

NATIONAL INSTITUTE OF UNANI MEDICINE

(An Autonomous Body under Dept. AYUSH, Ministry of Health & Family Welfare, Govt. of India)

Kottige Palya, Magadi Main Road, Bangalore - 560 091.

NOTICE TO PROVIDE SECURITY SERVICES

National Institute of Unani Medicine (NIUM), a premier Institute imparting higher education in Unani Medicine, is functioning under the Ministry of Health & Family Welfare and is fully funded by Government of India. The Institute has a fully developed sprawling campus spread over 55 acres of land with various buildings housing Administrative & Academic Block, Hospital, Students Hostel, Director Bungalow, Residential quarters etc.

To provide fool proof Security Services (Supervisors-Ex Service men only, Security Guards - Trained Civilian Guards only) for the assets and properties of the whole Institute and its campus, **The Director, NIUM** invites sealed proposals from reputed and established Security firms/Agencies. The prequalification terms and conditions are as stated below:

1. The Firm shall be a Private Limited Company and should have sound establishment as reflected in terms of its own office, all statutory registrations with ESI, PF, Labour Department etc. state of the art communication systems like Wireless sets or Mobile Phones for all the field officers and supervisors and vehicles for monitoring the day to day Security arrangements.
2. The firms shall have a turnover of Rs. 1 Corore per annum, Income Tax and Service Tax clearance and also Audited Profit and Loss Account and Balance Sheet in the last 03 financial years.
3. Preference shall be given to firms having ISO 9001: 2000 certifications or Firm managed by Ex Military personnel and it should have registration with appropriate Authority to engage itself in this business.

Firms/Agencies fulfilling the above mentioned terms and conditions may submit their willingness (Technical proposals) to provide Security Services on/before 17.05.2010 (up to 1.00 P.M) along with complete set of records and documents to prove their credibility and competency like copies relating to registration of the Firm as a Private Limited Company, Pan Card, Service Tax No. ESI and PF No, certificates from the major clients regarding satisfactory Service where the Firm is deploying Ex Service men during the last 03 years etc. The proposal shall also contain a demand draft for Rs. 30,000/- towards EMD drawn in favour of The Director, NIUM, payable at Bangalore. Tender documents may be obtained from the office or downloaded from website and submit along with on payment of Rs. 500/- (Non refundable) towards Tender form fee by DD in favour of the Director, NIUM, payable at Bangalore.

The Technical proposals shall be opened at 3.00 P.M on 17.05.2010. On receipt of proposals, the Institute shall short list the firms/Agencies keeping in view the prequalification terms and conditions. **The Director, NIUM** reserves the right to accept/reject any/all the proposal(s) without assigning any reason (s).

**Sd/-
Director**

TENDER FORM

Tender for: Security Services

**CONDITIONS OF TENDER
FOR PROVIDING SECURITY SERVICES AT
NATIONAL INSTITUTE OF UANANI MEDICINE,
KOTTIGE PALYA, MAGADI MAIN ROAD,
BANGALORE- 560 091.**

**LAST DATE FOR RECEIPT OF TENDER
ALONG WITH FINANCIAL BID**

: 17.05.2010 up to 1.00p.m.

FACE SHEET ACCOMPANYING THE TENDER SCHEDULE

- 1. Name and full Address of the firm :
to whom the schedule is issued.**
- 2. Cost of Tender : Rs. 500/- DD No.....**
- 3. Last date for receipt of sealed Tender Form along with Financial Bid. : 17.05.2010 up to 1.00p.m.**
- 4. EMD : Rs. 30,000/-DD No.....**
- 5. Date of opening the Financial Bids. : 20.05.2010 at 3.00 p.m.**

Signature of Tenderer

NATIONAL INSTITUTE OF UNANI MEDICINE BANGLORE- 560 091

TENDER CONDITIONS FOR PROVIDING SECURITY SERVICES

1. The Tender is for providing security services at the National Institute of Unani Medicine (Institute) Bangalore from the well reputed firms (who have been selected on Scrutiny of technical proposals) in providing such services. The office of the firms shall be located in Bangalore.
2. EMD and Performance guarantee (Security) Deposit will be forfeited in the event of refusal to accept the work order or unsatisfactory performance by the agency.
3. The duration of Tender will be for a period of one year and it may be renewed for a further period of one year subject to satisfactory services in the first year and is liable to terminate by one-month notice by either party.
4. The agency shall provide Security Supervisor and Security Guards, who shall be Ex-serviceman and trained civilian guards respectively and they shall be physically fit, mentally alert and having good records and highly disciplined. They shall also be subject to medical examination if necessary which may be arranged by the Institute authority to assess their suitability to work. The minimum height of the security personnel shall be 5'6" and the chest measurement 32" and preferably below the age of 45 years.
5. The number of required full time security personnel as assessed by the Institute is as indicated below and the rate for providing Security Services by deploying these personnel has to be quoted. The quote per Security guard and Supervisor per month has to be as per the prevailing wages. And there has to be provision for all the statutory payments like ESI, EPF, Bonus Uniform, VAT, ST, Reliever charges, Paid National holidays etc. The agency/firm has to show the Service charge separately.
 1. **Security Supervisors: 3 (Ex-Servicemen) + 1 Reliever.**
 2. **Security Guards: 30 (Trained Civilian Guards) + 5 Reliever.**
6. The agency shall arrange for payment of minimum wages prevailing at present and from time to time to the security personnel from out of the amount agreed upon between the agency and NIUM and a stipulated date shall be fixed for the payment of salary irrespective of whether NIUM made the payment or not. The agency shall deploy the required number of security personnel for ensuring the proper security of the areas in the schedule given in this tender conditions and also indicate the amount payable to such security personnel.
7. The agency shall equip all the security guards with proper uniform and other equipments like-walkie-talkie or any other communications gadgets like Mobile, Torches, whistles, lathis, rain coats, etc., for effective execution of work.
8. The agency shall safeguard the places, premises, materials of the Institute by deploying its personnel in such manner and at such points and by patrolling the required areas by way of checking of suspected persons, vehicles, articles and searching of employees of NIUM as may be considered necessary. The safety of doors and windows should be checked everyday and make sure that all are intact.

9. The agency shall provide security guards at different places for providing security round the clock and providing required number of Security guards irrespective of the fact that some of the guards as provided are on weekly off or unauthorized absence. In case of shortage of Security personal, proportionate deduction shall be made from the total bill.

10. Providing security guards on a working schedule of 8 hrs a day and 7 days a week basis.

11. The security personnel so deployed are for all-purpose the employees of the agency and they cannot claim any of the privileges and benefits of the employees of the institute. The security personnel shall have no claims directly or indirectly with regard to the employment and service conditions and any other benefits available to the employees of the Institute.

12. The agency shall make their own arrangements for supervision and checks for the security personnel deployed by supervisors of the agency at least four times a day and four times in night. Records so maintained by the agency in this connection shall be produced before the Director or his nominee of the Institute on day-today basis for verification / counter signature.

13. The firm shall make its own arrangements for transportation of the security personnel deployed from the residence to the place of work at the Institute premises and back. The Institute shall not provide any type of accommodation to the security personnel so deployed at the campus.

14. The agency shall cover the Security personnel so deployed as required under ESI & EPF Acts etc., and produce the documents maintained in this connection for verification by the Director/Deputy Director (Admn.) of the Institute as and when required. Any violation on the part of the agency in complying with statutory formalities and rules and regulations framed there-under will be construed as breach of the conditions entered with the Institute and it may lead to termination of the contract or the Institute may initiate any other action as it may deem fit or with hold the bill amount payable to the agency to cover the statutory payments if any, found due from the agency towards EPF & ESI and workmen Compensation or any other statutes.

15. The Security personnel of the agency shall as and when necessary to assist in fire aid and fire fighting for which necessary equipment will be maintained by the Institute.

16. The agency shall make good damages, loss etc., sustained by the Institute due to the negligence on the part of the security personnel so deployed by the agency, or in the contract which will be entered into out of the monthly bill amount payable to the agency by the Institute. The loss shall be assessed by the Deputy Director (Admn.) or any other officer nominated by Director, NIUM.

17. The agency shall be solely liable for any amount payable to the security personnel posted by the agency under the provisions of the agreement or under any statutory provisions of the Workman's Compensation Act or to the personnel of the Institute who sustain injuries, damages etc., due to the negligence on the part of the Security personnel of the agency.

18. The agency shall specify the date of the payment. The amount will be paid by the Institute as far as possible within the said date subject to the submission of the monthly claim by the agency. The payment shall be made only in crossed cheque payable in the name of the agency only.

19. In case of any dispute arising out of this agreement/contract, the decision of The Director of the Institute shall be final.

20. The Tenderer shall sign each and every page of the tender document/form in token of having agreed all the terms and conditions of the tender and retain a photo copy of the same for their record before submitting the tender form (along with financial bid) to the Director, NIUM.

21. The successful tenderer should enter into an agreement with the Head of Institution (Stamp duty to be paid by the tenderer) within FIVE days on receipt of the intimation about the acceptance of their service tendered by them. An unconditional and irrevocable bank guarantee for a sum equivalent to 10% of the yearly contract value shall be furnished at the time of signing the agreement as security deposit. The security deposit will be forfeited if the contractor prematurely withdraws or if the services are terminated for being unsatisfactory after giving him an opportunity for hearing.

NOTE: Bank Guarantee from the Nationalized Bank only will be accepted

22. The Director, NIUM reserves the right to accept or reject the tender(s) without assigning any reason(s) thereof.

UNITS TO LOOK AFTER

1. Main Gate & its surroundings
2. The entire Hospital area covering the Special wards, IPD wards, Hospital Dispensary, Operation Theatre, Regimental therapy Centre, Clinical Laboratories, OPD, Kitchen / Canteen, Health Huts, Indoor Game Hall, Laundry, Gardens etc.
3. Academic block, Labs, Library & Surroundings
4. Administrative Block & Surroundings
5. Pharmacy block & surroundings
6. HT Sub-station & surroundings
7. Animal House & surroundings
8. Sewage treatment Plant, Water pump & surroundings
9. Director's Residence / Staff Quarters & surroundings
10. Guest House, Hostels (Boys & Girls) & surroundings
11. General supervision of the Herbal gardens at the Campus, vacant lands of the Institute to prevent encroachment / un-authorized entry.
12. Any other area as and when suggested by the authority.

FINANCIAL BID TO PROVIDE SECURITY SERVICES

I/we under take to provide the Security Services for the assets and properties of NIUM, at monthly rate of.

Security guards - (30 numbers)	Rs.
Security Supervisors - (3 numbers)	Rs.
Total	
(In words and figures both)	

SIGNATURE OF TENDERER

NAME:

ADDRESS:

TELEPHONE NO:

Notes:

- 1 The contract will be for period one year, Renewable at the end of one year based on the satisfactory performance in the first year.
2. The firms are requested to inspect the Campus of National institute of Unani medicine, Kottigepalya, Magadi main Road, Bangalore and acquaint themselves before submitting the financial bids.
3. Detailed Break up of the quote Per Security guard/Supervisor per month has to be given in a separate sheet.