



**NATIONAL INSTITUTE FOR MICRO,
SMALL AND MEDIUM ENTERPRISES**
(An Organisation of the Ministry of MSME, Govt. of India)
(An ISO 9001:2015 Certified Organisation)
Yousufguda, Hyderabad - 500045, www.nimsme.org

NOTICE INVITING TENDERS

Name of the Services	24/7 Security Services in ni-msme Campus	
Tender Notice No. ni-msme/01/May/2019		
1	Cost of tender document	Rs.500/-
2	Amount of EMD	Rs. 25,000/-
3	Contract Period (in calender months)	24
4	Security Deposit	Rs.75,000/- in the form of Bank Guarantee
TIME SCHEDULE		
1	Date of issue of tender documents - Online	08.05.2019
2	Last date & time for submission of (Technical & Financial) Bids	23.05.2019 at 4:00 PM
3	Opening of Technical Bid	24.05.2019 at 3:00 PM
4	Opening of Financial Bid	will be notified to the technically qualified tenderers
EMD and Cost of Tender Document in the form of DD(separately) should be in favour of "Director (Administration & Logistics), ni-msme, Hyderabad". Tender Documents in sealed cover to be submitted to Director (A&L) (or) to be dropped in tender box in Director (A&L) chamber, ni-msme, Yousufguda, Hyderabad.		
Tender document available at our institute's website : www.nimsme.org ni-msme reserves the right to accept / reject any / all tenders without assigning any reasons		
Sd/- Director (Admin. & Logistics)		

8x8

Actual Size



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MEDIUM ENTERPRISES (ni-msme)**
(An organisation of the Ministry of MSME, Govt. of India
Yousufguda, Hyderabad – 500 045)

**TENDER DOCUMENT FOR
SECURITY SERVICES**

National Institute for Micro Small and Medium Enterprises, Hyderabad
(An ISO 9001:2015 certified Institution)
ni-msme Campus, Yousufguda, Hyderabad, Telangana State – 500045

Time schedule for tender process:

Date of publication of tender notification on official website and News papers	08.05.2019
Sale of tender document commence from	08.05.2019
Last date for Sale of tender document	23.05.2019 upto 4:00 pm
Last date for receipt of duly filled in tenders	23.05.2019 upto 4:00 pm
Date and Time of the opening Technical Bids	24.05.2019 at 3.00 pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

Note: This tender document contains 16 pages (total no. of pages including Annexures) and Tenderers are requested to sign on all the pages.

Ref: ni-msme, Hyderabad – Advertisement LT dated on 08th May 2019.

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1. INTRODUCTION:

ni-msme was originally set up as Central Industrial Extension Training Institute (CIETI) in New Delhi in 1960 as a Department under the Ministry of Industry and Commerce, Government of India. It was decided that the Institute can play a pivotal role in the promotion of small enterprise & therefore the Institute was shifted to Hyderabad in 1962, and was renamed as Small Industry Extension Training (SIET) Institute.

SIET, as it was fondly known for over two decades later, is managed by Governing Council, appointed by the Government of India. The Founder-Chairman of SIET is Dr P.C. Alexander, the then Development Commissioner (Small Scale Industries). SIET was conferred the status of national institute by the Government of India with the charter of assisting in the promotion of Small Enterprises mainly by creating a pro-business environment. In 1984, the UNIDO had recognised SIET as an institute of meritorious performance under its Centres of Excellence Scheme subsequently, it was also accorded the national status in the same year and SIET Institute became nisiet. Since then the institute has come a long way, carving a place of distinction for itself in the domain of entrepreneurship promotion, achieving recognition both at the national level and in the international arena. To cope with the pressure of globalisation, the Government of India has enacted the MSMED Bill in the Parliament, which became effective from 2nd October 2006. Accordingly, the Institute, in order to reflect the expanded focus of its objectives with name was rechristened as National Institute for Micro, Small and Medium Enterprises (ni-msme) from 11th April 2007 and re-designed its structure and organisation. It is an organisation of the Ministry of Micro, Small and Medium Enterprises (formerly Ministry of SSI & ARI), Government of India.

The ni-msme (formerly known as NISIET) was registered at Hyderabad in Andhra Pradesh under Public Societies Registration Act I of 1350 Fasli with effective from 1st July 1962, later is re-mustered under Andhra Pradesh Societies Registration Act. 2001 as nisiet.

2. NOTICE INVITING TENDER:

The **ni-msme** Hyderabad invites sealed tenders under "**TWO BID SYSTEM**" for selection of an expert agency for the purpose of hiring security services at the Campus in order to maintain the proper security at **ni-msme** campus and at its hostels.

The details of the tender are given below:-

- a. **Description of Services** : Selection of an expert agency for the purpose of hiring security services at **ni-msme** Hyderabad campus premises in order to maintain the proper security at campus and at its hostels.
- b. Closing date & time for submission of bids: **23.05.2019 at 4.00 pm (Thursday)**
- c. Date & time of opening of Bid: **24.5.2019 at 3.00 pm**
 - i. **Technical bid: ni-msme** Authorized Committee members (in presence of the tenderers or their authorized representatives.
 - ii. **Financial bid** : After evaluation of Technical Bid
 - iii. **Bid validity up to:** 60 days from the date of opening of financial bid
- d. Correspondence Address : **The Director (Administration and Logistics)
National Institute of Micro Small and Medium Enterprises, ni-msme
Campus, Yousufguda, Hyderabad – 500045**



"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. **ni-msme** will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Tender documents for Hiring of Security Services can be obtained from office of the Administrative Officer, **ni-msme** from **08.05.2019 to 23.05.2019** on all working days between **10 A.M. to 4 P.M.** on payment of a non-refundable cost of Tender of **Rs. 500/-** which shall be payable in the form of a Demand Draft drawn in favour of **"Director (Administration & Logistics), ni-msme, Hyderabad"**.

The tender document is not transferable to any other person. The tender document can also be downloaded from the **ni-msme's** official website www.nimsme.org

The tender Demand Draft and the EMD Demand Draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super-scribed as **"Technical Bid"** and **"Financial Bid"** respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as **"Tender for Security Services at ni-msme Hyderabad"**.

In case of any clarification required relating to this tender, the same can be sought from the following officers of ni-msme:

S. No.	Name & Designation	Contact No.	E-mail id
1.	Mr. Haranath, Director Administratin & Logistics	040 - 23633203	directoradmin@nimsme. org

3. GENERAL TERMS AND CONDITIONS

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. Tenders received without prescribed tender fee i.e. Rs. 500/- (non-refundable) shall be summarily rejected.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender:
4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender is liable to be ignored / rejected.



5. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
6. The company or firm must be registered under private security Act 2005. Attach copy of certificate of the registration.
7. The company or firm will provide GSTIN (Good and Tax Registration No.) along with bid. Further company or firm will provide monthly paid challan for payment of GST along with bill.
8. Individual signing the tender or other documents connected with the tender must specify whether he signs as:-
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor or Managing Director of the company etc.
 - (ii) A partner of the firm if it is a partnership firm in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement / through a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
9. The tender submitted in sealed envelope super-scribed **"Tender for the Security Services" should be addressed to the Administrative Officer**, National Institute for Micro Small and Medium Enterprises, Yousufguda, Hyderabad should be deposited in the Tender Box available at Administrative Block (SENDOC Building), on or before 04.00 PM on 23-05-2019. The tenders (technical bids) will be opened on 24-05-2019 at 3.00 P.M. in **ni-msme**, in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
10. Offers on original tender document will only be considered. The tender document is to be submitted in the box placed at Administration Department. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
11. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
12. Please note that offers not accompanied by the required EMD shall be rejected out right.



13. The tender normally shall be awarded to the lowest financial bidder, if his / her bid meets the requirement. The EMD of unsuccessful bidders will be refunded in due course of time. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified Tenderers and alone will be considered for "Opening the Financial Bid in Envelope B". For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
14. A Demand Draft of Rs.25,000/- (Rupees Twenty Five Thousand only) is required to be deposited as Earnest Money Deposit in favour of "**Director (Administration & Logistics), ni-msme**, payable at HYDERABAD (exempted in case of bidders having NSIC certification). The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill the following conditions:
- (i) An Agreement is signed by him in the prescribed form within one (1) week of the receipt of letter awarding the contract. The tenderer will have to provide security services immediately on receipt of the work order.
15. The bids should be valid for at least 60 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by **ni-msme**.
16. Any conditional offers made by the agency or any alterations/ corrections made in the tender form **shall** not be considered. Similarly incomplete and unsigned tender **shall** also not be considered.
17. **National Institute for Micro Small and Medium Enterprises reserves the right to accept or reject any or all the offers / bids either fully or partly without assigning any reason. The institute is not bound to accept the lowest bid.**
18. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
19. The Security Agency shall maintain an **Occurrence Book** which will be made available to the supervisory staff of the Agency deployed at **ni-msme**.
20. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard as per Minimum Wages Act.
21. The quoted rates shall not be less than the minimum wages of state government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Security Agency which does not abide by the minimum wages Act, as notified by central government on the date of submitting of tender will be rejected out rightly.
22. In the event of revision of minimum wages fixed by central government are more than rates quoted by the tenderer, the rates **shall** be revised accordingly. The Onus for producing the copy of notification will be of Security Agency.
23. The Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The payment should be made to the security supervisor & security guards through ECS



(Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus to individual employees, the Security Agency shall produce original challans/receipts to the Institute for the records.

24. The security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard should work.
25. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
26. The employees of the Security Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees provided may be produced.
27. The Security Agency will, prior to the commencement of the operation of contract, make available to **ni-msme** the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent / present address and the police verification report of the employees should be enclosed.
28. The Security Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Security Services. The Security Agency shall be further responsible for proper discipline of the employees engaged by the agency and their work besides observing other obligation. No child labourers shall be permitted by ni-msme under this contract. Further the Security Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the Security Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against **ni-msme** the Security Agency shall be required to reimburse to **ni-msme** any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. **ni-msme** shall also have the right to deduct these amounts from the payment due to the Security Agency while releasing the payments.
29. In case of any theft or pilferages, loss or other offences, the Agency will investigate and submit a report to **ni-msme** and maintain liaison with the Police. FIR will be lodged by **ni-msme**, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee/guards deputed at **ni-msme** must be trained in respect of operation of Fire Fighting Equipments.
30. In case of any loss that might be caused to **ni-msme** due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, **ni-msme** shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to **ni-msme** besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, **ni-msme** shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.



- A. The Security contract shall remain valid for a period of Two years and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, **ni-msme** may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. **ni-msme** 's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
- B. **ni-msme** shall not be bound to give any reason for termination of the contract as provided in para (A) above.
31. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Telangana (based on the location of **ni-msme** and its extended centre).
32. The Security Agency shall be responsible to maintain the equipments and other articles supplied by the **ni-msme** in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Security Agency itself.
33. **ni-msme** shall in no way be responsible for any default with regard to any statutory obligation and the Security Agency will indemnify **ni-msme** in case of any damage or liability, which may arise on account of the act of Security Agency.
34. Service to be provided by Security Agency is indicated in the Annexure-I (attached)
35. i. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
- ii. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director **ni-msme** Hyderabad as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
- iii. The Arbitration proceedings shall be held at **ni-msme**, Hyderabad.
- iv. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
36. Tender shall be accompanied by the relevant documents including the following:-
- I) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Security Agency is currently providing/has provided Security Services.
- II) Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
37. The Security Agency will liaise with the designated officer of **ni-msme** and report to him every month to make checks on day to day activities of the Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.



38. On termination of the agreement the Security Agency will hand over all the equipments/articles as supplied by the **ni-msme** in good working condition back to **ni-msme**.
39. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
40. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and replace a new guard. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
41. **ni-msme** is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
42. The payment of wages shall be made directly by the Security Agency to his workmen and not through Thekedars / middlemen. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars / middleme.
43. All statutory obligations under various laws from time to time will have **to be met** by Security Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act.
44. The Security Agency shall at all times indemnify the institute / owner and its officers, employees and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
45. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as **ni-msme** may prescribe from time to time for proof of payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
46. The Security Agency shall submit **security deposit of Rs.75,000/-** in the form of Bank Guarantee with **ni-msme** for 24 months, which will be returned after the successful completion of contract and after adjusting dues if any, of the Security Agency to **ni-msme**.
47. The Security Agency will demonstrate the firefighting equipment to all employees of **ni-msme** once in a year and would be responsible for the operation of fire fighting in the event of fire breaks out. The Hydrants must be checked every month in close coordination with administration of **ni-msme**.
48. As per **ni-msme** policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearest paise 50 or above will be rounded off the higher rupee and paise less than 50 will be ignored.



49. The workmen employed by the Security Agency shall be directly supervised and controlled by the Security Agency, and shall have no relation whatsoever with National Institute for Micro Small and Medium Enterprises, Hyderabad. **ni-msme** shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against **ni-msme** for service or regularization of services by virtue of being employed at **ni-msme** against any temporary or permanent posts at **ni-msme**, Hyderabad.
50. The services rendered shall be to the satisfaction of the **ni-msme** authorities.
51. The Security Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to **ni-msme** each month along with claim for payment.
52. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
53. The agreement will be valid for a period of one year subject to review at the discretion of **ni-msme** authorities at mutually agreed terms and conditions.
54. Decision of **ni-msme** with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
55. **ni-msme** shall determine the composition of ex-servicemen and/or non-ex-servicemen Security Supervisor and Security Guards at its own discretion and award of contract will be given accordingly. The Security Agency has to provide Security Supervisor & Security Guards as per decision of **ni-msme**.
56. That in case of any dispute the jurisdiction will be at **Hyderabad / Secunderabad**.

4. SCOPE OF WORK

SECURITY SERVICE CONTRACT

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at National Institute for Micro Small and Medium Enterprises, Hyderabad as per following duty point and requirement on shift basis.

Particulars	Security Supervisor	Security Guard (Male)
Entrance Gate	1	6
Hostel	-	2
Reliever	-	1
Total	1	09

ni-msme Campus

S. No	Place	Day Shift	First Shift (6:00 am to 2:00 pm)		Second Shift (2:00 pm to 10:00 pm)		Third Shift (10pm to 6:00 am)		Remarks
		Security Supervisor	SS	Guards	SS	Guards	SS	Guards	
1	Main Gate	1	0	2	0	2	0	2	
2	Parking area	0	0	0	0	0	0	1	Night Shift only
3	Hostel – Back Side and near premises	0	0	0	0	0	0	1	
4	Office Floor Patrolling	0	0	0	0	0	0	0	
	Total	1	0	2	0	2	0	4	Reliever (One)



ANNEXURE – I

1. The security Agency must engage ex-service man as security supervisor and security guards. The security supervisor and security guard should be literate (supervisor with at least 10+2 certificate and Guards with at least 10th Certificate), able to read, write and understand Hindi, English and Telugu languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.
2. The security supervisor and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that persons immediately.
3. The security personnel assigned duties at the **ni-msme**, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person.
4. The security agency shall verify character, attendance of security personnel before deployment in **ni-msme**, Hyderabad. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the **ni-msme** authorities. **ni-msme** reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
5. The security personnel deployed shall not be changed by the security agency on their own until and unless so warranted with knowledge of **ni-msme**.
6. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
7. It would be the responsibility of the Security Agency to maintain and ensure full-proof security at the main gate by regular verification identity and not frisking the persons of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, duly signed by the concerned official when the visitor leaves.
8. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards and the security guards/supervisor must ensure that **ni-msme**'s property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
9. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.



10. The Security Guards **shall** carry occasional / random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the **ni-msme** is being taken out un-authorized.
11. **ni-msme** officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances **ni-msme** reserves the right to cancel the security contract or impose a penalty of Rs. 500/- per such occurrence.
12. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Director (Administration & Logistics) and officers concerned. List of Residential phones or Mobile phone numbers of **ni-msme** officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the **ni-msme** officers immediately.
13. Agency shall compulsory provide mobile phones to the Security Supervisors and Change of guards will be done for every six months once.

5. **PROFORMA OF TECHNICAL BID** (To be deposited along with Tender Document in separate sealed cover-I super scribed as "**Technical Bid**" and all the supporting documents should be enclosed along with this bid. If not enclosed the bid will not considered).

The tenderer needs to submit the following documents with their tender documents:

- A. Copy of the license issued by the appropriate authority to run the Security Agency.
- B. Tender Money, in the form of DD of Rs. 500/- (non-refundable) in favour of Director (Administration & Logistics), ni-msme, Hyderabad, in case the tender form is downloaded from the website.
- C. EMD (Interest free) of Rs. 25,000/- (Rupees Twenty Five thousand only) in the form DD in favour of **ni-msme**, Hyderabad.
- D. Performance Certificate for the last 03 years from the clients to whom the security agency provided services.
- E. Turnover - Security Agency should not have turnover less than Rs. 25 Lakhs in each of the last two years i.e. 2016-17 & 2017-18 or more than 50 Lakhs together. (ITR and certificate duly certified by the CA to be attached). Also it has to submit its last three years Annual reports copies.
- F. Client list – preferably professional educational institutes/Govt. offices should be specified in the following proforma:



**NATIONAL INSTITUTE FOR MICRO SMALL AND MEDIUM ENTERPRISES
TECHNICAL BID FOR SECURITY SERVICES**

1. Name of the Tenderer's firm/Company :
2. Office Address :
Telephone No. :
Fax No. :
E-mail Address :
3. Name of authorized representative(s) :
4. Registration Certificate copies enclosed for
 - i) P.F. Regn. No. : _____
 - ii) E.S.I. Regn. No. : _____
 - iii) GST No. : _____
 - iv) Labour License (Central) Regn. No. : _____
 - v) PAN CARD No. : _____
 - vi) License under the Private Security Agencies (Regulation) Act – 2005:
_____(Please enclosed copies of the same).
 - vii) Turnover details of last
two financial years (2016-17 & 2017-18) : _____



6. PROFORMA OF FINANCIAL BID (to be submitted in a sealed envelope in the same cover)

The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency.

Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at National Institute For Micro Small and Medium Enterprises, Hyderabad as per following duty point and requirement on shift basis. Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) issued order vide notification File No.No.1/10(6)/2018-LS-II dated 03.04.2018.

<u>Rate Statement (As per norms of State Government Wages)</u>		
S. No.	Description	Rate per guard / supervisor per Month
1.	Security Guards	Rs. _____ (In words _____) Per month (Inclusive of statutory charges) in
2.	Security Supervisor	Rs. _____ (In words _____) Per month (Inclusive of statutory charges)

Note: Goods and Service Tax (GST) as per prevalent rules shall be paid by ni-msme if applicable

In case of events organized by the ni-msme, Hyderabad the agency shall provide the extra security personnel at the prices quoted above only.

Date _____

Name & Signature

(Company Seal)



UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing security services at ni-msme, Hyderabad. I/We agree to all these conditions and offer to provide security services at ni-msme. I / We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (ni-msme) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Signature of Security Agency

Date: _____

Address: _____

Mob: _____

Email ID: _____