

NATIONAL INSTITUTE OF HYDROLOGY
(A Govt. of India Society under Ministry of Water Resources
River Development & Ganga Rejuvenation)
JALVIGYAN BHAWAN,
ROORKEE – 247 667 (UTTARAKHAND) INDIA
Tel: 91-1332-272108, 272106, Fax: 91-1332-272123. 273976
E-mail: sao.nihr@gov.in.; Website: www.nihrroorkee.gov.in

TENDER NOTICE NO. 15/1/2017-NIH/e-tender/4

DATED: 25.09.2017

NOTICE INVITING e-TENDER

Online bids in two bid system (Technical Bid and Financial Bid) are invited by the Director, National Institute of Hydrology, Roorkee 247 667 (Uttarakhand), India from the Registered Agencies who are registered for e-platform by using ID and Digital Signature for ENGAGEMENT OF SECURITY PERSONNEL FOR N.I.H. ROORKEE AND RESIDENTIAL COMPLEX AT HARIDWAR ROAD, ROORKEE FOR A PERIOD OF ONE YEAR ON ANNUAL RATE CONTRACT BASIS.

Bidders, who are interested to submit bids, visit <https://eprocure.gov.in> (Through Central Public Procurement Portal only). Instructions for web applying e-Tendering are given in Annexure-1 of the Tender Document.

**Commencement of download of e-tender form from web site <https://eprocure.gov.in>
: From 25.09.2017 up to 06.00 PM**

**LAST DATE AND TIME FOR UPLOADING OF E-TENDER IN CENTRAL PUBLIC PROCUREMENT
PORTAL : 23.10.2017 UP TO 01.00 PM**

**Date of Opening of Technical Bid Online by the Authorized Officer
: 24.10.2017 at 03.00 PM**

SENIOR ADMN OFFICER

NATIONAL INSTITUTE OF HYDROLOGY
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NOTICE INVITING e-TENDER FOR
ENGAGEMENT OF SECURITY PERSONNEL FOR N.I.H. ROORKEE AND RESIDENTIAL COMPLEX AT
HARIDWAR ROAD, ROORKEE FOR A PERIOD OF ONE YEAR ON ANNUAL RATE CONTRACT BASIS.

TENDER NOTICE NO. 15/1/2017-NIH/e-tender/4, DATED: 25.09.2017

SUMMARY

Online bids are invited from the Registered Agencies for the ENGAGEMENT OF SECURITY PERSONNEL FOR N.I.H. ROORKEE AND RESIDENTIAL COMPLEX AT HARIDWAR ROAD, ROORKEE FOR A PERIOD OF ONE YEAR ON ANNUAL RATE CONTRACT BASIS. Bidders, who are interested to submit bids, may visit <https://eprocure.gov.in> (Through Central Public Procurement Portal only). Instructions for web applying e-Tendering are given in **Annexure-1**.

For any clarification, please communicate to the following:
Tel: 91-1332-272108, Fax: 91-1332-272123. 273976
E-mail: sao.nihr@gov.in; Website: www.nihrroorkee.gov.in

TENDER NO. AND DATE : NO. 15/1/2017-NIH/e-tender/4, DATED: 25.09.2017	
Description and Qty : For Full Specifications - Refer Annexure:2	
Estimated Value of Tender Including +5% Quantity Provision (Approx.)	Rs. 54,00,000/-
Nature of Bidding	Two Part Bidding: 1st Part: Techno-Commercial Bid 2nd Part: Price Bid
Commencement of viewing and downloading tender document from https://eprocure.gov.in (Through Central Public Procurement Portal only)	25.09.2017 up to 06.00 PM
Due date & Time for submission	23.10.2017 UP TO 01.00 PM
Technical Bid Opening Date & Time	24.10.2017 at 03.00 PM
Bid Submission : On-Line Bids (To be uploaded on or before the due date and Time)	Two Separate On-Line Bids PART-I: TECHNO-COMMERCIAL BID: I.e. Un-Priced Bid should contain following: Packet-1 Scanned copy of Tender cost in the form of DD Packet-2 Scanned copy of EMD in the form of DD Packet-3 Scanned copy of Annexure-A duly filled and printed on bidder's letter head with duly signed Packet-4: Scanned copy of Annexure-B duly filled, signed and stamped dully filled along with its enclosures. Packet-5: Scanned copy of a valid PAN Card Packet-6: Scanned copy of a valid GST/TIN registration number. PART-II: PRICED BID: Packet 1: BOQ PRICED BID The rates and prices quoted shall be in Indian

	Rupees only Price Bid i.e. BOQ given with tender to be uploaded after filling all relevant information like Basic Prices, taxes & duties. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system)
Procedure for Decrypting of Online Bids	Bids will be opened in seriatim viz., EMD, Techno- Commercial Bid and Price Bid.
Bid Validity	90 Days from date of Opening of Techno – Commercial Bid
Price Bid Opening Date	Techno-Commercially qualified Tenderers only will be intimated
<p>TENDER Fee : Rs. 590/- (Rupees Five hundred ninety only)</p> <p>EMD Amount : Rs. 15,000/- (Rupees Fifteen thousand only)</p> <p>Original EMD and Cost of Tender Fee by way of DD should be submitted in a Separate Sealed Cover super scribed as EMD and Tender Fee for Tender No. 15/1/2017-NIH/e-tender/4, DATED: 25.09.2017 and the same to be addressed to :</p> <p>The Senior Administrative Officer, National Institute of Hydrology, Jalvigyan Bhawan, Roorkee – 246 677 (Uttarakhand), India on or before 23.10.2017.</p> <p>NOTE: Technical Evaluation will be made ITEM-WISE.</p>	
EMD/ BG Validity	120 Days from the Tender Opening Date.
Performance Security Deposit	The contractor shall provide a Bank Guarantee/FD in favour of NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE to the extent of 10% of the total value of annual contract from a Nationalized Bank towards Performance Security Deposit which shall be valid for one and half year from the date of commencement of contract. The Bank Guarantee shall be submitted within 30 days from the date of commencement of contract.
Bid Evaluation Basis	Techno-Commercially qualified Overall L1 basis.
Scope / Description Of Work – Technical Specification Details	Refer Annexure-2

**SENIOR ADMN. OFFICER
NATIONAL INSTITUTE OF HYDROLOGY.**

LIST OF ANNEXURES

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INSTRUCTIONS TO TENDERERS FOR APPLYING E-TENDER

- **Instructions to the Tenderers / Bidders for the e-submission of the bids online through the e-tender site of M/s National Informatics Centre (NIC).**
- **Bidders should do the registration in the tender site <https://eprocure.gov.in/eprocure/app> using the option available (on-line bidder enrolment). Then the Digital Signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as nCode / eMudhra / safe script.**
- **Bidder then need to login to the site through their user ID / password chosen during registration.**
- **The e-token that is registered should be used by the bidder only and should ensure safety of the same.**
- **The Bidders can update well in advance, the documents such as certificates, purchase order details etc., and these can be selected as per tender requirements and then send along with bid documents during bid submission.**
- **After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.**
- **If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidders should take into account the Corrigendum published before submitting the bids online.**
- **Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in .pdf / .xls / .jpeg / .rar formats only.**
- **Bidder should submit the EMD as specified in the tender. The original should be posted / couriered / given in person to the Tender Inviting Authority, on or before 23.10.2017. Scanned copy of the instrument should be uploaded as part of the offer along with Techno-Commercial bid.**
- **It is construed that the bidder has read all the terms and conditions before submitting their offer including General Terms and Conditions (GTC) and Special Terms and Conditions (STC).**
- **The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.**
- **After the bid submission, (the bid token number) given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.**
- **The details of the Earnest Money Deposit document should be submitted physically to the Dept., and the scanned copy should be furnished at the time of bid submission online. They should be same otherwise the Tender will be summarily rejected.**
- **The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.**

- **The tendering system will give a successful bid up-dation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid number, date and time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.**
- **The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.**
- **Bidder should log into the site well in advance for bid submission so that he submits the bid in time, i.e., on or before the bid submission end time. If there is any delay, due to other issues, bidder only is responsible.**
- **Each document to be uploaded through online for the tenders should be less than 8 MB. However, if the file size is less than 8 MB, the transaction uploading time will be very fast. The total size of the documents in all the covers put together, should be less than or equal to 8 MB.**
- **The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.**
- **The time settings fixed in the server side and displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.**
- **All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.**
- **The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.**
- **The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time (as per Server system clock).**
- **The bidder should log out of the tendering system using the normal log out option available at the top right hand corner and not by selecting (X) exit option in the browser.**
- **Bidders should ensure that prices should not be indicated anywhere in the un-priced part. The prices should be indicated only in the price bid and nowhere else.**
- **Bidders to note that if prices are indicated in their un-priced Techno-Commercial part their offer will be rejected and NO further evaluation or communication will be entertained in this regard.**
- **Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections of the pages of the bid document including General Conditions of Contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.**

ANNEXURE - 2

SCOPE/DESCRIPTION OF WORK

ENGAGEMENT OF SECURITY PERSONNEL FOR N.I.H. ROORKEE AND RESIDENTIAL COMPLEX AT HARIDWAR ROAD, ROORKEE FOR A PERIOD OF ONE YEAR ON ANNUAL RATE CONTRACT BASIS.

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The contractors registered under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 are eligible to bid for this contract. It should be ensured that there should be no legal or any other bar for him in this respect. The contractor shall be solely liable for any violation of the provisions of the said Act or any other related Act.

The contractor shall provide Security Supervisor, Gunmen and Security Guards as mentioned in the enclosed Annexure-2.1. Before tendering, the Tenderer should inspect the site/location, nature of work, working condition, conditions affecting accommodation and movement of labourers etc. required for satisfactory execution of the labour contract. No claim whatsoever will be entertained for any alleged ignorance or otherwise under any circumstances after the award of the contract.

ANNEXURE-2.1

DESCRIPTION OF LABOUR FOR CARRYING OUT THE DIFFERENT TYPE OF JOBS AT THE NATIONAL INSTITUTE OF HYDROLOGY & ITS RESIDENTIAL COLONY

Sl. No.	Job Description	No. of Personnel
1.	Security and Surveillance Contract for NIH Campus and its residential colony at Haridwar Road, Rooree	Supervisor - 01 Gunmen - 08 Security Guard - 13

Sr. Admn. Officer

ANNEXURE : 3

PRICE BID FORMAT

ENGAGEMENT OF SECURITY PERSONNEL FOR N.I.H. ROORKEE AND RESIDENTIAL COMPLEX AT HARIDWAR ROAD, ROORKEE FOR A PERIOD OF ONE YEAR ON ANNUAL RATE CONTRACT BASIS.

TENDER NO. 15/1/2017-NIH/e-tender/4, DATED: 25.09.2017

The rates quoted by the tenderers should be uniformly in the following Performa:

Sl. No.	Description (Per person basis)	Security Supervisor	Gunmen	Security Guard
1.	Per day wages			
2.	Wages for 26 days			
3.	ESI @ 4.75%			
4.	EPF @ 13.15%			
5.	Bonus @ 8.33% (till Rs.7000/-)			
6.	Other charges (Specify, if any)			
7.	Service Charge			
8.	GST @ 18%			
	Total			

Note: If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered". [Rule 173(i)(h) of GFR-2017]

Signature of the authorized person :

Name of the authorized person :

Designation of the authorized person :

Company's Seal :

Note: The above financial template should strictly followed. Any deviation from the above template (in terms of description and specification of the item) may lead to cancellation of the tender.

****Price Bid Format - For E-PRO Reference only****

ANNEXURE: 4

GENERAL GUIDELINES AND TERMS & CONDITIONS

- 1. The rates quoted (as on the date of opening of the tender) should not be less than the wages fixed by the Labour Commissioner under minimum wages Act applicable in Uttarakhand State. A copy of the Authority in this regard should be enclosed with the financial bid for justification otherwise it may be treated as cancelled. The break-up of EPF, ESI, Bonus and Contractor's profit etc. should be clearly mentioned in the financial bid.**
- 2. The rate should be quoted both in words and figures. Overwriting should be avoided. Authorized signatory should initial any cutting, failing which the tender is liable to be rejected. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered". [Rule 173(i)(h) of GFR-2017]**
- 3. The Tenderer shall furnish attested copies of following documents with their quotation.**
 - i) Company's Registration Certificate.**
 - ii) Registration Certificate for providing labour, issued by the Labour Commissioner.**
 - iii) EPF and ESI Registration Certificate with Uttarakhand Govt..**
 - iv) Up to date Income Tax Clearance Certificate.**
 - v) Company's up to date balance sheet.**
 - vi) Latest EPF & ESI Chalan.**
 - vii) Company brochure showing the profile**
 - viii) Company should have at least two clients with sufficient strength of Security/House Keeping Personnel.**
 - ix) Company should produce financial and professional certificates separately.**
- 4. The Security Personnel will be engaged for 8 hours per day as per timings fixed by the NIH.**
- 5. The Earnest Money of Rs. 15,000/- (Rupees fifteen thousand) only in the form of Demand Draft/Pay orders drawn in favour of "National Institute of Hydrology", Roorkee payable at Roorkee, should be enclosed with technical bid, failing which tender is liable to be rejected.**
- 6. Purchase of Tender:**
 - (a) The tender document containing detailed specifications with terms and conditions can be obtained from the office of Sr. Administrative Officer, National Institute of Hydrology, Roorkee-247667 by post on payment of Rs.590/- in the form of Demand Draft drawn in favour of "National Institute of Hydrology" and payable at Roorkee.**
 - (b) Tender documents are not transferable and cost of tender document is not refundable.**
 - (c) Tender documents may also be downloaded from NIH – website www.nihroorkee.gov.in. The cost of tender of Rs.590/- in the form of demand draft drawn in favour of National Institute of Hydrology payable at Roorkee should be enclosed with technical bid.**
- 7. Bidders should quote in Indian Rupees only. GST should be indicated separately. All relevant information except price should be available in the Technical Bid.**
- 8. The sealed offers should be submitted on or before the due date and time. The Institute shall have no responsibility for delay or non-receipt of tender documents sent by post. Offers received late, conditional offer and incomplete offers will be summarily rejected.**
- 9. The Director, NIH does not bind himself to accept the lowest or any tender, and reserves the right to waive off any formalities thereof or reject any or all the tenders received without assigning any reasons thereof.**
- 10. Arbitration – In the event of any dispute/differences between the Institute and contractor arising out of non-detailing of labour or any other cause whatsoever relating to this tender, the matter shall be referred to the Director, NIH who may arbitrate in the matter himself or shall appoint an arbitrator (not below the rank of Scientist G) to go into the matter. The place, language, the time**

and the date for arbitration will be decided/fixed by the Director or the arbitrator, as the case may be. The decision of the Director/Arbitrator shall be final and binding on both the parties.

11. There can be variation in the number of Security Personnel employed at a given time as per the requirement of the Institute.
12. Tender with all necessary documents as described above should be submitted in a sealed covers. Technical Bid & Financial Bid should be first sealed in separate covers and both should be put in a big sealed cover.
13. The documents (i.e. Demand Draft of Tender Cost and EMD) should reach to the office of Sr. Administrative Officer, National Institute of Hydrology, Roorkee by due date and time. Tender should be super-scribed on the top of the envelop Tender No. and Date of opening.
14. GST/Govt. Taxes will be deducted at source from the contractor's bills as per prevailing GOI rules.
15. Baggage of the contractor or his personnel will not be permitted inside the Institute. Individuals shall be allowed to carry inside the Institute only those items/stores which are required for the performance of assigned duty duly approved by the Institute.
16. Personnel employed by the contractor for the performance of contracted duties shall be within the age group of 21 to 50 years, whereas supervisory staff may be between 30 to 55 years of age. All should be physically fit able bodied with good eye sight and hearing power, be able to read and write Hindi, English and local language. They should be fully trained, skilled and with specialized experience in the field of security and qualified to operate security and surveillance system on need basis.
17. Character and antecedents of all personnel employed by the contractor for the whole job should be got verified and cleared by the contractor from the local police authority and/or from the police authorities of their native place.
18. Contractor shall issue from his side proper winter/summer uniform/dress including ankle boot, rain coats, night/torches etc. to all personnel for performance of job. Personnel should be in proper uniform while on duty.
19. In case of any injury/loss of life to contractor or his personnel during the course of the contract inside or outside the Institute and/or the Residential complex of the Institute, the contractor shall be solely responsible for any payments towards treatment or compensation or legal matters arising there-from. The payment towards Group Insurance shall be made by the contractor. NIH shall not be responsible in any manner for such injury or loss of life.
20. Contractor personnel shall not involve themselves in any type of discussions, arguments, quarrel or fighting with any of the worker, staff or officers of Institute and shall always behave politely and firmly while adhering to their duties. Any matter creating hindrance in duties shall be brought to the notice of the Director, NIH/Authorised NIH official.
21. Individuals employed by the contractor to complete the job/while on job will not be allowed to participate in any trade union activities/agitation. Undesirable individuals will be replaced forthwith by the contractors as pointed out by the Director, NIH/Authorised NIH Official.
22. The contractor will not further sub-contract the contract to any other person or persons or third parties. If done so, the Director, NIH shall have full right to terminate the contract forthwith and forfeit the security deposit without prejudice to any other rights available under the terms of contract or under law.
23. The contract shall remain valid for a period of twelve months. On expiry of the term, the contract may be renewed for another year(s) on mutual consultations by both parties on the terms and conditions as mutually agreed to.
24. The agreement shall be liable for termination on giving one month's notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.

- 25. The contractor shall provide a Bank Guarantee to the extent of 10% of the total value of annual contract from a Nationalized Bank towards Security Deposit which shall be valid for one & half year from the date of commencement of contract. Bank Guarantee shall be submitted within 30days from the date of commencement of contract.**
- 26. The successful tenderer shall execute with the Institute an agreement within 7 days from the date of receipt of the letter of acceptance of tender failing which the contract shall be terminated and Institute shall be at the liberty to make other arrangements at the risk and expense of the tenderer.**
- 27. It may kindly be confirmed in writing that the above mentioned terms and conditions are acceptable to the tenderer.**
- 28. Tenders (i.e. Technical Bid) shall be opened in the office of the Sr. Admn. Officer, NIH on 24.10.2017 at 03.00 PM.**
- 29. Amount of EPF & ESI will be re-imbursed on production of the copy of challan deposited in the respective offices by the contractor and Govt. Taxes will be deposited by the Institute in respective office. The Govt. Taxes such as Service Tax etc. will be shown in the bill properly.**
- 30. The contract will be awarded, subject to reasonable Service Charges claimed by the bidder, keeping in view if statutory liabilities.**

ANNEXURE - A

THE TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE THE TENDER WILL BE LIABLE TO BE IGNORED.

01.	Tender No.	15/1/2017-NIH/e-tender/4, dated 25.09.2017	Due for opening on	23.10.2017
02.	Offer is open for acceptance till			
03.	Whether the services offered fully conform to the particulars and specifications specified by the Institute in Tender Document. If not, mention here details of deviations.			
04.	(i)Your Permanent Income Tax No. (PAN) (ii) Service Tax Registration No. under GST (iii) Registration No. issued by the Labour Commissioner (iv) EPF Registration No. with Uttarakhand Govt. (v) ESI Registration No. with Uttarakhand Govt.		i) ii) iii) iv)..... v)	
05.	Confirm whether you have attached attested copies of documents mentioned in Tender.			
06.	Indicate whether you are LSU/SSI/Co-op. Society			
07.	Name & full address of your banker			
08.	Please furnish your performance statement with the other Govt. Departments/PSUs or other reputed private concern.			
09.	Business Name & Constitution of the firm. Is the firm registered under:			
	(i)	The Indian Companies Act, 1956		
	(ii)	The Indian Partnership Act, 1932 (Please also give names of partners)		
	(iii)	Any Act: If not, names & addresses of the owners		
10.	State specifically: whether the rate quoted for Security personnel (as on date of opening of the tender) is not less than the rate fixed by the Labour Commissioner under the Minimum Wage Act applicable in Uttarakhand State Whether a copy of the authority in this regard enclosed: Whether break-up of EPF, ESI, Bonus & contractor's benefit etc. clearly mentioned in the Financial Bid:		----- -----	
11.	State whether business dealings with you have been banned by any of the Govt. Deptt./PSU			
12.	Whether your SECURITY & SURVEILLANCE SERVICES agency has registration in the office of Deputy Commissioner of Customs & Central Excise. If so, please give Service Tax Registration No. under GST			
13.	Please confirm that you have read all the instructions carefully and have complied with accordingly.			
14.	Particulars of Earnest Money Deposit of Rs. 15,000/- (Draft No., Date and name of the bank) enclosed with Technical Bid.			
15.	In case, Tender downloaded from website, particulars of Tender Cost of Rs.590/-(Draft No., Date and name of the bank) enclosed with Technical Bid.			

Signature of Tenderer with Seal
Full name & address of the
Signatory in block letters

**NATIONAL INSTITUTE OF HYDROLOGY
JAL VIGYAN BHAWAN
ROORKEE-247667**

**NAME OF WORK: JOB CONTRACT RELATING TO PROVIDING SECURITY & SURVEILLANCE SERVICES
IN THE FORM OF SECURITY SUPERVISOR, GUNMEN AND SECURITY GUARD TO NIH, LOCATED AT
ROORKEE - 247 667.**

DETAIL STATUS OF THE FIRM

1. **Name of the Firm** _____
2. **Registration No.** _____ **(Attach Copies)**
3. **License No. Issued by Labour Deptt. &** _____
Valid upto _____ **(Attach Copies)**
4. **EPF Registration No. & Account No.** _____
(With Uttarakhand Govt.) _____ **(Attach Copies)**
5. **ESI Registration No.** _____
(With Uttarakhand Govt.) _____ **(Attach Copies)**
6. **Proof of Annual turnover** _____ **(Attach Copies)**
7. **Experience**
(Please specify the name of organization & no. of workers supplied, & cost of work)
8. **Customers satisfaction certificate** _____
Issued by the Deptt. where the _____ **(Attach Copies)**
Contractor is rendering services

**SIGNATURE OF THE CONTRACTOR
WITH RUBBER STAMP**