



# NATIONAL INSTITUTE OF TECHNOLOGY ::: SILCHAR-10

(An Institution of National Importance)

Assam – 788 010

Phone : (03842) 224879 Website: <http://www.nits.ac.in> Fax:(03842) 224797

No. Tech/NIT/70/Pt.IV/14/ 2785-04

Date: 03/11/2018

## NOTICE INVITING TENDER

**NIT No. TECH/NIT/2018-19/14**

Sealed tenders are hereby invited in two bids system i.e. (i) Technical bid and (ii) Financial bid for **“PROVIDING TOTAL CAMPUS SECURITY AND INSTITUTE VEHICLE DRIVING SERVICES”** at National Institute of Technology Silchar for a period of 01 (one) year. The private security agencies with ISO 9001 certified with experience in providing security services to Central/State Govt. departments/ Institutions may submit the bid. All the interested agencies who fulfill all the criteria for technically responsive are advised to access the local conditions before quoting the rates.

### **IMPORTANT POINTS TO NOTE:**

1.	Estimated cost of service per month	:	Rs.5627876.00
2.	Cost of tender document (non refundable), either Demand Draft / Bankers Cheque / Pay Order in favour of Director, NIT Silchar or Cash payment in accounts section of NIT Silchar	:	Rs.5000/-
3.	Period for downloading the tender document.	:	Upto 22/11/2018
4.	Last date & Time of submission of duly filled-in tender document	:	On 22/11/2018 up to 2:00 PM
5.	Date & Time of opening of Technical bid	:	On 22/11/2018 on 3:00 PM
6.	Date & Time of opening of price bid those who will be qualified in Technical bid	:	On 28/11/2018 on 3:00 PM
7.	Earnest Money – refundable. (EM will be forfeited if the successful bidder fails to accept the offer)	:	Rs13,51,000 /-in the form of (i) Deposit at call receipt or (ii) Demand Draft/Bankers Cheque/Pay Order or (iii) FDR of Scheduled Bank pledged in favour of Director, NIT Silchar.
8.	Dropping of tender	:	Tender box available at Dean (P&D) office of the Institute.
9.	Place of opening of tender	:	Dean(P&D) office
10.	Contract duration	:	Initially for a period of 01 (one) year, which may be extended after review of performance for a maximum period of another 01 (one) year.
11.	Performance security	:	5% of Annual Contract amount with validity for contract period plus 3 months.
12.	Financial turn over	:	Minimum Rs.4.0.Crore per Annum in each of last 03 financial years.

The agency is to satisfy the following conditions, failing of any of the condition(s) the tender is liable for rejection.

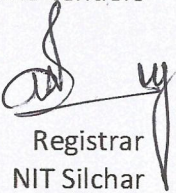
- i. Company brochure showing its profile.
- ii. A copy of registration certificate under the Company's Act, 1956 or Indian Partnership Act, 1932.
- iii. Valid Private Security Agency License issued by IGP (TAP), Govt. of Assam.
- iv. Copy of ISO: 9001 certificate.
- v. Copy of EPF Registration Certificate.
- vi. Copy of PAN card.
- vii. Company's Audited Balance Sheet for the last three financial years certified by the Chartered Accountant.
- viii. The annual turnover of the company should not be less than Rs.4.00 Crore (proof to be submitted) in each of last 3 financial years.
- ix. EPF and Service Tax Challan certificates of the last complete two years ended with previous month of tender submission.
- x. Proof of minimum 5 years of experience in Security Services, wherein at least two works in Central/State Government Dept./Institute with minimum 100 security personals deployment in each work (copies of relevant documents as proof are to be submitted).
- xi. A list of clients as on date with details of security personals deployed.
- xii. Only a Company having its own Head Office / Branch Office in Assam State should apply (Proof to be submitted). All communications to be made only to this office.
- xiii. The Earnest Money Deposit (EMD) and Tender cost (non-refundable) in favour of Director, NIT Silchar-10, payable at Silchar should be provided. Exemption if any in terms of cost of tender paper & EMD, the proper government order / notification and certificate is to be submitted.
- xiv. The self-attested copy of all above documents and signed copy of complete tender document in each page to be provided along with technical bid.

Tender documents are to be submitted in 3 (three) separate sealed envelope. 1<sup>st</sup> envelope should contain EMD & Cost of tender documents, 2<sup>nd</sup> envelope should contain technical bid documents and other relevant copies of certificates, 3<sup>rd</sup> envelope should contain the price bid. All 3 (three) envelopes are to be sealed in a single envelope, mentioning name of job, Notice Inviting Tender No, closing date & time. The 3<sup>rd</sup> envelope containing price bid will be opened only for those agencies, who are technically qualified as per condition of Notice Inviting Tender. The tender of any agency not accompanied with proper EMD & Tender cost, incomplete tender in any form, non-submission of requisite documents shall summarily be rejected.

The detail tender notice and tender documents may be downloaded from the Institute website [www.nits.ac.in](http://www.nits.ac.in) / [www.tenders.gov.in](http://www.tenders.gov.in).

If any, holidays/strike falls during the notified days, the process will be continued on next working day.

The Director, NIT Silchar reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

  
Registrar  
NIT Silchar

Copy forwarded to:

1. The Deputy Commissioner, Cachar, Silchar-1
2. The Asst Labour Commissioner (Central), College Road, Near Shani Mandir, Silchar-4
3. P.A to Director – for information to the Director, NIT Silchar
4. The Associate Dean (P&D), NIT Silchar
5. The Engineer, NIT Silchar
6. The Deputy Registrar (Admin), NIT Silchar
7. The Estate (i/c), NIT Silchar – for information & necessary action
- 8: RTI Cell, NIT Silchar – for information
9. The Webmaster, NIT Silchar – email Ids: (i) [webmaster@nits.ac.in](mailto:webmaster@nits.ac.in) (ii) [nitsupload@rediffmail.com](mailto:nitsupload@rediffmail.com) with request to upload the Notice Inviting Tender to [www.nits.ac.in](http://www.nits.ac.in) and [www.tenders.gov.in](http://www.tenders.gov.in) in soft copy of the NIT as enclosed herewith.
10. Notice Board, Estate Engineering Branch, NIT Silchar