



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(भारत सरकार के वस्त्र मंत्रालय द्वारा स्थापित और निफ्ट अधिनियम 2006 द्वारा शासित
एक सांविधिक निकाय)

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

निविदा दस्तावेज

निविदा संख्या: / (103) 9504प्रशा० / ०बी०आर / एनआईएफटी / सुरक्षा सेवाएं 2018 /

Date: 02.03.2020

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान (निफ्ट), रायबरेली, निफ्ट कैंपस और इसके अपने छात्रावासों में उचित सुरक्षा बनाए रखने के लिए कैंपस में सुरक्षा सेवाएं किराए पर लेने के प्रयोजन से एक विशेषज्ञ एजेंसी के चयन हेतु हेतु "दिपद्विति" प्रणाली के तहत ई-निविदा आमंत्रित करता है। ई-निविदा नोटिस और ई-निविदा दस्तावेज निफ्ट की वेबसाइट <https://niftenders.eproc.in> और <https://nift.ac.in/raebareli> पर उपलब्ध है। निविदाकारों से अनुरोध है कि निविदा सूची में दरों को अंकित करने से पूर्व वे ई-निविदा दस्तावेज में दिए गए निर्देशों एवं शर्तों को सावधानीपूर्वक पढ़ लें ; और उसके बाद ही बोली दर अंकित करें। निविदा के लिए आवेदन केवल ऑनलाइन माध्यम <https://niftenders.eproc.in> से स्वीकार किया जाएगा , कोई अन्य तरीका नहीं स्वीकार किया जाएगा। निफ्ट संस्थान के पास बिना किसी कारण बताए पार्टियों/फर्म/एजेंसीयो/निविदाकार को स्वीकार या अस्वीकार करने का अधिकार आरक्षित है।

निविदा अधिसूचना की तिथि	02.03.2020
निविदा जमा करने की अंतिम तिथि:-	24.03.2020, 03:00 बजे अपराह्न
निविदा प्रपत्र खुलने का तिथि एवं समय (तकनीकी)-	24.03.2020, 04:00 बजे सायं
वित्तीय निविदा प्रपत्र खुलने का तिथि एवं समय -	तकनीकी योग्यता पूर्ण करने वाले निविदाकारों को इलेक्ट्रॉनिक संचार माध्यम से अधिसूचित किया जाएगा
आवश्यक बयाना राशि- रु० 3,50,000/-	डिमांड ड्राफ्ट/पे ऑर्डर/एफ० डी० आर० निफ्ट रायबरेली के पक्ष में देय होगा।

बयाना धन राशि रु. 3,50,000/- का डिमांड ड्राफ्ट/पे ऑर्डर/एफ० डी० आर० के प्रारूप में निफ्ट, रायबरेली के पक्ष में देय होगा। मूल बयाना राशि को एक बंद लिफाफे में रख कर जिस पर टेंडर संख्या एवं दिनांक..... सुस्पष्ट शब्दों में अंकित करके दिनांक 24.03.2020, को अपराह्न 03:00 बजे या उससे पहले निम्नलिखित पते पर भेज दे।

सेवा में,

संयुक्त निदेशक, नेशनल इंस्टिट्यूट ऑफ फैशन टेक्नोलॉजी, दूरभाष नगर रायबरेली- उत्तर प्रदेश, पिन -229010

ऑनलाइन आवेदन से पूर्व फर्म को <https://niftenders.eproc.in> पर भुगतान कर पंजीकृत होना सुनिश्चित करें।

वार्षिक ऑनलाइन पंजीकरण शुल्क रु० 2000 + अतिरिक्त शुल्क (टैक्स)

ऑनलाइन बिड प्रसंस्करण शुल्क रु० 800 + अतिरिक्त शुल्क (टैक्स)

टिप्पणी: इस निविदा दस्तावेज में 20 पृष्ठ (संलग्नों सहित पृष्ठों की कुल संख्या) है और निविदाकारों से अनुरोध है कि कृपया सभी पृष्ठों पर हस्ताक्षर करने का कष्टव करें।

संयुक्त निदेशक
निफ्ट रायबरेली

SIGNATURE OF TENDERER



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(भारत सरकार के वस्त्र मंत्रालय द्वारा स्थापित और निफ्ट अधिनियम 2006 द्वारा शासित
एक सांविधिक निकाय)

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010
(फोन: 0535-2702426)

9504(103)/Admin/NIFT/RB/Security Services Services/2018

Date: 28.02.2020

OPEN E-TENDER NOTICE FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES

National Institute of Fashion Technology (NIFT), Raebareli invites e-tenders for providing round the clock security services for a period of **one year which may be extended on yearly basis for further period of two years subject to satisfactory performance of the firm** for its campus, guest house, girls & boys hostels, newly constructed Academic Block, Newly constructed hostel & Faculty quarters of NIFT Raebareli Centre. The security services will also be required at extension Centre of NIFT Raebareli at **Varanasi** (Campus of IIHT, Chokha Ghat, Varanasi) in an approximate area measuring **4000 sqft.**

Time schedule for tender process :

Date of tender notification	02.03.2020
Last date for receipt of duly filled in tenders (Online)	24.03.2020, at 15:00 hrs
Date and time of the opening of Technical bid of tenders	24.03.2020, at 16:00 hrs
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders
Earnest Money Required	Rs. 3,50,000/- in the form of DD/Pay Order/FDR in favour of NIFT, payable at Raebareli.

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges 800 + applicable taxes.

Note: *The tenderer must submit duly self attested copies of all the relevant documents along with tender documents (Only Technical bid) in physical form also (which are being submitted with Online tender) along with required EMD on or before the opening date of the tender except PRICE BID. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice.*

Joint Director
National Institute of Fashion Technology

SIGNATURE OF TENDERER

Eligibility and Criteria for Selection:

- 1.1) A firm or agency having experience of at least last three consecutive years in security services to any Government/ Semi-Government/Autonomous Bodies/National level educational Institutions of high repute like IIT, NIFT, NIT etc (Work orders/certificate issued by concerned organization must be attached). Performance certificate from the institutions/organizations where contract is currently being running on must be enclosed with the technical bid.
- 1.2) The bidder should have the experience of completion of similar works in any Government/ Semi-Government reputed national level Institutions during last 3 years(18-19,17-18,16-17):
 - (a) Three similar completed works costing not less than **Rs. 1 Crore** each/OR
 - (b) Two similar completed works costing not less than **Rs. 1.8 Crore** each/OR
 - (c) One similar completed work costing not less than **Rs. 2.5 Crore**
- 1.3) The Agency should have annual minimum turnover of **3 Crore** in each year for last three years- (i.e.18-19,17-18,16-17) (CA Certified statement/certificate for turnover for last 3 years must be enclosed along with Technical Bids).
- 1.4) The tenderer shall enclose a demand draft/pay order/FDR of **Rs. 3,50,000/- (Three Lakh fifty thousand only)** drawn in favour of **“National Institute of Fashion Technology”** payable at Rae Bareli, as the non-interest bearing Earnest Money/ Security Money Deposit.
- 1.5) Valid and effective Quality Assurance ISO Certificates held by the Firm / Agency for providing Security Services (Copy of certificate must be enclosed)
- 1.6) All DGR empanelled agencies, Private Security agencies and state owned Ex-Servicemen corporation providing security services , having licenses under Private Security Agencies (Regulation) ACT **PSARA** 2005 are permitted to participate in tendering process. As per PSARA Act it is clearly mentioned that, while employing a person as a private security guard, give preference to a person who has served as an Ex-Serviceman. **The Company/firm/agencies/corporation registered under PSARA 2005 and participating in the tender process must attach copy of certificate of registration.**
- 1.7) The agency must have a **Training Centre** (with a capacity to train at least 50 to 100 personnel at a time) with a list of activity of trainings to be imparted as per PSARA Act 2005.
- 1.8) The agency must have a Branch Office within 150 km from NIFT Raebareli for proper supervision, reasonable access in case of day to day requirement, for better coordination with the security agency at the site etc.
- 1.5) The tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit in this effect must be enclosed along with bid.
- 1.6) following documents must be enclosed along with Technical Bid
 - Copy of certificate of registration under PSARA 2005
 - Copy of PAN card
 - Copy of the GST no. of the Firm
 - Income Tax return for last 3 years (Assessment Year 2018-19, 2017-18 and 2016-17).
 - License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (Not less than for 50 workers)
 - Registration certificate/Code No. from EPF
 - Registration certificate from ESI
 - Proof of submission (i.e. copies of challans) of EPF and ESI with the concerned authorities for last 3 years (Financial Year 2018-19, 2017-18 and 2016-17)
 - Bank Solvency certificate for an amount not less than Rs. 1 Crore.
 - Experience Certificates in support of point no. 1.1.

SIGNATURE OF TENDERER

- Turn over- Copy of CA certified statement/certificate for turnover for last 3 years (i.e.18-19/15-16,17-18,16-17)

On the basis of information provided in the technical bid, the institute may verify the details, cross examine, visit the premises and constitute a committee to recommend the authorities to shortlist the bidders. The decision of the Centre Director for short listing only competent and capable to supply required personnel will be final. Price Bids of only shortlisted bidders will be opened for consideration.

The tenderers shall comply with all the requirements under qualifying criteria. Proofs shall be attached with Technical Bid, failing of any of the criteria under Technical Bid will disqualify for opening of price bid.

Submission of Bids

- a. The interested agencies/contractors should apply online and submit their tender 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> till **15.00 Hrs. on 24.03.2020**, . E-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>
- b. Applications to this tender will be accepted only in online mode through the website <https://nifttenders.eproc.in>.
- c. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
 - **Annual Registration Charges of Rs. 2000 + applicable taxes**
 - **Bid Processing Fee charges of Rs.800+ applicable taxes.**
- d. The interested agencies/contractors may contact CI India for online registration at following email Id’s : sandeep.bhandari@c1india.com and niftsupport@c1india.com or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- e. The Firm should ensure that it complies with the requirements as per works before applying for.
- f. 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.

Basic Requirements

The basic requirements for registration and applying for tender online are as under:

- Operating System should be windows 7 or above.
 - Java version: Java 8 update 25.
 - Use Internet Explorer 11 version.
 - All java add-ons must be enabled in the system.
 - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- For online procedure tenderer may contact on following Helpdesk officers:**
- Email: niftsupport@c1india.com , sandeep.bhandari@c1india.com
 - Phone: 0124-4302033/36/37

A. GENERAL TERMS AND CONDITIONS: -

1. Tender shall be submitted in official tender form only as indicated above. If submitted in any other form the same shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
3. No paper shall be detached from the tender.
4. Tenders for Security services shall be received on or before the last date/time indicated above and shall be opened on the same day, in the presence of the tendering parties as indicated above.
5. Bidders are requested to visit at NIFT Raebareli & its extension centre Varanasi to survey the site before offering rates.
6. Although the security requirement in Varanasi Extension Centre (VEC) has been reflected for limited no. of guards, however in future there may be requirement of more guards in case of further expansion of the centre in Varanasi. The successful bidder may be required to provide the guards in Varanasi Campus as and when needed on same terms & conditions and rates.
7. Tenders received after the specified date and time, due to whatever reason will not be considered.
8. 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.**
9. NIFT reserves the right to accept or reject any tender without assigning any reason therefore.
10. The rates quoted by the agency should be reasonable for the scope of work indicated. Any other charges that are leviable should be clearly mentioned.
11. The quotation submitted by the Agency should remain valid for a period of 90 days from the date of opening of tenders.
12. Each tender must be accompanied by non-interest bearing earnest money deposit of Rs. 3,50,000/- (Three Lakh fifty thousand only) by way of Demand Draft/Pay order/FDR payable to NIFT, Raebareli, without which the tender shall be summarily rejected. EMD of tendering parties whose tenders are not accepted shall be refunded without interest within 60 days of opening of tenders. Bidders who have valid NSIC Exemption Certificate are not required to deposit the amount towards Earnest Money Deposit.
13. If any agency which is awarded contract for Security Services refuses to undertake the work, the EMD of that agency shall be forfeited.
14. The Contractor will demonstrate the firefighting equipment **twice** 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 designated officer/EE (Civil).
15. The security service has already been provided by the service provider in NIFT Campus wherein security guards are deputed. The successful bidder/service provider has the liability to depute the existing guards after ascertaining their fitness as per requirements as these guards are experienced enough to handle the Campus security over a period of time.

B. LEGAL TERMS & CONDITIONS

1. The contractor and his staff must abide by various rules & regulations of NIFT as prevalent from time to time.
2. The contractor shall comply with all existing Labour Legislation and Acts, such as Contract Labour Regulation Act, Workman'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.
3. The Contractor shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualification etc. and would be also intimated as and when any changes takes place. The contractor shall not at any time engage any minor to carry out the work under the contract. The contractor shall issue proper uniforms to the personnel deploy to carry out Security Services.
4. 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.
5. NIFT would have the right to terminate the contract without the 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 observed in compliance of any Labour Legislation/workman compensation or minimum wages/payment of wages act 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 to the contractor. In such an event, NIFT shall have the right to engage any other contractor to carry out the task.
6. In case the agency wants to terminate the tender/contract/ agreement, it shall have to give three calendar months notice in advance to this effect to the NIFT.
7. The contractor and his staff shall compile with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall compile with instructions given by the NIFT Authorities without waiting for confirmation by the contractor.
8. The contract shall be valid for a period of one year from the date of award of the contract however the contract may be renewed on yearly basis on mutually agreed terms depending upon satisfactory services / performance of the contractor. In case services of the agency are not found satisfactory, the contract can be terminated by the institute even before the completion of the contract period which should binding to the security agency.
9. All the workers engaged by the contractor for carrying out task 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 roaster, leave records, relievers etc. The agency shall also provide its workers photo identity card which shall be checked by the Security Supervisor as and when necessary.

10. Non-compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.
11. The Security contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks nor they are allowed to chew paan, gutka, tobacco items etc. at the campus.

C. FINANCIAL TERMS & CONDITIONS: -

1. NIFT will pay to the contractor the contracted amount every month for the work done normally within 15 working days on raising bill in duplicate.
2. The contractor shall submit to NIFT, copies of attendance register duly certified by the agency along with the monthly bill. Copies of the previous month wage register along with certified copy of bank statement as well as PF Challans and ESI deposits must also be submitted with every bill.
3. NIFT will not be responsible for the release of benefits such as Provident Fund, ESI, workmen compensation, bonus, pensionary benefits or allowances. Any changes in the minimum Wages Act or in any other Labour Legislation or others, statutory obligations during the validity period of the contract shall be the responsibility of the contractor. However if there shall any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments to staff accordingly and NIFT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) to contractor on the production of bill in subsequent month.
4. Income-Tax, as per prevalent Laws shall be deducted at source while making payment of contractor's bills.
5. The agency to whom order will be placed have to submit the **Performance security** (i.e. 10% of the value of contract for 12 months in the form of Demand Draft/FDR/BG drawn in favour of NIFT, payable at Rae Bareli & should be valid for a period of **60 days** beyond the date of completion of all contractual obligations of the agency. The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful tenderer, Earnest Money Deposit if paid, may be adjusted towards Performance Security payable.
6. From among the bidders short listed after the evaluation of the Technical Bid, the Lowest - 1 bid will be decided at the time of finalization of E-tender on the basis of rates given in the Financial Bid for providing security services. The tenderer quoting lowest rate will be considered as L-1. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing security service in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT, Raebareli shall be final in all respect and will be acceptable to all the tenderers.

7. WAGES OF STAFF

- (a) Contractor shall pay minimum wages to all workmen as per the **Central Government Minimum Wages Act** (as amended from time to time). The contractor/ Agency must be aware that minimum wages are revised on every six months in the month of April and October. If there shall any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments to staff accordingly and NIFT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) to contractor on the production of bill in subsequent month.
- (b) Contractor shall compulsorily issue the salary slips to all his employees every month with complete details of wages being paid.
- (c) 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 month, the Service Provider shall raise the bill in duplicate to NIFT for reimbursement on or before 15th of the month and the bill will be settled within 10 days. The bill should be submitted along with the attendance statement, ECS statement of wages remitted in respect of security personnel in the bank for the month and statutory payments i.e. EPF/ESI remittance challans, Form -7 etc. exclusively for NIFT.
- (d) **The Contractor must submit the proofs of payments towards PF, ESI and Tax dues of previous month for claiming subsequent month's payment. While submitting the bill, the service provider must file a certificate certifying the following:**
- (i) **Wages of Security personnel were credited to their bank a/c on dt: _____ (copy of bank statement to be enclosed)**
 - (ii) **EPF contribution relating to security personnel's amounting to Rs. _____ were deposited on dt: _____. (copy of challan ECR Copy to be enclosed)**
 - (iii) **ESI contribution relating to security personnel's amounting to Rs. _____ were deposited on dt: _____. (Copy of Form-7 & challan to be enclosed)**
 - (iv) **We are complying with all statutory labour laws including minimum wage act.**
- (e) The contractor is required to open a bank account for each worker to be engaged by him and submit the report to the institute. While submitting the monthly bill, the contractor will clearly submit a salary statement of all the workers requesting that the wages to be credited into their individual accounts maintained in the bank. NIFT reserves the right to verify the salary paid to the workers from the bank.
- (f) All the workers will operate their account independently for withdrawing their salary/wages. Till the time, the account is open by the contractor for their worker, salary will be disbursed before a committee constituted by the Competent Authority of NIFT. Disbursement of salary as per minimum wages must be ensured by the contractor.
- (g) Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.

(h) The Payment shall be made strictly on satisfactory work and on the basis of Daily attendance of workers engaged.

(i) The Contractor must submit the proofs of payments towards PF, ESI and Tax dues of previous month for claiming subsequent month's payment. Further company will also provide monthly challan payment of GST along with bill.

D. SCOPE OF WORK AND SPECIFIC CONDITIONS: SECURITY SERVICE CONTRACT:

1. Round the clock security arrangements, including Saturdays, Sundays and holidays to be provided at the NIFT Campus , NIFT Hostel, located at NIFT Campus , Doorbhash Nagar, Rae Bareli, U.P and its extension centre at Varanasi.
2. Security Agency shall engage only Ex-Servicemen guards/well trained & experienced security guards in the field of security services. They should be literate, able to read, write and understand Hindi, English and in handling fire-fighting equipment. For deploying female guards, the preference will be given to dependents of Ex- Servicemen.
3. **Ex-servicemen Security Guards means discharged defence service/ para military force personnel retired on completion of terms of service / age/ tenure limit on "Normal" conditions under the relevant rules of the services. The ex-servicemen must be medically and physically fit.** The Security Supervisor to be deployed should be Ex-servicemen of JCO or above rank from the Armed / Para-Military forces.
4. The security supervisors and guards must be smartly dressed in proper uniforms with all accessories such as cap, shoe, belt etc, 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.
5. The Security Personnel entrusted with duties at the Institute campus and at the hostel premises, should deal with staff, students and visitors, politely and courteously. In case any security staff is found to misbehave or indulge in misconduct of any nature, the Security Agency shall be asked to replace that person immediately. It will be responsibility of the security guard deputed at reception area of NIFT Campus to welcome & attend all the visitors proactively & properly.
6. The particulars of staff name, age, photograph address, qualifications, previous service experience, etc. engaged by the Security Agency should be submitted to the NIFT, Rae Bareli Centre. 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 cooperation in getting the verification done.
7. It would be the responsibility of the Security Agency to maintain and ensure fool-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 visitors' pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned officials.
8. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NIFTs 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.
9. The security guards shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
10. Cars/Scooters/Motor cycles belonging to NIFT faculty, staff and students may be allowed parking in the allotted space only. Also vehicles of Govt. officials/ other VIPs may be allowed parking inside the campus. Vehicles of visitors, however, should be parked outside the main gate, in the area specified.

11. The security guards will carry out occasional random checks of two wheelers and four-wheelers of staff and students while leaving the campus to ensure that none of the property of NIFT is being taken un-authorizedly. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done in decent manner. Secondly, female security guards should do the frisking of female students / staff.
12. 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 take the necessary administrative action or impose a penalty of **Rs. 1,000/-** or more as deemed necessary by the Competent Authority per such occurrence.
13. 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 NIFT Authorities. 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.
14. After office hours on working days and on Sundays / Holidays, the security supervisor/guard 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.
15. 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 from the contract fees payable to the Agency. The amount of loss or damage as determined by the Competent Authority, NIFT, shall be final and binding on the Security Agency.
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 Director/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 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 NIFT Authorities in this regard the agency will also inquire about any incidents, like theft, indiscipline, disobedience, or any unauthorized activities / criminal activities happening in the campus. The security agency/Security Supervisor 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/register for Institute's transport vehicles as well as vehicles hired from the Transport Contractor.
20. The security agency 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 guards shall also keep a check and avoid wastage of electricity and water.
21. The security agency shall provide torches with dry cells, umbrella, whistle and batons, or any other materials required to its staff of guards and supervisors, alongwith uniforms, at its own cost. In addition, the security agency shall provide to its supervisor on duty in each shift, a mobile telephone to facilitate communication in emergency situations.

22. The security guards deployed in the 2nd and 3rd shifts will be required to keep continuous night patrolling regularly. The gun man deployed will also be responsible for regular patrolling at NIFT Guest House in addition to NIFT main campus which is approximately 1 KM far from NIFT main Campus.
23. The Security Agency, supervisors and the guards will strictly follow the security policy of the institute.
24. The security agency shall have contact nos. (Telephone/mobile) of all vital areas, hospitals, police station, local authorities and NIFT officials.
25. The security guards deployed in different areas of campus will also be responsible to look after /supervise the housekeeping work in their respective areas.
26. Engagement of same security guard on double shift within 24 hours will not be allowed under any circumstances. However, during extreme exigencies, the double shift may be allowed with an intimation/prior approval from the NIFT authorities.
27. Compulsory weekly off as per rule will be applicable to all manpower/guard deployed by the agency. No guard will be allowed to work more than 8 hours (i.e. one shift) per day. In case any violation is found, the excess claimed amount will be deducted from the bill presented by the agency. Thus it is expected from the agency to maintain services through fresh replacement of guard/reliever. Double duty etc by shifting the location/post with each other will not be allowed in any case except extreme exigency.
28. The security agency is expected to offer their rates in Commercial Bid, only for their service charge/profit margin along with other liabilities (if any).The minimum wages as per Central Govt. has been reflected in the format of Commercial Bid wherein the same is worked out for 30 days including the wages of reliever personnel which may require to replace the security supervisor/guards during weekly off by the agency for the better performance of the services during the month.
29. Yearly escalation of **Five Percent (5%) for 2nd and 3rd year** may be considered on existing quoted **Service Provider Service Charge/Profit margin (in Rs.)** of the agency for the management of security Services subject to satisfactory performance of the agency duly evaluated by the committee formed for this purpose by competent Authority.
30. The scope of work is to effectively & efficiently cater to the security needs of the Institute and therefore involves jobs which includes the following:
 - watch & ward should be capable of proper monitoring through CCTV cameras.
 - preventing entry of unauthorized persons & vehicles
 - regulating entry and exit of vehicles
 - regulating entry and exit of materials (inward/outward entry after proper counting)
 - prevention of theft, loss and damage to NIFT property
 - vigil, monitoring housekeeping services
 - keeping constant patrolling of the premises
 - fire fighting in case of need
 - driving away stray animals from the campus
 - safety of movable & immovable property
 - Regular checking of all office rooms and switching off lights, fans, power points, air conditioners etc.

- The security guards may also be utilized as helping hands during exigencies.
- Attending telephone calls when office is closed and keeping record of telephonic message/communication.
- Record keeping
- Any other jobs concerned with the Security issues of the Institution

And all other functions essential to meet security needs of the institute in a foolproof manner. The scope of work also includes induction, deployment of trained security personnel, constant monitoring of check posts, emergency drill including fire safety drill, surprise checks, reporting and reviewing of security matters by handling all security requirements of the Institute independently & recommend measures to improve the security arrangements.

The contract rate shall also include any work of incidental & contingent nature although not specifically mentioned in the tender, but necessary for its completion in an efficient manner.

UNDERTAKING BY THE SECURITY CONTRACTOR

We have carefully gone through the various terms and conditions listed in sections 'A', 'B', 'C', 'D' and 'E' above for provision of security services at NIFT, Rae Bareli. 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. We hereby sign this undertaking as token of our acceptance of various conditions listed above.

Place: _____

Date: _____

Signature of Security Agency/Contractor

Address: - _____

Phone No. _____

E-mail: _____

Seal of Security Agency

FORM I
Technical Bid

ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AT NIFT RAE BARELI

1. Name of the Agency : _____
2. Address of the Agency : _____
3. Phone No.: _____ (Mob.) _____ (e-mail) _____
4. Whether proprietor/ partnership Firm / Company: _____

Sl.No.	Required Documents	Attached / Not Attached	Sr. No. of Proof (Must be indicated)
1.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship(attached a certified copy for proof)		
2.	Earnest Money deposit of Rs. 3,50,000/- (Three Lakh fifty thousand only) (If registered under NSIC then submit copy of Registration)	DD/FDR/Pay order No. Date:	
3.	Last 3 consecutive years (18-19,17-18,16-17) experience certificate for successful completion of work issued by the concerned organization (Please attach attested copies of the same along with details as per Annexure I & Annexure II)		
4.	Proof in support of experience of completion of similar works in any Government/ Semi-Government national level reputed Institutions during last 3 years (18-19,17-18,16-17): (a) Three similar completed works costing not less than Rs. 1 Crore each/OR (b) Two similar completed works costing not less than Rs. 1.8 Crore each/OR (c)One similar completed work costing not less than Rs. 2.5 Crore		
5.	Certified document in support of annual turnover of Rs. 3 Crore in each year for last 3 years (18-19/,17-18,16-17) of the agency (CA Certified statement/certificate for turnover for last 3 years must be enclosed along with Technical Bids).		
6.	Valid and effective Quality Assurance ISO Certificates held by the Firm / Agency for providing security services (Copy of certificate must be enclosed)		
7.	Registration licenses under Private Security Agencies (Regulation) ACT PSARA 2005 . (Proof must be attached)		
8.	The agency must have a Training Centre (with a capacity to train at least 50 to 100 personnel at a time) with a list of activity of trainings to be imparted as per PSARA Act 2005. (Proof must be attached)		
9.	The agency must have a Branch Office within 150 km from NIFT Raebareli for proper supervision, reasonable access in case of day to day requirement, for better coordination with the		

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	security agency at the site etc. (Proof must be attached)		
10	Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (Not less than for 50 workers)		
11.	Copy of PAN card of the firm		
12.	Copy of the GST no. of the Firm		
13.	Income Tax return for last 3 years (Assessment Year 2018-19,2017-18,2016-17)		
14.	Registration certificate from EPF	No.	
15.	Registration certificate from ESI	No.	
16.	Proof of submission(i.e. copies of challans) of EPF and ESI with the concerned authorities for last 3 years (Financial Year 2018-19,2017-18,2016-17)		
17.	Bank Solvency certificate for an amount not less than Rs. 1 Crore. (not older than last six month from the date of opening of tender).		
18.	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender. (Yes/No)		
19.	Performance certificate from the institutions/organizations where contract is currently being running on/ completed.		
20.	Tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit in this effect must be enclosed.		

5. Attach a statement showing details of the Security contracts during last three years (excluding current contracts) with names of the Organizations, contact official's name and contact details, number of total guards – Supervisors deployed, monthly rate contract amount for each contract (Format enclosed at Annexure – I).
6. Provide all above details in a separate statement for all the existing / present Security contracts. (format enclosed at Annexure – II)
7. Attach a statement showing details of the ex-servicemen security guards and supervisors (not below the rank of JCO) already on the roll of the agency, if any.
8. Serial no. of proofs must be indicated in the technical bid.

Note: The tenderer must submit duly self attested copies of all the relevant documents along with tender documents (Only Technical bid) in physical form also (which are being submitted with Online tender) along with required EMD on or before the opening date of the tender except PRICE BID. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice.

Dated: _____

Full Name, Signature & seal of the
Authorized person

Place: _____

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FORM II (COMMERCIAL BID)

ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AT NIFT RAEBARELI CENTRE & ITS EXTENSION CENTRE AT VARANASI

- Requirement of security services at NIFT Raebareli & its extension centre at Varanasi are indicated below (subject to change, as per requirement prevailing from time to time).

A. NIFT CAMPUS (Old and New):

1.	Ex-servicemen Security Officer / Supervisor (Not below the rank of JCO)	One for overall supervision at whole campus = 1 Supervisor
2.	Ex-servicemen Security Guard/ well trained & experienced security guards at main gate and reception area of NIFT Campus	Three in each shift for 03 shifts (8 hours each) = 9 guards
3.	*Security guard cum fireman at reception area of newly constructed Academic Block of NIFT Campus	Two in each shift for 03 shifts (8 hours each) = 6 Security guards cum firemen
4.	Gun Man (Ex-servicemen/ well trained & experienced)	One in each shift for 02 shifts (evening/night shift) = 2 Gun Man

*The Security guard cum fireman including reliever must be well trained/capable of handling firefighting establishment for round the clock services for proper operation and maintenance of fire fighting equipments.

B. GIRLS HOSTEL (Old & New)

1.	Lady Security Guard - Care taker (civilian preference will be given to dependents of Ex-Servicemen)	One in each shift for 03 shifts (8 hours each) = 3 Guards
2.	Lady Security Guard - Care taker at newly constructed hostel (civilian preference will be given to dependents of Ex-Servicemen)	One in each shift for 03 shifts (8 hours each) = 3 Guards
3.	Lady Security Guard at old girls hostel- Care taker	Two in each shift for 02 shifts- Day & Night shifts (8 hours each) = 2 Guards
4.	Lady Security Guard at at newly constructed girls hostel	One for the night shift (10 Pm to 6 Am) = 1 Guard

C. BOYS HOSTEL :

1.	Ex-servicemen Security Guard / well trained & experienced security guards at main gate of Boys Hostel Block (Old and New)	Two in each shift for 03 shifts = 6 Guards
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D. NIFT GUEST HOUSE:

2.	Ex-servicemen Security Guard Security Guard/ well trained & experienced security guards at main gate of Guest House	Two in each shift for 02 shifts- Evening & Night (8 hours each) = 2 Guards
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E. Newly constructed Faculty/officers residence:

Ex-servicemen Security Guard/ well trained & experienced security guards	One for the night shift (10 Pm to 6 Am) = 1 Guard
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F. NIFT Rae Bareli Extension Centre at Varanasi (VEC):

3.	Ex-servicemen Security Guard for overall security/ well trained & experienced security guards	One in each shift for 03 shifts (8 hours each) = 3 Guards + 2 Guards(for 2 shifts)= 5 Guards
----	---	---

- The rates for assigning security guards and supervisors on per month basis should also include provision for providing reliever personnel in place of guards/ supervisors who would be on leave. The provision for payment of minimum wages for the reliever personnel in place of guards/ supervisors has also been incorporated in the Price Bid column.
- The Security Agency shall ensure that security supervisors and guards engaged for security services at NIFT are paid not less than minimum wages and statutory payments as prescribed by Regional Labor Commissioner’s office, from time to time. In case, rates quoted by any **Security Agency are lower than the prescribed minimum wages and allowances, such tenders shall not be considered.**
- If the service charge/Profit margin quoted by the firm is Nil or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all **components** as described in the tender document (such as statutory components, profit margins, uniform etc)while offering the rates.

Minimum wages (As per Central Minimum Wages Act):

Sl. No	Type of Workers	Minimum Wages (Basic + VDA) for a month (i.e. 30 days including reliever duties)	EPF@13%		ESI (@ 3.25%)	Other Charges (if any) Please indicate	Sub Total in Rs. (3+4+5+6+7)	Service Provider service Charge/ Profit margin on minimum wages (Column no. 3)		Total Amount- in Rs. (8+10)
			EPF along with Admin charges i.e. 12.5%	EDLI i.e. 0.5%) Upto ceiling of Rs. 75 per person				(In %)	(in Rs.)	
1	2	3	4	5	6	7	8	9	10	11
(A)	Sec Supervisor- 01 No.	19980 (@666 per day)	2497.50	75.00	649.35					
(B)	Gun Man- 02 Nos.	39960 (@666 per day)	4995.00	150.00	1298.70					
(C)	Security Guard along with fireman- 33 Nos.	563310 (@569 per day)	70413.75	2816.55	18307.58					
(d)	*Securit	99900	12487.50	375.00	3246.75					

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Guard in Varanasi Extension Centre (VEC) 05Nos. (Area B)	(@666 per day)									
Grand Total (in Rs.)										

Note:

- The above rates are for a period of 30 days, including reliever duties, for 8 hours shift basis .
- The rates of wages shall be applicable as per Central Minimum Wages Act on the basis of the classification of the cities as prescribed by the Ministry of Labours & Employment and the place of posting of the security personnel. For example: Varanasi falls in Area B city accordingly the rates of minimum wages will be applicable for the security personnel deputed at Varanasi Extension Centre (VEC).
- The calculations must be made as per above tables. If required, the agency may provide the breakup on separate sheet.
- The Service Provider service Charge/ Profit margin must be same for all categories.
- The no. of manpower's mentioned above may be increased or decreased as per the situational requirement. The final no. of security personnel shall be placed as per the actual requirement at the time of awarding the contract, after approval of the Competent Authority.

Grand Total: Amount (in Rs.) for supply of security personnel for providing security services per month including all liabilities is Rs...../- (In words:.....)

(The calculations must be made as per above tables. If required, the agency may provide the breakup on separate sheet)

1. The contract will be awarded on the basis of **Grand total** quoted by the bidder.
2. Yearly escalation of **Five Percent (5%) for 2nd and 3rd year** may be provided on existing **Service Provider Service Charge/Profit margin (in Rs.)** of the agency for the management of Security Services subject to satisfactory performance of the agency duly evaluated by the the committee formed for this purpose by competent Authority NIFT Authority.
3. The VDA as notified by GOI from time to time.
4. Column No.4,5 & 6 (i.e. EPF and ESI) as per Rule / Act. The max ceiling limit of wages for EPF & EDLI contribution is **Rs. 15000/-** OR as notified by the Gol from time to time.
5. *Tax/GST as per prevalent rules shall be paid by NIFT in addition to the contract amount.*
6. The final no. of security personnel shall be placed as per the actual requirement at the time of awarding the contract, after approval of the Competent Authority. Payment to the agency will

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be made as per actual deployment of manpower based on requirement working days of the Institute (i.e. NIFT Rae Bareli and its extension centre at Varanasi).

UNDERTAKING BY THE CONTRACTOR

I have carefully gone through the various terms and conditions mentioned in the tender document. I agree to all the conditions and offer to provide **security services** at NIFT Rae Bareli and its extension centre at Varanasi. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions listed above. I also certify that the documents submitted by me are true and correct in order to the best of my knowledge and belief. In case any of the documents submitted by me is found false, I understand that institute has the right to reject my offer/tender at any point of time.

Place: _____

Date: _____

Signature of Security Contractor/ authorized official

Statement of the clients during last three years (18-19,17-18,16-17)

S. No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of guards deployed	No. of ex-servicemen supervisors deployed	Period of Contract From - To	Monthly contract amount (Rs.)	Total value of Contract (Rs.)	Total Year of Experience	Sr. no. of proof attached
1	2	3	4	5	6	7	8	9	10

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Statement of the existing / present clients of the firm.

S.No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of security guards deployed	No. of ex-servicemen supervisors deployed	Period of Contract From - To	Monthly contract amount (Rs.)	Total value of Contract (Rs.)	Total Year of Experience	Sr. no. of proof attached
1	2	3	4	5	6	7	8		9

SIGNATURE OF TENDERER