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National Institute of Secondary Steel Technology
(Established by Ministry of Steel, Government of India)
Post Box No. 92, G T Road, Mandi Gobindgarh-147301, Punjab.

TENDER NOTICE NO. NISST/ 1/2022-23

NISST invites tenders for Security and Allied services for its campus at Mandi Gobindgarh. For details, visit institute's website www.nisst.org. Cost of tender Rs.1000/-, last date for submission of tender 22nd August, 2022 by 3.00PM.

Dy. Director (P&A)

TENDER NOTICE NO. NISST/1/ 2022-23

Sealed tenders are invited for Security and Allied services including Cleaning and Horticulture for Institute's campus at Mandi Gobindgarh. Tender documents can be obtained from the office on payment of Rs. 1000/- only in cash or in form of Bank draft in favour of "National Institute of Secondary Steel Technology" payable at "Mandi Gobindgarh" or may be downloaded from the Institute's website www.nisst.org and inform through e-mail that they have downloaded the tender.

Request for mailing of tender documents will be entertained only on receipt of cost of tender documents plus Rs.100/- for postal charges.

This office will not be responsible for delay, loss or non receipt of tender documents after dispatch.

Late tenders received after the scheduled date and time will not be considered in any case. Management reserves the right to accept/reject any/all tenders without assigning any reason. Contractors may inspect the site during office hours on working days (Monday to Friday).

Seal tenders superscribing **TENDERS FOR "SECURITY & ALLIED SERVICES"** may reach **DY. DIRECTOR (P&A), NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY, Post Box No. 92, G T Road, Sirhind Side, Mandi Gobindgarh latest 22nd August, 2022 before 3.00 PM** along with the tender document fee of Rs.1000/-, if downloaded from website. Tenders will be opened immediately thereafter.

Dy. Director (P&A)

**THE DIRECTOR
National Institute of Secondary Steel Technology
MANDI GOBINDGARH-147 301**

TENDER NOTICE NO. NISST/1/ 2022-23



TENDER DOCUMENTS

FOR

Security and Allied Services

AT

**NISST COMPLEX
MANDI GOBINDGARH, PUNJAB**

PRICE : Rs. 1000/-



National Institute of Secondary Steel Technology
Post Box No. 92 , G T Road , Sirhind Side, MANDI GOBINDGARH-147 301
web: www.nisst.org, email: info@nisst.org

TENDER DOCUMENTS

FOR

Security and Allied Services

AT

NISST COMPLEX, MANDI GOBINDGARH

ISSUED TO _____

(AUTHORISED PERSON) _____

NAME OF REQUESTING AGENCY _____

LAST DATE FOR SUBMISSION: 22nd August, 2022 TIME: 3.00 PM

I N D E X

TENDER NOTICE NO. NISST/1/ 2022-23

Security and Allied Services

at

**NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY (NISST)
MANDI GOBINDGARH, PUNJAB**

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National Institute of Secondary Steel Technology
(Established by Ministry of Steel, Government of India)
Post Box No. 92, G T Road, Mandi Gobindgarh-147301, Punjab.
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Dy. Director (P&A)

Security and Allied Services

INVITATION FOR TENDER

Messrs: _____

Subject: **TENDER NOTICE NO. NISST/1/ 2018-19/1**

Ref: Your letter no. _____ dated _____

Dear Sirs:

1. Sealed tenders are invited in the enclosed prescribed proforma from bonafide, resourceful and experienced persons/firms/companies for Security & Allied Services at NISST campus, Mandi Gobindgarh.
2. Financial Standing:
The tenderer should be of sound financial standing and should provide a certificate from their Bankers, based on their transactions during the preceding three years.
3. Eligibility of Tenderers:
The tenderer should have good market reputation.
4. Tender documents in duplicate are enclosed and one copy of the same duly filled in and signed by a duly authorised person may be put in the Tender Box kept for this purpose in the office latest by **3.00 PM on 22.08.2022.** Tenders can also be submitted by Post/Courier. Tenders must be submitted by superscribing on envelope “**Tender against Notice No. NISST/1/2022-23 for Security & Allied Services**” and shall indicate the name and address of the tenderer.
5. By submitting a quotation the tenderer shall be deemed to have fully familiarized himself/itself with all requisite details contained in the enclosed instructions to Tenderer including the terms and conditions and have fully satisfied himself/itself of his/its capabilities to undertake and perform the jobs to the satisfaction of the institute. Any alteration or modification or imposition or suggestion in deviation to the terms and conditions prescribed by NISST in Tender Papers shall be ignored and such Tenders shall be considered as invalid.
6. The tender shall be kept valid for a period of 90 days from the date of opening of the tender and any modification, variation, clarification made thereto by the tenderer during the above period shall be construed as withdrawal of the tender in which event the institute (NISST) shall reject the Tender and forfeit the EMD without any reference to the tenderer.
7. Please note that by merely inviting you to submit the tender, there is absolutely no commitment, implied or otherwise, at this stage from our side as to the award of actual contract and no correspondence in this regard will be entertained by us. Nor, NISST shall be liable in any manner whatsoever, for costs and expenses etc. incurred in responding to this invitation.

8. The institute (NISST) reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Yours faithfully,

Dy. Director (P&A)

Security and Allied Services – Instructions to Tenderers

1. ELIGIBILITY FOR REQUESTING AGENCIES:
 - a) The requesting agency must have a valid license to engage in the business of Punjab Private Security Agency from appropriate authority of Government of Punjab.
 - b) The requesting agencies should be reputed, resourceful and bonafide having atleast 5 years experience in the line and should have provided services to reputed parties including Government departments.
 - c) The requesting agencies should have the financial ability to undertake the contract for **Security and Allied Services** and should submit along with the application form a certificate from a nationalized bank to prove his financial soundness.
2. Tender documents should be duly filled in, signed by the authorised signatory, addressed to Dy. Director (P&A), NISST and sent to **NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY, POST BOX NO.92,G T ROAD, SIRHIND SIDE, MANDI GOBINDGARH – 147 301** by 22nd August, 2022 upto 3.00 PM.
3. All entries should be clearly written in ink. Corrections, if any, should be clearly made and duly signed and dated by the requesting agencies.
4. The requesting agencies should sign each and every page of the tender documents.
5. The Director, NISST reserves the right to reject any or all the tenderers without assigning any reason.
6. Each requesting agency should submit a declaration to the effect that he/they is/are an experienced agency which has successfully carried out such type of contracts and has adequate organisation machinery and experienced personnel to handle this type of work and of this magnitude.
7. Full information should also be given by the requesting agencies in respect of the following :-
 - a) **IN CASE OF PROPRIETORSHIP FIRMS:**
 - i) His full name, address and place of business.
 - ii) His financial status
 - iii) His previous experience
 - b) **IN CASE OF PARTNERSHIP FIRMS:**
 - i) The name of all the partners and their address
 - ii) The financial status of the firm and its partners
 - iii) Previous experience of the firms and its partners.
 - c) **IN CASE OF COMPANIES:**
 - i) Date and place of registration including date of commencement certificate in case of public companies. Certified copies of Memorandum and articles are also to be furnished.
 - ii) Nature of business carried out by the company and provisions of its memorandum of article.
 - iii) Names and particulars including addresses of all the Directors.

8. EARNEST MONEY DEPOSIT

8.1 Suppliers are required to give an amount as per following schedule as earnest money in the form of Demand Draft/Pay Order/Banker's cheque from any scheduled Bank in favour of NISST towards EMD at the time of submitting tender documents.

Tender value (Rs. in Lac)	EM (Rs.)
Rs.1.00 Lac	1,000
>Rs.1.00 up to 10.00 Lac	5,000
>Rs.10.00 up to 50.00 Lac	15,000
>Rs. 50.00 up to 2 Crore	1 Lakh
>Rs. 2 crore up to 10 crore	5 lakhs
>Rs. 10 crore to 25 crore	15 Lakhs
>Rs. 25 crore to 50 crore	35 Lakhs
>Rs.50 crore to 100 crore	65 Lakhs
>Rs.100 crore to 500 crore	150 Lakhs
> Rs. 500 crore to 1000 crore	300 Lakhs
Above Rs.1000 crore	500 Lakh

8.2 Micro & Small Enterprises (MSEs)/PSUs/Govt. undertaking and Co-operative Societies etc. are exempted from submission of EM as per Govt. Policy. For MSEs, the exemption from Earnest Money will be granted only on submission of valid notarized copy of certificate having a valid Entrepreneurs Memorandum (EM) number. SSI/NSIC certificate holders should also submit a copy of Entrepreneurs Memorandum.

8.3 EM should be in the form of demand draft, pay order, Banker's Cheque or Bank Guarantee (BG) from any Scheduled Commercial Bank except Co-operative and Gramin Bank. Earnest Money can also be in the form of TT remittance/online transfer – NEFT, RTGS, SWIFT. The proof of such transfer/transaction needs to be submitted with the offer in the envelop titled Earnest Money Deposit. The tenderers are required to submit EM in a separate envelop and not to enclose the same with any part of the quotation. No request for adjustment of earlier dues in place of EM shall be entertained. EM valuing upto Rs. 15000/- can be submitted in cash.

8.4 No interest will be payable to the tenderers for this EMD amount. Tenderers are required to give this EMD in a separate envelope without attaching it with any part of tender/quotation. No request for adjustment of earlier dues in place of EM shall be entertained.

8.5 The EM provided by the tenderers along with the tenders shall be returned to the unsuccessful tenderers within thirty days from the date of opening of price bid/issue of LOA/placement of purchase order/signing of the job contract, whichever is later.

9. Validity of Tender

The tenderers shall have to keep their tenders valid for 180 days from the date of opening of tenders.

10. Receipt of Tenders

The following shall be the accepted modes for receipt of tenders:

- a. Tenders received by post
- b. Tenders received by courier service
- c. Tenders received through tender box

Tenders which have been sent by post or through courier shall be received at the Receipt & Dispatch Section of the office. Particulars regarding receipt of such tenders shall be entered in a register kept for this specific purpose indicating the name of the tenderer alongwith the date and time of receipt of the tender.

Tenders shall also be received in the Tender Box kept for this purpose up to the closing time specified in the Tender notice. Immediately thereafter the tender box shall be sealed and removed so as to eliminate any possibility of submission of any further tenders after the stipulated closing time for receipt of tender is over. **Late tender received after the scheduled time and date will not be opened/considered in any case.**

11. Opening of Tender

The tenders received by the institute shall be opened at the stipulated date, time and place in presence of the Tenderer(s) and/or their authorized representative(s) who is/are to be present. Tender(s) not fulfilling all the conditions shall be liable to be rejected. The tenders which are not accompanied by EMD shall also be liable to be rejected summarily.

12 Settlement of disputes

Amicable settlement

The Parties shall use their best effort to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the procedure as may be agreed between the parties.

Arbitration

If at any time, any question, dispute of difference whatsoever shall arise between the purchaser / owner and the supplier upon or in relation to, or in connection with the contract (except as to any matter the decision on which is specifically provided for) the same may be referred to the sole arbitration of the Chairman, NISST or a person appointed by him.

13 All disputes will be subject to the territorial jurisdiction of Fatehgarh Sahib, Punjab.
TERM & CONDITIONS FOR SECURITY AND ALLIED SERVICES

1. Terms and Conditions mean the terms and conditions which will bind both the National Institute of Secondary Steel Technology and M/s_____.
2. In these terms and conditions, unless the context otherwise requires :-
 - a) National Institute of Secondary Steel Technology will hereinafter be known as “NISST” or “Institute”.
 - b) M/s_____, the contractor will hereinafter be known as ‘Agency’.
3. The agency shall be responsible for providing the following services :

I – Security

- a) Round the clock (day & night) guarding the Institute’s Complex including all building structures, equipments, goods/materials stored therein by the security guards.
 - b) Round the clock patrolling inside the Complex.
 - c) Regulate the points of entry and exit in the Complex in order to prevent entry of unauthorized persons, vehicles and unauthorized removal of any articles from the premises of the Complex.
 - d) The jobs/duties listed/mentioned above are illustrative in nature and not exhaustive. The agency would be responsible for the security and safety of the property of the Institute within the Complex and its surroundings.
- 3.1.1 Deployment of security personnel at various locations in and around the Institute’s Complex would be decided in consultation with the Director or any of his Representative of the Institute as may be decided by him.
 - 3.1.2 The Security Personnel deployed at various points would be rotated from time to time, if required. In case of suspicion on any of the Security Staff, as per recommendations of the Institute, the security staff would be removed and debarred from entering the premises of the Institute.
 - 3.1.3 If needed, the agency would provide sufficient guns and arms with ammunition and shall ensure that valid arm licenses have serviceable arms.

II– Cleaning & Horticulture

A. Daily Services :

- i) Removal of waste paper from all rooms and disposal of the same outside the office premises.
- ii) Cleanliness of the rooms, veranda and other portions of the Complex.
- iii) Dusting of furniture, cupboards, telephones and office equipments, firstly with dry cloth and then with Collin.
- iv) Cleaning of doors and window panes with good quality detergent.
- v) Acid cleaning and scrubbing/mopping of toilets, wash basins, sanitary fittings, toilet floors and stair cases.

- vi) Fresher spray in all rooms, toilets and corridors.
- vii) Emptying of dustbins
- viii) Cleanliness of the front portions of the office.
- ix) Cleanliness of Air Conditioners, desert coolers, grills.
- x) Any other related cleanliness work.

B. Weekly Services (On Saturdays)

- i) Cleaning of panels, light fittings fans, tube lights, notice boards, electric fittings.
- ii) Brushing of carpet.
- iii) Scrubbing of balconies.
- iv) Cleaning of staircases with water and other places with water wherever possible.
- v) Removal of cobwebs.
- vi) Cleaning of Name Plates.
- vii) And any other related cleaning work

For the cleanliness of office premises etc. following cleaning material of higher standard shall be used and will be provided by the Institute:-

- i) Cleanzo / Collin / phenyl etc.,
- ii) Vim/Surf Powder/Naphthalene Balls.
- iii) Dusters
- iv) Brushes/Brooms
- v) Ordinal
- vi) Hydrochloric Acid
- vii) Liquid Soap
- viii) Room Freshener
- ix) Homocal Cubes
- x) Finite Spray

3.II.1 The agency will ensure that the entire cleanliness work is completed by 9.00 A.M. on all the working days and the cleanliness persons are available during the working hours. They will ensure proper hygienic conditions in the toilets after interval of two hours.

3.II.2 No refuse will be allowed to be dumped on the terrace or in the corners of the building. Any default on this account will entail heavy penalty.

4. General Conditions

1. The agency shall provide the persons who are punctual fully devoted to the work and in the event of any complaint by any officer against any of the staff provided by the agency, he shall have to be replaced immediately. The agency shall abide by the instructions as given by the Director or by his subordinate officers as may be decided by him. There will not be any increase in the payment of the agency during the contract period for any reason whatsoever.
2. The agency would provide Identity Cards and distinct uniform to his staff with their name plates on the left hand pocket of their shirts.
3. Any dispute between the agency and his employees will be solved by the agency without involving the Institute in any manner.

4. The agency shall be responsible for any damage done to fittings and fixtures and equipment due to the negligence of the workers deployed by him and shall be made good either by replacement or adequate compensation by the agency as may be decided by the Institute.
5. The agency shall be solely responsible and liable for payment of salary and other allowances/benefits to its personnel.
6. NISST would not be liable for any payment to the agency for its personnel on any account including TA/DA, Overtime, any other services/benefits, cost of torches, torch cells, uniforms etc. or any other accessories, save and except the monthly payments agreed to be made by NISST herein above.
7. NISST would also not be liable for any loss or damage sustained by the personnel of the agency on account of any accident/injury, etc. The medical facilities for the personnel in normal course as well as in case of accidents/injuries would have to be provided by agency and NISST would have no liability on this account.
8. The agency would ensure that none of the personnel of any rank collude or connive with the employees of NISST and associate anybody/organization detrimental to the interest of NISST.
9. NISST in no case would be responsible for providing any living accommodation to the personnel engaged by the contractor.
10. The agency would ensure to get the antecedents of their personnel checked (Police verification) to the satisfaction of NISST.
11. NISST would not be liable for any loss or damage sustained by any third party on account of any action of the agency.
12. In case of any accident on duty to any of the personnel of the agency resulting in fatality, permanent disability of injury or loss whatsoever, NISST shall not be responsible for the same and the compensation/damages due to such personnel under the law of the land shall be borne by the agency. In other words, there cannot be any claim whatsoever, on this account against NISST.
13. The agency would be liable to compensate NISST for the losses, if any, on account of theft or material or property (including tress pass on the property) of NISST due to negligence or connivance of the security personnel of the agency with such loss as attributed solely to the negligence and/or collusion by the agency personnel, which would be determined by a joint enquiry comprising of the representatives of NISST and the agency. In case of any dispute not resolved by joint enquiry, the matter shall be referred to the Management of NISST for a decision through arbitration. For this purpose the decision of the arbitrator would be final and binding on both the parties and would not be challenged.
14. The agency shall carry out the performance and observe the provisions of the payment of Wages Act. 1936, Minimum Wages Act. 1948, Employee Liability Act, 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Payment of Gratuity Act. 1972, Employee Provident Fund and Miscellaneous Provisions Act. 1952, or any other enactment to be passed or passed by the Parliament or State Legislature and any rules made therein by the appropriate Government in any way effecting the personnel deployed by the agency, if applicable to them.

15. The agency would be responsible for production of valid license and meeting other statutory requirements under the Contract Labour (Regulation and Abolition) Act, 1970, if applicable to them.
16. In the event of the agency committing any default or breach of any of the provisions of any of Acts/Rules mentioned in the aforesaid paragraphs or any other enactment passed or to be passed by the Parliament or the State Legislature which applies or effects the personnel deployed by the agency, the agency shall indemnify NISST against any liability that may be imposed by the authority concerned or the Government.
17. The agency would submit an Indemnity bond duly executed as per the proforma furnished by NISST.
18. Since the personnel will be employees of the agency, the NISST will not have any concern or relation with them either directly or indirectly. All statutory obligations shall be discharged by the agency. All records, attendance registers and documents will be maintained and kept by the agency. There shall be no master servant relationship between the NISST and the employees of the agency of any nature whatsoever.
19. Monthly bill would be paid by NISST after submission of the same by the agency within seven days supported by certificate of performance and compliance of all statutory requirements.
20. The agency would deposit an amount of Rs. 25,000/- (Rupees Twenty five thousand only) towards security deposit for the due performance of the obligations of the agency under this agreement. In case of any breach of any of the conditions, the said security deposit would be forfeited. The security amount may be deposited in the form of bank draft from any nationalized bank.
21. That the agreement will be valid for a period of one year. NISST would have the right to terminate the contract without any prior notice. This agreement may be terminated by one month's notice from either side.
22. The rates may be quoted after surveying the entire Institutes' complex and assessing its requirement of security and allied services.

NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY (NISST)

(QUESTIONNAIRE FOR THE REQUESTING AGENCY)

1. NAME OF REQUESTING AGENCY :

2. POSTAL ADDRESS :

3. TELEPHONE NOs. : Land Line: _____
Mobile: _____
E-MAIL :

4. HAVE YOU ENCLOSED THE FOLLOWING :
 - a) CERTIFIED COPY OF REGISTRATION & LICENSE :

 - b) CERTIFIED COPY OF LATEST INCOME TAX CLEARANCE CERTIFICATE :

 - c) BANK REFERENCE FROM YOUR BANKERS :

 - d) i) LIST OF CLIENTELE :
ii) LIST OF GOVT. PARTIES :

 - e) YOUR ANNUAL TURNOVER :

 - f) PHOTO COPY OF THE RECEIPT FOR PURCHASE OF TENDER DOCUMENT :

SUBMISSION OF OFFER

DATE :

FROM:

To

The Director,

National Institute of Secondary Steel Technology,

G.T. Road, Sirhind Side,

Mandi Gobindgarh – 147 301

Sub : QUOTATION FOR SECURITY AND ALLIED SERVICES

Dear Sir,

We hereby submit quotations in duplicate duly completed with other related documents / annexures for your kind consideration.

Truly yours,

(SIGNATURE OF AUTHORISED SIGNATORY)

SEAL OF FIRM

PLACE: _____

DATE: _____

FORMAT FOR TENDER

TENDER FORM FOR SECURITY & ALLIED SERVICES

1. Period of Contract
(The period of contract will be initially for one year which may be extended further with initial agreement of the same rates, terms and conditions at the discretion NISST Management).
1st September , 2022 to 31st August, 2023
2. Rate Quoted (Per Month)
3. Last date of submission
22nd August, 2022 before 3.00 PM
4. Date and time of opening the Tender
22nd August, 2022 immediately after 3.00 P.M.
5. License No. of the Agency with its validity as granted by the licensing officers as per requirement of Contract Labour (Regulation and Abolition Act, 1970).(Attach photo copy)
6. Permanent A/c. No. of the Income Tax Department certificate (Attach photo copy)
7. Provident Fund A/c No. and authority with whom registered.
8. ESI No. and authority with whom registered.
9. Please specify as to whether tenderer is recognized/approved from the Govt. as registered Security & Allied Services Agency. (attach photo copy)

10. The form should be filled in neatly and should also be shown in words. This form should be submitted duly signed in full. Incomplete tender or any cutting/overwriting or erasing appearing therein shall make the tender liable to rejection.

Name :
S/O/W/O

Position
Full Address
& Telephone No. of the
Tenderer.

11. We shall abide by all the terms and conditions as laid down in the Tender Notice and terms and conditions that may be agreed to for the contract.

Name of Tenderer

Signature

Date:

Designation

Address

Phone No.

Office:

Residence