maintenance:
- | | |
|--------------|-----------|
| (a) Campus 1 | : 6 Acre |
| (b) Campus 2 | : 14 Acre |



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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) : 14 May 2021- 17.00 Hours
 TIME AND DATE OF OPENING OF PART-I OF TENDER : 17 May 2021 - 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 following working day.

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

With reference to **Tender Notice No. No.3(138)/01/SS/21** of NIELIT, CALICUT, I/ We hereby submit our lowest tender as below.

Item No.	Description of Service	Minimum Personnel required	Rate per shift, per head (₹)	All-inclusive monthly rate for the service (₹)
1	Security Officer	1 No.	Nature (Category), Number of Personnel, Duty days in a month may vary as per actual requirement. Rate & Daily/Monthly Wages should be exactly as per Minimum Wages Act and applicable VDA, EPF, ESI, Bonus etc. notified by Central Labor Commissioner, Government of India.	
2	Security Guards	9 Nos		
3	House Keeping Services	5 Nos.		
4	Gardening-cum-Helper Services	4 Nos.		
5	Civil Engineering Services	1 No.		
6	Workshop Services	1 No.		
7	Electrical Assistant Services	1 No.		
8	Driver	1 No.		
	Agency Commission – (This is a fixed amount irrespective of change in nature (category), number of personnel, duty days etc)			

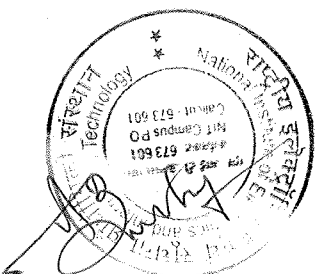
Rupees (In words):

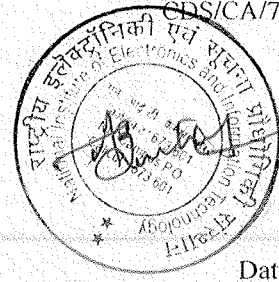
Note: - In addition to above, applicable GST will be borne by NIELIT CALICUT. Agency commission should be a fixed amount and will remain same throughout the entire contract period. NILEIT Will deduct TDS as per IT & GST Acts. Also, NIELIT may deduct and adjust amount payable to tenderer, if a written direction is received from statutory authorities.

We confirm that the rates quoted are all-inclusive, firm & fixed and there will not be any escalation in the agency commission during the entire supply period. We also confirm that we will abide by all the terms and conditions and we do not have any counter conditions.

Date:

Signature, Name & Seal of Tenderer



ANNEXURE 41**Undertaking for EMD**
(on the letterhead of Organization)

Date:

To

The Executive Director
NIELIT
NIT Campus P.O.
Kozhikode – 673601
Kerala

Subject: Undertaking as per GFR–2017, Rule 170(iii).

Dear Sir,

We, the undersigned, offer to supply in response to your Tender No. dated We are hereby submitting our Bid/Quotation for the same. As a part of eligibility requirement stipulated in the said Tender documents, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD), as given below:

1. Our bid shall remain valid for 60 days from the date of submission and that we will not withdraw or modify our bid during the validity period.
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Security Deposit of 5% of the order value, as per terms stipulated in the Tender.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as ineligible for said Tender and/or debarred from any **future bidding process of NIELIT for a period of minimum two years.**
5. The undersigned is authorized to sign this undertaking.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory (with seal):

E-mail:

Mobile No:

