



Ref. No. NIPER-HJP/NIT-Security/ 588 / 2019 - 20

Date 16.11.2019

NOTICE INVITING TENDER FOR HIRING SECURITY SERVICES

1. Sealed tenders in two bid system are invited from firm / agencies, having experience of providing such services in the higher educational institutions, registered under the Private Security Agency (Regulation) Act, 2005 (PSARA – 2005) as applicable in the State of Bihar and amended from time to time for providing services of security personnel (Security Guards – unarmed) at NIPER-Hajipur premises.
2. The prosperous bidders are requested to go through the tender document thoroughly and then ascertain their qualification and only then place their Bid, as per the requirement.
3. Interested firms/ agencies may download the tender documents from www.niperhajipur.ac.in or <https://eprocure.gov.in>
4. Last date for submission of duly filled tender is **13.12.2019** by **4.00 P.M.** Technical bid will be opened on **14.12.2019** at **4.00 P.M.** at NIPER-Hajipur.
5. The prosperous bidders are invited to participate during the opening of technical and financial bids.

**Sd/-
Registrar**



NIPER, HAJIPUR

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2. Tender forms can be downloaded from the Institute's website, www.niperhajipur.ac.in or CPP portal www.eprocure.gov.in. Demand Draft or Pay Order amounting to Rs. 1000=00 (One thousand) favouring “**Director, NIPER-Hajipur**” payable at **Hajipur** as tender fee (non-refundable) need to be submitted along with the technical bid. The selected vendor has to sign a separate Agreement with the Institute.
3. All conditions and parameters will be evaluated with reference to the conditions mentioned in the tender document. NIPER-Hajipur reserves the right to reject any or all the bids at any stage without assigning any reason whatsoever thereof.
4. Important dates
 - Bid publication date : 18.11.2019
 - Last date for clarification to Queries : 21.11.2019
 - Commencement of submission of bid: 22.11.2019
 - Last date & time of bid submission : 13.12.2019, by 4:00 p.m.
 - Technical Bid Opening date & time : 14.12.2019, by 4:00 p.m.
 - Price bid opening date & time : 19.12.2019, by 4:00 p.m.

5. **Scope of the Work**

Deployment of male security guards (ex-servicemen, proof with discharge certificate) and Supervisor (not below the rank of Subehdaar of defense services), without arms. Note that this is a minimum requirement. The number may increase / decrease by 02 (two) personnel.

S. No.	Spot details	Duty (No. of Guard x shift)
1.	Admin. cum Academic Building	1 x 3 = 3 1 x 2 = 2
2.	Director's office, Admin-cum-Acad. Building	1 x 1 = 1
3.	Dispensary Building, boys hostel	1 x 3 = 3
4.	Sarita Niwas, new boys hostel	1 x 3 = 3
5.	Supervisor (on-round)	1 x 1 = 1
Total		13

Timing of the supervisor (for day shift) will be 8:00 a.m. to 5:00 p.m. The supervisor will have to take rounds of the campus and the hostel (Sarita Niwas) daily and report to the designated Authority of the Institution.

6. **Terms & Conditions**

- 6.1. Any delay in deployment within the stipulated date will attract penalty of 2% of the monthly contract payment per day subject to maximum limit up to monthly contract amount. NIPER-Hajipur reserves the right to recover this amount by any mode, which may include adjustment from any payment to be made by the NIPER-Hajipur.
- 6.2. The firm / agency must be registered under PSARA 2005 as applicable in the State of Bihar and as amended from time to time, should be registered with all the Government authorities applicable to agencies for providing Security Services.
- 6.3. The agency / firm shall indemnify the Institute of all claims like damages, compensation etc. under the provisions of Labour Law of Govt. of India as applicable in the State of Bihar and amended from time to time.
- 6.4. The agency shall be responsible to recover the contribution payable to the workmen engaged and deployed for NIPER-Hajipur towards EPF & ESI and remit the amount so deducted together with their deposits to the concerned competent department. The proof of same has to be provided, on monthly basis to the Institute, at the time of raising bills.
- 6.5. The disbursement of payment to the deployed staff will be through Bank, the details of which will become the basis for raising the monthly bill for payment. Without these details, the institute will not make payment to the agency.
- 6.6. In case of any injury / accident to the personnel employed by the agency during the duty hours, the agency alone is liable to pay workmen's

compensation and any other statutory dues or payments. The Institute shall not be liable for any payment on that account. Also, will provide replacement of personnel immediately.

- 6.7. The responsibility of timely payment of wages, as per the law, for the personnel deployed for NIPER shall lie with the Agency. The Institute shall not entertain any representations from the deployed manpower, whatsoever, in this regard.
- 6.8. The proprietor of the Agency or their authorized representative shall visit the Security Post at least once a week for review of Security System, during the contract period, and submit field visit report to the institution, in writing and also meet the authority of the Institute, thereafter, and as frequently as required.
- 6.9. The Security personnel working in the Institute at different posts shall cover the area earmarked by the NIPER for patrolling.
- 6.10. The security personnel under the agency shall follow the instructions of the Institute, as given, from time to time.
- 6.11. If due to any Security lapses, statutory authority imposes any punishment like fines etc., and if the Institute is made a party in such penal action, the Institute has the right to forfeit the security deposit / PBG of the Agency, until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may also be a reason for the termination of Contract.
- 6.12. The security personnel shall check and ensure that all the Sections / Units / Departments / Buildings are properly locked after the office hours and as per the instruction of Competent Authority from time to time. The Security Guards shall also ensure that lights / fans / electrical appliances are switched off at the time of closing of office premises.
- 6.13. If any theft or loss of property is reported at Institute premises due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the Institute shall have the right to recover damages from the payment dues & the security deposit of the Agency.
- 6.14. During the period of agreement, the Institute is at liberty to alter / modify / add / delete any of the conditions of the Agreement in the interest of the Institute.
- 6.15. The successful bidder will be allowed to commence the work upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.
- 6.16. No person who has been convicted by a competent Court or who has been dismissed or removed on the grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any private security agency, shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him or her shall be deployed for watch and ward of the Institute.

- 6.17. The Agency should maintain strict discipline in dealing with the Institute employees and should not act in any manner unbecoming of a security person.
- 6.18. The agency should deploy energetic and trained security personnel in terms of the conditions as enumerated in preceding para, in the age group of 30 – 50 years. They must have the ability to speak, read and write in Hindi and / or English. In all the three shifts, the agency staff should be properly dressed, possess whistle, lathi, torch light, umbrella etc. If any guard is not able to deliver the expected duties of security personnel, then security agency must replace such guard immediately on request of the Institute.
- 6.19. If the services are not satisfactory, the Institute has every right to cancel or terminate contract at any time, by giving one month's notice. Similarly, the firm / agency may also terminate the contract by giving one month's notice to the Institute.
- 6.20. No claim other than PF, ESI, Service Charges etc. shall be allowed on any ground. The financial liabilities for such claims shall be borne by the security agency.
- 6.21. In case of any dispute during the contract period between the Institute and the agency, the decision of the Director NIPER-Hajipur shall be final and binding to all.
- 6.22. The rates accepted shall include expenditure towards uniform, seasonal clothing (summer & winter wear), rain coats, washing allowances and the essential items like lathi, torch with batteries, whistle cycle, umbrella etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective. The agency has to ensure that the security personnel report to duty in clean clothes.
- 6.23. The Institute shall not provide any accommodation for Security Guards or other personnel deployed for washing clothes, resting, bathing etc.
- 6.24. Conditional bids / late bids shall not be accepted and summarily rejected.
- 6.25. Any person who may be or has been employed or engaged as a Security Guard by the security agency shall not divulge to anyone other than the Institute authority, any information acquired by him during such employment with respect to the work which he has been assigned by such employer.
- 6.26. The agency should provide the names, addresses, telephone / mobile phone number and photographs of the security guards deployed in the Institute. Any security guard, found not wearing I.D card on duty shall be treated as absent and shall not be allowed in the campus.
- 6.27. The agency shall comply with the requirements of law with regard to duration of working hours of the security personnel deployed, and Institute shall not be responsible for the violation of Labour Laws by the Agency in this regard.

- 6.28. In the event of urgency, extra duty / overtime of any security guard shall not exceed 100 hours or 1/3 of the salary. Such, overtime or extra duty shall be subject to approval of Competent Authority of the Institute.
- 6.29. The agency will be requested to present the copy of Pension Payment Order (PPO) / Discharge Certificate in respect of deployment of Ex-Servicemen at the time of Contract.
- 6.30. The agency should ensure that security guards should be well versed in basic fire-fighting module to meet any eventuality.
- 6.31. The agency shall not pay, to the persons, so engaged, less than the minimum wages approved under Minimum Wages Act of the Ministry of Labour, Govt. of India, as amended from time to time.
- 6.32. The Institute will not be liable to pay any amount other than what is settled in the Contract. Any payment under provision of the ESI Act, 1948, Workman Compensation Act 1923, Payment of Gratuity Act, 1948 and Employee's Provident Fund & Miscellaneous Provisions, Act 1952 or any other statutory liability made by the Contractor. The challan/ receipts of the payment made for any statutory obligations should be enclosed with the monthly bill. The Contractor shall be solely responsible and liable for his payment under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 and the Labour and Services Laws. A certificate to this effect has to be submitted by the Contractor in separate challan in respect of manpower deployed by him. The certified copy of challans must be submitted in the following month along with the bill.
- 6.33. The Agency / Service provider must ensure the payment to staff by 7th of every month from his own resources. The payment must be made through Bank A/c of the respective personnel.
- 6.34. The Contractor has to deposit the wages of security personnel, every month in their respective Bank Accounts. There will be no cash disbursement as per the Cashless transaction Policy of the Govt. of India.
- 6.35. Deployment of male security guards (ex-servicemen, proof with discharge certificate) and Supervisor (not below the rank of Subehdaar of defense services), without arms. Note that this is a minimum requirement. The number may increase / decrease by 02 (two) personnel.
- 6.36. Confidentiality**
- 6.36.a.** Confidentiality of movement shall be strictly maintained.
- 6.36.b.** Neither party shall issue any public statement concerning these arrangements or contents hereof or matters related to the public or any third party except with the express prior written approval of the other party.
- 6.36.c.** The provisions of this clause shall survive the termination or expiry of this Agreement.

- 6.37. The firm / agency shall be liable to any loss or any material damages during plying shall be borne by the firm / Agency (arising out of negligence of his / her duty).
- 6.38. The firm / agency shall be responsible for any errors or omissions occur out of negligence during duties.

7. **Eligibility Criteria for Short-Listing**

- 7.1. For empanelment or shortlisting of Security Agencies, the following criteria shall be applied. For this purpose, Security Agency shall submit proof of documents along with the Tender. The Institute reserves the right to verify such proof of documents with the service recipients. Service Agency not conforming to any of these parameters, will not qualify for empanelment or short listing.
- 7.1.a. The Security Agency should be a registered Private Limited Company or registered partnership firms or proprietorship firm registered for providing security guards. The firm / agency must have experience of providing Security Guards to higher educational Institutions. The firm must have experience of providing at least 50 (Fifty) Ex. Army men for Security Services in higher educational Institutions.
- 7.1.b. The Security Agency should have obtained a license from the Controlling Authority in accordance with Private Security Regulations Act 2005, as applicable in the State of Bihar and amended from time to time, Contract Abolition & Regulation Act, 1970 for carrying on the business of Security Agency services.
- 7.1.c. The Security Agency should have their own infrastructure for training of their guards.
- 7.1.d. The Security Agency should have credible Supervisory Infrastructure.
- 7.1.e. The Security Agency should have Income Tax, PAN, TAN, GSTN and the latest IT clearance Certificate.
- 7.1.f. The Security Agency should have Audited Balance Sheets and Profit & Loss Accounts for the past three financial years. In this connection, the base year shall be considered as 2018-19, and the average turnover of the Security Agency in the last three financial years should not be less than one crore per annum.
- 7.1.g. The Security Agency should have a valid certificate under EPF & Miscellaneous Provisions Act-1952 (Certified copy of annual inspection report of last 5 years [Compulsory] to be submitted.
- 7.1.h. The Security Agency should have documents proving compliance of Minimum Wages Act-1948. The Security Agency should have an office with telephone & fax and manned during the office hours. The Security Agency should have

been in the business of providing Security Guards' services to corporate clients at least for the last 05 (five) years.

- 7.1.i. The Security Agency should furnish 03 (three) Reference Sites preferably close to NIPER-Hajipur, and on request by the NIPER-Hajipur, the Referees should testify about the performance of the Security Agency to the satisfaction of the Institute.
- 7.1.j. Successful bidder of Security Agency should submit Performance Bank Guarantee (PBG) of Rs. 5 (Five lakh) on nationalized banks / commercial banks before signing the agreement.
- 7.1.k. The Security Agency should submit the monthly PF contribution receipt of each security guard to the office.
- 7.1.l. Intending Security Agency should furnish details about their Firm as per Security Agency's profile (Annexure-I).

8. **Two Bid System Offer**

The offer will be in two parts, Technical Bid and Financial Bid. Both the parts should be submitted in separate sealed covers duly superscribed "Technical Bid for Security Services" and "Financial Bid for Security Services" respectively, and both sealed envelopes should be placed in another larger envelope, sealed and superscribed "Bid for Security Services". The tenders for deployment of security guards / armed guards for NIPER premises in Hajipur should be sent by hand / Speed Post / Registered Post address to the Registrar, NIPER-Hajipur, E.P.I.P., Industrial Area, Hajipur - 844102, Vaishali, Bihar.

BID FOR SECURITY SERVICES

To,
The Registrar
National Institute of Pharmaceutical Education and Research
E.P.I.P. Industrial Area Hajipur Vaishali (Bihar)
Pin - 844102

From: _____

9. **Earnest Money Deposit (E.M.D)**

Earnest Money Deposit (EMD) of Rs. 2,00,000=00 (Rupees Two lakh) in the form of demand draft / pay order issued in favour of "Director, NIPER, Hajipur", payable at State Bank of India, Hajipur, must be submitted along with

the Technical Bid. Offers not accompanied with EMD of Rs. 2,00,000=00 will not be accepted. No interest will be payable on the EMD. The Guarantee in lieu of EMD will not be accepted. The EMD will be refunded to the unsuccessful bidders without any interest.

10. **Technical Bid**

The Technical Bid should be complete in all respects and contain all information asked for, along with documentary proof.

11. The Technical Bid Offer should comprise the following:

11.a. Covering letter on the prescribed format (Annexure-I).

11.b. DD for Rs. 1000=00 towards cost of tender and its documentation. Forms will be downloaded from NIPER Hajipur website, www.niperhajipur.ac.in or from CPP portal, www.eprocure.gov.in

11.c. EMD of Rs. 2,00,000=00 in the form of DD in favour of “Director, NIPER-Hajipur”, payable at Hajipur.

11.d. The Security Agency profile as per Annexure-I.

11.e. Documentation (Product Brochures, leaflets, manuals etc.,. if any).

12. **Performance Security Deposit or Performance Based Guarantee (PBG)**

12.1. The agency shall be required to submit Performance Based Guarantee in shape of Bank Guarantee of Rs. 5,00,000/- (Five lakh only) before signing of the contract. The Performance Based Guarantee will have to be valid up to sixty days beyond the expiry of the Contract.

12.2. The security money so deposited by the agency shall be retained by the Institute till completion of the contract and shall be released thereafter on claim, subject to adjustment if any, by the Institute arising out of terms and conditions pertaining to the tender.

13. **Price Bid**

The Price Bid should contain all relevant rates and charges. It should be quoted in Indian Rupees (INR) only. It should not contradict in any manner.

The Contract should be awarded to the lowest bidder on the basis of service charges.

14. **Price Composition**

14.1. Monthly rate per unarmed Security Guard will be given separately as per Govt. of India's Minimum Wages Act.

Important – Tender will be awarded to the lowest (L-1) bidder, on the basis of quoted service charge.

14.2. The agency who doesn't claim service charge, their tender cannot be considered in the fray. The service charge should be only realistic, i.e., not less than 5%.

14.3. The price bids of only those bidders, who qualify in technical evaluation, will be opened. Short listed agencies will be notified on Institute website and request to be present at the time of opening of the price bids.

15. **No Erasures or Alterations**

Details in the prescribed format must be completely filled up, and no field should be left blank. Corrections or alterations, if any, must be authenticated.

16. **Agreement between the Security Agency and NIPER-Hajipur**

The successful bidder shall execute an Agreement with NIPER Hajipur on a non-judicial stamp paper of Rs. 1000=00 (one thousand) as per terms & conditions decided by the Institute. However, the Terms and Conditions of the Contract Agreement between the Institute and the Service Provider deemed to be changed to the extent of guidelines issued by the Government of India, and enforced from time to time.

17. **Validity of Offer**

The offer should be valid for period of 1 (one) year from the date of deployment of the security personnel, subject to renewable for further 01 (one) year period on mutual consent, and performance of the service provider.

18. **Evaluation Process**

Tenders will be evaluated in the following stages;

18.1 Stage-I

Incomplete Offers, i.e., offers not accompanied by the mandatory documents, cost of tender and EMD shall be summarily rejected.

18.2. Stage-II

Offers will be evaluated against the stipulated minimum eligibility criteria purely based on the valid documents submitted by the Security Agency. Offers not complying with the eligibility criteria will be rejected.

18.3. State-III

Short-listing of agencies based on site visits by the Institute's officials and satisfactory feedback from reference sites.

18.4. Stage-IV

Negotiation meeting will be held, if needed. Willingness letter obtained from shortlisted firms to work on "Approved Rates".

18.5. Stage-V

Issue of Work Order to the short listed firm / agency.

19. **Schedule**

- Bid publication date : 18.11.2019
- Last date for clarification to Queries : 21.11.2019
- Commencement of submission of bid: 22.11.2019
- Last date & time of bid submission : 13.12.2019, by 4:00 p.m.
- Technical Bid Opening date & time : 14.12.2019, by 4:00 p.m.
- Price bid opening date & time : 19.12.2019, by 4:00 p.m.

20. **Order of Cancellation**

If the selected Security Agency / firm fails to deploy their Security Guards within the stipulated time scheduled. It will be treated as breach of Contract. The Institute reserves the right to cancel the order in the event of delay in deployment of Security Guards and forfeit the EMD.

21. **Payment Terms**

No advance amount will be given to the Agency / firm to take up the work. Monthly payment conforming to the attendance as per documents maintained by the Agency / Firm, shall be made within one week after the end of every calendar month from the time of submission of bill complete in all respects.

22. **No commitment to accept the Lowest bid (L-1)**

The NIPER Hajipur shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

23. **Force Majeure**

The firm / agency shall be liable for delays or inability in performance or non-performance in whole or any part of its obligations due to any causes that are due to its acts or omissions.

24. **Governing Laws and Arbitration Applicable**

The contract shall be governed by the Law of Contract in force from time to time.

25. Jurisdiction

The Court of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this Contract.

26. The Director reserves right to cancel or modify or postpone the tender or reject any bid or all bids without assigning any reason.

Registrar

Technical Bid – Part- A

1.	Name and address of the Organization	:	
2.	Year of Establishment	:	
3.	Status of the Firm (whether Pvt. Ltd. company/ Public Ltd. Company/ Registered company)	:	
4.	Name of the Chairman/ Managing Director/ Director / CEO / partners (as the case may be)	:	
5.	Whether registered with the Registrar of companies / Registrar of firm in India, if so mention number and date and enclose registration copy.	:	
6.	Bank Details (Name & address of the bank)	:	<p>i.</p> <p>ii.</p>
7.	Turnover of the Company / Firm in the following years (Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years as documentary proof) 2016 – 17 2017 – 18 2018 - 19	:	
8.	Whether registered for Service Tax purposes. If so, mention number and date.	:	
9.	Mention Permanent Account Number &	:	

	furnish copies of Income tax clearance certificate, Employees PF code & ESI Registration No.		
10.	Is the Company / Firm a supplier of Security Guards Services? If yes Mention the addresses and phone numbers of the Company's offices in Hajipur as below:	:	
11.	What are your main fields of activities? Mention the fields giving the annual turnover for each field.	:	i. ii. iii. iv.
10.	Since when and how long your Company / Firm has been supplying Security Guards Services?	:	
11.	If you have been prequalified by other corporate bodies and public sector or other Institute for supply of Security Guards Services, furnish their names and date of empanelment.	:	
12.	Since when and how long your Company / Firm has been supplying Security Guards?	:	
13.	If you have been prequalified by other corporate bodies and public sector or organization of repute for supply of Security Guards, furnish their names and date of empanelment.	:	

14. Furnish the names of renowned organizations, where you have supplied Security Guards Services in Bihar & other states in the last three years, i.e. from 1st March 2016 to October 31st, 2019.

Name of Organization with Address	Since when?	Average annual Payment Received
(Please attach copies of their orders or payment proof)		
(A separate sheet may be attached if the above space is inadequate)		

1. I / We have read the instructions appended to the Proforma and I / We understand that if any false information is detected at a later date, any contact made between ourselves and NIPER-Hajipur, on the basis of the information given by me / us can be treated as invalid by the NIPER-Hajipur and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of NIPER-Hajipur, in selection of Security Agencies will be final and binding to me / us.
3. All the information furnished by me / us above here is correct to the best of my / our Knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place:
Date:

Signature

Name & Designation & Seal of the Company

Technical Bid – Part- B

(To be put in a separate sealed cover marked 'TECHNICAL BID') Questionnaire to be filled by the Company / Agency applying for tender for Security Contract in NIPER-Hajipur (Each response document must be given with proper reference in the following tender document)		EMD
		D. D. No., dated Bank Name
1	Name of the Company / Agency (full address with Tel. No.)	
2	Registration No. of the Company / Agency under State / Central Govt., under PSARA 2005.	
3	Status of the Company / Agency (Ltd., Pvt. Ltd, Partnership) Attach details.	
4	Bio-Data of key officials (Please attach extra sheets)	
5	Details of any tie-ups (Please attach details)	
6	If already registered with Labour Department for engaging a minimum of 200-250 employees, then submit the proof. If not, please give reason. Please submit an undertaking to register in the event of being awarded the contract.	
7	(a) PSARA Registered No:	
	(b) ESI No.	
	(c) EPF No.	
	(d) Service Tax No. / GST No.	
	(e) PAN	
	(f) TAN	
8	Do you have any experiences in handling of:	
	(a) Access Control Systems	
	(b) CCTVs and recorders	
	(c) Computers	
	(d) Communication and Wireless equipment.	
9	Has the firm filed its Income Tax return in the previous financial year? If yes, please attach duly acknowledged copy of the same.	
10	Financial Status of tenderer including Annual Report of past 3 years with Registrar of Companies receipts duly authenticated by Chartered Accountant.	

11	Do you have provision of Group Insurance cover for your employees? If yes, please attach proof.	
12	Do you have experience in security business for at least 5 years?	
13	Do you have an experience of working in Educational Institutes, specially handling Student related activities viz. Hostels, Student functions / festivals / Official Programmes etc.? If yes, provide details.	
14	Ability to provide minimum 20% Ex-Servicemen and remaining Civilians. (Please Client List). Attached as Appendix B)	
15	Basic Devices Available with agency for ready use	
	(a) Ropes	
	(b) Lathis	
	(c) Guard Cover (Cane shield)	
16	Please provide the details of Bankers	
	(a) Name of the Bank / Branch / IFSC Code	
	(b) Address	
	(c) Account Number	
17	Please provide the details of Company's Office / office Equipment and facilities	
18	Do you have training facilities? If yes, provide details.	
19	Please provide the details of Arms / Ammunitions available with manpower on your roll.	
# Please provide locations where installed.		

Date:

Place:

Signature of the Contractor or
Authorized signatory with
Seal of the Agency/Company

Note: If any information given in the technical bid is found false at any stage of assessment, the tender shall be rejected and the entire amount of Earnest Money Deposit (EMD) will be forfeited by NIPER-Hajipur.

Annexure A: FORMAT FOR TECHNICAL BID: PART – II**CHECK LIST**

S. No.	Particular	Proof attached (Pl. tick out)	Remarks
1.	Duly filled and signed (all pages) tender document, in prescribed format	Yes / No	
2.	Declaration regarding Blacklisting / Debarring from taking part in Tender	Yes / No	
3.	DD for Rs. 1,000=00 (one thousand) towards Tender fee	Yes / No	
4.	DD for Rs. 2,00,000=00 (Two lakh) towards EMD	Yes / No	
5.	Duly authenticated and certified documents:	Yes / No	
5.1.	PSARA Registration Number	Yes / No	
5.2.	EPF Registration Number	Yes / No	
5.3.	Certified copy annual inspection report of last 5 years under EPF & Miscellaneous Provisions Act, 1952		
5.4.	ESI Registration Number	Yes / No	
5.5.	Copy of Goods & Service Tax (GST) Registration	Yes / No	
5.6.	Copy of ITR for last 3 (three) financial years: 2016 – 17, 2017 – 18 & 2018 – 19	Yes / No	
5.7.	Annual Turn Over of the Company		
5.8.	Copy of PAN	Yes / No	
5.9.	Copy of earlier works rendered / performance certificate from Govt. Deptt. / bodies / organizations	Yes / No	
5.10.	Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc., if so exists.	Yes / No	
5.11.	Copy of Authorization for Participation in the bidding process	Yes / No	

Signature with date of the authorized person of the agency and
Official seal / Stamp

Place:

Date:

**On the letter head of the Firm / Agency
(bearing reference no. date and authorized signature)**

Declaration Regarding Blacklisting / Debarring from Taking Part in Tender

(To be executed & attested by Public Notary/ Executive Magistrate on Rs. 100/- Non
Judicial Stamp Paper by the Tenderer)

I / We _____ (Tenderer)
hereby declare that the firm / agency namely M/s.
_____ has not been blacklisted or debarred in the
past by Union / State Government or Organisation from taking part in Government
tenders in India and should not have any litigation in any of the labour court(s).

Or

I / We _____ (Tenderer)
hereby declare that the firm / agency namely M/s.
_____ was blacklisted or debarred by Union /
State Government or any Organisation from taking part in Government tenders for a
period of _____ years w.e.f. _____ to _____. The
period was over on _____ and now the firm / company is entitled to
take part in Government tenders.

In case the above information found false, I / We are fully aware that the tender /
contract will be rejected / cancelled by the Director, NIPER, Hajipur, and EMD /
Tender Document Fee shall be forfeited.

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

DEPONENT

Attested:

(Public Notary/ Executive Magistrate)

Name: _____

Address: _____

Financial Bid Scheduled Rates for Security

Sl. No.	Payment Details	Security Guards (per person per day (rates in Rs.))
1.	Manpower (Approx. No.) which may increase or decrease	
2.	Basic rate (Minimum wages) as notified by the Regional Labour Commissioner, Govt. Of India from time to time	
3.	Employer PF contribution @ 13.15%	
4.	ESI @ 4.75%	
5.	Service charges	
6.	Service tax @ if applicable	
7.	% Service charges inclusive of 2% TDS (as per IT) on Net Bill Amount	

Name and Signature of the
Authorized Person of the firm
along with seal