

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
Director's Block, Mawdiangdiang, Shillong 793 018, Meghalaya

AAO, General Administration:
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File No. NEIGR/40/2008/

Dated Shillong the 1st September, 2010

Sub: Tender for Provision of Security arrangement at NEIGRIHMS, Mawdiangdiang, Shillong.

Sealed tender are invited on behalf of Director, NEIGRIHMS, Shillong-793018, from reputed Security Services Agencies, with experience in Government, Autonomous Institution or large Private Institution for outsourcing of services, indicated against the schedules attached to this Invitation for Bid/Tender, under two bid system in two separate sealed covers duly marked "Techno-Commercial: Bid/Tender-A" and "Price/Finance: Bid/ Tender- B", placed in another sealed cover/envelope.

Offers in sealed cover addressed to the Director, NEIGRIHMS, Mawdiangdiang, Shillong - 793018 with the words "Tender for providing security arrangement for NEIGRIHMS-Tender No: and File No:", with due date boldly super scribed on the top of the envelope and the offer sent by registered / speed post or dropped in the Tender Box placed at the General Administration Section, Director's Block of the Institute.

Bid document/Tender Schedules can be had from the Office of Assistant Administrative Officer, General Administration, Director's Block, NEIGRIHMS, Shillong-793018 (Tel:0364-2538012), Meghalaya on all working days during the office hours till 16th August, 2010 (before closing time) on payment of non-refundable tender Fee for Rs.1000/- (Rupees one thousand only) by hand and Rs.1100/- (Rupees one thousand one hundred only) by Post in the form of Demand Draft drawn on any nationalized Bank in favour of Financial Adviser, NEIGRIHMS, Shillong-793018. The document can also be downloaded from our website www.neigrihms.nic.in and should be accompanied by demand draft of Rs. 1,000/- (Rupees one thousand) only while submitting tender paper. Bidders may refer to the Institutes website for detailed terms/ conditions, addendum or corrigendum relating to tenders.

The prospective Bidder may note that Pre-Bid meeting will be held on the 6th August, 2010 at 15:00 hrs in the Office of the Assistant Administrative Officer, General Administration. All prospective Bidders may attend the Pre-Bid Meeting.

DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	: 2 nd September, 2010
LAST DATE FOR SALE OF BIDDING DOCUMENT	: 22 nd September, 2010 (4:00 Pm)
LAST DATE AND TIME FOR RECEIPT OF BIDS	: 23 rd September, 2010 (1:00 Pm)
TIME AND DATE OF OPENING OF BIDS	: 23 rd September, 2010 (2:00 Pm)
PRE-BID CONFERENCE AND CLARIFICATION SESSION	: 16 th September, 2010 (3:00 Pm)

In the event of the date being declared as a closed holiday for Institute's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times, in the presence of attending bidders or their authorized representatives, if any.

Sd/

Director, NEIGRIHMS

CC.

- a) Accounts Officer / IPC / Tender Committee members- For information and wide circulation please
- b) Deputy Director (Admn.): for information please & to direct the concerned section to upload on the Institute's website and send details by e-mail/fax to State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in
- c) State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in : For kindly upload details in the relevant section of website of Government of Meghalaya/ Government Tenders.

SECTION - 1

INVITATION FOR TENDER FOR PROVISION OF SECURITY ARRANGEMENT AT NEIGRIHMS, MAWDIANGDIANG, SHILLONG

1.1 Applications are invited from registered Firm / Companies / Professional Agencies in two bid systems for providing Security Guards including supervisory staff for protecting the premises, property and personnel of the Institute establishment of NEIGRIHMS, Mawdiangdiang for a period of 3 years.

1.2 **Qualification for bidders:**

(a) The bidding agency should have a minimum annual turnover of Rs.10 lakhs for the last three financial year (i.e. 2007-08, 2008-09 and 2009-10 financial year ending). The bidding agency should be registered with the Government as per “**The Private Security Agencies (Regulation) Act, 2005**” and should have minimum of 3 years experiences of providing professional security and also not less than 100 security personal deployed under similar institution / Semi-Government / Government organizations / PSU not less than 2 organizations and should be having Income Tax account (PAN) No., Service Tax Registration (Account) No. , Provident Fund Registration and other statutory registration for conduct of security Agency.

(b) The bidder / agency should submit the certificate from the Government Department where they have deployed security personnel with details of organization, number of security personnel’s deployed.

(c) The bidder agency has to give a certificate that they have not been blacklisted in the past five years by any Institution, Government / Private and give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs.10/- that there is no vigilance/ CBI case pending against the Bidder / Agency.

1.3 (a) The Security personnel should be well trained, capable of presenting guard of honour on any occasion in the Institute as may be required from time to time. Preferably, the Agency should have training centre, registered with the concerned authority, approved either by State Government or Central Government.

(b) Agency run by the Non- Tribal should produce Trading License issued by the KHADC at the time of awarding the contract.

(c) Civilian security personnel deployed by the Agency must possess Training Certificate issued by the Training centre of the recognized Training agency. In the case of Defense/Para-military/State Police/ Home Guard proper discharged certificate issued by the competent Authority, on stating that they are eligible for re-

employment as security personnel in any organization, and their name should be referred through Zila Sainik Board.

(d) The Character and antecedents verification of each of the security personnel being employed by the agency should be verified by the concerned police station. Security Agency should forward the certified copy of the verification to the Institute and it should be completed before their deployment in the Institute.

(e) Security personnel deployed by the agency should be physically fit to carry out security duties at any time; minimum height for the tribal and general candidates should be as per the prescribed standard, fixed by the Police Department.

(f) Security Supervisors/guards deployed will have to work round the clock shift wise. The total working hours will not exceed 8 hours a day.

(g) The name of the security personnel to be deployed, to be communicated in advance and all security personnel of the Agency must carry photo identity card and nameplate while on duty, which is to be issued on their deployment. Withdrawal of any security personnel should be intimated in advance by the agency for maintaining the security aspect in the premises.

(h) The Agency will arrange security personnel for weekly off/ National holidays etc, at their own cost.

(i) The Security personnel may be deputed for outstation duty as and when required at the discretion of NEIGRIHMS.

(j) The security personnel of the Outsourced Agency will have no right to claim permanent employment or absorption in the Institute. They are not to be treated as NEIGRIHMS employee.

(k) All Security personnel should have insurance coverage. if the security personnel are not insured, the Agency would be solely responsible for any claim towards compensation that would arises out of the employment while they will be performing their duties.

(l) The Agency should pay the salary of the security personnel within 10(ten) of every month. The Institute will not be held responsible for the delay/late payment of salary.

- 1.4 (a) The bidder/agency should not quote the rate of salary below the Minimum rates of wages so fixed by the Government of India, Ministry of Labour & Employment, Office of the Regional Labour Commissioner (Central), Guwahati payable to the workers in the State of **Meghalaya** in **Central Sphere** vide **Circular No.G/R. 93(1)/96-Cor. LS.II Dated: 22nd April, 2010**

(b) **Evaluation of Price bid:** For the evaluation of the price bid, the total amount offered for Supervisor and Security guard shall be considered in the ratio of 1:15(i.e one Supervisor against fifteen security guard) .The Contingency amount if any, per month shall be added to the total amount. (The lowest evaluated bidder accordingly, shall be offered the work of provision of Security arrangement at NEIGRIHMS)

- 1.5 Maximum time given for deployment of security in the campus will be 30 days from the date of offer.
- 1.6 The layout plan of the Institute is attached as **Annexure – I**.
- 1.7 Others terms and conditions are attached as Technical Bid of **Proforma – 2**.
- 1.8 The documents to be submitted as under:
All the envelopes should be sealed.
- (i) **Envelope – I** containing Technical bid (i.e Earnest money- **Proforma-1**, as well as cost of Tender paper amounting to Rs.1000/- in favour of Financial Adviser, NEIGRIHMS along with Tender Papers duly signed with supporting attested documents and certificates).
 - (ii) **Envelope – II** containing Financial bid.(**Proforma-3**)
 - (iii) All the above two envelopes [Sl. (i)& (ii)] are to be Wax sealed super scribing the contents and Envelope No. and inserted in an outer cover clearly mentioning the name and address of the tenderer.
- 1.9 Sealed tender document shall be received by the office of the Director, NEIGRIHMS upto 1:00 pm on 23rd September, 2010.
- 1.10 **The Director reserves the right to reject any or all the tenders or accept any one of the tender, which is most suitable without assigning any reason thereof. The Institute is not bound to accept the lowest rates.**

SECTION - 2

INSTRUCTIONS TO THE BIDDER

- 2.1 The tender papers with all relevant documents shall be in English. Completed Wax sealed tenders shall be submitted to the following address upto 1:00 pm on 23rd September, 2010.

**The Director,
NEIGRIHMS, Mawdiangdiang,
Shillong – 793018**

Tender documents received after the due date and time will not be considered and will be summarily rejected.

The sealed envelope will be opened on the same day i.e. the 23rd September, 2010 in the office Chamber of the Financial Adviser in the presence of authorized representatives of the agency who are willing to be present. In the event that the day of receipt of tender is declared a holiday, the tender document will be received and opened on the next working day at the same time and venue.

- 2.2 Bidder / Agency should enclose supporting documents for all relevant information along with tender papers. Information provided in the given proforma without supporting document will disqualify the tender and summarily it will be rejected.
- 2.3 All details furnished should be completed and all papers including the tender papers and all requisite documents are to be signed either by the tenderer by himself or by the authorized signatory of the agency, and unsigned paper pertaining to tender documents be treated not in conformity with the Notice inviting tender and may summarily be rejected.
- 2.4 The successful bidder shall furnish a security deposit of Rs.6,00,000/- (Rupees six lakhs) only in which 50% by executing in a Bond and 50% by Bank Guarantee/Demand Draft in favour of the "Financial Adviser, NEIGRIHMS, payable at Shillong. No interest shall be paid on this deposit.
- 2.5 Educational Qualification and standard of physical fitness for Security Guards:-
The eligibility criteria to be strictly followed by the security agency for engagement of supervisors / security guard / firemen are: -

- (a) Supervisor: - The educational qualification for employment as Supervisor shall be SSLC passed or equivalent, with NCC certificate. In the case of Ex-servicemen/ paramilitary /police/home guards personnel relaxed educational standard will be as per their previous service qualified under their respective rules.

Preference will be given to those who have adequate experience in the line and should be capable of corresponding and communicating in English, Hindi and Local language and also having adequate experience in supervision of security staff.

The Supervisor should have adequate knowledge of Indian Penal Code, right of self defense, procedure for lodging First Information Report, use of security equipments and devices etc.

(b) Security guards: - The minimum educational qualification is 8th standard and should possess training certificate issued by competent authority.

Physical Standard: - As per the notification of the Government of Meghalaya, Home (Police) department dated Shillong the 28th May, 2008.

(c) Supervisor Fire: - Minimum qualification, Must have attended Fireman/Sub- Officer Course from any recognized Institution with certificate.

(d) Firemen: - Elementary fire fighting or basic firemen course.

Seal with date

Signature of the Agency/ authorized person.

PROFORMA-1

(ENVELOPE-I)

EARNEST MONEY DEPOSIT

1. Name of the Agency :

2. Full Address of the Agency :

Telephone :

FAX :

E-mail :

3. Agency/ Company Registration/ License No: Valid upto.....

Earnest money of Rs.50,000/- (Rupees Fifty thousand) only in the form of Demand Draft drawn in favour of Financial Adviser, NEIGRIHMS, payable at Shillong.

EMD paid thorough DD No :

Name of the bank :

Call Deposit :

Date :

Seal with Date

Signatures of the Agency/ authorized signatory of the Agency

PROFORMA-2

(ENVELOPE-I)
TECHNICAL BID FORMAT

- 2.1 (a) Name of the Agency :
(b) Agency/ Company :
Registration/License No :
- 2.2 Full Address of the Agency :
Telephone :
FAX :
E-MAIL :
- 2.3 Whether the Agency is private (by
law for appointment of security
personnel)
Or
Public limited (attested copies of
deed for article of association to
be enclosed) :
- 2.4 Name of person holding the power
of attorney (attested copy of
Registered power of attorney
to be enclosed)
- 2.5 Name of partners(if any), their
present nationalities with their
liabilities (attested copy of
Registered partnership deed to be
enclosed with certificate of
registration of firm)
- 2.7 Does the agency have any approval
/recognition/permission from any
concerned State/ Central
Government?
Department for operation of Security
Services?
- 2.8 Does the agency have experience of
professional security and house
keeping under similar Institution
Govt. organization in years
(certificates in this respect to be
furnished from the employer)
institution served?
- 2.9 This agency is in the field of
Security service since (mention Date
of initial operation with proof)

- 2.10 Annual turn over for last 3 years(2007-08, 2008-09 & 2009-10 (submit documentary proof of your statement)
- 2.11 Income tax account (PAN) number (supporting document be enclosed)
- 2.12 TAN (if any, supporting document is to submitted)
- 2.13 Service Tax Registration/ Account No. (Supporting document to be enclosed) if so?

- 2.14 Does the agency have license for use of wireless communication set in any other locations under your operation (supporting documents to be attached)
- 2.15 Certificate/ license with regard to engagement of worker/ employees as per labour law of GOI (supporting document to be attached)
- 2.16 (a) Competency for fire fighting
(b) Capability for providing armed guards.
(c) Capability of providing hand held metal detector:
(d) Capability for providing door type metal detector/scanner.
(e) Capability for providing fire suit.

- 2.17 Does the agency offer any service on other ancillary works? (if yes, please list in details)

- 2.18 Dress code and colour of Security guards to be deployed
 - (a) Pant
 - (b) Shirt
 - (c) Cap
 - (d) Boot
 - (e) Belt
 - (f) Whistle
 - (g) Lathi
 - (h) Badge (Agency logo)

- 2.19 Identity cards issued in the format (enclosed photocopy)

I/we authorize Institute to make any investigation to verify the correctness of the statement(s) and document(s) submitted with this tender paper and obtain clarification(s)

Information(s) on the technical and financial aspects of the agency. I/we read the tender document(s) including Annexure –I and Annexure-II thoroughly.

Seal with Date

Signature of the Agency /Authorized signatory of the agency

TERMS AND CONDITIONS

1. The intended Professional Security Agency shall provide round the clock Security arrangements for guarding the Institute Campus including buildings and other premises belonging to the Institute, hostels, property of the Institute / employees / officers and their families and any other such locations as may be required from time to time.
2. Every personnel depute by the Agency shall possess the required qualification and physically fit. The security personnel should be smart and properly turned out with proper uniform, boot/shoes, belts, caps, badges, whistles, lathis, and rain-coats during duties and carry and identity card duly attested by the Executive of the Agency. A photocopies of these identity cards duly attested by the same shall be given to the Institute for records, verification etc.
3. The Agency shall ensure that before deputing personnel, they shall verify the antecedents of all their staff and provide to the Institute a complete dossier and particulars of each Security personnel, proposed to be deployed. The Institute shall have the right to inspect, from time to time, the uniforms worn by the Security personnel as well as their fitness to perform guard duty to the satisfaction of the Institute. The Institute shall also have the right to inspect and supervise the Agency staff on duty through the Campus Security Committee (CSC) or any other representative to be deployed by the Institute.
4. The Agency shall provide proper and adequate numbers of uniforms to every personnel (with boot/shoes, belts, caps, badges, whistles, lathis, rain-coats etc. for the security personnel) deployed by them in the Institute campus at their own cost and expense. The Agency shall supply torches with cells and other appliances as required for night duty to its personnel. The Agency shall also have to provide Motor Cycle for patrolling the campus at its own cost and expenses where as fuel charges shall be borne by the Institute. Agency also should maintain duly filled duty log book. The Institute shall supply necessary Register and Stationery (Trade pass etc.) for keeping proper records of the vehicles movement, visitors and other Security related matters.
5. The Agency shall not Involve the Institute in any way whatsoever in case of any violation the provision of law, the Agency shall be responsible and the Institute cannot be called or dragged into litigation in any manner whatsoever. In case of violation of provision of law, including Labour Laws etc. any liability is fastened upon the Institute, the Agency must indemnify the Institute completely including cause thereof.
6. If the Institute considers that it is warranted for removal of deployed persons on administrative grounds The personnel so deployed by the Agency in the Institute premises shall be removed immediately. The Agency shall immediately, remove any personnel who are found to be neglecting their duties; personnel of doubtful character shall also be replaced immediately substituting by another personnel on their own volition or on the demand of the Institute In case of

such removal of a personnel; no claim shall be maintainable against the Institute.

7. If the Institute incurs any liability due to negligence or deficiencies of services in connection with the employment of the employee of the Agency, the same shall be adjusted from the due bills of the Agency, without reference for the same to the Agency.
8. The qualification/ rank of the deployed security personnel should be according to **Para 2.5 of section -2**. The agency agreed to the same during filling up the rates and wages of different category of security personnel in **Proforma- 3** (Financial Bid)
9. The entire responsibility for taking Security deployment shall be that of the Agency. In case of major theft or breaking in house, in that event, if a Joint Enquiry Committee (includes members from Institute and agency) , establishes that theft or loss or damages has been caused due to the negligence of the Agency or any of its employees, the Institute will be entitled for reimbursement from the Agency for the said monetary loss as decided by the Committee. The committee will also consider the Police Investigation Report in such cases, if, necessary. In case there is an abnormal delay in receipt of the Police Investigation Report, the enquiry committee is free to take decision. The amount shall be recovered from the agency within 30 days from the date of decision of the said Committee or otherwise shall be realize from the Security deposit retained with the Institute. .
10. In the event of the Agency personnel on duty found negligent and / or sleeping in his duties in the area of his responsibility or found missing from duty place by the Institute, the penalty points as mentioned in the Operational Parameter (please see **Annexure – II**) will be imposed on the agency.
11. The Agency agreed that agency will maintain **for** deployment of personnel on all days of the week.
12. The Agency shall provide metal detector (hand held & door type) as a security measures as and the when necessary by the Institute and the cost will be borne by the agency.
13. The Agency shall designate their representative stationed at Shillong who would act as a “Liaison Officer” between the Agency and the Institute for all times. However, the Institute shall have no financial liabilities for the Liaison Officer.
14. The Agency shall ensure presence of correct number of persons deployed on duty. In case of absence from duty due to sickness, leave etc, the Agency shall ensure such replacement immediately and maintain the mandate of all security locations without any additional liabilities to the Institute.
15. All the assets and articles provided by the Institute shall be property of the Institute and the Agency shall be merely the custodian of such assets and articles. The Agency either on completion of contract period **or** on termination of Security contract and/ or at any time as directed by the Institute, property of the Institute shall be handed over to the Institute forthwith.
16. The Agency shall undertake that during the currency of contract to engage/ employ and provide numbers of well trained Security Guards as and when required by the Institute, on such notice; as per

agreed Rate. On failure to provide the Security Guard, in time the Institute has right to deploy the Security Guard from other Agency, at the risk and cost of the Agency, without terminating the said contract.

17. The Agency will make available extra manpower on demand within 48 hours if the requirement is 30 or less, within 72 hours if the requirement is more than 30 but less than 40 or less and within seven days if the requirement is more than 40 from the time of demand. All requests for additional deployment will be followed by written order.
18. The payment for the services rendered as per agreement shall be made on monthly basis through **an** account payee cheque drawn in favour of the "Agency." The payment may be made on sending the Cheque at the location of the head office of the Agency. The Institute reserves the right to inspect the documents that supported for claiming the Bill. The details of the daily attendance and other records which shall be open for inspection by the authorized person of the Institute. The Agency should ensure that the bill submitted by the Agency is complete in all respect. If the bill by the agency is found incomplete or otherwise it is not acceptable being defective, the said bill shall be kept pending till the defect is removed by the agency. In the event of removing of defects and subsequent cause for fulfilling the requisite particulars including the requisite documents to be submitted, there is any delay for payment of Bill it is the sole responsibility of the Agency / company. The final payment shall be made only after adjustment of all the claims of the Institute, if any.
19. The persons employed by the agency for services for the Institute will be employees of the Agency and the Institute will have nothing to do with their employment or non- employment .Under no circumstances any liability in respect of matters connected with their employment shall be cast upon the Institute (NEIGRIHMS). The personnel deployed by the Agency have no right whatsoever to claim employment in the Institute. The personnel employed by the Agency will not join in any Union Associated with the Institute and shall have absolutely no claim for employment in the Institute or any other claim **for** service.
20. The Agency shall be required to take effective measures during disaster management such as, Fire, Flood, Strikes, Mob Violence(s), Riots, Natural Calamities etc, if it is warranted.
21. The Agency shall have to undertake at their expense, a continual updating of skills, through a procedures followed by the Standard Security Organizations by organizing suitable Training cum fitness programmed for the person deployed.
22. The Agency shall rotate its Security personnel posted at the Institute at every quarter and replace them with suitably personnel with the prior approval of the Institution.
23. The Agency shall always provided to act as and when required and maintain proper liaison and contact with the Police/ Civil Administration for smooth and peaceful day-to-day working of the Institute. In case of any disruption of law and order in the Campus at any time or occasion, it shall be the responsibility of the Agency

- to inform the S.O. of the Institute who will in turn, contact and sought assistance from Police and/ or Civil Administration.
24. The Agency in discharge of its duties will be bound by operational parameters attached herewith (please see Annexure-II).
 25. All matters and disputes arising out of this agreement between the Institute and the Agency will be subjected to the provision of Arbitration and Conciliation Act, 1996 as amended having jurisdiction at Shillong, Meghalaya and to be referred to sole Arbitrator as may be decided by the Director, NEIGRIHMS. The Agency shall not question on the decision of arbitrators on the ground that the arbitrator is government servant and serving in the Institute.
 26. The agreement shall be valid for a period of three year from the date of execution of agreement. However, if either side intends to terminated the same, it can be terminated by either side without assigning any reason, after giving 60 (sixty) days prior notice in writing.
 27. In the function of the Institute the Guard of Honour is statutory requirement, it is necessary to act accordingly for any Institute function; as and when required by the Institute, the Agency ought to have maintain it for all times.
 28. The functioning of the security work in the Institute, Mawdiangdiang will start from a date to be intimated by the Security Officer of the Institute. Maximum time given to start functioning of the security work at the Institute campus from the date of offer will be 30 days.
 29. The Agency will ensure that the Security personnel so provided by the Agency will have a continuous service or otherwise there would not be any shortcoming in the service of the Institute. This is applicable for each category of personnel to be deployed by the agency in the Institute.

I/We authorize NEIGRIHMS, Mawdiangdiang to make any investigation to verify the correctness of the statement (s) and document (s) submitted with this tender paper and obtain clarification (s) / information (s) on the technical and financial aspects of the agency. I / We have read the tender document(s) including **Annexure-I** and **Annexure-II** and understood the contents thereof.

Seal with Date

Signature of the Agency/ authorized signatory of the agency

Campus Map to be collected from the Office

OPERATIONAL PARAMETERS

The objective of the services to be provided to the Institute by the Agency will be mainly Security related measures of the entire campus as detailed below:

- Prevention of loss to the Institute and private property of employees by thefts, burglaries, dacoits, etc.
- Prevention of injury, assault and violation of person, campus residence and legitimate visitors.
- Adequate security for all functions, conferences, dignitary visit and cultural events.
- Adequate security against unauthorized encroachment, tree poachers, stray cattle and other unwanted elements.
- Effective enforcement of traffic regulations on the campus.
- Such other related services as may be assigned by the Institute.

The Security operation parameters will therefore be:

1. Theft related
2. Patrolling related
3. Discipline related

The Agency shall be liable for the any lapse on their part in performing its duties during continuance of contract and Institute may impose penalty on the Agency for any loss/ damage to life and property covered under the services rendered for the following:-

1. Dacoits:

- Failure to prevent a forced armed entry into any campus area resulting in looting and /or injury to limb/ life or both.

2. Thefts: Failures to prevent the followings:-

- Major break in an official / residential premises and theft of goods requiring some form of transportation.
- Major break in a premises and theft of goods that do not need transportation.
- Lock breaking of a premises and theft of goods that need some form of transportation.
- Lock breaking of a premises and theft of goods that do not need transportation.

- Lock opening of a premises and theft of goods that need some form of transportation.
- Lock opening of a premises and theft of good that do not need transportation.
- Theft of computers or an important part(s) thereof.
- Theft of Car(s) / Scooter(s) Bike(s) from the campus.
- Theft of bicycle(s) from the campus.

Penalty: Any event(s) of 1 and 2 above WILL ENTAIL TERMINATION OF THE CONTRACT ANYTIME WITHIN A MAXIMUM OF 30 DAYS FROM THE DATE OF DACOITY OR AS MAY BE DECIDED BY THE INSTITUTE WITHOUT ANY PRIOR INTIMATION AND OBLIGATION.

3. Patrolling: On failure to keep watch around the clock for the following:

- Molestation case, single person involvement.
- Molestation case, where a group of miscreants involvement.
- Eve teasing, where a group of miscreants involvement.
- Molestation / eve teasing / chain snatching case where help takes more than 7 minutes to arrive after reporting.
- Rowdiness / rioting on the campus.
- Patrolling motor cycle out of order for more than 4 days.
- In sufficient deployment relative to the deployment chart.
- Strength shortfall by more that 10% on any given day.

Penalty: Any event (s) of 3 above will entail deduction of 5% of bill for Security service in the 1st case and 10% if it happens 2nd time in a given month. If it happens more than twice in a given month, penalty as in events in 1 and 2 above will be effective.

4. Discipline: Deployed security persons should maintain discipline of the Institution and there should not be any complaint from any corner for the following:

- Rude and unpleasant behaviour of guard with campus resident.
- Non-compliance with instruction/ orders.
- Failure in drill / random call.
- Security guards sleeping while on duty / missing from the place of duty per guard each time.

Penalty: Any event(s) of the above will entail deduction of 5% of Security bill/ Cleaning bill, as the case may be, for 1st instance, 15% deduction in case of 2nd occurrences in a given month. If repeated more than twice, penalty as in events in 1 and 2 above will be effective.

5. General: Security personnel should be watchful and has to perform their duties as watch-dog for the following:-

- Presence of unwanted elements on the campus.
- Rash driving on campus.
- Entry of unauthorized vehicle on the campus.

Penalty: A repeated complaint of the same type of events in 5 above more than 2 times in a given month will entail 20% deduction on Security and cleaning bill (grouped)

END OF ANNEXURE-II

Seal with Date

Signature of the Agency /Authorized signatory of the agency

Proforma- 3
Financial Bid
Detailed Salary Structure

Name of the Agency:

Sl. no.	Particulars	Rate (Rs.) Per Month					
		Amount per person per month	Bidder / Agency service charge	Traveling Allowance	Employee Provident Fund	ESI	Total Amount
1.	Supervisor						
2.	Security Guard						
3.	Supervisor (Fire)						
4.	Fireman						
5.	Contingency	1. Charges of P.O.L for Motor Cycle per month					
		2. Charges of Torch light Batteries (Please indicate the no. of batteries required per month)					

Evaluation of Price bid:

For the evaluation of the price bid, the total amount offered for Supervisor and Security guard shall be considered in the ratio of 1:15(i.e one Supervisor against fifteen security guard) .The Contingency amount if any, per month shall be added to the total amount. (The lowest evaluated bidder accordingly, shall be offered the work of provision of Security arrangement at NEIGRIHMS)

N.B.:- Agency charges, TA, EPF and ESI are to be filled up accordingly by the bidder.

Seal with Date

Signature of the Agency /Authorized signatory of the agency