

**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD
DEVELOPMENT,
Regional Centre, Mohali
S A S Nagar, Sector 79, Mohali, Punjab.**

FORM NO.....

Sealed Quotation Form for Security Arrangements at NIPCCD Premises

Issued to

Tender Notice for Security Arrangements

“Sealed tenders are invited by, National Institute of Public Cooperation and Child Development (NIPCCD), Regional Centre at Mohali, Punjab to provide Security Services in the Institute. The tender form including the specifications, terms and conditions of the contract etc. may be obtained on deposit of Rs.100/- (Rupees One Hundred only) in cash with Administration Section of the Institute during any working day from 10.00 a.m. to 4.00 p.m. The bidders may also can download the Tender form from the Institute`s website www.nipccd.nic.in and submit the same alongwith a demand draft of Rs.100/- drawn in favour of NIPCCD REGIONAL CENTRE MOHALI, payable at Mohali. The tender should be accompanied by earnest money of Rs. 15,000/- (Rupees Ten Thousand only) in form of demand draft in favour of NIPCCD REGIONAL CENTRE MOHALI. **The last date for submission of Tender is 23/10/2020.**”

To,

Regional Director
National Institute of Public Cooperation
and Child Development
Regional Centre,
Sector 79, S.A.S Nagar, (Mohali), Punjab .

**Subject: Sealed quotation for providing Security Arrangements at NIPCCD Campus,
S A S Nagar, Sector 79, Mohali, Punjab.**

1. Name of the Agency/Tenderer :
2. Address (with telephone/fax nos.) :
3. Registration/License No. and issuing Authority :
(This is mandatory and a copy may be enclosed)
4. Type of Establishment :
(Sole Proprietor/Partnership etc.)
5. Contracts executed till date :

Sl.No.	Name of the Organization	Type of work	Annual Cost(Rs.)
i.			
ii.			
iii.			
iv.			
v.			

Note: Present assignments in hand should be indicated by asterisk (This is mandatory).
Attach attested copies of award letters.

6. Rates are quoted in Annexure-I
7. Income tax clearance certificate previous three years (upto Assessment Year 2020-21) is attached.
8. PSARA License in Attached.
9. PF Registration No.....(Copy Enclosed)
10. ESI Registration No (Copy Enclosed)
11. GST Registration No.(Copy Enclosed)

- 12. All the terms and conditions, as mentioned in the tender documents, are acceptable to me/us. The terms and conditions provided by the Institute as part of tender documents have been signed by me/us on each page.

- 13. I, the undersigned Mr./Ms.do hereby certify that I am competent to quote rates on behalf of the firm (Not applicable for individuals).

(Name and Signature of the Tenderer)
Rubber Stamp of the Agency)

Dated: _____

**NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT,
Regional Centre, Sector 79, S.A.S Nagar, Mohali, Punjab -140308**

**TERMS AND CONDITIONS OF CONTRACT FOR SECURITY ARRANGEMENT IN RESPECT
OF PREMISES OF NIPCCD, REGIONAL CENTRE, MOHALI TO BE CONVERTED IN
CONTRACTUAL OBLIGATION ON AWARD OF WORK.**

I. SCOPE OF WORK

1.	Name of the Building	:	National Institute of Public Cooperation and Child Development (NIPCCD) Campus
2.	Address/location of the building	:	Sector 79, S.A.S Nagar, Mohali, Punjab .
3.	Area of the building	:	6869 Sq.Meter
4.	No. of days during the month	:	Day-round the clock duty in the campus

II. GENERAL CONDITIONS

1. The agency will furnish to the Institute the documentary proof for the medical fitness and police verification of character and antecedents of the Security Guards and the Supervisor.
2. The Security Guards will wear standard uniforms, specified by NIPCCD (Summer as well as Winter) to be provided by the contractor.
3. Security Guards will be provided by the contractor requisite Weapons, Whistles, Torches and other necessary equipment required for watch and ward duty.
4. The Agency will provide the Institute with duty chart of the Security Guards and no substitution by unauthorized personnel shall be permissible.
5. All Security Guards on duty will report to an officer nominated by the Regional Director.
6. The contract shall be initially for a period of one year extendable for a further period on existing terms and conditions, may be extended at the discretion of the Director subject to satisfactory Performance.
7. The Institute shall pay the agreed amount for the job to the Agency on a monthly basis after completion of the month and on submission of a satisfactory work completion certificate by an officer nominated for the purpose by Regional Director, NIPCCD.
8. The agency will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.
9. The agency shall in no case get the service it is required to perform under this agreement assigned to any other agency or person.

10. The agency shall authorize a person to supervise the security services who will report to the Administration Section or any other officer of the Institute so authorized as and when he is required to do so by the Institute.
11. Income Tax will be deducted at source from the monthly bills of the agency at the admissible rates.
12. Agency shall submit Technical & Financial bids separately in sealed envelopes.

III. STAFF REQUIREMENT: THEIR DUTIES: BEHAVIOUR, ETC.

STAFF REQUIREMENT: 04 Un-Armed Security Guards (Unskilled)

01 Guard for First Shift (6 am to 2 pm), 01 Guard for Second Shift: (2 pm to 10 pm),
02 Guards for Third Shift / Night Shift (10 pm to 6 am)

1. The Agency will deploy sufficient number of security guards to ensure proper watch and ward of the campus buildings, main gate and surrounding areas round the clock.
2. The agency shall comply with all the rules, laws and regulations applicable in the matter of such workers and will pay them wages not less than the minimum wage prescribed from time to time by appropriate authority during the validity of the contract.
3. The agency shall ensure that its workers are polite, courteous, well behaved and honest.
4. The staff engaged by the agency shall not disturb the employees of the Institute or make any sort of disturbance or noise in the premises or rooms.
5. The staff of the agency shall be fully responsible for any theft, burglary, fire or any other eventuality causing damage or loss to the Institute.
6. The agency's workers shall not enter into any unlawful activity within the Institute premises and shall maintain good moral character and decent behavior.
7. The Institute (NIPCCD) shall have the right to impose such penalty as it deems fit on the agency or deduct such amount from its security deposit in the case of the Institute being put to any financial loss directly or indirectly by any act or omission on the part of the agency's workers or on account of deficiency in service.
8. The agency shall be directly responsible for the wages, allowances or any other benefits payable under relevant acts and regulations applicable as per minimum wages Act of Punjab Government.
9. Security Guards should be well conversant with fire fighting equipment and their operation. They will be responsible for fire fighting operations during and after office hours on working days as well as holidays.
10. Insurance and accident risks of the workers will be the responsibility of the agency.
11. The agency shall ensure that all workers of the agency shall be free from infectious diseases.

12. NIPCCD reserves the right to order any worker of the agency to leave the premises of the Institute if his / her presence at any time if felt undesirable.
13. The contract can be terminated by the Institute or the contractor by giving one month's notice in writing.
14. In case of any dispute between the agency and the NIPCCD arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Regional Director of the Institute and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration shall be governed by the provision of the Indian Arbitration Act, 1940.
15. The Courts of Mohali (Punjab) will have jurisdiction over all legal disputes under this agreement.
16. Last date for the submission of sealed tender/quotation in the prescribed proforma is upto 2.30 p.m. on 23/10/2020, NIPCCD Regional Centre, Sector - 79, S.A.S. Nagar, Mohali, Punjab - 140308 and the late submission of tender/quotation will not be accepted.
17. Quotation will be opened on 23/10/2020 at 3.30 p.m. in the Office of the Regional Director, NIPCCD Regional Centre, Sector-79, S.A.S. Nagar, Mohali (Punjab)-140308, Representative(s) of firms quoting their rates are welcome to be present.
18. The Institute reserve the right to accept and reject any or reject all the tenders/quotations without assigned any reason whatsoever. The earnest money will be returned to such unsuccessful bidders immediately.
19. The agency shall deposit Rs. 50,000/- (Rupees Fifty Thousand only) as security deposit within 10 days after award of the contract by Demand Draft. No interest will be paid on Security Deposit. Any penalty/fines/compensation due from the Agency under this contract will be deductible from the security deposit. The security deposit must be maintained by the Agency as Rs.50,000/- throughout the tenure of the contract, viz. if penalty/fine/compensation is recovered by the Institute from the said security deposit, the agency must make up the difference in security deposit within 10 days. The security deposit subject to deductions will be refunded three months after termination or expiry of the contract. The security deposit can be forfeited on breach of any of the terms and conditions.
20. The Agency shall provide UAN of Volunteers/Employees must be produce within the two month after awarding Tender to their employees at NIPCCD Regional Centre, Mohali to Regional Director.
21. The Agency shall provide separate Deposit Challan along-with details of engaged Volunteers/Employees regarding EPF & ESI with every next month of the bill.

Signature
Name and Address of Tenderer

Date : -----

Place : S.A.S. Nagar, Mohali, Punjab

To

Regional Director
National Institute of Public Cooperation
and Child Development
Regional Centre, Setor-79, S.A.S. Nagar
Mohali, Punjab-140308

Subject: Sealed quotation for providing Security Arrangements at NIPCCD Campus, Sector 79,
S.A.S Nagar, Mohali, Punjab .

1. Name of the Agency Tendered :
2. Address (with telephone/fax nos.) :
3. Registration/Licence No. and Authority :
4. Type of Establishment :
(Sole Proprietor/Partnership etc.)
5. Contracts executed till date :

Sl.No	Name of the Organization	Type of work	Annual Cost(Rs.)
i.			
ii.			
iii.			
iv.			
v.			

Note: Present assignments in hand should be indicated by asterisk.

6. Earnest money deposited vide Bank Draft No. dated drawn on _____ Bank Branch amounting to Rs. 15,000/- (Rupees fifteen thousand only) in favour of NIPCCD Regional Centre Mohali payable at Mohali.
7. Rates are quoted in Annexure-I
8. Income tax clearance certificate previous three years (upto Assessment Year 2020-21) is attached.
9. All the terms and conditions, as mentioned in the tender documents, are acceptable to me/us.

10. We are registered with _____.

11. I, the undersigned Mr./Ms. _____ do hereby certify that I am competent to quote rates on behalf of the firm (Not applicable for individuals).

(Name and Signature of the Tenderer)
Rubber Stamp of the Agency)

Dated: _____

ANNEXURE – I

1. Rate per month for one security guard for 8
(eight) hours duty as per Punjab Govt.
minimum wages Act

Category	Unskilled Security Guard
1.	Basic Wages _____
2.	EPF @ _____
3.	ESI @ _____
4.	Uniform/Washing Allowance @ _____
5.	Service Charges @ _____
6.	Total Rs _____
7.	GST @ _____
8.	Grand Total Rs _____

2. Are you registered with Director General of
Rehabilitation or Punjab Government for
Providing Security Services. If yes, quote
authority with registration number.

(Name and Signature of the owner/Representative of the firm)

Rubber Stamp of the firm