



राष्ट्रीय फैशन टेक्नालॉजी संस्थान, जोधपुर
 वस्त्र मंत्रालय, भारत सरकार
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, JODHPUR
 Ministry of Textiles, Government of India

निफ्ट परिसर करवड, जोधपुर में सुरक्षा गार्ड सेवाएं प्रदान करने के लिए ई-निविदा
 आमंत्रित की जाती है

**NOTICE INVITING E-TENDER FOR PROVIDING SECURITY GUARD SERVICES
 AT NIFT CAMPUS KARWAR, JODHPUR**

Estimate Cost/value of Tender:- Rs. 1,38,00,000/- approximately

निविदा नम्बर / Tender No: NJ NIT/No15472/ Security Service/33/2018

Receipt No & date of issue: _____

Tender form issued to: _____

Time schedule for tender process:

निविदा अधिसूचना के प्रकाशन की तिथि / Date of publication of tender notification	06.04.2018
निविदा दस्तावेज की बिक्री से शुरु / Sale of tender document commences from	06.04.2018
प्री बिड मितिग (Pre- Bid Meeting)	13.04.2018(12:00 Noon)
निविदा दस्तावेज की बिक्री के लिए अंतिम तिथि / Last date for sale of tender document	27.04.2018 (12:00 Noon)
निविदा प्राप्त करने की अंतिम तिथि / Last date for receipt of duly filled in tenders	27.04.2018 (02:00 PM)
निविदाओं के तकनीकी बिड खोलने की तारीख और समय (Date and time of the opening of Technical bid of tenders)	27.04.2018 (4:30 PM)
निविदाओं के वित्तीय बिड खोलने की तारीख और समय (Date and time of the opening of Financial bid of tenders)	To be informed to technically qualified bidders separately

"PRE -BID Meeting" with the intending bidders shall be held on 13.04.2018 at 12:00 noon at NIFT Campus, Jodhpur.

Note:1 Tender conditions may be read properly & accordingly filled the tender and enclosure may be submitted.

Note:2 This tender document contains 20 pages and bidders are requested to sign on all the pages. The

tender should be submitted in two separate sealed envelopes superscripted with (i) "Tender for providing Security services - Technical Bid" and (ii) "Tender for providing Security services Financial Bid". The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with "Tender for providing Security services Tender No NJ NIT/No15472/ Security Service/33/2018" and address

Purchase Officer

National Institute of Fashion Technology,

NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan

The Tender Fee (to be attached with tender form if downloaded from website) along with EMD draft should be put in the Technical bid envelope. In case if it is submitted along with Financial Bid, the same will be rejected.

NIFT CAMPUS, KARWAR, JODHPUR- 342037, RAJASTHAN

Ph: 0291 – 2659520; www.nift.ac.in/jodhpur

Introduction:

National Institute of Fashion Technology (NIFT) was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design and Management Technology.

NIFT, Jodhpur invites sealed tenders from leading firms to provide Security services in its campus at Karwar, Jodhpur.

Process of Online Submission of Bids:-

- (a) The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids — all duly signed — on the <https://nifttenders.eproc.in> from 06.04.2018 to 27.04.2018 up to 02.00 P.M. Tender documents is also available for viewing on the "tenders" link of the NIFT website i.e. <https://nifttenders.eproc.in>
- (b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Annual Registration Charges of Rs. 2000/- + 360/-(Inclusive of GST)=2360/- (Two Thousand Three Hundred and sixty Only - non-refundable).
 - Bid Processing Fee charges of Rs. 5000/- + 900/-(Inclusive of GST)=5900/- (Five Thousand Nine Hundred Only) (non-refundable) through online payments only.
- (d) The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by 27.04.2018 up to 02.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- (e) The technical bid envelope must contain the technical bid in prescribed Performa as per along with a demand draft of Rs. 1000/- (Rupees One Thousand only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 3,00,000/- (Rupees Three Lakhs Only) favouring National Institute Of Fashion Technology and payable at Jodhpur with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid.

(f) The technical bid will be opened at NIFT, Jodhpur on 27.04.2018 at 4.30 P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(g) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

Note: Tender conditions may be read properly and accordingly filled tender and enclosures may be submitted

Amendment to tender:

At any time prior to the last date of submission of bids, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this tender shall be published in the site www.nift.ac.in/jodhpur & <https://nifttenders.eproc.in> Prospective bidders are advised to regularly visit the website: www.nift.ac.in/jodhpur & <https://nifttenders.eproc.in> to keep track of corrigendum, if any.

TENDER FEE

The original tender document may be obtained from NIFT, Jodhpur after paying the tender cost of Rs.1000 /- (Rupees One Thousand Only) through DD only in favour of NIFT, payable at Jodhpur or may be downloaded from NIFT website www.nift.ac.in/Jodhpur. In case tender downloaded from NIFT website, the tender cost of Rs.1000/- through DD in favour of NIFT, payable at Jodhpur should be submitted with the technical bid. If tender received without tender cost, the same will be rejected. After submission of online Bid all concern documents/DD to be sent to the Purchase Officer, NIFT Jodhpur or dropped in the Tender Box kept at the said address on or before 27.04.2018, at 02:00 PM. The Technical Bids will be opened on at 4:30 p.m. during which Tenderer or its authorized representative(s) may remain present if so desired. The opening of Financial Bid of technically qualified bidders to be informed separately.

A. General Terms And Conditions

1. Tender shall submit the details in the only format provided in the tender document. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and 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.

4. The tender should be filled and submit strictly in accordance with the instructions laid down herein, otherwise, the tender is liable to be disqualified.
5. The tender shall 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.
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 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.
 - (iv) 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.
7. Tenders received after the specified date and time due to any reasons, including postal delay, will not be considered. The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender. The date, time and venue of opening of “financial bid” shall be communicated to the qualified bidders of Technical Bid separately.
8. Tenders received without prescribed Earnest Money Deposit shall be out rightly rejected.
9. Demand Draft of Rs.3,00,000/-(Rupees Three Lakhs only) is required to be deposited as Earnest Money Deposit in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Jodhpur. The Earnest Money deposit of the successful tenderer shall be forfeited if the tenderer
 - 1.9.1 Withdraws tender offer before finalization of the same.
 - 1.9.2 Fails to accept the tender, if his/their tender is accepted by NIFT Jodhpur
 - 1.9.3 Fails to deposit the Security deposit within stipulated time limit.
 - 1.9.4 Fails to execute the agreement in the prescribed form provided by NIFT within 10 (Ten) days of the receipt of the letter awarding the contract.

- 1.9.5 Fails to commence the Security Services within 10 (Ten) days of the receipt of the letter awarding the contract. Failing this, NIFT reserve the right to correct the letter awarding the contract
 - 1.9.6 Fails to complete the work satisfactorily.
10. The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract. .
 11. Any conditional offers made by the agency or any alterations/ corrections made in the tender from will not be considered. Similarly incomplete and unsigned tender will also not be considered. Each page of the tender form should be signed and stamped for the purpose of the tender offer.
 12. National Institute of Fashion Technology 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 since due weightage shall be given to several factors besides the commercial bid.
 13. The Company/contractor shall not appoint any Sub-company/Agency to carry out any obligation under the contract.
 14. The Company/Agency shall maintain an **Occurrence Book** which will be made available to the supervisory staff of the Agency deployed at NIFT.
 15. The Company/Agency shall be fully responsible for timely monthly payment of wages and any other dues (including all statutory liabilities) to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard.
 16. The Service Provider shall make all payments including wages to the personnel on or before 5th of every month through ECS (Electronic Clearing Service) only along with the pay slips to individual employees. Failing which a penalty of Rs. 500/- per day will be imposed.
 17. After making payment, the Service Provider shall raise the bill to NIFT, Jodhpur for payment/reimbursement of such amount along with payment of proof and attendance record of his employees duly certified. No remuneration is payable for leave/absence.
 18. The quoted rates shall not be less than the prevailing minimum wages of Central Govt Administration as on date and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. Tenderers who quote rates other than the prevailing minimum wages of Central Govt. will not be considered for evaluation and such tenders ill out rightly rejected.
 19. The rates quoted by the Agency should be the lowest possible for the scope of work indicated. Any discounts offered, or any other charges/taxes that are leviable should be clearly mentioned.

20. In the event of revision of minimum wages fixed by Central Govt. Administration are more than rates quoted by the tenderer, then the rates will be revised accordingly. The 'Onus' for producing the copy of notification of Central Govt. Administration, will be of Agency.
21. The Company/Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Central Govt Administration per month. The payment should be made to the security supervisor & security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus the Company/Agency shall produce original challans/receipts to the Institute for the records on monthly/Quarterly basis.
22. The Contractor shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
23. The employees of the Contractor 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.
24. The Contractor will, prior to the commencement of the operation of contract, make available to N.I.F.T. 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.
25. The Contractor shall be responsible for the payment of wages and allowances as per Minimum Wages Act of Central Govt. in force and all statutory dues to the persons employed by him for providing the Security Services. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child laborers shall be permitted by NIFT under this contract. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Contractor shall be required to reimburse to NIFT 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. NIFT shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.
26. In case of any theft or **pilferages**, loss or others offences, the Agency will investigate and submit a report to NIFT and maintain liaison with the Police. FIR will be lodged by NIFT, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
27. In case of any loss that might be caused to NIFT due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to NIFT besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

- 1.27.1 The Security contract shall remain valid for a period of One year and can be extended on year to year basis upto 3 years. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 1.27.2 Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.
- 1.27.3 Escalation charges shall not be accepted on any grounds during the pendency of contract.
28. The Contractor 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 the State of Rajasthan.
29. If at any time during the period of contract, it comes to the notice of the NIFT that the Agency has misled the NIFT be way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the Agency or the owner /partners/directors or any person responsible for the affairs of the Agency under law.
30. The Contractor shall be responsible to maintain the equipment's and other articles supplied by the N.I.F.T. in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self. In case of theft or damage contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
31. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of contractor.
32. Services to be provided by contractor is indicated in the **Annexure-I** attached.
33. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director ,NIFT Jodhpur as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
34. Tender shall be accompanied by the relevant documents including the following:-
- 1.34.1 Certificate in support of experience for having undertaken this kind of business alongwith a list of organizations where the Contractor is currently providing/has provided Security Services.
- 1.34.2 Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
35. The Contractor will liase with the designated officers of NIFT and report to him every month to make checks on day to day activities of the Security Service. The Contractor

shall extend full co-operation to the designated officer from time to time.

36. On termination of the agreement the contractor will hand over all the equipment's/articles as supplied by the NIFT in good working condition back to NIFT.
37. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
38. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
39. The Contractor will work in close co-operation and co-ordination with other agencies working at site.
40. The Contractor has to deploy and work during holidays and Sunday according to the availability and convenience of the occupants.
41. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor 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 contractor.
42. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
43. The payment of wages shall be made direct by the contractor to his workmen and not through Thekedars or Jamadars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars or Jamadars.
44. All statutory obligations under various laws from time to time will have to meet by contractor for which payment shall be made to him during the contractual period, as per Central Government Minimum wages Act.
45. The contractor shall at all times indemnify and keep indemnified the owner 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 contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
46. The payment shall be released on monthly basis after satisfactory completion of the job.

Payment will be made monthly on the basis of service rendered in that month after successful completion of every month of the year and upon receiving of '**Satisfactory Service Certificate**' from various department heads, Hostel Warden and the Building Department of NIFT for the above said month and for the work actually done on submission of bill in duplicate by the contractor. The bills should be accompanied by same certificate as NIFT may prescribe from time to time. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.

47. The contractor shall submit to NIFT along with the monthly bill, copies of attendance register duly certified by the NIFT supervisor. Copies of the previous month wage register as well as PF Challans, ESI deposits and certificate of payment of bonus to the workers as per norms should also be submitted with every bill as payment proof. Xerox copies of annual insurance policy under the Workman's Compensation Act should be submitted in the first month of award of contract.
48. The successful tenderer has to deposit a demand draft/Bank Guarantee as a Security deposit which will be 10% of the total annual value of the contract as per the Rule 158 contained in the GFR as refundable security deposit in favour of the "National Institute of Fashion Technology, Jodhpur". No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tenderer will be converted and adjusted against security deposit and the EMD of unsuccessful tenderer will be refunded without interest at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
49. The Contractor will demonstrate the firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with the Building department.
50. As per NIFT 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. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
51. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT 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 NIFT for service or regularization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
52. The work executed shall be to the satisfaction of the NIFT Authorities.
53. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
54. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and

directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Bonus, Income Tax, Service Tax or any other extra taxes levied by the Govt.). 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 NIFT each month along with claim for payment.

55. NIFT shall in no way be responsible for any default with regard to any statutory obligations and contractor will indemnify NIFT in case of any loss or damage or liability, which may arise on account of action of the contractor.
56. The contractor shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
57. The agreement will be valid for a period of one year from the date on which the contractor starts the operation of security services and the same shall be communicated through a letter by NIFT.
58. Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
59. The contract once awarded can be terminated by either party after giving one month's notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of the contract; NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
60. In case of any dispute between the Agency and NIFT, NIFT shall have the right to decide. However, all matters of jurisdiction shall be subject to the Jurisdiction Jodhpur, Rajasthan.
61. NIFT shall determine the composition of ex-servicemen & non-ex-servicemen Security Guards at its own discretion however the Security Supervisor should be an ex-service man and award of contract will be given accordingly. The Security Agency has to provide Security Supervisor & Security Guards as per decision of NIFT.
62. Any act on part of the Contractor to influence anybody in NIFT would make him liable for rejection of his tender.
63. **ESSENTIALS TO BE SUBMITTED ALONGWITH TECHNICAL BID**
 - a) Copy of the license issued by the Appropriate Authority to run the Security Agency
 - b) Tender Money, in the form of DD of Rs. 1000/- (non-refundable) in favour of NIFT, Jodhpur.
 - c) EMD (Interest free) of Rs. 3,00,000/- (Rupees Three Lakh only) in the form DD in favour of NIFT, Jodhpur to be submitted along with technical bid. In case if it is submitted along with Financial Bid, the same will be rejected.
 - d) Performance Certificate for the last 03 years from the clients to whom the security agency provided services (2014-15, 2015-16 & 2016-17)
 - e) Turnover - Security Agency should have turnover not less than 50 Lakh in each of

the last three years i.e. 2014-15, 2015-16 & 2016-17 or more than 1 crores together. (ITR and certificate duly certified by the CA to be attached).

- f) Client list – preferably professional educational institutes/Govt. Offices
 - g) Labour License, PF registration certificate, ESI etc.
 - h) The tender should also enclose the following:-
 - i) Income Tax Clearance for the last three year.
 - j) GST registration.
 - k) Any other documents which the tenderer wish to submit.
64. The security Agency must engage ex-service man as 03 security supervisor in each shift not below JCO rank and all male security guard should be Ex- serviceman for Gate-1 and Gate-2, and hostel as per detailed provided in the tender, in the age group of 30-55 years, and other required male guard and female guard should be civilian. The security supervisor and security guard should be literate (supervisor with at least 10+2 certificate and Guards with at least 10th Certificate), able to read, write and understands, Hindi and English languages. They should have first aid training in the area of industrial security and in handling fire fighting equipment.
65. The security supervisor and 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.
66. The security personnel assigned duties at the Institute campus, 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.
67. The security agency shall verify character, attendance of security personnel before deployment in NIFT, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the Institute. NIFT 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.
68. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
69. NIFT will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
70. 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.
71. It would be the responsibility of the Security Agency to maintain and ensure vigilant security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist 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.

72. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NIFT'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.
73. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
74. The Security Guards will 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 NIFT is being taken out un-authorized. Similarly, random frisking of staff and should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of NIFT. Secondly, female security guards should do the frisking of female students/staff.
75. NIFT 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 NIFT reserves the right to cancel the security contract or impose a penalty of Rs. 2000/- per such occurrence.
76. 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 Director/Joint Director/Deputy Director and/or other officers. List of Residential phones or Mobile phone numbers of NIFT 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 NIFT officers immediately.
77. Procurement of Stationery/In Register/Out Register/Man Material Register etc., to maintained at main gate to be supplied by NIFT Jodhpur.
78. National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.
79. The above rates are taken into consideration on the basis of order No. 1/13(6)/2017-LS-II dated 06/10/2017 issued by Government of India Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi. However, any increase in rates by the Government will be paid by NIFT, Jodhpur to the contractor on production of bill and relevant Circular.
80. **NIFT Jodhpur may increase/decrease total no. of guards, if required.**

B. SCOPE OF WORK: SECURITY SERVICE CONTRACT

Round the clock (8 hr shift each, 3 shift/day)security arrangements, including Saturdays & Sundays and holidays , to be provided at National Institute of Fashion Technology, NIFT Campus, Jodhpur as per following duty point/post for our campus at Karwar, Jodhpur and requirement on shift basis. The competent authority reserves the right to increase or decrease the required person as per NIFT requirement. The deployment of Security Guard at campus at Karwar may be assessed by the Contractor before submitting the tender. The number of Security Guards is only in indicative, the number could be increased/reduced as per requirement by NIFT authorities.

Shift-I (6.00 a.m. to 2.00pm)

S. No	Deployment	Ex-Servicemen Security For Supervisor JCO Rank (Male)	Ex-Servicemen Security Guard (Male)/Security Guard(SG) Civilian(Male)	Ex-Servicemen Gunmen	Civilian Security Guard (Female)	Accepted/ Not Accepted
1	Main Gate (Gate No. 1)	1	01 Ex-Servicemen Security Guard (Male)		1	
2	Gate No. 2		02 Ex-Servicemen Security Guard (Male)			
3	Admin Building & Reception		01 Security Guard Civilian(Male)			
4	Boys Hostel		01 Ex-Servicemen Security Guard (Male)			
5	Girls Hostel					2
6	STP Plant		01 Security Guard Civilian(Male)			
	Sub Total		1	6	0	3
	Grand Total			10		

Shift –II (2.00 p.m. to 10.00 p.m.)

S. No	Deployment	Ex-Servicemen Security For Supervisor JCO Rank (Male)	Ex-Servicemen Security Guard (Male)/Security Guard Civilian(Male)	Ex-Service men Gunmen	Civilian Security Guard (Female)	Accepted/ Not Accepted
1	Main Gate (Gate No. 1)	1	01 Ex-Servicemen Security Guard (Male)		01	
2	Gate No. 2		02 Ex-Servicemen Security Guard (Male)			
3	Admin Entry		01 Security Guard Civilian(Male)			
4	Boys Hostel		01 Ex-Servicemen Security Guard (Male)			
5	Girls Hostel					2
6	STP Plant		01 Security Guard Civilian(Male)			
	Sub Total	1	6	0	3	
	Grand Total		10			

Shift-III (10.00 p.m. to 6.00 a.m.)

1	2	3	4	5	6	7
S. No	Deployment	Ex-Servicemen Security For Supervisor JCO Rank (Male)	Ex-Servicemen Security Guard (Male)/Security Guard Civilian(Male)	Ex-Service men Gunmen	Civilian Security Guard (Female)	Accepted/ Not Accepted
1	Main Gate	1	01 Ex-Servicemen Security Guard (Male)			
2	2nd Gate		02 Ex-Servicemen Security Guard (Male)	01 Ex-Service men Security Guard (Male)		
3	Boys Hostel		03 Ex-Servicemen Security Guard (Male)			
4	Girls Hostel		-		6	
5	STP Plant		01 Security Guard Civilian(Male)			
6	All round patrolling		01 Security Guard Civilian(Male)			
7	Bus /Director Residence area patrolling		01 Security Guard Civilian(Male)			
8	Girls Hostel Patrolling/Out side Area Girls Hostel		02 Security Guard Civilian(Male)			
	Sub Total	1	11	1	6	
	Grand Total	19				

Academic Blok (09.00 A.M. to 5:30 P.M.)

1	2	3	4	5	6	7
S. No	Deployment	Ex-Servicemen Security For Supervisor JCO Rank (Male)	Ex-Servicemen Security Guard (Male)	Ex-Service men Gunmen	Civilian Security Guard (Female)	Accepted/ Not Accepted
1	IT Lab		1 Security Guard Civilian(Male)			
2	Resource Center		1 Security Guard Civilian(Male)			
	Sub Total		02			
	Grand Total		02			

Please Note:- NIFT Jodhpur may increase/decrease total no. of guards, if required.

UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY CONTRACTOR

We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Price Bid) for providing security services at NIFT-Jodhpur. We agree to all these conditions and offer to provide security services at NIFT. 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. We have inspected the institute premises (NIFT-Jodhpur) and have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Signature of Security Contractor

Date: _____

Address: _____

Mob: _____

Email ID: _____

Technical Bid

ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AT NIFT JODHPUR

1. Name of the Agency : _____
2. Address of the Agency : _____
3. Phone No.: _____ (Mo.) _____ (Fax.) _____
4. Whether proprietary of partnership : _____
Firm or a Company

S.No	Required Documents	Attached / Not Attached	Attached Page No.
1	Copy of the license issued by the Appropriate Authority to run the Security Agency		
2	DD for Tender Fee Of Rs. 1000/-(Non Refundable) in case downloaded from NIFT Jodhpur's Website.		
3	DD for Earnest Money as per clause 12 on page 4 of the document		
4	A list of owner / partners of the firm and their contact telephone numbers.		
5	ITR and Income Tax Clearance certificate last 3 year (2014 – 15, 2015 – 16& 2016 – 17)		

S. No	Required Documents	Attached / Not Attached	Attached Page No
6	Attested copy of PF registration with regional PF commissioner		
7	Attested copy of ESI Registration		
8	GST Registration		
9	Proof of Experience of last 03 years 2014-15, 2015-16 & 2016-17		
10	Turnover 2014-15 , 2015-16 & 2016-17		
11	Submit duly signed undertaking enclosed with the tender document (<u>Appendix I at page 14</u>)		
12	Copy of terms and conditions and every page of the tender duly signed with seal of the firm, in token of acceptance of terms and conditions and tender as quote.		
13	The vendors/Tenderer are required to produce a copy of certificate of last three years having provided satisfactory services to the clients.		

5. Is there any relative of the owner of Security service agency or its partners working at NIFT? If so, please indicate below the name of such relative and the relationship :

Note: The above details be duly signed and sealed by the authorized signatory of the firm/company, and be enclosed with the Technical Bid document.

Note: The above format is used to provide employee details and be enclosed with the Technical Bid document.

Dated: _____

Full Name, Signature & seal of the

Authorized person

Place: _____

FINANCIAL BID

ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AT NIFT JODHPUR

Charges to be quoted as per Minimum Wage Act(Central)for providing the services								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
S. No	Particulars	No. of Supervisor/ Guard	Monthly charges As per Monthly wages Act. Of Central Govt./State Govt. whichever higher.	PF Contribution (Calculated @ Rs. 13.36% of wages for 26 days)	ESI Contribution (Calculated @ Rs. 4.75% of wages for 26 days)	Bonus Contribution (Calculated @ Rs. 8.33% of wages for 26 days)	Total Monthly Charges Column No. 2*(3+4+5+6)	Remarks
1	Ex-Servicemen Security For Supervisor JCO Rank (Male)	03	Rs. 15418 /*	Rs. 2059.84/*	Rs. 732.35/*	Rs. 1284.31/*	Rs.58483.55/-	Monthly charges for 26 days have been calculated @Rs.593 per without arms
2	Security Guard (Ex-Servicemen) & Civilian (Male)	25 (14 Ex-Man) & (11-Civilian Guard	Rs. 15418 /*	Rs. 2059.84/*	Rs. 732.35/*	Rs. 1284.31/*	Rs.487362.98/-	Monthly charges for 26 days have been calculated @Rs.593 per without arms
3	Civilian Security Guard (Female)	12	Rs. 15418 /*	Rs. 2059.84/*	Rs. 732.35/*	Rs. 1284.31/*	Rs.233934.23/-	Monthly charges for 26 days have been calculated @Rs.593 per without arms
4	(Ex-Service) Gunmen Male	1	Rs.16978/*	Rs.2268.26/*	Rs.806.45/*	Rs.1414.26/*	Rs.21466.98/-	Monthly charges for 26 days have been calculated @Rs.653 per with arms
5	Weekly off/Reliever	Will be paid as per Govt. of India norms.						
6	Service Charges in %(Percentage)							
7	GST	GST will be paid as per Govt. Of India norms.						

* The above rates are taken into consideration on the basis of order No. 1/13(6)/2017-LS-II dated 06/10/2017 issued by Government of India Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi. However, any increase in rates by the Government will be paid by NIFT, Jodhpur to the contractor on production of bill and relevant Circular.

Please note:

1. L1 would be decided on the basis of % of service charges (inclusive of uniform & any other charges quoted) by the tenderer.

Date: _____

Name & Signature/

Place: _____

(Company Seal)