



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)
National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com



NIEPMD/Pur4 (71)/Security/2024-25

22nd Nov 2024

TENDER NOTIFICATION

(Through GeM portal only)

The Director, NIEPMD, Chennai invites tender from eligible bidders through the GeM portal in two bid system (Part 'A' Technical Bid and Part 'B' Commercial Bid) in LCS (Least Cost Selection) format from reputed Security Services Providing Agencies to provide "**UNARMED SECURITY SERVICES MANPOWER**" at NIEPMD & Its other Campuses in Tamilnadu as per Ministry of Labour & Employment, Office of the chief Labour Commissioner (C), New Delhi minimum wages fixed. Service charges to be quoted **in percentage**.

Tender Schedule

Downloading of Tender documents from GeM portal	As per GeM Bid
Last date for tender enquiry	As per GeM Bid
Pre-Bid meeting (It is mandatory to attend the pre-bid meeting. Bidders not attending the pre-bid meeting will not be considered for evaluation.)	As per GeM Bid
Tender submission last date and time	As per GeM Bid

Deputy Registrar (Admin)
22nd Nov 2024

Director
22nd Nov 2024

Mandatory Pre-Bid Meeting: 04th Dec 2024 11.00 AM Hybrid Mode.

For Attending Physically: "2nd Floor, Room No. 87, NIEPMD, ECR Muttukadu, Kovalam (Post), Chennai – 603112.

For Attending Virtual Mode: Google Meet Link: <https://meet.google.com/viv-atfz-xhw>

[Your Bid GEM/2024/B/5639889 has been published successfully.](#)



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Terms and conditions

1. The bid documents should be uploaded in GeM portal only on or before the due date.
2. The tender bid should be valid for **60 days** from the due date. **NIEPMD, Chennai will not take any responsibility for any technical issues.**
3. **Earnest Money Deposit (EMD): Rs. 5,00,000/- (Rupees Five Lakhs only)** EMD shall be paid through NEFT/RTGS only to NIEPMD account as per details mentioned in tender document. Payment receipt to be uploaded with technical bid. The tenders without EMD shall be summarily rejected. **No Interest will be paid on this EMD Deposit.** All statutory rules as applicable for EMD shall be followed. EMD Exemptions for MSE, Startups, categories of Sellers mentioned in GeM General Terms and Conditions (GTC) shall be exempted from furnishing Bid Security (EMD).
 - a. The EMD shall not bear any interest and will be refunded to
 - i. Successful Bidder on receipt of Bank Guarantee/Security Deposit.
 - ii. Unsuccessful Bidders upon finalization of the contract and award of contract to Successful Bidder.
 - iii. All the Bidders if the tendered service is cancelled or retendered.
4. The tender documents and all correspondence's relating to the bid should be in **Hindi or English language only.**
5. The tenders submitted without relevant information asked for are summarily rejected.
6. Any tender which proposes any alterations to any of the conditions laid down or proposes any other conditions of any description whatsoever shall be summarily rejected.
7. The accepting officer reserves the right to place the order as a whole or part of any services only as deemed fit.
8. Any addendum or Corrigendum pertaining to tender will be uploaded on our website and GeM portal. Bidder must refer to our website for addendum or corrigendum if any, before submitting the Technical Bid / Price Bid.
9. Price Bid: Tender bids without price bid will be rejected. Price Bid should be Annual Contract for Security Services at NIEPMD campus. Service charges to be quoted in percentage inclusive of all taxes as applicable and any other obligations stated in Bid document like uniform, stationary etc. Tender document should be read carefully to check for obligations in Bid document. The minimum service charges for procurement of manpower services has been revised to 3.85% inclusive of transaction



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charges. Such charges should not exceed 7% including transaction charges in any case.

10. To prove financial capability to undertake the tender, the tenderer should furnish banker's solvency Certificate as per Form provided in bid document from any nationalized/ scheduled bank for Rs. 25.00 lakhs. Original copy of certificate may be requested during evaluation process for verification from banks end. Appendix -IV.
11. Any information / clarifications required by the Bidder can be obtained from NIEPMD Purchase Department number 044-27472113 Extn. 413 only during working hours on any working day till the date of opening of Technical Bid and for the pre-bid clarification obtained by mailing to niepmd@gov.in & cc to asponiepmd@gmail.com.
12. Any clarifications required by the Bidder related to Financial Bid can be obtained before the date of submission of the financial bid through GeM Portal.
13. Should a bidder find any discrepancies or omissions in any of the Technical Bid Documents or should be in doubt as to their meanings shall alone address the authority inviting the tender for clarification. Every endeavor is made to avoid any error which can materially affect the basis of the tender, but the successful bidder shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
14. Notice inviting Tender issued, any corrigendum / addendum issued, minutes of the Pre-Bid Meeting, replies given to clarifications raised by the bidders will form part of the Tender Document.
15. The work is estimated to be around Rs.1.6 Crores (Rupees One Point Six Crores only) per annum as per present rates of minimum wages as per Central Govt. minimum wages act.
16. **The Agency should be registered with PSARA and have at least 05 years' experience and should have provided similar services to Government / Semi-Government / Public Sector / Multi-National Companies / Private Organizations / Hospitals as on tender starting date. Self-Attested copies of Experience Certificates must be enclosed.** Any exemptions in experience will be as per norms.
17. The bidder should have minimum annual financial turn-over of Rs.05.00 Crores (Five Crores) or above during the last three financial years. Audited balance sheet with profit & loss account of last 03 financial years (2021-22, 2022-23 & 2023-24) duly authenticated by a Chartered Accountant/ Cost Accountant in India should be uploaded with technical bid. The net worth of the Bidder firm should not be negative as on 31st Mar 2024' and also should have not eroded by more than 20% (Twenty percent) in the last three years, ending on 31st Mar 2024. MSE, Startups & any other Govt. approved Turnover exemptions will be as per norms.
18. The bidders have to remit EMD as per General Terms & Condition of GeM & is compulsory for the



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bidders such as State / Central Government / Statutory Bodies / Undertakings etc. Exemptions as per norms.

19. Micro & Small Enterprises who are Service Provider of the Primary Service Category and whose credentials are validated online, through Udyam Registration/ Udyog Aadhaar and Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP), shall be exempted from EMD payment, Minimum Turnover, previous performance & Experience. Exemptions as per GeM GTC will be applicable.

20. The Earnest Money Deposit shall be forfeited:

- A. If the bidder withdraws from the Tender after tender opening during the period of tender validity;
- B. In the case of a successful bidder, if the bidder fails within the specified time limit to
 - (a) Sign the Agreement; and/or
 - (b) Furnish the required Bank Guarantee / Security deposit; and/or
 - (c) Deploy the required Security Personnel.

21. RETURN OF EMD:

A. Unsuccessful Bidders:

The Earnest Money Deposit (EMD) will be returned to the unsuccessful bidders through RTGS/NEFT after the issue of Work Order to the successful bidder.

B. Successful Bidder:

- EMD of the successful bidder will be returned on submission of the necessary Bank Guarantee (Security Deposit) with 3% (or as applicable) of the value of work order valid for a period of 01 year plus two months within 10 days after the receipt of work order.
- In the case of extension of the contract for a further period as per term of GeM Bid, a separate Bank Guarantee should be submitted each year at 3% (or as applicable) of the contract value of that particular year.
- Contract value for the subsequent year subject to extension of contract will be arrived at considering the increase in the wages for that period as per the Government of India Notification. The Bank Guarantee submitted for the first year will be returned to the bidder immediately after submission of the Bank Guarantee for the further year.

22. In case, the bidder, after quoting, withdraws from the tender or refuse/delay in commencing the work before finalization of the tender, the EMD will be forfeited.

23. In case the bidder stops the work abruptly the security services, the Bank Guarantee Submitted will be forfeited.

24. Release of final payments and retention monies (if any) outstanding on the expiry or Completion of the



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contract including extended period shall be subject to the Bidder furnishing satisfactory proof of re-deployment or retrenchment, as the case may be, of employees who were deployed by the Bidder pursuant to the contracts to work within the premises of NIEPMD.

25. No interest will be paid on any deposit made by the bidder.
26. The financial bids of only technically qualified bidder(s) will be opened.
27. Incomplete details of the technical bids will be rejected summarily.
28. Non-compliance of any of the conditions set forth herein above will result in the tender being rejected.
29. Bidders shall not contact the Client on any matter relating to their bids from the time of opening of the Technical Bid till the contract is awarded. If a bidder wishes to bring additional information to the notice of the client, it should do so in writing at the address indicated. Any effort by the bidder to influence the Client in the Client's Proposal evaluation, Proposal Comparison or Contract Award Decisions may result in the rejection of the bidder's Proposal.
30. The successful bidder is requested to enter into an agreement within 15 days on the e- stamp paper as per the format which will be provided. The value of the e-stamp paper will be intimated after the award of work to the successful bidder.
31. The nature of the tender is Two Bid System i.e. Technical Bid and Financial Bid. The rates are to be quoted in the Online Closed Financial Bid, as per the system provided in GeM portal.

Note: The hard copy of the Financial Bid containing the rates will be summarily rejected.

32. The Technical Bid Document, Financial Bid Document, Minutes of the Pre-Bid Meeting, Corrigendum and any other documents which form part of the Tender Document shall be signed by the same person with the same seal.
33. The Director NIEPMD reserves the right to reject any or all the tenders without assigning any reasons therefore and the Director's decisions shall be final and binding on all the bidders.
34. None of the terms and conditions of the bidder shall be applicable to the service contemplated hereunder, irrespective of it being attached to any documents to be provided to NIEPMD. Such exercise shall have no meaning and binding effect unless the same is accepted by NIEPMD in writing.
35. Any dispute arising out of this will be subject to the jurisdiction of the Court in Chennai.



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**TECHNICAL BID CONDITIONS OF ANNUAL CONTRACT FOR SECURITY SERVICES AT
NIEPND, MUTTUKADU, KOVALAM, CHENNAI - TAMILNADU**

The Bidders are requested to submit the following in the 'TECHNICAL BID.

1. Essential Criteria:

- A. The bidder should have contracts of employing minimum of **100** Security personnel in last five years (Multiple Contracts) from reputed Private / Government Organization. Satisfactory certificate must also be enclosed in respect of the contract. **The Technical Bids of those bidders who do not satisfy this condition will be summarily rejected.**
- B. **Financial position:** The bidder should have annual financial turn-over of Rs.05.00 Crore (Five Crore) or above during the last three financial years. (enclose copies of Audit Report certified by Chartered Accountant).
- C. **ESI & EPF Registration Copies:** Bidder should have PAN No & should fulfill all statutory compliances like PF, ESI registration. The bidder must be registered under PF Act, ESI Act and Shops & Establishments Act. Copies of registration papers along with the code numbers attached to the bidder/company should be provided. The copies of the same should be furnished along with the Technical Bid. Bidders failing to provide any document shall summarily be rejected.
- D. **Copy of Registration with Labor Commissioner:** The vendor should submit the copy of the Central/State Registration Certificate if available (If Available).

2. After submission of the Technical Bid, the supporting documents will be verified for satisfaction of Essential Criteria. The Bid Documents of only those bidders who satisfy all the requirements of Essential/Eligibility Criteria will be evaluated as per the statement.
3. Customer Feedback (independently verified) regarding the bidders shall be given due consideration during the technical evaluation of the bids.

4. Eligibility Criteria:

- a. The bidder should have experience in the said work and shall submit the documentary evidence for the same as mentioned below, **failing which the bidder will not be qualified for the Technical Bid / Offer.**



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b. Notwithstanding anything stated in the tender document, NIEPMD reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of NIEPMD and the decision of NIEPMD in this regard shall be final and binding.

c. Technical Bid Evaluation and Selection Criteria:

d. **Bidders who fulfill essential criteria** will be evaluated based on the following as per LCS method parameter:

All the experience should be related to Security Services only.

S. No.	Criteria	Conditions & Score	Max. marks	Remarks/ Documents for submission of technical bid
1	Firm Turnover	Average Turnover Rs. 05.00 Crore - 08 Marks (Mandatory) Above 05 Cr & Up to 07 Cr: 10 Marks. Above 07 Cr: 15 Marks	15	Firm turnover is defined as the average turnover of firm over the last 3 years. Chartered Accountant verified/ audited turnover statements to be furnished as proof for the same.
2	Security Staff deployed during last 05 Years	Minimum 100 Security Staff – 10 Marks Above 100: 15 Marks	15	Security Staff deployed during 05 years will be all engaged staff on the books of the firm during the period through different contracts. on the date of the release of the tender
3	Bank Solvency certificate	Solvency up to 25 Lakh – 15 marks More than 25 and up to 40 Lakhs – 18 Marks Above 40 Lakhs - 20 marks	20	banker's solvency Certificate as per Appendix-IV from any nationalized/ scheduled bank to uploaded as proof. Original certificate will be produced on demand.



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4.	Experience in years for Providing Security manpower & Other Manpower	Minimum 05 years (Mandatory) –08 Marks Above 05 Years & Up to 06 Years: 10 Marks Above 06 Years: 15 Marks	15	Experience means: Firm has working experience in Security service manpower Outsourcing in Government/ PSU Clients/International organization/Corporate Organizations
5.	Currently running projects	Up to 02 Projects: 15 Marks 03 to 05 Projects: 18 Marks Above 05 Projects: 20 Marks	20	Working as Security Manpower resource outsourcing agency at Reputed State/ Central Govt. Institutions/PSU/ Corporate.
6.	Work Quality and legal compliance	Very Good / Good (Satisfactory)	15	Very Good – 15 Marks, Good-8 Marks

5. The technical bid document submitted by the bidders will be evaluated on a maximum of 100 marks. Against this technical marking, only those bidder's financial bids who secure 60 marks or more shall be considered for further process. Micro & Small Enterprises who are Service Provider of the Primary Service Category and whose credentials are validated online, through Udyam Registration/ Udyog Aadhaar and Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP), shall be given full score in the criteria of experience, and Average annual turnover.

6. **Customer Feedback:** The bidders should send the references of minimum **three clients (As per the Statement given in Proforma- G)**: The evaluation will be done on the following criteria:

Sl. No	Particulars
1	Work Quality and legal compliance

Only those bidders who satisfy all the above Essential Criteria will be considered for further processing.

7. Other Conditions:

- The bidder should possess GST Registration Certificate and furnish the copy of the same along with the Technical Bid.
- Bidders who are debarred/ blacklisted in other utilities in India will not be considered. The bidder shall submit the certificate to the effect that the bidder is not blacklisted by any Central / State Government organization / PSU /Hospitals during the last two years. Certificate should be in the company letter head. (Please refer Proforma in NIT)
- The bidder shall submit all the necessary documentary evidence such as:



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- a. Details of Banker and Cash Credit limit (Solvency Certificate)
- b. Details of constitution of the company (Proprietorship/ Limited/Pvt. Ltd. along with details)
- c. Memorandum & Articles of Association of the Company
- d. Organization Chart of the company
- e. Details of infrastructure in Chennai / Tamilnadu (offices, No. of employees etc.).
- f. The staff deployed by the vendor should possess Aadhar Card, any other valid Age Proof and proof of police verification of each staff. The copies of the same shall be submitted on demand from NIEPMD.
- g. The firm should have an operational office in Chennai / Tamilnadu. Documentary evidence in this regard should be submitted for verification. The Office in Chennai / Tamilnadu should be supported with relevant documents & GST registration certificate /Electricity/Water/Telephone bills should be submitted for verification.
- h. Additional Conditions:
 - I. Bidder should provide information regarding any current litigation in which the bidder is involved.
 - II. MOU shall not be considered.

8. Price Bid:

Bidders who score the 60 & above score in the Technical Evaluation will be allowed for participating in the financial as per LCS format.

9. Award of Contract

The Contract will be awarded to a bidder finalised through LCS process as per GeM process. The contract may be extended for further years with the minimum wages as per Government of India Notification as on date, satisfactory performance by the bidder and discretion of Director, NIEPMD. However, its not binding from any side to extend contract beyond one year.



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Bid Part-II

GENERAL CONDITIONS OF CONTRACT

- 1) The Agency shall provide Security service by deploying adequately trained and well- disciplined Unarmed security personnel who shall safeguard the institute building, moveable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex as finalised by Institute.
- 2) The security personnel shall be deployed round the clock in **3 shifts** at the office and any other location finalised by NIEPMD to safeguard the premises.
- 3) The security guards deployed shall be responsible for opening/closing of the buildings and rooms as necessitated/directed by competent authority at the institute on working and closed days and any other instruction by security in-charge of Institute.
- 4) The security guards shall ensure that water taps/lights/ACs and etc., are not left open/on after close of working hours on normal working days as well as on off days including filling of water in overhead tanks as instructed and maintain sufficient water in it.
- 5) The security guards shall maintain records of inwards and outwards movement of men (The institute Employees and also regulation of guests and visitors), materials and vehicles, etc. With proper check on the same as per instructions given from time to time by competent authority at the institute.
- 6) The Security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
- 7) The Security personnel shall be duly trained in **Fire Safety Operations**. They should be trained to operate various fire control equipment installed at the institute. Proof to be produced on demand from NIEPMD.
- 8) The Agency / security guards shall keep the Security In charge of the institute informed of all the matters of security and co-operate in the investigation of any incident relating to security.
- 9) The bidder should have a Registered & operational office in proximity of Chennai. (Registered date should be prior to the date of tender submission). Proof in this regard with GSTIN should be provided. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency). Declaration certificate to be uploaded.
- 10) The bidder should have the following Registrations and details of the same by provided in the Technical Bid.
 - EPF Registration



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- ESI Registration
- PAN Number
- GST Registration
- Valid PSARA License

11) Customer Satisfactory Performance Report from organizations served during last 5 years. Information and Conditions relating to Submission of Bids.

- 1) The NIEPMD reserves the right to terminate the contract without assigning any reason by **giving a notice of 15 days**, where feasible. The requirement of giving notice of 15 days will be dispensed with if the circumstances so warrants. **The contractor will have to serve a notice of three months, if he wishes to terminate the contract.**
- 3) The contractor should not be an employee of NIEPMD, Chennai, or any other central/state Government. **He should submit a declaration to this effect.**
- 4) In the event of local problems arising while discharging the functions at NIEPMD, Chennai, the contractor will deal with them appropriately and he will not bring NIEPMD on the scene for such matters.
- 5) The interested agencies are required to go through the all the terms and conditions and the scope of works mentioned in this tender.
- 6) All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 7) **A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.**
- 8) **Submission of bid:** The Bids should be submitted through GeM portal only. No other mode bids will be accepted.
- 9) **Earnest money deposit (EMD) & Tender fee:** The agency shall deposit EMD amount as per GeM bid through NEFT/RTGS/ in NIEPMD account and payment receipt to be uploaded with the technical bid. Technical bids without EMD and tender fee shall not be considering for further evaluation. NIEPMD Bank details are here under. EMD shall not bear any interest. EMD of successful bidders will be returned after receipt of Bank Guarantee/Security Deposit. EMD of unsuccessful bidders will be returned after finalization and award of contract. Categories mentioned in GeM GTC will be applicable on bid and exemptions of Bid Security / EMD /Turnover will be provided to all qualified bidders as per GeM GTC. Bank Account details for submission of EMD is as follows:

Saving Bank A/C No.761297290

Type of Account: Saving Bank

Name of the bank: Indian Bank. Kovalam branch



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IFS code: IDIB000K122

Branch code: 01176

Note: please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS/NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its bank would not responsible for the same.

- 10) **Bid validity:** bid shall remain valid for a period of 60 days from the date of opening of bid.
- 11) **Bid evaluation:** Bids will be evaluated based on LCS (Least Cost Selection) process. The contractor has to quote service charge only that takes care of TDS, Uniforms, Supervision, office maintenance, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. Wages will be as per Central Govt. minimum wages act.
- 12) NIEPMD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- 13) The vendor selected would be required to furnish a Performance Security equal to 3% (or as applicable) of the annual cost of the supply order in the form of Demand Draft/ FDR/ Bank Guarantee from any Scheduled Bank in favour of "Director, NIEPMD, Chennai" payable at Chennai. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 60 days after the date of expiry of the contract. NIEPMD reserves the right to ask for performance guarantee extension if contractual obligations are not fulfilled. **No tenderer is exempted from paying of performance security.**
- 14) **Liquidated Damages:** NIEPMD shall without prejudice to its other remedies under the contract, deduct from the Contract price, as Liquidated Damages a sum equivalent to 2.5% of the price of delayed Goods or unperformed services for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract price. Once the maximum is reached, NIEPMD may consider termination of the contract and can forfeit the Performance Guarantee amount.
- 15) **Risk & Expense clause.** In the event of the failure of the contractor to provide security Supervisor and unarmed security guards as requisitioned under the contract, Security Officer/ user shall hire similar type of security supervisor and unarmed security guards at his discretion from other sources at the risk and expenses of the contractor on the prevailing market rates. Such hiring from alternative sources shall be binding on the contractor. Due to shortage of time, no prior information can be given to the contractor or such security services. **Expenses incurred on hiring, shall be debited from the security deposit / PBG of the contractor.** Any excess of the expenditure incurred on hiring of services of unskilled security guards, over the contract price appropriate to such default shall be recoverable from the SELLER / Service provider.



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16) **Force Majeure condition** – The term force majeure as employed herein shall mean acts of God, war, revolt, terrorist acts, accident, fire, flood and acts and regulations of respective Government/s of the two parties. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 hours, the full particulars and satisfactory evidence support of his claim. Time for purpose of the relative obligations suspended by the force majeure shall then stand extended by the period of delay, which is directly caused by force majeure event.

Probable requirement of Security Personal:

The security services and provision for the required manpower shall be as under:

Unarmed Security Guard (Semi Skilled)	Asst. Security Officer (ASO) (Skilled)
Male: 24	Male: 04
Female: 11	Female: 04
For Madurai -04 (B Area)	Nil
For Karakal - 01 (B-Area) (In BOQ Shown against Madurai) As no account for Karakal.	Nil
Total: 40	Total: 08

(a) Requirement of guards mentioned here are tentative only, however it may increase or decrease as per Institute requirements.
(b) Security Guards for out Campus Hostel will be hired on requirement basis and for particular time period only. On shifting hostel in side NIEPMD campus guards hired for this purpose will be withdrawn.
(c) No claim for minimum hiring will be entertained under any circumstances, decision of NIEPMD authorities will be final and binding.

Notes:

- 1) Estimated number of guards is subject to change at the discretion of the competent authority at the institute. The number of employees may be reduced or increased according to the requirement. No claim for minimum hiring will be accepted.
- 2) The agency shall ensure that the security personnel deployed are healthy and not more than 60 years of age. The agency will get their antecedents, character and conduct verified.
- 3) NIEPMD shall maintain an attendance register as well as a bio-metric attendance machine in respect of employees deployed by the service provider.



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4) The employees of service provider should not claim any benefit/compensation/absorption/regularization of services from Director NIEPMD under any statutory provisions.

5) The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to the institute along with testimonials before they are actually deployed for the job.

1. The agency shall not deploy or shall discontinue deploying the persons(s), if so desired by the institute at any time without assigning any reason whatsoever. Institute will carry out the interview of personal before deployment and institute decision in this regard will be final & binding.

6) The agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.

7) The visitors shall be regulated as per the institute procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.

8) **A senior level representative of the Agency shall visit the institute premises at least twice-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the institute officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.**

9) The Agency shall ensure that any replacement of the personnel, as required by the institute for any reason specified or otherwise, shall be implemented promptly without any additional cost to the institute. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the institute at Agency's own cost. The service provider shall immediately withdraw/replace such employees who are found not suitable by NIEPMD for any reasons. NIEPMD reserves every right to order the service provider to withdraw/replace/curtail/reduce any number of outsourced employees in all the categories/the working hours of the engagement of any employee supplied by the service provider.

10) **Uniform and Liveries etc.:** For each year, Contractor shall provide its/his/her workers with [1] Two sets of uniform (with emblem & name badges, lanyard) consisting of Terri coat Pant and Shirt, belt, cap for Male and two salwar suit with sleeve less coat and cap including stitching charges for Female workers, [2] Each year one pair of shoes for male and Good chappal with buckle for female workers, [3] Identity Cards. Samples and/or specifications of the Uniforms and Liveries need to be approved by NIEPMD. [4] Required stationary, (Like Register, pen paper etc.), search light & 3 Cell Torch as per requirement. Uniforms, Liveries and other material are to be supplied to NIEPMD office with proper records and challans for distribution to staff in presence of purchase Department and contractor. Tenderer will provide these materials its own cost, however sample and quality will be approved by NIEPMD.

11) The contractor has to quote service charge that takes care of TDS, Supervision, all the statutory charges Uniforms, office expenses, relating to this contract. All the mandatory mentioned above should have to compliance by the bidder under the NIEPMD supervision. **Declaration by the Tenderer undertaking must be completed in this regard.**



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12) After becoming L-1 and award of contract no negotiation on clause 10 & 11 above will be permitted on basis the bidder quoted very low service charge and not able to undertake the above. The firm will be blacklisted incase showing such act.

13) The personnel engaged by the service provider should not have any criminal cases pending against them. The service provider shall make adequate inquiries about the character and antecedents of the person whom they are recommending. The service provider should also ensure that the personnel engaged are healthy and medically fit to work in the proposed role. Medical Certificate might be provided when called for.

14) The Agency shall provide reasonably good uniform with name badges and Identity cards to its personnel deployed at the institute at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc. shall be borne/supplied by the Agency at its cost. The ID Cards must display the logo and full address of the service provider apart from the basic details of the employee. The ID card to be issued to the outsourced employees deployed by the agency shall be approved by NIEPMD before issue.

15) The service provider will organise full dress parade (Ceremonial Parade) by the security staff on 26th January and 15th August on every year. The agency responsible for providing security services will arrange training of personnel prior to parade on his own cost. No payment should be made for this purpose. The service provider should take all expenses in consideration before quoting the service charges. Being the festival of National Importance, no excuse will be given in this regard and should be celebrated in decorated manner.

16) The service provider shall be contactable at all times and message sent by phone/e-mail/fax/special messenger from NIEPMD should be promptly responded to in fulfilment of the contract from time to time.

17) The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to interest of the institute / Govt. of India/ any State or any Union Territory.

18) The day-to-day functioning of the services shall be carried out in consultation with and under direction of the institute. Proposals for efficient functioning of the security systems shall be discussed considered and implemented from time to time by the agency with approval of the institute.

19) Agency will responsible for police verification of security staff deployed for NIEPMD duties and verification details will be shared with NIEPMD.

20) The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at the institute or for any accident caused to them and the institute shall not be liable to bear any expenses in this regard. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments / amendments / modifications.

- a. The payment of Wages Act 1936
- b. The Employees Provident Fund Act, 1952
- c. The Factory Act, 1948
- d. The Contract Labour (Regulation) Act, 1970



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- e. The Payment of Bonus Act, 1965
 - f. The Payment of Gratuity Act, 1972
 - g. The Employees State Insurance Act, 1948
 - h. The Employment of Children Act, 1938
 - i. The Motor Vehicle Act, 1988
 - j. Minimum Wages Act, 1948
- 21) In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the institute and maintain liaison with the police. FIR will be lodged by the institute wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
 - 22) The agency shall ensure that security staff appointed by them is fully loyal-to and assist the institute during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the institute.
 - 23) The manpower engaged by the service provider shall be polite, cordial, positive and efficient while handling the assigned work so that their actions promote good will and enhance the image of NIEPMD in front of the stake holders and the general public at large. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them.
 - 24) In case of any loss that might be caused to the institute due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, the institute shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the institute besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, the institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 - 25) In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve.
 - 26) As and when the institute requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the institute. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the institute shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
 - 27) The manpower agency will not claim / recover / deduct any service charge; registration charge; monthly maintenance charge, welfare scheme charge; Or any other charges from its employees engaged at NIEPMD NOR this Institute (NIEPMD, Chennai) will bear any such charges. If any complaint or breach of any conditions is noticed; NIEPMD shall immediately take action to terminate the contract at the cost and risk of the contractor and the EMD/Security deposit will be forfeited.
 - 28) The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record



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of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to the institute an attested photocopy of the attendance record and enclose the same with the monthly bill (or) to introduce bio-metric system for attendance purpose and submitted the same for monthly bill.

- 29) The institute shall pay the agreed amount as per the Minimum Wages Act on production of monthly bill (while submitting the monthly bill the Agency must enclose the proof copy of the salary and other statutory payments remitted details; which is the mandatory document to release the monthly payment as per norms). No other charges of any kind shall be payable.
- 30) Agency will issue pay slip to all security staff deployed for NIEPMD duties and copy of pay slip will be shared with NIEPMD with salary bill.
- 31) Agency will release the salary of security staff on or before 05th day of the commencing month and subsequently bill will be claimed, proof for salary release, ESI, EPF and other statutory remittance proof should be attached with bills, under no circumstances advance payment will be released. The proof of remittance of EPF by way of electronic transfer (ECR' challan) remittance details of exclusive for the employee engaged by the agency at NIEPMD should be produced every month.
- 32) GST, statutory levies etc., if applicable, will be paid as per rules in force from time to time. However GST exemption letter will be issued to agency by institute as per GST norms.
- 33) Rate of Basic Wage shall not be less than the rate notified by Govt. Contractor's Service Charges & profit should not be less than TDS. Separate rate or amount should not be quoted for uniform/liveries and footwear failing which the tender stands automatically disqualified. Taxes, statutory levies, if applicable will be paid as rules in force from time to time.
- 34) Bonus: The amount of bonus will be reimbursed as per the Payment of Bonus (Amendment) Act 2015 or any amendment after, issued by Govt. of India.
- 35) Contractor's profit and work charges establishment should not be included in the bill of Bonus payment; NIEPMD will reimbursed only the actual Bonus payment to the eligible security staff only; No service charge will be paid on bonus amount.
- 36) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.
- 37) The employees of the service provider shall not claim any benefit/compensation/absorption/regularization of services from Director, NIEPMD under any statutory provisions.
- 38) The transportation, Food, Residence, Medical and statutory requirements in respect of each employee of the service provider shall not be the responsibility of NIEPMD.
- 39) No wage/remuneration shall be paid to any staff for the days of absence from duty.
- 40) NIEPMD, Chennai shall not be liable for any loss, accidents, damage or theft of any personal belongings, equipment or vehicles of the employees or to the employees engaged by the service provider.
- 41) The service provider shall indemnify NIEPMD against any loss or damage of goods/Materials/Equipment etc., on account of negligence or fault of any employees engaged by the service provider.



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- 42) The employees of the service provider shall not form/join any labour union or resort to strike or demonstration or any other agitation of this nature.
- 43) The employees deployed by the service provider must not act against the interest of NIEPMD. The employees shall not divulge or disclose to any person, any details, of office, operational process, technical know-how, security arrangements and administrative/organizational matters.
- 44) In case of noncompliance/non-performance of the services according the terms of the contract, the institute shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 45) The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify the institute against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment/work in the institute premises/facility.
- 46) The decision of the institute in regard to interpretation of the Conditions of contract and the Agreement shall be final and binding on the Agency.
- 47) In case of any dispute between the Agency and the institute. The institute shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Chennai.
- 48) **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 49) **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
- 50) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
- 51) An agreement shall be signed with the successful bidder as per specimen enclosed.
- 52) **Breach of Terms and Conditions:** NIEPMD may terminate the contract without any notice in case the vendor commits a breach of any of the terms of the contract. NIEPMD's decision that a breach has occurred will be final and shall be accepted without demur by the vendor.
- 53) **PENALTY FOR INADEQUATE PERFORMANCE ON THE PART OF CONTRACTOR:**

Sl. No.	Type of lapse	Penalty in Rupees
1.	Failure on part of contractor to ensure his workers are deployed with uniform at NIEPMD premises (per workman)	100 per workman per day
2.	Maintaining Improper/Wrong attendance record by contractor	500 per day
3.	Shortfall in staff in a day	500 per day per person
4.	Failure to ensure proper behaviour and discipline	200 per person in addition to



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	of his workers at NIEPMD premises	taking civil & criminal proceedings as per rule
5.	Any incident of Rowdiness and/or rioting in campus on part of workers of contractor showing failure on part of contractor to ensure proper behaviour of his workers.	500 per person in addition to taking civil & criminal proceedings as per rule
6.	Inaction of contractor to complaint by NIEPMD/ Officers of NIEPMD	100 per complaint
7.	Damage to the Institute property due to negligence	Book value + 10% of the book value towards installation & for causing inconvenience
8.	Late Reporting	Rs.100/- per day/person
9.	Non-observation of dress code	Rs.100/-per instance
10.	Change of security personnel without prior permission	Rs.1000/- per instance
11.	Refusal of duties	Rs.500/-per instance/person

Note:

The penalty shall be deducted from the Service Charge of the Contractor from the monthly Bills or from the Security Deposit.

For any act of inadequate performance of contract not specifically stated herein, the person authorised by the Institute will determine the penalty based on the merits of each act after providing an opportunity to the contractor.

In case of Sl.No.4 the person(s) involved should be adequately warned by the contractor and in case of second occurrence, the person should not be assigned duty at NIEPMD.

In case of Sl.No.5, the person(s) involved should be adequately warned by the contractor and in case of second occurrence, the person should not be assigned duty at NIEPMD.

The person(s) involved in theft and/or carrying item unauthorised should not be assigned work at NIEPMD.

- 54) In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this NIT, the same shall be referred to an arbitrator to be appointed by the Director, NIEPMD, Chennai and the decision of the arbitrator will be binding on both parties of this NIT. The contract shall be interpreted and have effect in



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accordance with the law of India and any suit or other proceedings related to this contract shall be fixed.
55) In case of any dispute the jurisdiction of the matter will be within the limits of Chennai City only.

Note: These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between the institute and the Agency and any non-compliance shall be deemed as breach of the Contract /Agreement.

*(Signature of Authorized Signatory of the
agency with seal)*

Name :

Seal :

Address:

Phone No (O):

Date :



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Declaration by the Tenderer:

(This is a mandatory declaration by all bidders, bids will not be considered for evaluation incase bids are not having this mandatory declaration)

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

We also declare that mandatory provisions mentioned in clause 10 & 11 above (like Uniforms, Shoes, Stationery, touches, ID Cards etc.) has been considered in service charge calculation. Uniforms & other belongings mentioned above will be issued as per term of contract with sample approval from Institute and under no condition no deviation will be requested in execution. We know that my firm/agency will be blacklisted at least for 03 years in case of non-obliging terms & conditions in tender document.

We declare that after considering all the cost components required for execution of contract sufficient profit margin has been kept and no loss will be occur to tenderer in execution of this contract.

(Signature of Tenderer with seal)

Name:

Seal :

Address :

Phone No:

Date :



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Tender for Annual contract for Providing Security Guard at NIEPMD, Chennai

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two thousand Twenty Four between National Institute for Empowerment of Persons with Multiple Disabilities, as one part, hereinafter called NIEPMD and M/s _____ Agency for **providing Security personal (without arms) on contract basis** on the other part.

Whereas NIEPMD is desirous to engage the Agency for providing **Security personal** as per terms & conditions mentioned in Tender document for this purpose.

1. The agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to contract personnel deployed in NIEPMD, Chennai. The NIEPMD shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NIEPMD, Chennai. The NIEPMD, Chennai shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two months' notice on either side.
5. In case of non-compliance with the contract, the NIEPMD, Chennai reserves its right to:
 - a) Cancel/revoke the contract, and /or
 - b) Impose penalty up to 10% of the total annual value of contract.
6. Performance Security deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of pay order/demand draft /FDR/or bank guarantee from a Nationalized / Scheduled bank only shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in NIEPMD, Chennai.
8. The personnel provided by the Agency will not claim to become the employees of NIEPMD, Chennai and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in NIEPMD, Chennai.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
10. The agency also agrees to comply with **Terms and Conditions** and amendments thereto from time to time.
11. Decision of NIEPMD, Chennai in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
12. In case of any dispute between the Agency and NIEPMD, Chennai, NIEPMD, Chennai shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Distt. Chennai only.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Chennai in the presence of the witness: Tender for Annual contract for Providing Security services on Contract basis at NIEPMD, Chennai.



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)

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Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

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List of Mandatory Provisions to be Provided by Bidders

(Reference to calculate service charges)

Sl. No.	Heads	Details
1	Uniform with Company Emblem for Male and female as per NIT	02 Pairs per year. Sample will be approved by Institute.
2	Shoes for Male & Chappals for Female	01 Pairs per year. Sample will be approved by Institute
	Socks	02 Pairs per year.
3	ID cards	01 initially and as n when required. Sample will be approved by Institute.
4	Belt, Caps, Lanyard	01 Nos. with uniform.
5	Torch with 03 cell	01 initially per guard and as n when required.
6	Rechargeable Baton Light	01 initially per guard and as n when required.
7	cane stick	01 initially per guard and as n when required.
8	Stationary (Registers/Pen/paper Etc.)	As per Requirement

Service charges should be calculated by keeping all above parameters in consideration.

This is to certify that I/we before signing this tender have read and fully understood the mandatory provisions and financial implications of it. The service charges has been calculated by keeping all above financial implication in consideration. We herein and undertake myself/ourselves to abide by them. We know that incase of not abiding it will lead to actions as per tender document.

(Signature of Tenderer with seal)

Name:

Seal :

Address :

Phone No:

Date :



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CHECK-LIST FOR Mandatory PRE-QUALIFICATION criteria BID FOR PROVIDING HUMAN RESOURCES

Sl. No.	Particular	YES/ NO
1.	Copy of the Establishment in Chennai/ Tamilnadu Registration Certificate	
2.	Copy of valid Trade/BBMP License/Shops & Commercial Establishment Certificate	
3.	Holding valid office at Chennai/Tamilnadu with registration certificate (as per Annexure - III)	
4.	Whether a copy of the AADHAR Card/ Udyog AADHAR Card/ MSE is enclosed	
5.	Copy of last 3 years IT returns	
6.	Copy of the valid GST Registration Certificate	
7.	Copy of the valid E.P.F. Registration Certificate and Challans for past 2 years.	
8.	Copy of the valid E.S.I. Registration Certificate Challans for past 2 years.	
9.	Proof of having minimum 100 employees on roll during the last 05 years	
10.	Copy of Financial Statements like Profit & Loss Account, Balance Sheet etc., in support of financial turnover at least 05 Crores Per Annum of the establishment at least for 3 years is enclosed	
11.	Whether, the Service Provider/Bidder have executed similar nature of Contract in Central/State Government Department/ Hospital/Corporates during the last 5 years (Proof should be enclosed).	
12.	Whether the Annexure-II (Declaration by the Service Provider/Bidder regarding Court Cases) is duly filled in and signed	
13.	Whether the Annexure-III (Details of the Bidder's Establishment) is duly filled in and signed	
14.	Declaration by the Tenderer (Mandatory & Must Document) certificate duly seal & sign by bidder with date must be uploaded with technical bid	
15.	List of Mandatory Provisions to be Provided by Bidders certificate duly seal & sign by bidder with date must be uploaded with technical bid	
16.	Whether Earnest Money Deposit as per the Tender is enclosed	
17.	Whether the certificate regarding "NO NEAR RELATIVE" is attached. (Annexure-I)	
18.	Valid Solvency Certificate specific to NIEPMD issued from Nationalized Bank for Rs.25 Lakhs.	
19.	Customer Feedback as per Proforma- G	
20.	Declaration regarding Non-blacklisting/Debaring from taking part in tender. Bidders who are debarred/ blacklisted in other utilities in India will not be considered. The bidder shall submit the certificate to the effect that the bidder is not blacklisted by any Central/State Government organization/PSU/Hospitals during the last three years. The self-certificate should be furnished on bidders company letter Head.	
21.	Copy of valid PSARA license for providing security services in State of Tamilnadu.	
22.	Any other documents, certificates or information's required in bid to be uploaded (Please read the bid document carefully, non-uploading the information will lead to rejection of bid)	

Signature of the Bidder:

Name:

Address:

Contact No:



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Annexure-I

PROFORMA FOR NO NEAR RELATIVE(S) CERTIFICATE *

I _____ S/o Shri/Smt. _____ on behalf of _____ hereby certify that none of my/our relative(s) for WorkPackage is/are employed in NIEPMD . In case at any stage, it is found that the information given by me/us is false/incorrect, the NIEPMD shall have the absolute right to take any action as deemed fit, without any prior intimation to me/us.

(Signature of Authorized Signatory
of the Service Provider/Bidder with Seal) Name in

full :

Date :

Place :



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Annexure – II

DECLARATION BY THE BIDDER REGARDING COURT CASES

(To be provided by the Bidder with EoI/Tender On the letter head of the Bidder)

I/We hereby undertake that our establishment do not have any legal suit/criminal case either pending against me/us/Partner(s)/Proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby undertake that our establishment is having the following legal suit/criminal case pending against me/us/Proprietor/Partner (s)/Directors (in the case of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Honorable Court	Nature of the Case	Name of the Parties involved
1			
2			
3			

Note : Strike out whichever is not applicable.

Date (Signature of Authorized Signatory with Seal)

Place : Name in full :



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Annexure- III

DETAILS OF THE BIDDER'S ESTABLISHMENT

(To be provided by the Bidder with Tender)

1	Name of the Bidder/Tendering Company/Firm/Agency	
2(a)	Full Address of the Registered Office	
2(b)	Telephone No. & Mobile No.	
2(c)	Fax No.	
2(d)	E mail address	
3	Full Address of Operating Branch Office, if any	
3(a)	Telephone No. & Mobile No.	
3(b)	Fax No.	
3(c)	E mail address	
4	Indicate the Organizational status of the Service Provider	
5	Under which Act/Rule the Service Provider/Bidder/Tendering Company/Firm/Agency is registered	
6	Registration No. & Date of Registration	
7	Name of the Proprietor/Manager/ President/Secretary/Chief Executive with address and contact phone No.	
8	Name of Partners/Shareholders/ Directors/Executives/Officers of the Service Providers as defined under clause c under 11. Other Conditions and II under 12. Additional Conditions	
9	Whether any of the persons mentioned in serial No.7 & 8 are being included as a part of the work force	
10	Whether any near relative of the Proprietor/Office bearers is/are working in NIEPMD, if so details (Please see Annexure-I)	
11	Whether any known employee (other than above) is working in NIEPMD (give details)	
12	Copy of the Memorandum of Association & Bye-Law of the Company/Society/Firm/ Establishment in full.	
13	Valid PAN No. & Year	
14	Valid TAN No. & Year	
15	Valid AADHAR Card No./Udyog AADHAR Card No.	
16	Valid Goods & GST Registration No. & Year	
17	Valid EPF Registration No. & Year	
18	Valid ESI Registration No. & Year	



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Sl. No.	Details of Client along with Address, Telephone & Fax No.	Contract period		Amount of GST Collected in Rs.	Amount of GST remitted to Government in Rs.
		From	To		
19	Details of GST collected and remitted during the last 05 years or for applicable years if less than 05 (documentary proof should be attached)				
(a)					
(b)					
(c)					
20	Whether the Service Provider/ Bidder provides work-force to any Establishments in Tamilnadu other than NIEPMD. If so, give the details				
21	Valid PSARA license detail for providing security services in State of Tamilnadu.				
22	Pl provide the PSARA license details for State other than Tamilnadu also, if available.				

DECLARATION

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

Date.....(Signature of Authorized Signatory with Seal)

Place : Name in full :



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Annexure- IV

FORMAT FOR BANK SOLVENCY CERTIFICATE (on Banks Letter Head)

Ref No.....

Date:

This is to Certify that to the best of our knowledge and information available with bank, M/s. -----
----- (Bidders name with complete address & Account Number),
is a customer of our bank, is respectable, and can be treated as good for a sum of up to Rs, -----
Lakhs/Crores. M/s.....have been our customer since to
date and has been granted the following limits, at present against various facilities granted by the bank:

.....

.....

It is clarified that this information is furnished without any risk and responsibility on our part in any respect, whatsoever more particularly either as guarantor or otherwise.

This certificate is issued at the specific request of the customer.

Signature of the Branch Manager
With seal.



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PROFORMA – A

ACCEPTANCE OF TERMS AND CONDITIONS

(Please submit this acceptance letter in your letter head with technical bid)

To

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu

ANNUAL CONTRACTOR FOR SECURITY SERVICES AT NIEPMD, CHENNAI CONSIDERATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS:

I/We have read and examined the Notice Inviting Tender and all its components the draft agreement to be entered with the NIEPMD and understood all other relevant particulars.

I/We are fully qualified to do the said work and have understood the scope of work, terms and conditions, NIEPMD time schedule and the rates will be quoted separately in "**Financial-bid**" furnished.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

I/We agree that until a regular agreement is executed, this document with the NIEPMD written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Bidder



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**PROFORMA- B
AGREEMENT WITH THE BIDDER
(Format will be provided for the successful Bidder)**

**PROFORMA-C
UNDERTAKING LETTER**

(Please submit this undertaking letter in your letter head with technical bid)

To

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu

**ANNUAL CONTRACTOR FOR SECURITY SERVICES AT NIEPMD,
CHENNAI**

Dear Sir,

This has reference to your above Notice inviting the tender No _____
published in through GeM portal.

We hereby state that we M/s _____

have submitted the above tender documents duly filling at the appropriate places withoutmaking
any alterations, corrections, omissions in the tender issued by the NIEPMD.

Signature & Name of the Bidder



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PROFORMA-D

DETAILS REQUIRED FROM THE BIDDERS

(Please submit this in your letter head with technical bid)

SI No	Detail	
1	Please quote your ESI No. [Enclose the copy of certificate issued by ESI Authorities]	
2	Please quote your PF No. [Enclose the copy of certificate issued by PF Authorities]	
3	ECS Code No.	
4	MICR No.	

Authorized Signatory



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PROFORMA-E

VENDOR BANK DETAIL FORM

(Please submit this in your letter head with technical bid)

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu
Dear Sir,

I / We hereby request you to remit our payments to our bank account as per the details furnished below:

Sl.No.	Particulars	Particulars
1	Name of the Bidder/Organization	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers E-mail id	
5	Savings /current account number	
6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC Code	
9	PAN Number	
10	GST Number	

I / We hereby declare that I /we are authorized to sign this form and that the particulars furnished above are correct and complete in all respects. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I /We shall not hold NIEPMD responsible.

Please find enclosed a cancelled cheque for your reference.

Authorized Signatory:

Name:

Designation:

Date:

Signature attested by banker

Name:

Designation:

Date:



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PROFORMA- F

DECLARATION LETTER

(Please submit this in your letter head along with technical bid)

To

The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post)
Chennai – 603112, Tamilnadu

ANNUAL CONTRACTOR FOR SECURITY SERVICES AT NIEPMD, CHENNAI

Dear Sir,

Please find herewith enclosed the Technical Bid document comprising of Terms & conditions, General & Special Conditions and Safety Code relating to the works specified in the Technical Bid Document hereinafter set out and having acquired the requisite information relating thereto as affecting the Technical Bid, I / We hereby offer to execute the works specified in the said document in accordance with the conditions, scope of work & instructions in writing referred to in conditions of Technical Bid, articles of agreement, general conditions of contract, annexures, safety conditions and in all other respects in accordance with such conditions so far as they may be applicable.

The document being read and understood all the contents of the Technical Bid document do hereby accept all the Terms and Conditions laid down in the said Technical Bid document and will abide by the same on acceptance and award of work.

Yours faithfully,

For M/s _____



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PROFORMA G

Work experience shall be submitted in the following format

(for previous five years)

Sl. No.	Year	Name of the client with complete Postal Address and Contact Number Email Id	No of Security Services provided	Contract Value	Performance Certificate issued by the client (Yes/No)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
Information provided above should be supported with proper testimonials and documentary evidence.					
The performance Certificate must have the following Grading					
Work Quality and Legal Compliance: Very Good / Good (Satisfactory) / Normal / Non-satisfactory					



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PROFORMA- H

DECLARATION REGARDING NON-BLACKLISTING / DEBARRING FROM TAKING PART IN TENDER

(To be executed Self Certified on Bidder Letter Head)

I / We.....(*name of the bidder*) hereby declare that the bidder / bidder namely

M/s (*name of the bidder of the bidder*) has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour courts.

OR

I / We(*name of the bidder*) hereby declare that the bidder / bidder namely M/s.....(*name of the bidder of the bidder*) was blacklisted or debarred by Union / State Government or any organization from taking part in Government tenders for a period..... The period has been completed bidder on / bidder is entitled to take part in Government tenders.

I case the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Institute and the EMD submitted by the bidder will be forfeited.

In addition to the above, Institute will not be responsible to pay the bills for any completed / partially completed work.

Authorized Signatory



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NIEPMD/Pur4 (71)/Security/2024-25

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F.No.1/27(3)/2024-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 25/09/2024

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated 19th January, 2017 of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 402.09 from 399.70 as on 30.06.2024 (Base 2016=100) and thereby resulting in an increase of 2.40 points. The revised Variable Dearness Allowance as under shall be payable from 01.10.2024:-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	260	218	176
Semi-Skilled/Unskilled Supervisory	289	245	204
Skilled/Clerical	317	289	245
Highly Skilled	342	317	289

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2024 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+260=783	437+218=655	350+176=526
Semi-Skilled/Unskilled Supervisory	579+289=868	494+245=739	410+204=614
Skilled/ Clerical	637+317=954	579+289=868	494+245=739
Highly Skilled	693+342=1035	637+317=954	579+289=868

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

Onkar Sharma

(Dr. Onkar Sharma)
Chief Labour Commissioner(C)