राष्ट्रीय डिज़ाइन संस्थान
NATIONAL INSTITUTE OF DESIGN

(A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India)
Paldi, Ahmedabad 380 007 Ph.: +91 079-2662 9500, 9600, Fax: 079-2662 1167
www.nid.edu

NIT No. : AHD_B/02/2026-27

Date : **26/10/2026**

TENDER DOCUMENT

TECHNICAL BID FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES (without Arms)

ON ANNUAL RATE CONTRACT BASIS

AT NID, BENGALURU CAMPUS

Tender Submitted By:

_____

_____

_____

_____

INDEX

Sr. No.	Particulars	Page No.	
		FROM	To
1.	Introduction of NID, Notice Inviting E-Tender	3	-
2.	Method of Evaluation of Technical Bids & Financial Bids	4	-
3.	General Terms and Conditions	5	9
4.	Scope of Work	10	11
5.	Earnest Money Deposit, Commencement of Work & Jurisdiction	11	-
6.	Performa of Technical Bid	12	-
7.	Client List – **Annexure – 1**	13	-
8.	E – Tender Document for Security Services Declaration – **Annexure – 2**	14	-
9.	Performa of Financial (Price) Bid	15	-
10.	Performa of Undertaking & Acceptance Letter – **Annexure – 3**	16	-

1. INTRODUCTION:

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is a statutory premier institution (Government of India declared NID as an Institute of National Importance by NID Act 2014) set up by the Ministry of Commerce & Industry, Government of India, for design education, training, research and consultancy services in various disciplines of design. NID is a grant-in-aid institution under the aegis of the Ministry of Commerce & Industry. It has campuses at Ahmedabad, Gandhinagar & Bengaluru.

2. NOTICE INVITING e-TENDER:

The National Institute of Design (NID), Bengaluru invites-through Online E-Tendering System -Tender for reputed, experienced and eligible Agencies, under **"TWO BID SYSTEM"** for selection of an expert agency for the purpose of hiring security services (without Arms) at the NID, Bengaluru Campus in order to maintain proper security at NID campus.

Tender notices and Tender documents related to this Tender are available on Government of India Central Procurement Portals and website including:

- www.eprocure.gov.in
- www.nprocure.com
- www.nid.edu

Any modification and / or corrigendum to this Tender will be available on above websites.

Technical Bids, are invited both online and offline. Financial bid will be accepted only online through www.nprocure.com. No Financial bid should be sent offline. While submitting Technical Bids offline, care should be taken not to attach Financial Bid alongwith Technical Bid or in a separate Envelope.

NID reserve the right to accept or reject any or all Tenderers without assigning any reason.

1	NIT Number & Date	AHD_B/02/2026-27**, Date: 26/10/2026**
2	Name and Location of Work	National Institute of Design, Bengaluru Campus
3	Brief Scope of Work	For Providing round the clock security services on annual rate contract basis
4	Period of Annual Rate Contract	Two Years (extendable further Two Terms of 1 year each at sole discretion of NID, on performance basis).
5	Earnest Money Deposit (EMD) (The contractors who are Registered under MSME / NSIC are exempted from payment of EMD, if valid documents are attached with Tender.)	Rs. 1,00,000/- (One Lakh only)
6	Non-refundable cost of Tender Document (The contractors who are Registered under MSME / NSIC are exempted from payment of EMD, if valid documents are attached with Tender.)	Rs.1500.00 (Fifteen Hundred only) Shall be payable ONLY in the form of Demand Draft/Banker's Cheque/PO, drawn in favour of "National Institute of Design", payable at Ahmedabad
7	Date & Time of Pre-bid meeting	04/11/2026 at 16:00 Hrs. at NID, Bengaluru. If it falls on a holiday then the next working day.
8	Last Date and Time of Submission of on-line Tender	16/11/2026 at 16:00 Hrs.
9	Last date & Time of submission of signed, hard copy (in original) of all Tender Documents including EMD declaration, Cost of Tender and all other documents related to this Tender except financial bid.	16/11/2026 at 16:30 Hrs. in the office of : Dean, NID, Bengaluru Campus **Address**: No.12, HMT Link Road Off Tumkur Road, Bengaluru 560022
10	Date & Time of opening of Technical Bid	17/11/2026 at 16:00 Hrs. Next working day after last day of Bid submission
11	Validity of Offer	At Least 90 days from the last date of Technical bid submission.
12	Opening of Financial Bid	After finalisation of TEC (Only Technically qualified vendors' Bid shall be opened.

"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in e-Tender. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NID will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.
In case of any clarification required relating to this tender, the same can be sought from the office of NID, Bengaluru Campus respectively to Mr. Shailesh Khubchandani, Sr. Accounts Officer, Mob.9428522377, Email: shailesh_k@nid.edu.

METHOD OF EVALUATION (PART-I) OF TECHNICAL BIDS

The evaluation shall be done on the scale of 70 points with the following details for marking process for suitability as under:

	Criteria		Maximum Marks
a)	Year of Incorporation/Experience in relevant Business:	:	10 Marks
b)	Turnover from the relevant business and Financial capabilities of the bidding agency	:	10 Marks
c)	Relevance/ reputation of clients.	:	10 Marks
d)	No. of clients in Bengaluru	:	10 Marks
e)	Main Office / Operational Branch in Bengaluru	:	10 Marks
f)	Own Training Centre / MoU in Bengaluru	:	20 Marks

Only, those bidder will be shortlisted for part II who shall score 50 or more marks out of 70 marks, as above.

METHOD OF EVALUATION (PART-II) OF TECHNICAL BIDS

The evaluation shall be done on the scale of 30 points with the following details for marking process for suitability as under:

	Criteria		Maximum Marks
a)	Feedback from Client	:	10 Marks
b)	Quality of Manpower and Resources	:	10 Marks
c)	Feedback from the Security Personnel employeed	:	10 marks

Only those bidder will be shortlisted for opening of Financial Bid who shall score 70 and above marks out of 100 marks, as above

METHOD OF EVALUATION OF FINANCIAL BIDS

In order to decide successful bidder, The Technical Bid marks shall have a weightage at **55%** in the overall evaluation of the bid and financial bid shall have a weightage at **45%** in the overall evaluation. Formula of Normalisation of Technical Bid for each vendor Tn=(Tb/Tmax)x100 Where Tb is the bidder's Technical score and Tmax is the Highest Technical score. Formula for Normalisation of Financial Bid for each vendor Fn=(Fmin/Fb)x100 where Fb is the Bidder's Financial Bid Value and Fmin is the Lowest Bid Value. Further **55%** of Tn and **45%** Fn will be taken. (individual Bidder's Tn and Fn will be added to reach the final value). The winner will be the highest of (Tnx60/100+Fnx40/100). In case multiple vendors quote the same & lowest rate (in a tie) System drives L1 selection may be exercised.

3. **GENERAL TERMS AND CONDITIONS**

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. Technical Bids, are invited both online and offline. Financial bid will be accepted only online through www.nprocure.com.
2. The name and address of the tenderer shall be clearly written in the space provided. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored/rejected. The Institute if necessary may, at its discretion ask for copy of docs/info which are of historical nature i.e. which pre-existed as on the last date of submission of technical bids, to be provided by the vendor and if the same is not provided within the stipulated time, tender shall be liable to be rejected.
3. The tender liable to be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
4. The company or firm must be registered under The Private Security Act 2005. Attach copy of certificate of the registration.
5. The company or firm will provide GSTIN (Good and Service Tax Registration No.) along with bid. Further company or firm will provide latest monthly challan for payment of GST along with the bid.
6. Individual signing the tender or other documents connected with the tender must specify whether he signs as:-
    i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
    ii. A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
    iii. Director or Principal Officer duly authorized by the Board of Directors of the company.
7. In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
8. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
9. The tenders (technical bids) will be opened on the Next working day after last date of Tender submission at 16:00 Hrs. in NID, in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
10. Financial bids submitted on e-Tender will only be considered. The scanned copies of tender document are to be uploaded on e-Tendering website only. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall be according to the prescribed formats. Modifications / Rewording of formats or conditional bids shall not be acceptable.
11. The Bid should be valid for at least 90 days from the date of technical bid submission.
12. Any alterations/ corrections made in the tender form which are not authenticated by the Sign and Seal of bidder shall not be considered. Similarly, incomplete and unsigned tender are also liable to be rejected.

13. The tenderer should not be blacklisted by any department of the central or state government or any PSU or any other Government organization. Declaration to this effect should be furnished in the **Annexure-A**.
14. NID reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
15. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
16. The Security Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of the Agency deployed at NID on demand.
17. The quoted rates shall not be less than the minimum wages of central government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, insurance, leave salary etc. The offer of the Security Agency which does not abide by the minimum wages Act, as notified by central government on the date of submitting of tender will be out rightly rejected.
18. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard.
19. In the event of revision of minimum wages fixed by central government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The "Onus" for producing the copy of notification will be of Security Agency.
20. The Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The payment should be made to the security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may the security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
21. The security agency has to submit relevant agreement with the agency, where their security personnel take regular training and self certification if the training is carried out in-house by the vendor. Agencies providing such agreement shall also be qualified to compete in tender, even if they do not have their own training centre provided they meet all other criteria.
22. **The employees of the Security Agency preferably be below 55 years of age with minimum 5 years of experience as security guard preferably in educational / Government institutes though not mandatory, should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.**
23. The Security Agency will, prior to the commencement of the operation of contract, make available to NID the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
24. The Security Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Security Services. The Security Agency shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by NID under this contract. Further the Security Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the Security Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NID, the Security Agency shall be required to reimburse to NID any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NID shall also have the right to deduct these amounts from the payment due to the Security Agency while releasing the payments.

25. In case of any theft or pilferages, loss or others offenses, the Agency will investigate and submit a report to NID and maintain liaison with the Police. FIR will be lodged by NID, wherever necessary. If need be joint inquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee / guards deputed at NID must be well-trained in respect of operation of Fire-Fighting Equipment.
26. NID shall in no way be responsible for any default with regard to any statutory obligation and the Security Agency will indemnify NID in case of any damage or liability, which may arise on account of action of Security Agency.
27. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in **Karnataka & GoI, as applicable.**
28. Services to be provided by Security Agency are indicated in the **"Scope of Work".**
29. The Arbitration proceedings shall be held at NID, Ahmedabad Campus.
30. In case of any loss that might be caused to NID due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, NID shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to NID besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, NID shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
31. **The Security contract shall remain valid for a period of Two years on Performance basis and it may be renewed for another two terms of One year each on mutually on acceptable terms and conditions. The decision of NID to extend or not shall be final & binding on both parties**. NID may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract-without prejudice to other remedies available. NID's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
32. The Security Agency shall be responsible to maintain the equipment and other articles supplied if any by the NID in relation to this contract to carry out security duty ,in good condition. In case of any damage agency shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs / purchase of new (if not repairable) shall be borne by the Security Agency itself.
33. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
34. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by the three Arbitrators-one to be appointed by the Director NID and one by the security agency, and one appointed jointly by NID & Security Agnecy, as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards. The Arbitration proceedings, if any, shall be held at NID Ahmedabad Campus.The language of the arbitration proceedings shall be English. The Arbitrators shall give a speaking and reasonable award.
35. Termination of contract: The contract can be terminated by either parties by giving Two (02) months (60 days) prior notice without assigning any reasons thereof. However, in the event of breach of any of the terms and conditions mentioned in this contract and/or failure in rendering satisfactory services or security agency becoming insolvent or bankrupt, the contract can be terminated by NID by giving one month notice and in such case security deposit,as applicable, shall be forfeited. On termination of the agreement the Security Agency will hand over all the equipment/articles as supplied by the NID to it, in good working condition back to NID.
36. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
37. The services rendered shall be to the satisfaction of the NID authorities.
38. The Security Agency will liaise with the designated officer of NID and report to him every month to make checks on day to day activities of the Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.

39. All the certificates, Testimonials, etc., which are to be attached along with the Bids should either be in English only or accompanied by proper translation in English.
40. **Tender shall be accompanied by the relevant documents including the following**: -
    a. Certificate in support of experience for having undertaken this kind of business from organisation along with a list of organizations where the Security Agency is currently providing / has provided Security Services.
    b. Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
41. NID is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
42. The payment of wages etc shall be made as per applicable central labour wages directly by the Security Agency to his workmen and not through Thekedars/ any such party. No amount shall be deducted from the wages of workmen by way of commission of the Thekedars/any such party.
43. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, staff, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
44. The Security Agency shall at all times indemnify the NID and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and the Security Agency shall at its own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and all other applicable Acts time to time and their Industrial Legislation from time to time in force. **Workman compensation policy or any other policy as applicable may be taken separately by the Security Agency as valid during the currency of this contract with NID, if it is not covered under ESIC**. NID or any personnel of NID shall not be in any manner held responsible for any losses / damage to the agency due to any such incidents/accidents/injuries/ loss etc.
45. All statutory obligations under various laws from time to time will have to be met by Security Agency for which payment shall be made to him during the contractual period, as per contract.
46. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NID may prescribe from time to time for proof of payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
47. As per NID policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paisa 50 or above will be rounded off the near higher rupee and paisa less than 50 will be ignored.
48. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
49. The Security Agency will demonstrate the operation of fire-fighting equipment once in a year. Basic knowledge of Fire Fighting method & operating Fire Fighting needs to be ensured. The Hydrants must be checked every month in close coordination with administration.
50. The workmen employed by the Security Agency shall be directly supervised and controlled by the Security Agency, and shall have no relation whatsoever with National Institute of Design. NID shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NID, service or regularization of services by virtue of being employed at NID against any temporary or permanent posts at NID.

51. The Security Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian laws in respect of compliance of all the rules, regulations and directions given by any statutory authorities with regard to safety, labour laws (ESI, PF, Gratuity, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to NID each month along with claim for payment.
52. Decision of NID with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
53. Service Charges/Administrative Charges quoted by the bidders necessarily has to be over and above Zero percent. Further Zero percent includes all derivatives of Zero upto 0.9999 and thereof. Any services charges not adhering to the above guidelines shall be considered unresponsive and such bid shall NOT be considered for evaluation.
54. The security agency is to ensure that provisions of the **Code on Wages (2019),** the **Industrial Relations Code (2020)**, the **Code on Social Security (2020)**, and the **Occupational Safety, Health and Working Conditions Code (2020)** are strictly followed in letter and spirits.
55. **OFFICIAL RECORDS**: The security agency shall maintain complete official records of disbursement of wages / salary, showing specifically details of all deductions such as ESI, PF etc. in respect of all the staff deployed in NID. The security agency shall maintain a personal file in respect of all the staff who is deployed in NID. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address proof (Temporary / Permanent), identity proof , Aadhar Card and all grievances recorded by the staff vis-à-vis action taken etc and produce the same on demand by NID.

The Institute reserves its right for deciding evaluation criteria, its interpretation, assigning weightages, evaluation committee formation, site-visits, interaction with the clients and employees of the bidders, etc. for the process of technical evaluation and its findings and its decision shall be final for selection/shortlisting of bidders, in the interests of the Institute. In case of any dispute, the decision of the Director-NID shall be final.

4. **SCOPE OF WORK**

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at National Institute of Design, Bengaluru as per the following duty schedule.
   a) Shift wise breakup may change as per requirement at NID Bengaluru Campus.
   b) The requirement for Security Guards may increase or decrease as per the deployment plan of the Institute.

   Security posts to be manned by the Contractor's -NID, Bengaluru campus

Sr.	Name of the Post	1st Shift	2nd Shift	3rd Shift	Total	Remarks
1	Main Gate	01	01	01	03	Security Guard
2	Back Side	01	01	01	03	Security Guard
3	General	01	01	01	03	Security Guard
4	General duty	01	01	01	03	Security Supervisor
5	Rajajinagar	01	01	01	03	Security Guard
6	Main Gate	01	00	00	01	Lady Security Guard
				TOTAL	**16**	

2. The security guard should be literate with at least 10th Pass Certificate, able to read, write, speak and understand Kannada, Hindi and English languages. They should have had first aid training in the area of industrial security and in handling all types of fire-fighting equipment.

3. The security guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately. The security personnel assigned duties at the NID, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person and the agency must comply.

4. The security deployed shall not be changed by the security agency on their own until and unless so warranted and in consultation with NID.

5. The security agency shall verify character, attendance of security personnel before deployment in NID, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the NID authorities. NID reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.

6. NID will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.

7. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the NID is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of employee's vehicles or frisking of personnel (staff & student) must be done only in the presence of an authorized officer of NID. Ladies shall be frisked by Lady guard only in due privacy.

8. NID officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances NID reserves the right to cancel the security contract or impose a penalty of Rs. 2,000/- per such occurrence. In the event of repeated instances of indiscipline/breach of terms, NID may terminate the contract without prejudice to any other remedies available.

9. It would be the responsibility of the Security Agency to maintain and ensure fool-proof security at all points by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist and ensure that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NID's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.

10. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the **Dean** and / or other **designated** officers. List of Residential phones or Mobile phone numbers of NID officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the NID officers immediately. In case of minor fire during or after working hours or on working/non-working days, the security personnel shall muster sufficient manpower and operate Firefighting Eqpt as appropriate, to put out the fire. In case of major fire, security personnel shall immediately inform the nearest fire station, muster **possible** manpower besides attempting to immediately put out the fire. Security personnel are required to know the location of firefighting eqpt close to their place of duty.

5. EARNEST MONEY DEPOSIT:

The Bidders **(except the Enterprises having MSME Registration** who, submitted docs**)** shall be required to deposit an interest free amount of Rs.1,00,000/- (Rupees One Lakh only) towards Earnest Money Deposit along with the Technical Bid in the form of Demand Draft / Pay order in favor of "National Institute of Design" payable at Ahmedabad. The EMD of unsuccessful Bidders in the technical bids shall be refunded within ten days after finalization of the shortlisting. The EMD may be forfeited, in case the contractor accepts the Work Order of the institute but does not enforce the contract within the stipulated time, or a contractor withdraws/or afters his bid subsequent to the opening of the tenders..

6. SECURITY DEPOSIT:

The successful bidder shall submit Demand Draft, from a Nationalised Bank for Rs.5,00,000/- (Rupees Five Lacs only) in the name of "National Institute of Design" payable at Ahmedabad, as security deposit. In case this contract is extended, Security Deposit shall be submitted afresh within a week from such extension after expiry of the said extension

7. COMMENCEMENT OF THE WORK:

The Security services shall be commenced from the date mentioned in the Work Order. In case the contractor fails to commence the work within the stipulated time, for a reason not considered valid by NID, the EMD shall be forfeited in addition to seeking other legal remedy for any loss or suffering to the Institute arising out of such failure of the contractor

8. JURISDICTION:

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract shall lie in the court of competent civil jurisdiction in this behalf at **Ahmedabad** only where this contract has been signed on behalf of the NID and only the said court at **Ahmedabad** alone shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

In case of dispute in the interpretation of terms & conditions of the contract, the decision of the Director, NID shall be final and binding on the contractor.

9. PERFORMA OF TECHNICAL BID

01	Name of Tendering Company/Firm	
02	Year of Incorporation /Establishment	
03	Name of Owner/Partners/Directors	
04	Full Particulars of Office	
05	**Addresses**: Main Branch : Local Branch :	
a	Phone/Mobile No.	
b	E-mail ID	
06	**Registration Details**	
a	PAN/ESI/PF/GST Registration Numbers (please enclosed self-attested copies for all the above)	
b	Copy of the license issued by the appropriate authority to run the Security Agency attached **(PSARA)**	
c	Do you have own Training Centre? (YES/No) Preferably in Bengaluru	
d	Do have any agreement / MoU with Security Agency for Training? (Preferably in Bengaluru) Yes/No	
e	Performance Certificate for the last 03 years from the reputed clients to whom the security agency provided services.	
07	**Turnover**-Security Agency should have turnover at least Rs.50 Lakhs in each of the last two years i.e. 2023-24 & 2024-25 or more than 100 Lakhs together. (ITR and certificate duly certified by the CA to be attached).	
08	Client list	**As per Annexure-1**

The tenderers needs to submit the documentary evidences/proof of above failing which tender may be rejected.

ANNEXURE – 1

Client List

Sr. No	Client Name, Address & Contact Details	Type (Govt.Institute/ Educational Institute/private/ PSU/etc.)	Period of Contract with dates	Annual Value of Contract

The tenderers needs to submit the documentary evidences / proof of above failing which tender may be rejected.

ANNEXURE – 2

E – TENDER DOCUMENT FOR SECURITY SERVICES

DECLARATION

I/We having our office at_____ _____declare that

I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature

Name : _____

Designation : _____

Name of the Agency : _____

Address of the tenderer : _____

_____

_____

Seal of tenderer

Date : _____

Place : _____

PRICE BID FOR NID, BENGALURU CAMPUS

Tenderers should first read the instructions, before filling up the rate(s)

Please quote your service charge in % at column no. 5 and 6 below for providing Round the clock Security Services for 8.00 Hrs. duty for deploying security personnel including all statutory provisions and reliever's salary, overheads & profit, etc. to be borne by the bidding Agency.

Sr. No.	Category	*Basic + D.A. [Not less than minimum wage] (Rs.)	Statutory Charges **EPF** (Employee Provident Fund) **+EPS**(Employee Pension Scheme) + **Admin Charges** **+EDLI**(Employee Deposit Linked Insurance)	Percentage **3.67%** **8.33%** **0.50%** **0.50%**	Total (Per person) (Basic + D.A. + Statutory charges) (Rs.)	Nos. of Security Personnel	Total Amount (Rs.) Per day
1	Security Supervisor	(693+ 418) **1111**	25,000x13%/26 =125.00		1236	3	3708
2	Security Guard	(637+ 387) **1024**	25,000x13%/26 =125.00	-	1149	13	14,937
3			**Total**		**Rs.18,645/-**		
4			**In words**		**Rupees Eighteen Thousand Six Hundred and Forty Five only**		
5	**Service Charges of the Security Agency (In Number%)**			**-**	**%**		
6	**Service Charges of the Security Agency (In Word%)**			**-**			

•Institute will match expenses of Statutory Charges and minimum wages.

* Central Govt. Notification No.S.O. 2451 Dtd. 12.05.2026, of Ministry of Labour & Employment, File No. 6/1/2026-VDA, dated 30.09.2026, Director General Labour Bureau

Note:

1) All figures shall also be written in words.
2) Service Charges/Administrative Charges quoted by the bidders necessarily has to be over and above Zero percent. Further Zero percent includes all derivatives of Zero up to 0.9999 and thereof. Any services charges not adhering to the above guidelines shall be considered unresponsive and such bid shall NOT be considered for evaluation.
3) **Bonus** payment shall be made by Security Agency **as per statutory norms** once a year and charged from National Institute of Design (NID), based on submission of Self certificate by agency with all relevant documents to National Institute of Design.
4) In liveries, The Agency has to provide their personnel with Uniform (Pant +Shirt), belt, shoes, Name Plate, Cap, lanyards, baton, whistle, torch, seasonal clothing (Rain Coat, Sweater, Umbrella) etc. NID will reimburse **Rs.6,500/-** per person or actuals whichever is less (guard actually deployed) per year, on submission of self-certification and signature of the guards' concerned as received the uniforms & accessories, provided by Agency/Contractor Throughout the period of contract the agency shall ensure that the deployed personnel are presentable, to the Satisfaction of NID.
5) GST as per prevalent rules shall be paid by NID in addition to the Contract amount.
6) Other things being equal, preference will be given to the tenderers having more experience of running security contract in similar Govt./Semi Govt./PSU/educational organizations.
7) In case of discrepancy in words/figures, the words shall be considered.

ANNEXURE – 3

E-TENDER DOCUMENT FOR SECURITY SERVICES

UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing security services at NID Bengaluru Campus. I/We agree to all these conditions and offer to provide security services at NID Bengaluru Campus. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises of NID Bengaluru Campus and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender document.

Place: _____ Signature of Security Agency

Date: _____

Address: _____

_____

_____

_____

Mob: _____

Email ID: _____