

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of
Textiles, Govt. of India)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY

e-TENDER DOCUMENT FOR PROVIDING SECURITY SERVICE NIFT, Bengaluru.

e-Tender No. 04/5293/Pur/Security Service/2019-2020

DATED: 06.05.2019

Time schedule for tender process:

Opening date of online tender	06.05.2019, 11.00 am onwards
Opening date of online submission of tender	06.05.2019, 04.00 pm onwards
Closing date for submission of online tender	30.05.2019, 2.30 pm
Date and Time of the opening Technical Bids	30.05.2019, 3.30 pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

Note: This tender document contains 20 pages (total no. of pages including annexures) the tenderers are requested to sign on all the pages.

NIFT, No.21, 16th Cross Street, 27th Main Road, Sector -1, HSR Layout, Bengaluru – 102

Ph. 080 2255 2550 – 55, Fax – 080 2255 2566

Email – nift.bengaluru@nift.ac.in

www.nift.ac.in/bengaluru

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A. 1. INTRODUCTION:

- 1.1 National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.
- 1.2 NIFT, Bengaluru centre was established in the year 1997 with undergraduate and post graduate programmes. NIFT, Bengaluru invites online tender from interested agencies with all necessary statutory registrations, having experience in providing HOUSE KEEPING SERVICE AT NIFT BENGALURU" having experience at least 3 years in the same field.

2. NOTICE INVITING TENDER:

- 2.1 NIFT BENGALURU Centre invites sealed tenders through e-portal under "**TWO BIDS SYSTEM**" for selection of an expert agency for the purpose of hiring Security Service at the Campus. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT 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.

2.2 Closing date & time for submission of online bids: 30.05.2019, 02.30pm.

2.3 Date & time of opening of Technical Bid online: 30.05.2019, 03.30 pm

- Price Bid : After evaluation of Technical Bid
- Bid validity up to: **90 days** from the date of opening of Price Bid
- Correspondence Address: The Director, National Institute of Fashion Technology, NIFT Campus, **No.21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout, Bengaluru – 560 102.**

3. SUBMISSION OF BIDS through E-portal:

- 3.1 The tender document is not transferable to any other person.
- 3.2 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.
- 3.3 The interested Agency 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 06.05.2019 to 30.05.2019 up to 02.30pm. Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in/bengaluru/tenders.html>.
- 3.4 For applying online, the Agency should get itself registered at <https://nifttenders.eproc.in> by paying
- Annual Registration Charges of Rs.2,000 + Rs.360 (GST 18%) = Rs.2,360/- (Two Thousand three Hundred and sixty Only - non-refundable).
 - Bid Processing Fee charges of Rs.5,000 + Rs.900 (GST 18%) = Rs.5,900/- (eleven thousand three hundred and twenty eight only non-refundable) through Online Payment Only.
 - For more enquires/ Help Desk:- Mr, Sandeep Bhandari, E-Mail:sandeep.bandari@c1india.com Phone:0124-4302033 & 36.
- 3.5 The **TECHNICAL BID ENVELOPE** must contain the technical bid in prescribed Performa along with
- i. Tender form fee Rs.1000/- plus GST 18%. It is free of cost, if downloaded from website.
 - ii. Earnest Money Deposit (Demand Draft for Rs.7,00,000/-)
 - iii. Original Tender Document (except Price Bid) Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions along with Technical Bid form with all relevant documents with self-attestation to be enclosed
 - iv. Technical Bid document **Annexure -I**
 - v. Checklist for submission of bid in the format attached as **Annexure- II**
 - vi. Copy of Audited Balance Sheets and Profit & Loss Statements for last two years (2016-2017, 2017-2018).
 - vii. Evidence of successful completion of at least 3 (three) orders
 - viii. Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work.
 - ix. Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate of Incorporation for change in name, if any, for limited/ private limited company.

- x. PAN Number in Agency's letter head and Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
- xi. Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT.
- xii. Copy of valid registration certificate / license with Labour Department under Contract Labour (Regulation & Abolition) Act, 1970.
- xiii. Any other detail/ confirmation asked in specifications.
- xiv. Sealed envelope with superscription **"TENDER FOR SECURITY SERVICE AT NIFT BENGALURU"- TECHNICAL BID**

3.6 The **PRICE BID ENVELOPE** must contain

- i. Price Bid form with Competitive quotes for "TENDER FOR SECURITY SERVICE AT NIFT BENGALURU" in figures as well as word in the stipulated format without any condition.
- ii. The Price Bid shall include all the charges (with Break up) including all taxes etc., to complete the work in all respect. NIFT will not accept any claim other than mentioned in Price Bid.
- iii. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
- iv. Sealed envelope with superscription **"TENDER FOR SECURITY SERVICE AT NIFT BENGALURU- PRICE BID"**.

3.7 Put **TECHNICAL BID ENVELOPE** and **PRICE BID ENVELOPE** in separate sealed covers and put both the sealed cover in one cover addressed to THE DIRECTOR, NIFT Campus, No.21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout, Bengaluru – 560 102, with superscription on the cover as **"TENDER FOR SECURITY SERVICE AT NIFT BENGALURU"**. It should reach us on or before **02.30pm on 30.05.2019** in the office of NIFT, Bengaluru.

3.8 In case of any clarification required relating to this tender, the same can be sought from the following officials of NIFT:

- a. Mr.RamasamyM, Asst. Director, 09945165569, admin.bengaluru@nift.ac.in
- b. Mr.Padmanabha, Asst. 09448886307, padmanabha.ramaiah@nift.ac.in

B. GENERAL TERMS AND CONDITIONS

- 1. The reputed Companies/Agencies/Firms are eligible to participate in the tender process for providing Security Services to NIFT.
- 2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 3. The schedule issued with the form of tender; listing the services to be rendered, must not be altered by the tenderer. Any modification/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.

4. 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.
5. The tender is 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.
6. Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. Similarly incomplete and unsigned quotations are liable to be rejected.
7. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons whatsoever and is not bound to accept the lowest bid since due weight-age shall be given to several factors besides the commercial bid.
8. Each tender must be accompanied by non-interest bearing Earnest Money Deposit (EMD) of Rs.7,00,000/- (Rupees Seven lakhs Only) by way of Demand Draft/Banker's Cheque payable to NIFT, Bengaluru without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within 45 days of opening tenders.
9. In case of successful tender the EMD shall be liable to be forfeited if he does not fulfill any of the following conditions.
 - (I) An agreement signed by him in the prescribed form within 10 days of the receipt of the letter awarding the contract.
 - (II) The Security service will commence the service as per date indicated in the work order.
10. The bids should be valid in the case of all the tenders for at least 90 days from the date of opening of the tender and if any, tenderer withdraws during the period, the EMD shall be forfeited.
11. In case of the successful tenderer, service charges, rates quoted shall be valid for the entire period of contract.
12. The Agency submitting tender must attach photo copies of (a) Registration of the Agency under the shops & Establishment Act, (b) License under the

Contract Labour Act, (c) Allotment of PF code by the Regional PF Commissioner, (d) ESI Registration Code No., (e) Service/GST Tax Registration certificate. (f) Company Registration Certificate (Private or Limited) (g) List of clients with contact person's name and phone numbers.

13. The Contractor shall be responsible for engaging adequately trained male and female security guards required for providing good security services to NIFT.
14. The staff 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.
15. **Any Company/Agency/Firms/ that have provided any contract services to NIFT Bengaluru for continuously 3 years (prior to this contract) are not eligible to participate in this tender process and it will not be considered for any subsequent contract.**
16. **No agencies will be awarded more than one contract (Security Service, House Keeping Service or Manpower Service) at a time. "In order that no vested interests are developed in the campus, it is felt imperative that companies/firms/any other service providers who have rendered services previously for any three continuous years or more and more shall be barred from participation".**

C. LEGAL TERMS AND CONDITIONS

1. The Contractor and his staff must abide by various rules and regulations of NIFT as prevalent from time to time.
2. The Contractor shall comply with all existing **Central Govt.** labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc., For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the Contractor, in this regard.
3. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
4. NIFT would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of NIFT rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of NIFT's management in this regard would be final and binding on the Contractor. In

such an event NIFT shall have the right to engage any other contractor to carry out the task.

5. The Contractor and his staff shall comply with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergency situation, the staff of the Contractor shall comply with instructions given by the NIFT authorities, without waiting for confirmation by the Contractor.
6. **The Contractor shall maintain Attendance and Wages registers for all guards engaged under the contract at NIFT and will also take out Workmen's Compensation insurance policy.** The Contractor must make the payment of wages on or before 7th of every month to respective guards bank account. The wages of labour engaged for providing security services shall be as per minimum wages notified by the **Govt. of India, Ministry of Labour & Employment, Chief Labour Commissioner Office Notification**, from time to time.
7. The Contractor shall submit to NIFT a list of all guards along with photo, address proof engaged to carry out the contract work, indicating name, date of birth, age, home address, qualifications, experience, mobile No. etc., and would also intimate as and when any change takes place. The Contractor shall not engage any minor to carry out the work under the contract at any time.
8. The Contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
9. The Security service contract shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed maximum two years only in writing on yearly basis on the same rate. Either party can terminate the contract once awarded, after giving two months' 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.
10. **In case of L- I is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of NIFT. The decision of NIFT will be final in all respect and will be acceptable to all the tenderers.**
11. All the security guards engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the Contractor's Agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall

also provide its guards photo-identity cards which shall be checked by the Security in-charge staff as and when necessary. As required under the labour laws, the security personnel shall be given one weekly-off, and the contractor shall arrange for substitute reliever in their place.

12. The contractor shall ensure that the security guards engaged by him shall not smoke beedis, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, tobacco items etc.,
13. On termination of the agreement, the contractor will hand over all the equipment/articles as supplied by the NIFT in good working condition back to NIFT.
14. The contractor shall be responsible to maintain the equipment's and other articles if any supplied by the NIFT 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 himself. 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.
15. The contractor will work in close co-operation and co-ordination with other agencies working in NIFT campus.
16. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
17. The contractor has to deploy the security supervisor/guards during Function/Events holidays and Sundays also, at no extra cost.
18. All statutory obligations under various laws from time to time will have to be met by contractor for which no extra payment (except minimum wages) shall be made to him at any time during the contract period.
19. The contractor shall ensure that either he himself or his representative is available for proper administration and supervision at the work place.
20. 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 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.
21. The contractor shall be responsible for the payment of wages and allowances as per **Govt. of India Minimum Wages Act** (Watch and Ward Staff on contract) and all statutory dues to the persons employed by him for providing the maintenance services. The contractor shall be further responsible for

proper discipline of the employees engaged by him and their work, besides observing other obligations.

22. Sub-contracting of the contract is strictly prohibited.
23. Dispute, if any, arising out of the security services contract shall be settled by mutual discussion. The decision of NIFT is final in the matter.
24. NIFT reserves its right to act on this tender or to use its sole discretion in any manner, in proceeding or cancelling any or all matters connected to award of the contract for security services.
25. The minimum annual turnover for past two years should not be less than Rs.50.00 lakhs (Rupees fifty Lakhs), which should be substantiated by financial accounts and IT returns.
26. The Security agency should provide the competent person to take care of the CCTV which is installed at NIFT Campus and any untoward incidents should be brought to the notice of the NIFT authorities immediately.
27. The contractors who are involved in court cases/labour office cases or not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected. No further corresponds in this regard will be entertained.

D. FINANCIAL TERMS AND CONDITIONS

1. The payment shall be released on monthly basis after satisfactory completion of the job and for the shifts actually done by the guards (excluding absent shifts) on submission of bills 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 current prevailing rate will be deducted at source. Payment has to be made within 20 days of the submission of any bill. However, in the event that there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved. The contractor will be entitled for payment of amount as agreed by NIFT per day after deducting TDS as per the existing rates. The payment shall be made by NIFT every month of the related amount on presentation of bill for such payment by the contractor in the first week of each succeeding month. Bonus will be released as per the bonus act.
- 2 The payment due to the contractor will be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. Such certificates should accompany the bills, as NIFT may prescribe from time to time. In the event of failure in discharge of the duties of security services on any day up to the desired standard in part or full, the contractor is liable to be penalized @

Rs.2000/- (Rupees Two Thousand only) per day per person which shall be recovered from the bills or otherwise from security deposit. For purpose or imposing penalty, the decision of Director/Joint Director will be final and binding on the contractor and shall not be subject to dispute or arbitration.

3. The Contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contractor 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 Workmen's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
4. The Contractor shall submit the monthly bill to NIFT before 10th of every month, along with the copies of attendance register duly certified by the NIFT officials. Copies of previous month's wage register as well as EPF deposits challans, EPF Electronic Challan cum Return (ECR), ESI deposits Electronic Challan cum Return (ECR), GST remittance Challan, the guard's salary transferred statement to their account and salary paid details (salary slip of each guard) should also be submitted with every bill. **Photo copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.**
5. NIFT will not be responsible for the release of benefits to any individual such as Provident Fund, ESI, Pensioner benefits or allowances. Any changes in the Minimum Wages Act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
6. Income tax, as per prevalent laws, shall be deducted at source while making payment of Contractor's bills.
7. The contractor will not charge the additional payment to provide the security services on holidays, Sunday and odd hours during NIFT events / functions.
8. **Security Deposit.** A sum of **Rs.15,00,000/- (Rupees Fifteen Lakhs Only)** in form of Demand Draft would be deposited with NIFT by the contractor, which is non-interest performance **security deposit**. This amount shall be refunded on completion of the contract after adjusting dues if any, to the contractor.
9. As per the NIFT policy, payments and receipts would be rounded off to the nearest rupee.

E. ARBITRATION:

- 1 Dispute, if any, arising out of the House Keeping Service 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.
- 2 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 sole Arbitrator to be appointed by the Director NIFT/ Director General of NIFT 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, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
- 3 Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
- 4 The Arbitration proceedings shall be held at Bengaluru Jurisdiction only.
- 5 The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award

F. SCOPE OF WORK: SECURITY SERVICE CONTRACT

1. Round the clock security arrangements, including Saturdays, Sundays and Holidays to be provided at the NIFT Campus, HSR Layout, Bengaluru – 560 102 as per following duty points and requirement on shift basis.

Sl. #	Duty Point	Shift Timing	S. Supervisor with arm	S. Guard without arm
1	Main Gate (1) and Campus Patrolling	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 10.00 p.m. to 6.00 a.m.	1 1 1	2 2 1
2	Near Gen Set room	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 10.00 p.m. to 6.00 a.m.		1 1 1
3	Near guest house / hostel corner	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 10.00 p.m. to 6.00 a.m.		1 1 1
4	Side Gate (3) – Near shuttle court / Gym	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 10.00 p.m. to 6.00 a.m.		1 1 1
5	C – Block (Classrooms) C- Block 3rd Floor (FC computer Lab)	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 9.00 a.m. to 5.00 p.m.		1* 1* 1*
6	D – Block, Ground Floor (Computer lab)	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m.		1* 1*
7	D – Block, I Floor (Computer lab)	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m.		1* 1*
8	D – Block, 2 Floor (Computer lab)	9.00 a.m. to 5.00 p.m.		1*
9	Library	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m.		1* 1*
10	E- Block (Girls Hostel) – Lady S.Guard	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 10.00 p.m. to 6.00 a.m.		2 2 2
11	F- Block (Girls Hostel) – Lady S.Guard	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m. 10.00 p.m. to 6.00 a.m.		2 2 2
12	New Block	6.00 a.m. to 2.00 p.m. 2.00 p.m. to 10.00 p.m.		1* 1*

***Please Note: we don't require security service on Sundays.**

[Male S. Supervisor – 3 Nos., Male S. Guard – 26 Nos. & Female S. Guard – 12 Nos.]

2. The Security Agency may preferably engage ex-servicemen well trained in the field of security services **with three years' experience**. They should be literate (Supervisor with at least 10+2 certificate and Guards with at least 10th Certificate), able to read, write and understand Kannada, Hindi and English languages. They should have first-aid training in the area of industrial security and in handling fire-fighting equipment.
3. The security supervisors 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.
4. The Security personnel assigned duties at the Institute campus and at the hostels, 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.
5. 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 Assistant Director, NIFT. NIFT reserves the right to verify the antecedents of the security personnel engaged on duty through the 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. The security supervisor / guards shall not be changed by the security agency until and unless so warranted.
7. NIFT will not be responsible to provide any residential accommodation to security personnel deployed by security agency.
8. 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.
9. It would be the responsibility of the Security Agency to maintain and ensure full-proof 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.
10. 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.

11. 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.
12. The Security guards will carry out 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 NIFT is being taken out un-authorized. Similarly, random frisking of staff and students 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.
13. **Penalty:** 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.
- 13/A. **Penalty :** In case of any damage or loss to the Institute's property or material caused directly or indirectly by the security personnel, the security agency shall be held fully responsible, and the Institute shall be entitled to deduct appropriate amount + Penalty from contract fees payable to the Agency. The amount of loss or damage as determined by the Joint Director, NIFT shall be final and binding on the Security Agency.
14. 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 Joint Director / Assistant Director and / or other officers. List of Residential phones or Mobile phone numbers of NIFT Officers shall be available with the Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the NIFT officers immediately.
15. After office hours on working days and Sundays/Holidays, Security Supervisor on duty at the main gate shall also receive phone calls/messages from other institutions/organizations and depending upon the urgency of the matter, relay such messages to the concerned officials of NIFT.
16. Similarly the Security Agency shall be responsible for theft, fire or any other damage in the Institute occurring on account of carelessness of the security personnel. The amount of damage as determined by the Joint Director of the Institute, in such cases, shall be final and binding on the security agency.

17. The security personnel on duty, will not leave the duty point on completion of their 8 – hours shift duty, unless and until the next person on duty takes over/or reliever person takes charge. In case any security guard falls sick, the security agency shall be responsible to provide reliever person out of its pool of security guards, at its own cost.
18. The Security Agency shall maintain record of major/minor incidents on daily basis and report the same to the Joint Director/Assistant Director/or any other official authorized in this regard. The Agency will also enquire about any incidents, like theft, indiscipline, disobedience or any unauthorized activities/criminal activities happening in the campus. The security agency shall also be responsible to lodge complaints with police authorities in such instances and take follow-up action for recovery of lost material/equipment.
19. The security personnel at the main gate will also maintain a log-book for Institute's transport vehicles as well as vehicles hired from the Transport Contractor for each tour undertaken, name of the officer/faculty using the transport facility, meter readings, place visited etc.
20. The Security Agency shall provide torches with dry cells, batons, raincoats, umbrella or any other materials required to its staff of guards and supervisors, along with uniforms, at its own cost.
21. The security personnel shall keep watch at various points designated including patrolling the campus, especially after office hours. In the event of power failure at any time, the security personnel should use emergency lights and place them at vantage points, as also intensify patrolling. The security guard shall also keep a check and avoid wastage of electricity and water.
22. To manage key of doors inside NIFT building/office vehicles etc., and issue to authorize persons only.
23. To switch off and switch on electrical switches, fans, computer systems, closing of water tapes etc., after the office hours.
24. The agency may require to co-ordinate/liaise with local authorities such as Bengaluru Police/Traffic Police, BESCOM, BWSSB etc., in connection with the security service as per requirement of prevailing legislation in such matters as called for.
25. The security guards should check that no street dogs/cat or any pets enter the campus premises.

26. The same security personnel should not be given more than 8 hours of duty in a day. If it is found that the same security personnel is around duties for more than 8 hours in a day an amount equivalent to two shift's will be deducted from the bill for such incidence.
27. The posts/couriers received at the main gate should be handed over to the concerned immediately on receipt. However if the same is not delivered the reason there of should be brought to the notice of the NIFT in-charge officer and no post/courier should be kept at main gate for more than 3 days.
28. The class room should be kept open only if the classes are held; if no classes are conducted the same should be kept locked. The classrooms may be opened when called for in case of any requirement by the concerned faculty/staff.
29. The Rooms/Cabins of the officers should be kept locked when the officer is not present. The security will be held responsible for any theft/missing.

Technical Bid – Check list for providing Security Service

1. Name of the Company
2. Address of the Company.....
.....
3. Phone No.Fax No. Mobil.....
4. Email address
5. Authorized officials Name, Designation and Contact No

Require Documents	Attached / Not attached	Page No.
Copy of Receipt for Tender fee if purchased from NIFT		
EMD – DD of Rs.7,00,000/-		
Copy of Shop and Establishment certificate		
Copy of Company Registration Certificate		
Copy of Service Tax registration / GST Certificate		
Copy of License under Contract Labour Act		
Copy of EPF Registration with Regional PF Commissioner		
Copy of ESI Registration		
Copy of PAN Card		
Copy of IT returns for last two years		
Copy of Annual financial statements for last two years		
Signed all the pages of tender documents and enclosed		
List of Clients - to where service provided in last 3 years (NIFT committee will visit and check the performance)		
If any other		

UNDERTAKING BY THE SECURITY CONTRACTOR

We have carefully gone through the various terms and conditions listed in sections 'A', 'B', 'C' 'D' 'E' & 'F' above for provisions of security services at NIFT. 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 and the hostels and have acquainted ourselves with the tasks required to be carried out, before making this offer.

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.

We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Signature of authorized officials

Name _____

Designation : _____

Address: _____

E mail: _____

Mobile No. _____

Place : _____

Date: _____

Price Bid**F. Contract Fees – Per day (8 hours X 1 shift)**

NIFT will be paying as detailed below per day you are hereby requested to indicate the service charge contract fees per day, to enable NIFT to ascertain the viability of the bid without compromising quality of service:-	
a. Minimum wages per shift of 1 male security supervisor with arms as per Govt of India, Ministry of Labour and Employment, Office of the Labour Commissioner - Minimum wages act	Rs. 772.00/-
b. Minimum wages per shift of 1 security guards without arms as Govt. of India, Ministry of Labour and Employment, Office of the Labour Commissioner - Minimum wages act	Rs. 710.00/-
c. Agency's contribution towards EPF for 01 supervisors and 1 security guards per day @ 13% on (a+b)	Rs.....
d. Agency's contribution towards ESI for 01 supervisors and 1 security guards per month @ 4% on (a+b)	Rs.....
Sub Total - (a+b+c+d)	_____
e. Any other charges	Rs.....
f. Service charges should quote in percentage by the bidder%.	Rs.....
Grand Total	Rs.....
Rupees in words:	

Please Note:

1. We require Security Supervisors with arms – 3 Nos. and
2. Male Security Guard without arms - 24 Nos. and
3. Female security guard without arms - 12 Nos.
4. The Contractor has liberty to quote more than the Minimum wages.

Date:

Place:

Signature:

Contact No:

Name of the authority:

Seal and Signature