

National Institute of Fashion Technology, Hyderabad
 राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, हैदराबाद
 NIFT/Hyd./Admin./Security E-tender/6002/2020(1)

निविदा दस्तावेज शुल्क:
 (Rs. 1500 + GST 18% = Rs.
 1770/-)

National Institute of Fashion Technology, Hyderabad
 राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, हैदराबाद
 (Ministry of Textiles, Govt. of India)
 Opp: Cyber Towers, Hitech City, Madhapur, Hyderabad - 500081.
 Ph. No. 040 - 23110630, 23110841 – 43, Ext: 225, Fax: 040 - 23114536
 Website: <https://niftetenders.eproc.in>

19.02.2020

E-TENDER DOCUMENT FOR SECURITY SERVICES

Estimated value: Rs. 1,50,00,000/-per annum approx. (Rupees One crore fifty lakhs only)

Time schedule for E-tender process

Date of publication of E-tender notification on official website/e-procurement portal https://niftetenders.eproc.in	19.02.2020
Last date for online submission of E-tender document	12.03.2020 by 12.00 Noon
Last date for receipt of hardcopy (duly filled in E-tender) at NIFT, Hyderabad	13.03.2020 by 12.30 PM
Date and Time of the opening of Technical Bids	13.03.2020 by 2.00 pm
Date and Time of the opening of Financial Bids	will be notified to the technically qualified E-tenderers

Note:1. E-tender conditions may be read properly, fill the e-tender form and attach enclosures.

2. This E-tender document contains 20 pages and bidders are requested to sign on all the pages before uploading in online e-portal.

I accept the above Terms & Conditions

(Full signature & seal of the Service Agency)

INDEX

Sl. No	Particulars	Page No.
1.	Introduction	3
2.	Notice Inviting E-tender	3
3.	General Terms & Conditions	5
4.	Scope of work	10
5.	Technical Bid	14
6.	Undertaking by the Contractor	19
7.	Financial Bid	20

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INTRODUCTION

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 programme 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.

INTRODUCTION OF NIFT, HYDERABAD CAMPUS

NIFT, Hyderabad has started its operation in the year 1995 initially in temporary campus, Cheneta Bhawan, Nampally and later shifted to its permanent campus near Hi-tech City, Madhapur, Hyderabad in 1999, which is noted for its architectural grandeur and versatility. NIFT Hyderabad campus sits between India's IT hub – Hi-tech City and the state craft village, Shilparamam; appropriately epitomizing one of its core mottos, tradition meets modernity. With such close proximity to the IT industries and a vibrant city sphere, the campus boasts of modern amenities while still closely rooted to its cultural diversity. The campus facilities provide an ideal environment for an all rounded learning experience and holistic growth. Presently NIFT, Hyderabad is having 800 students and about 100 working employees.

NOTICE INVITING E-TENDER

The NIFT, Hyderabad Centre invites E-tenders under "**TWO BID SYSTEM**" for selection of an expert agency for providing Security Services round the clock including Saturdays, Sundays and Holidays at NIFT-Hyderabad campus including hostels, Opp: Cyber Towers, Madhapur, Hyderabad- 500081.

A reputed Agency/Contractor having an experience of at least 5 years of Security Services in a Govt. sector/PSUs/ Educational Institutions/Repute Private institutions is eligible.

The details of the E-tender are given below:-

- a. **Description of Services:** Providing round the clock Security Services at the Hyderabad Campus and hostels, Opp: Cyber Towers, Madhapur, Hyderabad-500081.
- b. Closing date & time for submission of online bids: **12.03.2020 by 12.00 Noon**
- c. Date & time of opening of Bids:
 - i. **Technical bid: 13.03.2020 by 2.00 PM**
 - ii. **Financial bid : After evaluation of Technical Bid**
 - iii. Bid validity up to: 90 days from the date of opening of financial bid
- d. Correspondence Address: The Director, National Institute of Fashion Technology, NIFT Campus, Opp: Cyber Towers, Hitech City, Madhapur, Hyderabad - 500081.

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"TWO BIDS SYSTEM" shall be followed for this E-tender. E-tenderer should take due care to submit the E-tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the criteria prescribed in the E-tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to E-tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of e-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.

- a) The interested bidders should apply online only and submit their E-tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids - all duly signed - on the <https://niftetenders.eproc.in> from **19th February to 12th March 2020 up to 12:30 pm**. E-tender documents are also **available for viewing** on the "E-tenders" link of NIFT's official website i.e. <https://www.nift.ac.in/hyderabad/E-tenders>.
- b) Application to this E-tender will be accepted only through the online mode through <https://niftE-tenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- c) For applying online and participating in the E-tender, the bidders should get themselves registered at <https://niftE-tenders.eproc.in> by paying online the following fees:
 - **Annual Registration Charges of Rs. 2360/- (2000+GST-18%, i.e. 360/- (Non-refundable))**
 - **Bid Processing Fee of Rs. 5900/- (5000+ GST-18%, i.e. 900/-)**

For online enquires regarding registration, may contact Mr. Sandeep Bhandari, Email: sandeep.bhandari@c1india.com, Ph: 0124-4302033 & 36. (8826814007).
- d) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of E-tender, failing which, the firm will not be able to participate in the E-tender.
- e) The basic requirements for registration and applying for E-tender online are as under:
 - Operating System should be at least window 7.
 - Java version: Java 7 update 51.
 - Use Internet Explorer 11.
 - All java add-on must be enable in the system.
 - Always use Class III B Digital Signature Certificate (DSC) having Signing and Encryption both.

The bidders should ensure that it complies with the above requirement before applying for online E-tender. Also, the bidder should drop a hard copy of the application submitted online with all relevant supporting documents by **13.03.2020 up to 12.30pm**, which is to be addressed to The Director, National Institute of Fashion Technology, Opp: Cyber Towers, Madhapur, Hyderabad-500081. Non-submission of hard copy of Technical Bid and Financial Bid as directed will lead to rejection of the E-tender application. The E-tender document is not transferable to any other person.

A Demand Draft of Rs. 1770/- (1500/- + GST 18%, non-refundable) drawn in favour of National Institute of Fashion Technology (NIFT - Hyderabad) Payable at Hyderabad towards the cost of E-tender document.

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The E-tender fee and the EMD of Rs. 3,00,000/- drawn in favour of National Institute of Fashion Technology (NIFT - Hyderabad) payable at Hyderabad should be kept in the hard copy of Technical Bid Cover. The Technical bid and the financial bid should be sealed by the e-tenderer in separate covers duly superscribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly superscribed as "E-tender Document for Security Services" at NIFT, Hyderabad.

Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submitting EMD, previous experience and turnover.

In case of any clarification required relating to this E-tender, the same can be sought from Mr. Y. Chandrasekhar, Assistant Director, Administration, Tel: 040-23110630, e-mail: ad.hyderabad@nift.ac.in / admin.hyderabad@nift.ac.in.

GENERAL TERMS AND CONDITIONS

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

1. E-tender shall be submitted in official e-tender form only. If submitted in any other form the same shall be summarily rejected.
2. E-tenders received without prescribed e-tender fee i.e. Rs. 1770/- (non-refundable) shall be summarily rejected.
3. The schedule issued with the form of e-tender listing the services to be rendered must not be altered by the e-tenderer. Any modifications/alterations of the schedule considered necessary by the e-tenderer, should be in the separate letter accompanying the e-tender. No paper shall be detached from the e-tender.
4. The name and address of the e-tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the e-tender unless duly countersigned by the e-tenderer. The e-tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the e-tender is liable to be ignored/ rejected.
5. The e-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 e-tender are not filled in.
6. The company or firm must be registered under private security Act 2005. Copy of certificate of the registration to be attached.
7. The company or firm will provide GSTIN (Good and Tax Registration No.) along with bid. Further company or firm will provide monthly challan for payment of GST along with bill.
8. Individual signing the e-tender or other documents connected with the e-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

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- 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 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 e-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 e-tender and all other related documents must be signed by all the partners of the firm. In case of the person signing the e-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.
9. The e-tender submitted in sealed envelope super-scribed "E-tender for the Security Services" should be addressed to The Director, National Institute of Fashion Technology, Opp: Cyber Towers, Madhapur, Hyderabad - 500081, should be deposited in the E-tender Box available at Joint Director Office, on or before 12.30 noon on 13.03.2020. The e-tenders (technical bids) will be opened on the same day at 2.00 PM in NIFT, in the presence of the e-tenderers who may wish to be present, either by themselves or through their authorized representatives.
 10. Offers on e-tenders will only be considered. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/ Re-wording of formats shall not be acceptable.
 11. E-tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
 12. The e-tender shall be awarded to the lowest financial bidder. The EMD of unsuccessful bidders will be refunded in due course of time. E-tenderers who satisfy the technical conditions stipulated in the e-tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified E-tenderers and alone will be considered for "Opening the Financial Bid in Envelope B". For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
 13. **A 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, HYDERABAD payable at Hyderabad (exempted in case of bidders having valid NSIC and MSME certification).** The Earnest Money deposit of the successful e-tender shall be liable to be forfeited if it does not fulfil the following conditions:
 - (i) An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract. The tenderer will have to provide security services immediately on receipt of the work order.
 14. The bids should be valid for at least 90 days from the date of opening of the e-tender and if any tenderer withdraws or alters the terms of the e-tender during the period, the Earnest Money Deposit shall be forfeited by NIFT.

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15. Any conditional offers made by the agency or any alterations/ corrections made in the e-tender form shall not be considered. Similarly incomplete and unsigned e-tender shall also not be considered.
16. NIFT 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.
17. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
18. The Security Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of the agency deployed at NIFT.
19. 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.
20. 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 (TDS), Employer EPF contribution, ESI Contribution, bonus, 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 e-tender will be out rightly rejected. "Onus" for producing the copy of notification will be of security agency. If rates are more than rates covered by this notification, the rates shall be by central government.
21. 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 supervisor & security guards through ECS (Electronic Clearing Service)/NEFT on or before 5th of succeeding month and a record should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF to individual employees, the Security Agency shall produce original challans/receipts to the Institute for the records.
22. The security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
23. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
24. The employees of the Security Agency 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.
25. The Security Agency will, prior to the commencement of the operation of contract, make available to NIFT 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.
26. 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 NIFT 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 NIFT, the Security Agency shall be required to reimburse to NIFT any payment made under such orders or judgments of any

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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 Security Agency while releasing the payments.

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29. 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. Further the employee/guards deputed at NIFT must be trained in respect of operation of Fire Fighting Equipments.
30. 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.
- A. The Security contract shall remain valid for a period of One year. The contract may be renewed based on yearly satisfactory performance for maximum period of two years on mutually acceptable terms and conditions. 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 Security Agency without any notice in case the Security Agency 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 Security Agency.
- B. Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.
- C. The Successful E-tenderer will have to enter into a detailed contract agreement with NIFT, Hyderabad on Non-Judicial Rs. 100/- stamp paper OR Notary.
31. 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 the State of Telangana.
32. The Security Agency shall be responsible to maintain the equipment's and other articles supplied by the NIFT 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 shall be borne by the Security Agency itself.
33. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Security Agency will indemnify NIFT in case of any damage or liability, which may arise on account of action of Security Agency.
34. i. 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.
- ii. 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.
- iii. The Arbitration proceedings shall be held at Hyderabad.
- iv. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.

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35. E-tender shall be accompanied by the relevant documents including the following:-
- I) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Security Agency is currently providing/has provided Security Services.
 - II) Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
37. The Security Agency will liaise with the designated officer of NIFT 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.
38. On termination of the agreement the Security Agency will hand over all the equipment's/ articles as supplied by the NIFT in good working condition back to NIFT.
39. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
40. The Security Agency 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 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.
41. NIFT 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 shall be made directly by the Security Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
43. 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 Minimum Wages Act.
44. The Security Agency shall at all times indemnify 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 Security Agency any sub-Security Agency (s) and or the owner and the Security Agency) 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.
45. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NIFT 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.
46. **The Security Agency shall deposit Rs.10,50,000/- (Rupees Ten lakhs fifty thousand only) as Security Deposit with NIFT (3,00,000/- as EMD and 7,50,000/- as DD/Bank Guarantee).** 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 Security Agency to NIFT.
47. The Security Agency 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 administration.

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48. 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.
49. 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 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.
50. The services rendered shall be to the satisfaction of the NIFT authorities.
51. The Security Agency shall 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, 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 NIFT each month along with claim for payment.
52. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
53. The agreement will be valid for a period of one year subject to review at the discretion of NIFT authorities at mutually agreed terms and conditions.
54. Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
55. NIFT shall determine the composition of ex-servicemen and/or non-ex-servicemen Security Supervisor and Security Guards at its own discretion and award of contract will be given accordingly. The Security Agency has to provide Security Supervisor & Security Guards as per decision of NIFT.
56. That in case of any dispute the jurisdiction will be at Hyderabad.

SCOPE OF WORK: SECURITY SERVICE CONTRACT

1. The service provider will provide round the clock security arrangements, NIFT has 9.25 Acres Land, during continuance of the contract, service provider so appointed shall take over the responsibility for providing total security in the NIFT Center including Buildings, Gardens, Hostels, Open Areas, Play Grounds, Machinery and Equipment including DG Sets, Fire Hydrant and Alarm System and all the movable and Immovable Properties, scrap etc., of NIFT., Hyderabad contained therein.

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2. Round the clock security arrangements, including Saturdays, Sundays and Holidays, to be provided at the NIFT Campus, Madhapur, Hyderabad – 500 081 as per following duty points and requirement on shift basis.

Sl. No	Duty Point	Shift Timing	Security Supervisor (Trained with arms)	Male Security Guard (Trained without Arms)	Female Security Guard(Trained without Arms)
1	Main Gate	6.00 a.m. to 2.00 p.m. (A – SHIFT)	1	2	1
2	2 nd Gate			2	
3	New Building			1	
4	Director Office			1	
5	Generator Room and Campus Patrolling			1	
6	Resource Centre			1	
7	Senior Girl's Hostel				1
8	Junior Girl's Hostel				1
9	New Girl's Hostel				1
10	Reliever / Helper				1
	TOTAL		1	8	5
1	Main Gate	2.00 p.m to 10.00 pm. (B – SHIFT)	1	2	1
2	2 nd Gate			2	
3	New Building			1	
4	Director Office			1	
5	Generator Room and Campus Patrolling			1	
6	Resource Centre			1	
7	Senior Girl's Hostel				1
8	Junior Girl's Hostel				1
9	New Girl's Hostel				1
10	Reliever / Helper				1
	TOTAL		1	8	5
1	Main Gate	10.00 p.m to 6.00 am. (C – SHIFT)	1	2	1
2	2 nd Gate			1	1
3	3 rd Gate			1	
4	Generator Room and Campus Patrolling			1	
5	Senior Girl's Hostel				1
6	Junior Girl's Hostel				1
7	New Girl's Hostel				1
8	Reliever / Helper				1
	TOTAL		1	5	6
	GRAND TOTAL		3	21	16

*3-Supervisors, 21- Male Security Guards & 16 Female Security Guards for 8 hrs shift.

*Note: * The above vacancies will be increased/decreased as per workload.*

3. The security Agency must engage ex-service man as security supervisor and security guard. 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, Telugu, Hindi and English languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.

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4. 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.
5. The security personnel assigned duties at the NIFT, 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.
6. 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 NIFT authorities. 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.
7. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
8. NIFT will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 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.
14. 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.
15. 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/ Director and/or other officers. List of Residential phones or Mobile phone numbers of NIFT officers shall be available with Security at the

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- main gate. The Security Agency shall be held responsible if the message is not conveyed to the NIFT officers immediately.
16. The services may be terminated by giving one month notice by either side but has to provide the security services till next service provider takeover the charge.
 17. If the service charge quoted by the contractor is NIL or 0%, the same will not be acceptable and the e-tender will be summarily rejected. The contractor must cover all statutory components while offering the rates.
 18. The Security agency should take care of the biometric systems which are to be installed at NIFT campus and it should be monitored properly by security agency.
 19. In case of default, service provider who violates the terms of the contract, NIFT will issue warning and later impose penalty.
 20. The Service Provider and its staff shall contribute towards all statutory obligations towards EPF, ESI etc., which are mandatory as per Government Act, Rules and Regulations issued from time to time. Separate challan and ECR for personnel deployed to NIFT shall be submitted along with the bills and it should not be combined with other members of the same Service Provider. After making the wage payment, remittance of statutory payments to the concerned authorities for the previous month, the Service Provider shall raise the bill along with original bill to NIFT for reimbursement on or before 10th of every month and the bill will be settled within 10 days. The bill should be submitted along with the attendance statement, ECS / NEFT statement of wages remitted in respect of security personnel in the bank for the month and statutory payments of previous month.
 21. While submitting the bill, the service provider must file a certificate certifying the following:
 - 1.Wages if Security personnel were credited to their bank a/c on dt: _____(copy of bank statement)
 - 2.EPF contribution relating to security personnel's amounting to Rs. _____ were deposited on dt: _____. (copy of ECR challan to be enclosed)
 - 3.ESI contribution relating to security personnel's amounting to Rs. _____ were deposited on dt: _____. (Copy of challan to be enclosed).
 22. On request from the NIFT authorities, the service provider has to deploy extra staff during Function/Events. However for extra staff deputed for NIFT events, payments will be made as per minimum wages.
 - 23. Penalty:**
 - i) In the event of failure of discharge of duties of security staff on any day upto the desired standard in part or full, the service provider is liable to be penalized Rs.1,000/- per day per person which shall be recovered from the bills or otherwise from the security deposit.
 - ii) A penalty of Rs. 500/- will be imposed if the failing biometric attendance machine is not rectified within 24 hours.
 - iii) A penalty of Rs.3,000/- per day per person will be imposed if the service provider not provide the required manpower.

For purpose of imposing penalty, the decision of the Director/Joint Director will be final and binding on the service provider and shall not be subject to dispute or arbitration.
 24. 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.
 25. To switch off and switch on electrical switches, fans, computer systems, closing of water taps etc., after the office hours.
 26. Frequent change of security guards not acceptable.
 27. Security staff to be ensured that the pet animals should not enter into the premises.

Note: The contractors who are involved in court cases / Labour office cases with regard to NIFT-Hyderabad are not eligible for participation in the e-tender process. If anyone found involved in

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such cases at any stage of e-tender process, their e-tender will be summarily rejected. No further correspondence in this regard will be entertained.

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Madhapur, Cyberabad, Hyderabad – 500 081

TECHNICAL BID

This Technical Bid is for providing Security Service shall be filled in by the e-tenderer, duly signed, stamped and sealed along with an EMD of Rs. 3,00,000/- in form of Demand Draft in favor of NIFT, Hyderabad in a separate cover super scribed with “Technical Bid”.

Sl. No.	Particulars	Details please mention	Page No.
1.	Name of the E-tendering Company/Firm/ Service Provider		
2.	Full Address of the Registered Office/ Branch Office (if any		
3.	Phone No. Fax No. Mobile No; Email Id:		
4.	Date of incorporation of the Firm State whether firm is Proprietary/ Partnership firm / Company		
5.	Name(s) of the Director/ Proprietor/ Partners of the firms		
5 a)	E-tender Document Fee if downloaded		
	Amount in Rupees		
	Bank Challan /DD No. & Date		
	Issuing Bank		
6.	Details of EMD		
	Amount in Rupees		
	DD No. and Date		
	License under Contract Labor Act No. (valid certificate to be enclosed)		
7	EPF Registration with Regional PF No. (valid certificate to be enclosed)		
8	PAN Card No. (valid certificate to be enclosed)		
9	Undertaking letter from the contractor		
10	GST Registration No. (valid certificate to be enclosed)		

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11	<p>Present Experience: (Attach the Statement 1) At Present the agency should have similar running agreement/Works in any Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ corporates/ Educational Institute as detailed below</p> <p>a) one similar work costing not less than Rs. 60.00 Lakhs per annum OR</p> <p>b) Two similar works costing not less than Rs.40.00 Lakhs each per annum</p>		
12	<p>Previous Experience: (Attach the Statement 2) Last 2consecutive years (2018-19, 2017-18) experience certificate from the concerned organization i.e, any Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ corporates/ Educational Institute as detailed below</p> <p>a) Completed one similar work costing not less than Rs. 60.00 Lakhs per annum (work order, agreement and form 16 form the agencies) OR</p> <p>b) Completed Two similar works costing not less than Rs.40.00 Lakhs each per annum (work order, agreement and form 16 form the agencies)</p>		
13	<p>Audited Certified document / Balance sheet duly certified by the CA in support of annual gross turnover of Rs.200.00 lakhs (Rs.2.00 Crore) per year for last 3 years. Assessment year i.e. 2018-19, 2017-18, 2016-17of the agency along with all relevant copies Income Tax returns(ITR).</p>		
15	<p>ISO Certificate No. (copy to be enclosed)</p>		
16	<p>Recent PASARA certificate No. (copy of Valid pasara certificate to be enclosed)</p>		
17.	<p>Solvency Certificate of an amount not less than Rs.15.00 lakhs issued by national bank within the last six months should be attached.</p>		
18	<p>E-tenderer should not be blacklisted by any department of the Central or state Government or any PSU (State/Central) or any other organization. An affidavit / undertaking to this effect must be enclosed.</p>		
19	<p>Catalogue / pamphlet of the organization to be attached.</p>		
20	<p>Names of minimum three organizations along with the certificate certifying that the applicant firm has executed a contract satisfactorily where 50 or more than 50 security personnel were deployed. (copies to be attached).</p>		
21	<p>Signed all the pages of e-tender documents and enclosed</p>		

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22. Client List of previous 5 years: (Startups are exempted)

Year	Name and Address of the Company/ Organization	Name, Designation and Contact Phone No. of the official – in-charge	Security services provided			Duration of contract		Total Years of Experience	Page No. / Sr. No. of Proof attached
			Total value of contract	No. of persons deputed	Monthly contract amount Rs.	From	To		

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**23. Present Experience (Statement – I): (All the attached documents must be attested)
List of all similar works executed by the agency in hand).**

The agency must submit one similar work costing not less than Rs.60.00 lakhs per annum (or) two similar works costing not less than Rs.40.00 lakhs per annum. Details of work order / agreement to be enclosed. Sl. No.	Name of the Client: Address along with name and contact number of the client: Whether Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ Corporates / Educational Institute	Nature of work contract awarded. (Only similar works that is providing security is to be mentioned)	Contract Amount	Period of the contract	Whether issued any warning letter. If yes, copy to be enclosed.	Any other relevant Information regarding details of penalty imposed, if any	Page No.

Note: In case the space is insufficient a separate annexure may be attached.

(Full Signature with seal of the Service Provider/Contractor)

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24. Previous Experience (Statement – II) : (All the attached documents must be attested)**List of similar works undertaken by the firm during last 3 consecutive years. Startups are exempted.**

The agency must submit a copy of one single work order / agreement certifying that the agency has successfully completed one similar work costing not less than Rs.60.00 lakhs per annum (or) two similar works costing not less than Rs.40.00 lakhs per annum pertaining to last two years. (previous years).

Year	Name of the Client: Address along with name and contact number of the client: Whether Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ Corporates / Educational Institute	Nature of work contract awarded. (Only similar works that is providing security is to be mentioned)	Contract Amount	Period of the contract	Whether issued any warning letter. If yes, copy to be enclosed.	Any other relevant Information regarding details of penalty imposed, if any	P No.
2016-17							
2017-18							
2018-19							

Note: In case the space is insufficient a separate annexure may be attached.

(Full Signature with seal of the Service Provider/Contractor)

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UNDERTAKING BY THE SECURITY SERVICE PROVIDER/CONTRACTOR

1. I/We Son/Daughter/Wife of Sri.
Signatory of the service provider, mentioned above, am competent to sign this declaration and execute this e-tender document.
2. I/We have carefully read and understood all the terms and conditions of the e-tender and undertake to abide by them.
3. I/We have inspected the institute/ premises/hostel and have acquainted ourselves with the tasks, requirements required to be carried out, before making this offer.
4. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.
5. I/We are aware that any corrections/alterations in e-tender document will not be accepted.
6. I/We affirm that all the rates quoted in e-tender document are correct also aware that bid will be cancelled in case of any variation in total value.
7. The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of the e-tender at any stage besides liabilities towards prosecution under appropriate law.
8. I/We also certifying that I/we will supply all the required material, machinery equipment and dresses to workman in accordance with the e-tender terms & conditions.
9. I/We shall not bring any external legal/political influence to continue beyond the contract period or any appointment of staff through placement.
10. NIFT reserves the right to accept or reject any or all the e-tenders in part or whole or may cancel the e-tender at its sole discretion without assigning any reason whatsoever and decision of NIFT to this effect shall final and binding. No further correspondence in this regard will be entertained.
11. I/We have not involved in any court cases/ labour office cases with regard to NIFT, Hyderabad. If found involved in such cases at any stage of e-tender process, our e-tender will be summarily rejected at the same time and NIFT, Hyderabad will not be responsible for any writ petition in any court and the whole expenses will borne by the e-tenderer.
12. I/We have submitted all the DD's along with the copy of Technical Bid only and not with the copy of Financial Bid.
13. I/We am/were not blacklisted by any department of the Central or State Government or any PSU (State/Central) or any other organization.
14. The e-tender is two bid systems Technical Bid and Financial Bid. Both the bids are submitted in separate envelops mentioning on the top the envelops as "Technical Bid" and "Financial Bid". If the Technical Bid and Financial Bid are submitted together in the same single envelop, the e-tender will not be considered and rejected.
15. In case of having valid MSME / NSIC certificate and got the L1 position, I undertake to submit the full amount of security deposit within 15 days from the date of awarding in form of demand draft/ valid bank guarantee.
16. **In case of awarding the contract, we will start the operations w.e.f. 01.05.2020.**

Signature of Security Agency

Place: _____

Date: _____

Address: _____

Mob: _____

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(Full Signature & Seal of the Agency/Firm)

Email ID: _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Madhapur, Cyberabad, Hyderabad – 500 081

FINANCIAL BID

This Financial Bid should be filled in by e-tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with “**Financial Bid**”. After opening of technical bid the capability and suitability of the e-tenderers shall be evaluated and Financial Bid of the qualified e-tenderers shall be opened later on and the date will be informed accordingly.

The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency.

Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at National Institute of Fashion Technology, Hyderabad as mentioned in the scope of work.

The Minimum Wages for security staff should be as per Watch and Ward Skilled as per Memorandum of Govt. of India issued by Regional Labour Commissioner (Central) Vidyanagar, Hyderabad.

Rate Statement		
Sl. No.	Description	Rate per guard for 30 days
1	Security guard (Male/female - Skilled without arms)	Wages – PF – ESI - Service Charges – TOTAL :
2	Security Supervisor (Male – Highly Skilled with arms)	Wages – PF – ESI - Service Charges – TOTAL :

- As per Govt. orders revised wages will be paid and applicable taxes will be deducted from time to time.

Note:

1. The rates offered above were covered all statutory components.
2. Goods and Service Tax (GST) as per prevalent rules shall be paid by NIFT if applicable.
3. IT will be deducted at source and I affirm that all the rates quoted above are correct.
4. L1 will be decided on the basis of the service charges quoted by the agency.
5. In case L-1 is more than one, the committee will take the decision on the basis of a) the value of work contract b) more no. of experience c) satisfactory performance certificate d) Annual Turnover of the company etc., in this regard the decision of the Director, NIFT, Hyderabad shall be final in all respect and shall be acceptable to all the e-tenders.

Date_____

Name & Signature

(Company Seal)

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(Full Signature & Seal of the Agency/Firm)