

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
अमृत प्लाजा बिल्डिंग, निकट बंगाली कोठी चौक, मोथरोवाला रोड
क्षेत्रीय केंद्र, देहरादून (फोन नं० - 0135-2532592)

एजेंसी के माध्यम से कर्मचारियों की आवश्यकता

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान, क्षेत्रीय केंद्र, देहरादून में प्रतिष्ठित, अनुभवी एजेंसी के माध्यम से निम्न कर्मचारियों की आवश्यकता है तथा एजेंसी GeM में पंजीकृत भी होनी चाहिए :-

1. सुरक्षाकर्मी - 01 (24 घंटों के लिए)
2. सुरक्षाकर्मी - 01 (12 घंटों के लिए)
3. सुरक्षाकर्मी - 01 (08 घंटों के लिए)
4. हैल्पर - 01
5. सफाई कर्मचारी - 01
6. क्लर्क/डाटा एंट्री ऑपरेटर - 01

इस संबंध में इच्छुक एजेंसी टेंडर फॉर्म रु. 500/- बैंक ड्राफ्ट (सचिव, एन०आई०ओ०एस० के पक्ष में देहरादून पर देय) क्षेत्रीय कार्यालय, देहरादून से प्राप्त किया जा सकता है अथवा कार्यालय की वेबसाइट rcdehradun.nios.ac.in से फॉर्म डाउनलोड कर एवं पूर्ण रूप से भरकर ड्राफ्ट संलग्न कर भेजा जा सकता है। निविदा संबंधी शर्तें तथा जानकारी वेबसाइट से ली जा सकता है। निविदा दिनांक 22 दिसम्बर, 2021 अपराह्न 2.30 बजे तक कार्यालय के निविदा बाक्स में जमा की जा सकती है। निविदा उसी दिन अपराह्न 3.00 बजे क्षेत्रीय कार्यालय, देहरादून में खोली जायेगी। सक्षम प्राधिकारी को बिना कारण बताये निविदा निरस्त करने का अधिकार है।

क्षेत्रीय निदेशक

**TENDER
FOR PROVIDING
SECURITY SERVICES, SKILLED
AND UNSKILLED MANPOWER
TO NIOS RC, DEHRADUN**

**NATIONAL INSTITUTE OF OPENSCHOOLING,
REGIONAL CENTRE, DEHRADUN
Amrit Plaza, Mothorowala Road,
(Near water Tank, Bengali Kothi Chowk),
Dehradun- 248121 (UK)**

Cost Rs.500/-

P. Singh

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(IMPORTANT DATES AND TIME)

Published Date	30/11/2021 at 12.30pm
Bid Document Download / Sale Start Date	30/11/2021 at 1.00pm
Clarification Start date & Time	01/12/2021 at 10.00am
Clarification Closing date & Time	20/12/2021 at 4.00pm
Bid Submission Start Date & Time	22/12/2021 at 10.00am
Bid Submission End Date & Time	22/12/2021 at 2.30pm
Bid Opening Date & Time	22/12/2021 at 3.00pm
Duration of Contract	The period of contract shall be initially for the period of one year which will be extendable for a further period of two years on year to year basis subject to satisfactory performance for the services provided by the Agency/Firm.
Tentative date & time for opening of Financial Bid of eligible Tenderers	Date will be intimated through email / speed post or telephone message.
Validity of Bid from the date of opening of Technical Bid	90 days

Regional Director, Dehradun

National Institute of Open Schooling(NIOS)

(An Autonomous Organisation under Ministry of Education, Govt of India)

Amrit Plaza, Mothorowala Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK)

TENDER FOR PROVIDING SECURITY, AND SKILLED AND UNSKILLED MANPOWER SERVICES TO NIOS

ABOUT THE INSTITUTE

The National Institute of Open Schooling (NIOS) is an autonomous organization of the Ministry of Human Resource Development, Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, differently abled persons and other disadvantaged persons who because of one or other reason could not continue their education with the formal system. NIOS operates through a network of Twenty Three (23) Regional Centres and Two (2) Sub-Regional Centre and about three thousand Accredited Institutions(AIs) and Accredited Vocational Institutions(AVIs) commonly known as Study Centres in India, Nepal and Middle East Countries.

01. INSTRUCTIONS TO BIDDERS:

The Regional Director, NIOS invites sealed tenders in a two bid (Technical and Financial) system from the experienced agencies to providing Security services and Skilled & Unskilled manpower. The tenderer shall be required to follow the following instructions to participate in the tender process.

- (i) The tender document can be downloaded from NIOS Regional Centre, Dehradun website i.e. rcdehradun.nios.ac.in
- (ii) Before submitting the complete tender document, the firms are advised to visit the site of work and drop the tender in the tender box placed at Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK) along with an Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen thousand only) in the shape of Demand Draft of any Nationalized Bank in favour of the Secretary, NIOS payable at Dehradun on or before the date and time specified as per mention in tender documents. The tender document shall be opened at given time on the same day. No interest shall be paid on EMD.

- (iii) The Agency shall be required to submit Bank Guarantee/ Fixed Deposit Receipt for a lump sum of Rs. **1,50,000/-** (Rupees One Lakh Fifty Thousand only) in favour of Secretary, National Institute of Open Schooling, Deharadun as interest free security deposit for ensuring good performance and for security purposes within fortnight on acceptance of the contract, which shall be released at the time of expiry / non- renewable / termination of the contract.
- (iv) The intending tenderers are advised that the Financial Bids of only those tenderers shall be opened whose Technical Bids are found meeting the eligibility criteria. The Technical Bids of only those tenderers who have deposited the requisite Earnest Money in an acceptable form i.e. by way of Demand Draft in favour of the Secretary, NIOS, Dehradun shall be opened.

02. SCOPE OF WORK:

The requirement of manpower shall be of 03 Security Guards(24 Hours (8x3), 01 Security Guards(12 Hours), 01 Security Guard(08 Hours), 01 Skilled (Graduate & above), 01 Helper, 01 Sweeper. Minor variation in the number of persons deployed on duty, depending upon actual requirement from time to time, may be made. The selected agency shall be required to fulfill all statutory requirements of Central Government in force from time to time and provide round the clock duties as defined in the tender document.

MANPOWER DEPLOYMENT (TENTATIVE)

Personnel are required on all days including closed days, Gazetted Holidays/ National Holidays/24 Hours a day/round the clock and skilled & unskilled manpower are required during office hours.

Sl.No.	Location	Security Guard(s) (08 hours shift) for round the clock duty (Timings: 6 am to 2 pm, 2 pm to 10 pm & 10 pm to 6 am)
01	Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK)	<u>03</u> Security Guards (24 Hours, (8x3), <u>01</u> Security Guards (12 Hours), <u>01</u> Security Guards(08 Hours) and 01 skilled (Graduate & above), 01 Helper and 01 Sweeper.
	Grand Total:-	5 Security Guards and 01 skilled (Graduate & above), 01 Helper & 01 Sweeper. i.e. Monday to Friday, however in exigency of work these staffs may be called on duty Saturday and Sunday also.

03 ELIGIBILITY CRITERIA:

The intending bidder should fulfill the following minimum eligibility criteria:

- (a) Should be a registered contractors under the relevant Contract Labour Act who are also holding valid license under the Contract Labour (Regulation & Abolition) Act, 1970 or the Private Security Agencies (Regulation) Act, 2005, Directorate General of Resettlement (D.G.R).
- (b) Should have completed / existing atleast three works of the annual value of Rs. **20,00,000/-** (Rupees Twenty Lakh only) each per year during last three years satisfactorily in Central Government Authorities/Public Sector Undertaking/State Government or Autonomous/Local Bodies. The successful completion certificate issued by Client (Department) should contain date of start, date of completion, actual cost of work and performance report, etc.
- (c) Should have sufficient manpower and resources for providing services. Please attach list of security personnel (Permanent as well as Temporary) and skilled & unskilled labour available on roll of the firm.
- (d) Should have PAN Number.
- (e) Should have average turnover of not less than Rs. **75,00,000/-** (Rupees Seventy Five Lakh only) during the last three financial years i.e. 2018-19, 2019-20, 2020-21 duly supported with audited account statements. Copy of audit balance sheet be provided.
- (f) Should have valid ESI, EPF, GST Registration Certificates.
- (g) Should have quality certification ISO9001:2015.

The intending bidders are advised to enclose the attested copies of the aforesaid documents and Earnest Money and the processing fee of tender document in case of downloaded from NIOS website along with their technical bid form.

04. TERMS AND CONDITIONS OF THE CONTRACT:

1. The prescribed duly completed Tender Document consisting of (i) Technical Bid; and (ii) Financial Bid respectively may be placed in two separate sealed envelopes. Each envelop may be super scribed "Technical Bid" or "Financial Bid", as the case may be. Thereafter these two envelopes may be put together in another big size envelop, which may be sealed and super scribed "TENDER FOR PROVIDING SECURITY SERVICES & MANPOWER TO NIOS" and may be addressed to the Regional Director, National Institute of Open Schooling, Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK). On each of the aforesaid envelopes, the bidder may also give name & complete postal address of the firm. The big size envelop may be dropped in a tender box kept in Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK) on or before the specified date and time above. No Tender shall be accepted after prescribed due

date and time. The Technical Bid shall be accompanied by a Demand Draft of Rs. 15,000/- (Rupees Fifteen thousand only) drawn in favour of Secretary, National Institute of Open Schooling payable at Dehradun on account of Earnest Money Deposit. Technical Bids received without EMD or not fulfilling the prescribed conditions, shall be summarily rejected and the decision of the Institute in this regard shall be final. Financial bids of only those bidders whose technical bids are complete in all respects and qualify as per eligibility criteria prescribed by the Institute shall be considered.

2. Only prescribed forms of Technical bid and financial bid as given in the Tender Document should be used. All sheets need to be submitted after affixing seal of the company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to provide specifications or clarify specific issues. Alterations, if any, in the tender document should be attested properly by the bidder, failing which the tender shall be rejected.
3. Photocopies of the Registration Certificate of the Firm, Income Tax Permanent Account Number, EPF, ESI, EDLI & GST Registration Certificates duly attested are required to be submitted by the bidders along with the Technical Bid, subject to verification from the originals.
4. Canvassing in any form shall be viewed seriously and if any bidder found to be resorting to such practices, the tender of such firm shall be rejected and the decision of the Institute in this regard shall be final.
5. Tender(s) shall be liable to be rejected if the requisite information sought in the Tender Document is not found properly and correctly in the manner specified above. All the columns in both the bids should not be filled as "attached" rather should be filled up with proper details.
6. The Institute reserves the right to accept or reject any or all tenders received by it without assigning any reason. The Institute also does not bind itself to accept the lowest bid.
7. NIOS reserves the right to obtain feed back from the present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract (s) for on-the-spot first hand information regarding the services provided by the Tenderer. Decision of NIOS with regard to award of the contract shall depend upon the feed back received by it from the present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard shall be final and binding on all bidders.
8. Selected bidder would be required to enter into an agreement with the Institute. The Letter of Award of the Contract, Terms & Conditions contained in this Tender Document and the Indemnity Bond (Annexure-A) shall collectively form part of the agreement. The agency shall be required to sign on all the pages of the tender document as well Indemnity bond as a token of acceptance of all the terms and conditions of the tender.

The agency shall provide uniforms and photo I-Cards to the personnel deployed at NIOS. It shall be the responsibility of the agency to ensure that all its staff at the Institute's report for duty in proper uniform and also display their Identity Cards.

9. The agency shall be responsible for conduct and behavior of the staff deployed by it at the Institute. Any loss or damage to the Institute's moveable or immoveable property due to the conduct of the Contractor's staff shall be made good by the contractor. The value of the loss shall be decided by the Institute based on accounting principles/market value. The decision of the Institute in this regard shall be final and binding on the agency.
10. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the Contractor shall have to remove the concerned person and provide a substitute immediately after intimation by NIOS. The decision of the Institute in this regard shall be final and binding on the agency.
11. The workers employed by the Contracting agency shall be directly under the supervision, control and employment of the Contractor and they shall have no direct connection what-so-ever with NIOS. NIOS shall have no obligation to control or supervise such workers or take any action against them, except as permissible under the law. Such workers shall also not have any claim against NIOS for employment or regularization of their services by virtue of being employed by the Contracting Agency against any temporary/permanent posts in NIOS.
12. The Contractor shall be required to provide preferably Ex-servicemen, Retired employees of Para Military forces or properly trained Security Personnel duly selected following the provisions of aforesaid acts for security work. The Contractor shall be required to furnish a certificate of adequate training imparted to the Security Personnel placed at NIOS and undertake periodic refresher training of such personnel.

COMPLIANCE OF STATUTORY OBLIGATIONS:

13. The contracting agency shall be required to comply with all statutory obligations from time to time emanating from this contract, such as, (i) payment of wages as per Minimum Wages Act of Central Government in force from time to time; (ii) contributions towards employees provident fund; (iii) contributions towards ESI; (iv) Bonus & EDLI or any other statutory/mandatory requirement from time to time.

14. The Contractor shall at their own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NIOS and shall comply with the statutory provisions of relevant Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, The payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statues that may be applicable to them and shall further keep the NIOS indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and or any bye-laws or rules framed under or any of these, the NIOS shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Contractor's monthly payments.
15. In the event of violation of any contractual or statutory obligations by the Contracting agency, the agency shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contracting agency, the agency shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the agency would be required to reimburse to the Institute such amount along with other expenses incurred by the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the agency while settling its bills OR from the amount of security deposit of the contractor lying with the Institute.

WAGES TO BE PAID TO STAFFS BY THE AGENCY:

16. The contracting agency shall be required to make payment of wages to the staff provided by it at the Institute's campus as per Minimum Wages Act of Central Government, Ministry of Labour & Employment in force from time to time. As and when these wages are revised by the Government, the contracting agency shall make a request in writing to NIOS with supporting documents for revision of payment of wages to their workers.

17. The contracting agency shall ensure payment of wages to the staff deployed by it at the Institute's campus by seventh day of every month, irrespective of the fact whether the payment of its bill submitted to NIOS has been released by the Institute or not by that date. If seventh day of a particular month happens to be a holiday, the agency may be required to make payment of wages to its staff on a working day prior to the seventh day of such month. The contracting Agency shall be bound to make payment of the wages every month either through electronic transfer in the Bank a/c of the personal/Guard or through a/c payment cheque and submit details of payment to NIOS along with the bills.

PENALTY FOR POOR OR INSUFFICIENT SERVICES:

18. The contracting agency would be expected to maintain high standards of services. Any serious lapse noticed by the Officers of the Institute would attract minimum penalty of Rs. 1,000/- in the first instance. On recurrence of such lapses, the Institute may impose a penalty, as may be decided by the Competent Authority of NIOS or take appropriate necessary action against the contracting agency, including termination of the contract. Such decision(s) of the Institute shall be binding on the contracting agency.

OTHER TERMS AND CONDITIONS:

19. The Agency shall have to submit Bank Guarantee/ Fixed Deposit Receipt for a lump sum of **Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only)** in favour of Secretary, National Institute of Open Schooling, Dehradun as interest free security deposit for ensuring good performance and for security purposes within fortnight on acceptance of the contract, which shall be released at the time of expiry / non-renewable / termination of the contract. The Institute shall have the right to deduct any amount due from the Agency at the time of termination of the contract. The Institute shall also have the right to recover from time to time any cash penalties imposed on the Agency and not deposited by them for reasons such as misappropriation, misconduct, theft, loss or fire caused by the negligence of the Security personnel or any other damage caused to the Institute during the tenure of the contract, in addition to any other action which the Institute may take for the recovery of the amount due. Only the balance payment, if any, after making all such deductions as stated above, shall be refunded to the Agency.
20. The Agency shall in no case lease / transfer / sublet the Services at NIOS to any other agency without proper permission from the Institute in writing.
21. The Agency shall take appropriate action for getting proper licence / permission from the concerned authorities, wherever applicable.
22. In the event of failure and / or neglecting to perform any duties assigned to the Agency to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such other party / parties at the risk and cost of the Security agency, as the Institute may deem fit, and shall be entitled to recover from the contractor all costs and expenses incurred towards getting such work done from other party / parties.

23. No other person except the "Agency's" staff shall be allowed to enter the premises and the agency shall not entertain outsiders or extend any service to them within the Institute's premises. Outside visitor(s), guests or unnecessary telephones shall not be permitted.
24. The agency shall be directly responsible for any / all disputes arising between it (agency) and its employees and keep the Institute indemnified against all losses, damages and claims arising thereof. In this connection, the Security agency shall submit the duly signed Indemnity Bond appended at Annexure-A.
25. All conditions being equal preference shall be given to the firms registered with Directorate General of Re-settlement.
26. The NIOS reserves the right to reject any or all the offers without assigning any reason whatsoever.

PERIOD OF CONTRACT:

27. The total period of contract shall be **3 (three) years**. However, the contract will be initially awarded for one year only. On the basis of satisfactory performance of the Security agency, the contract can be extended on mutually agreed terms and conditions for a further period of two more years on year to year basis.

TERMINATION OF THE CONTRACT:

28. The Contract can be terminated by either party, i.e., NIOS or the Contracting agency, by giving two month notice, extendable by mutual agreement till alternate arrangements are made. However, NIOS reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NIOS's decision in such a situation shall be final and binding on the contractor.
29. If the successful contractor withdraws or the services provided by the successful contractor are not found satisfactory (say in a month or so) during the period of contract, NIOS reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

TERMS OF PAYMENT:

30. On monthly basis and submission of bill (in duplicate) in this regard along with the details of payment made against the month for which the bill is submitted and proofs of deposit of contribution of workers as regards EPF, ESI, EDLI, Service tax and Bonus, etc. alongwith the list of payment of wages made to Security Personnels/Guards through cheque number & date or transfer to their accounts showing the details of deductions made from their monthly wages.

JURISDICTION:

31. Any dispute arising out of this tender shall be under the jurisdiction of courts in Nainital only.

DUTIES AND RESPONSIBILITIES OF THE SECURITY GUARDS AT NIOS:

1. To ensure security of movable and immovable property of NIOS against theft or damage by the Security agency. The Security agency should take full responsibility on thefts and losses of properties and take immediate action to restore the articles or damages.
2. To check people on entry/exit from the gates and maintain visitors record.
3. Thorough checking of incoming and outgoing material against proper Challan/Gate Pass duly signed by the authorised signatory and maintain proper record thereof.
4. To ensure that no hawker, marketing persons or vendors are allowed into the premises of NIOS.
5. Safe custody of keys of main doors, rooms inside the building/office vehicles etc and issue to the authorized and designated officers/persons only. Also safe custody of duplicate keys of all locks and other places for use in exigencies/emergencies.
6. To bring to notice any suspicious activity observed during discharge of duties by security guards.
7. To attend to fire fighting operations, i.e., capable of handling fire hydrants, wet risers and attending to fire alarm system whenever required.
8. To respond to phone calls before and after office hours/holidays and also during working hours if the situation warrants. A record of important calls received during the said period to be maintained and inform the concerned authorities.
9. To switch off and switch on electrical switches of lights, fans, Computers and electrical appliances of each and every rooms of all floors of the premises of NIOS and also ensure that all the rooms are properly locked, closing of water taps etc. after office hours in coordination with Electrical Maintenance Staff
10. To convey message, whenever received, to the concerned officials and to receive urgent mails/telegrams before and after office hours and on holidays.
11. To regulate incoming and outgoing traffic at the gates and ensure that no vehicle is parked in front of the gates and also ensure proper parking of vehicles in the designated parking area of the Institute.
12. To keep record of arrival and departure of staff cars/vehicles and staff members on regular basis as well as on holidays/closed days.

13. To switch on and switch off the water motors and water boilers, as and when required.
14. Any other related duty assigned by the Institute on need basis from time to time.
5. PRICE SCHEDULE (TO BE UTILIZED BY THE BIDDERS FOR QUOTING THEIR LOWEST RATES):

The tenderer may use the prescribed Financial Bid form appended at Annexure-II for quoting their lowest rates for providing Security services and other services to NIOS.

Regional Director

INDEMNITY BOND

We, having a registered office at have entered into a contract with National Institute of Open Schooling, having registered office at , Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK), vide contract dated....., to provide security services on outsourcing basis at National Institute of Open Schooling situated at , Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK).

We do hereby indemnify and keep harmless, National Institute of Open Schooling, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, National Institute of Open Schooling against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized
Signatory

Name of the tenderer

Address of the Tenderer

Seal of the Company/Firm:

Telephone No/ Mobile No

National Institute of Open schooling
Regional Centre, Dehradun
Amrit Plaza, Mothorowala Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK)

TECHNICAL BID FORM FOR PROVIDING SERVICES & MANPOWER TO NIOS

IMPORTANT:

1. Please read the attached Terms & Conditions carefully before filling up the documents.
2. Technical Bid and Financial Bid should be placed in separate sealed envelopes.
3. A copy of all the required documents should be attached with the Check list appended at Annexure-1(a).
4. Demand Draft for Rs. 15,000/- (Rupees Fifteen Thousnad only) towards EMD shall be required to be sent with the Technical Bid only. In case of non payment of EMD, the Bids shall be out rightly rejected.
5. The two envelops should be placed in one big sized envelop super scribing "TENDER FOR PROVIDING SECURITY SERVICES & MANPOWER TO NIOS"
6. Bids not following the procedures laid down in 2 to 4 above and/or not following the prescribed conditions would be summarily rejected.
7. All column should be legibly filled by the tenderers themselves. Documentary proof as mentioned in the tender document and here in under must be attached.

Sl. No.	Particulars to be submitted with Documentary proof	Status (to be filled by the tenderer)
1	Name of the Company/Firm	
2	Year of Incorporation of the Company/Firm	
3	Year of Registration of the Company/Firm (Attested copy should be enclosed)	
4	Is the firm Registered under the relevant Contract Labour Act and also holding valid license under the Contract Labour (Regulation & Abolition) Act, 1970 or the Private Security Agencies (Regulation) Act, 2005/Directorate General of Resettlement (D.G.R). (Attested copy should be enclosed)	
5	Whether registered with Directorate General of Resettlement (Attested copies to be enclosed)	

6	Is the firm has completed / existing atleast three works of annual value of Rs. 75,00,000/- (Rupees Seventy Five Lakh each during last three years satisfactorily in Central Government Authorities/Public Sector Undertaking/State Government or Autonomous/Local Bodies. If, yes, please attach attested copy of certificate issued by Client(Department) containing date of start, dates of completion, actual cost of work and performance report, etc.	
7	Is the firm having sufficient manpower and resources for providing Security services/ manpower. Please attach list of Permanent as well as temporary Security personnel available on roll of the firm. (Attested copy should be enclosed)	
8	PAN Number of the firm. (Attested copy should be enclosed)	
9	Average turnover of not less than Seventy Five Lakh in the last three financial years i.e. 2018-19, 2019-20 & 2020-21 duly supported with audited balance sheet statements. (Attested copy should be enclosed)	
10	Valid ESI Registration Certificate. (Attested copy should be enclosed)	
11	Valid EPF Registration Certificate. (Attested copy should be enclosed)	
12	Valid GST Registration Certificate. (Attested copy should be enclosed)	
13	Earnest Money Depsit of Rs. 15,000/- (Rupees Fifteen Thousand only)being sent vide Demand draft No. _____ dated _____ drawn in favour of "Secretary, National Institute of Open Schooling payable at Dehradun"	

14 List of present (2019-20) clients in Dehadun (Please attach additional sheets, if necessary.

Name of the Company/ Organization	Address	Phone No(s) and Fax No(s)	With effect From (date)	No. of Persons deployed (Sikilled (Graduate & above), Helper, Sweeper & Security Guards separately)	Performance Certificate From the Employer (Mandatory)

I/we enclose herewith duly signed/stamped copies of required documents and tender document as a token of acceptance of the same.

ACCEPTANCE OF THE TENDERER

All the clauses of tender document and conditions enumerated in this document have been read by me/us and are acceptable to me/us. I/we agree to abide by the terms and conditions contained in the tender document.

Signature of the Tenderer/Authorized
Signatory Name of the Tenderer -----

Address of the Tenderer-----

Seal of the
Company/Firm: Telephone No/
Mobile No.-----

National Institute of Open schooling
Regional Centre, Dehradun,
Amrit Plaza, Mothrowal Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK)

CHECK LISTFOR PROVIDING SECURITY SERVICES AND MANPOWER TO NIOS

Sl. No.	Copy of Document (s) to be attached duly certified by the Company/Firm.	Whether Enclosed/ Not Enclosed (Please write Yes or No)	Please specifically mention like A-1, A-2, A-3 and so on
1.	Earnest Money Deposit (EMD) of Rs. 15,000/- (By way of Bank Draft of a National Bank in favour of the Secretary, NIOS, Dehradun)		
2.	Company Registration Certificate		
3.	Valid Registration Certificate /License under the Contract Labour (Regulation & Abolition) Act, 1970 or Private Security Agencies (Regulation) Act, 2005/Directorate General of Resettlement.		
4.	Work Experience for at least three works of annual value of Rs. Seventy Five Lakh each during last three years from Central/State Govt. /Public Sector Undertakings or Autonomous/Local Bodies.		
5.	List of Man Power		
6.	PAN Card		
7.	Audited account statements of Average Turnover of not less than Seventy Five Lakh during last three financial years i.e. 2018-19, 2019-20 & 2020-21		
8.	ESI Registration Certificate		
9.	EPF Registration Certificate		
10	GST Registration Certificate		

Signature of the Tenderer/Authorized Signatory
Seal of the Company/Firm

National Institute of Open schooling
Regional Centre, Dehradun
Amrit Plaza, Mothorowala Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121
(UK)

FINANCIAL BID FORM FOR PROVIDING SECURITY AND MANPOWER SERVICES TO NIOS

The bidder (contractor) shall be required to deploy overall **03 Security Guards (24 Hours (8x3), 01 Security Guards (12 Hours), 01 Security Guards(08 Hours), 01 Skilled (Graduate & above), 01 Helper and 01 Sweeper** should preferably be Ex-Servicemen or trained Civilians in the field between the age of 18-55 years as on 01.01.2021. The rates/amount on job contract quoted shall be as per existing Minimum Wages being paid by the Central Govt. (Ministry of Labour & Employment).

RATE FOR **03 Security Guards (24 Hours(8x3), 01 Security Guards (12 Hours), 01 Security Guards(08 Hours), 01 Highly Skilled (Graduate & above), 01 Helper and 01 Sweeper.**

Sl. No	Description	Security Guards (For 08 hours duty)	Security Guards (For 8+4 hours duty)	Helper & Sweeper (For 08 hours duty)	01 Highly Skilled (Graduate & above) (For 08 hours duty)	Service charge ✓	Total
01	Cost per Head i.e. Wages as per Minimum Wages Act and as per rates fixed by the Central Govt., Ministry of Labour and Employment inclusive of all Statutory requirements viz ESI, EPF, EDLI, Leave relief gratuity & bonus showing the details of all Statutory requirements.	Per Day: Rs.....	Per Day: Rs.....	Per Day: Rs.....	Per Day: Rs.....		Per Day: Rs.....
02	Total						

Note:-Prescribed rate notified by Central Govt./Govt. of UK to be enclosed for verification. Further, the tenderer has to provide break up of above quoted rates. Any tenderer who does not provide rate of break up will liable to be summarily rejected. For this purpose, separate sheet may be enclosed.

Signature of the Tenderer/Authorized Signatory
Name of the tenderer -----
Address of the Tenderer-----
Seal of the Company/Firm:
Telephone No/Mobile No.-----

Sl. No	Location	Security Guard(s) (08 hours shift) for round the clock duty (Timings: 6 am to 2 pm, 2 pm to 10 pm & 10 pm to 6 am)	Security Guard (For 08 hours duty) (Timings: 9.30 am to 5.30 pm)	Security Guard (For 12 hours duty). (Timings: 6 am to 6 pm)	Helper & Sweeper (For 08 hours duty) (Timings: 9.30 am to 5.30 pm)	01 Highly Skilled (Graduate & above) (For 08 hours duty) (Timings: 9.30 am to 5.30 pm)
01	Amrit Plaza, Mothrowala Road, (Near water Tank, Bengali Kothi Chowk), Dehradun- 248121 (UK)	<u>(1+1+1=3 persons)</u>	1 person	1 person	1+1=2 person	1 person

8/10/21

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