



राष्ट्रीय फैशन टेक्नालजी संस्थान, शिलांग NATIONAL INSTITUTE OF FASHION TECHNOLOGY SHILLONG TENDER DOCUMENT FOR SECURITY SERVICES

NIFT Shillong Campus, (old NEIGRIHMS), 'C' Block Psteur Hills, Lawmali,
Shillong-793001

Estimated Cost: 36,60,000/-

Tender No - NIFT/SHL/PO/2018-19/E07-SECURITY SERVICE Dated 17.10.2018

File No:- 11148(1)/Accts/NIFT SHL/tender/Security Services/2013

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

Time schedule for tender process:

Date of Publication of Tender Notification	17.10.2018
Uploading of Tender Document commence from	17.10.2018
Last date for downloading of tender document	07.11.2018 by 12.00 Noon
Last date for online receipt of duly filled in tenders	09.11.2018 by 3.00 pm
Date and Time of the opening Technical Bids	12.11.2018 by 4.00pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

a. Tender Fee: Rs: 500/- + 18% GST Rs. 90/- Total= Rs. 590/- (Five Hundred Ninety only) in form of Demand Draft in Favor of “**National Institute of Fashion Technology, Shillong**” payable at Shillong

b. EMD: Rs: 1,83,000/- (One Lakh Eighty Three Thousand only) form of Demand Draft in Favor of “**National Institute of Fashion Technology, Shillong**” payable at Shillong.

Note: This tender document contains 16 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.

Seal & Signature

INDEX

S.No	Particulars	Page No.
1.	Introduction	3
2.	Notice Inviting Tender	3-5
3.	General Terms and Conditions	5-11
4.	Scope of Work	11-13
5.	Performa of Technical Bid	13-14
6.	Performa of Financial Bid	14-15
7.	Performa of Undertaking & Acceptance Letter	16

Seal & Signature

1. 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 program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

2. NOTICE INVITING TENDER:

The NIFT Shillong Centre invites sealed tenders under "**TWO BID SYSTEM**" are invited for selection of an expert agency for the purpose of hiring security services at the Campus in order to maintain the proper security at NIFT campus and at its hostels.

The details of the tender are given below:-

- a. Description of Services: selection of an expert agency for the purpose of hiring security services at the NIFT (Shillong centre) in order to maintain the proper security at NIFT campus and at its hostels.
- b. Closing date & time for submission of bids: 09.11.2018 by 3.00 pm
- c. Date & time of opening of Bid:
 - i. Technical bid: 12.11.2018 4.00PM (in presence of the tenderers or their authorized representatives.
 - ii. Financial bid : After evaluation of Technical Bid
 - iii. Bid validity upto: 90 days from the date of opening of financial bid

Correspondence Address : Mr. Sainbor Pathaw Purchase Officer, National Institute of Fashion Technology, NIFT Campus, NIFT Shillong Campus, (old NEIGRIHMS), 'C' Block Psteur Hills, Lawmali, Shillong-793001. Contact No: 0364-2590971/2590240.

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Seal & Signature

INVITING TENDER

- a) The NIFT Shillong Campus invites sealed tenders under **"TWO BID SYSTEM"** for Hiring of Security Service at NIFT Shillong Centre Lawmali, Near- Ganesh Das Hospital, Shillong -793001 for students and staff for a period of **one year** and may be extend upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis).
- b) The interested bidders should apply online and submit their 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://nift.ac.in/tenders/shillong> from 17th Oct, 2018 to 09th Nov 2018 upto 3:00 pm Tender document are also available for viewing on the "tenders" link of the NIFT's official website i.e. <https://www.nift.ac.in/shillong/tenders> and NIFT's E- tendering site i.e. <https://nifttenders.eproc.in>.
- c) Application to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- d) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
- Annual Registration Charges of Rs. 2000+18% GST(Non-refundable)
 - Bid Processing Fee charges of Rs. 2928+18% GST (Non-refundable)
- e) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the e-tender.
- f) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast 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.

For online Participation:

For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,

E-mail:- sandeep.bhandari@clindia.com

Phone No.:- 0124-4302033/36/ +918856814007

g) The bidders should ensure that it complies with the above requirement before applying for online tender. Also, the bidder should submit a hard copy of the Technical Bid submitted online with all relevant supporting documents **by 09th Nov, 2018 upto 3:00pm** which is to be addressed to Purchase Officer, National Institute of Fashion Technology, NIFT Campus, NIFT Shillong Campus, (old NEIGRIHMS), 'C' Block Psteur Hills, Lawmali, Shillong-793001

h) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in> No other mode of application will be considered & application will not be accepted. The tender fee and the EMD draft should be submitted in the sealed cover with technical bid super scribing **"Tender Fee – Tender for Security Shillong "** to:

Purchase officer,

National Institute of Fashion Technology,

NIFT Campus, OLD NEIGHRIHMS, Near Ganesh Das Hospital Pasteur Hills Lawmali Shillong- 793001.

Seal & Signature

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website www.nift.ac.in/Shillong/tenders also from NIFT e- tender website <https://nifttenders.eproc.in> The tenderers who have downloaded the tender document should send a Demand Draft of Rs.500/- + 18% GST Total :590/-(non refundable) drawn in favour of National Institute of Fashion Technology (Shillong) towards the cost of tender document in Technical cum Financial Bid.

EMD: Rs: 1,83,000/- (One Lakh Eighty Three Thousand only) form of Demand Draft in Favor of “**National Institute of Fashion Technology, Shillong**” payable at Shillong .

The tender fee and the EMD draft should be kept in the hard copy of the Technical Bid Cover. The Technical bid should be sealed by the tenderer in separate covers duly super scribed as “Technical Bid”. Online as well as sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as ‘Tender for Security Services at NIFTShillong.

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

- a. Mr. Sainbor Pathaw Purchase Officer 0364-2590971/2590240
ad.shillong@nift.ac.in OR purchase.shillong@nift.ac.in.

3. GENERAL TERMS AND CONDITIONS

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

1. Tender shall be submitted in online mode through e-Tender only. **No other mode of application will be considered.** If submitted in any other form the same shall be summarily rejected.

2. Tenders received without prescribed tender fee i.e. Rs.590/- (non-refundable) and EMD Rs: **1,83,000 /-** shall be summarily rejected.

3. The name and address of the tenderer shall be clearly written in the space provided. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be rejected.

Seal & Signature

5. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
6. The company or firm must be registered under private security Act 2005. Attach copy of certificate of **the registration from statutory authority.**
7. The company or firm will provide GSTIN (Good and Tax Registration No.) along with bid. Further company of firm will provide monthly challan for payment of GST along with bill.
8. Individual signing the tender or other documents connected with the tender must specify whether he signs as:-
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
9. The tender submitted in sealed envelope super-scribed "Tender for the Security Services" should be addressed to the Purchase Officer National Institute of Fashion Technology, Centre Name & Complete Address, should be deposited in the Tender Box available at Purchase Officer, on or before 3.00 pm on **09/11/2018**. The tenders (technical bids) will be opened on the 12.11.2018 at 4.00 P.M. in NIFT, Shillong Campus in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
10. Offers on original tender document will only be considered. The tender document is to be submitted in the box placed at Purchase Department. 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/Rewording of formats shall not be acceptable.
11. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
12. Please note that offers not accompanied by the required EMD shall be out rightly rejected.

13. The tender shall be awarded to the lowest financial bidder. The EMD of unsuccessful bidders will be refunded in due course of time. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified Tenderers and alone will be considered for "Opening the Financial Bid. For the Service mentioned in Financial Bid the lowest price quoted is the criterion for selection.
14. **A Demand Draft of Rs.1,83,000/-(Rupees One Lakh Eighty Three thousand Only)** is required to be deposited as Earnest Money Deposit in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Shillong payable at Shillong (exempted in case of bidders having NSIC certification). The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill the following conditions:
 - (i) An Agreement is signed by vendor 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.
15. The bids should be valid for at least 90 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by NIFT.
16. Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
17. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
18. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
19. The Security Agency shall maintain an **Occurrence Book** which will be made available to the supervisory staff of the Agency deployed at NIFT.
20. 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.
21. The quoted rates shall not be less than the minimum wages of central government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, 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 tender will be out rightly rejected.
22. In the event of revision of minimum wages fixed by central government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The 'Onus' for producing the copy of notification will be of Security Agency.
23. 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

Seal & Signature

should be made to the security supervisor & security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus to individual employees, the Security Agency shall produce original challans/receipts to the Institute for the records.

24. The security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
25. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
26. 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.
27. 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.
28. 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 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.
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.

Seal & Signature

The Security contract shall remain valid for a period of One year and it may be renewed 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.

Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.

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 Meghalaya.
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 he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the 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. Services to be provided by Security Agency is indicated in the Annexure-I attached.
35. i. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 60 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 of NIFT, Shillong as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
 - (iii) The Arbitration proceedings shall be held at (Shillong centre).
 - (iv) The language of the arbitration proceedings shall be in English The Arbitrator shall give a speaking and reasonable award.
36. Tender shall be accompanied by the relevant documents including the following:-
 - I) Certificate in support of experience for having undertaken this kind of business alongwith 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.

Seal & Signature

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 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 by DD in favour NIFT, Shillong payable at Shillong Rs.3,66,000/- (Rupees Three lakhs Sixty Six Thousand only) as Security Deposit with NIFT. 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.

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 Meghalaya Jurisdiction.

4. SCOPE OF WORK

SECURITY SERVICE CONTRACT

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at National Institute of Fashion Technology, Shillong as per following duty point and requirement on shift basis. ANNEXURE-I

Post	Supervisor (Ex – service man not below the rank of JCO, without arms)
Overall in charge for NIFT Security at NIFT Campus as well as	1

Hostel Premises	
Total	1

3 SHIFTS OF 8 HOURS EACH IN ACCORDANCE WITH THE LABOUR LAWS

Post	Male Security Guard (Ex – service man, without arms)	Lady Security Guard
Security Guards for Campus	7	0
Lady Security guard – care taker (civilian preference will be given to dependents of ex-service man) for Girls Hostel	1	5
Total	8*	5

***NOTE: NIFT REQUIRES 1 MALE SECURITY GUARD AS MENTIONED ABOVE AT GIRLS HOSTEL DURING NIGHT SHIFTS ONLY FROM 10 PM TO 6 AM DAILY. NIFT IS GOING TO SHIFT SHORTLY TO ITS PERMANENT CAMPUS TO NEW SHILLONG TOWNSHIP, UMSWALI, CONTRACTOR AWARDED THE CONTRACT, WITH THE SAME TERMS AND CONDITIONS SERVICE ARE TO BE PROVIDED FOR AT LEAST 50 SECURITY GUARD OR MORE AT A TIME.**

2. 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, Hindi and English languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.
3. 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.
4. 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.
5. The security agency shall verify character, attendance of security personnel before deployment in NIFT, Shillong 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

Seal & Signature

6. 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 entries 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 Guests 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 Purchase Officer/ Director and/or other officers. List of Residential phones or Mobile phone numbers of NIFT officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the NIFT officers immediately.

16. PERFORMA OF TECHNICAL BID

The tenderers needs to submit the following documents with their tender documents:

- a. Copy of the license issued by the appropriate authority to run the Security Agency.

Seal & Signature

- b. Tender Money, in the form of DD of Rs. 590 with 18% GST/- (non-refundable) in favour of NIFT, Shillong payable at Shilling , tender form downloaded from the website.
- c. EMD (Interest free) of Rs. 1,83,000/- (Rupees One Lakh Eighty Three Thousand only) in the form DD in favour of NIFT, Shillong payable at Shillong.
- d. Performance Certificate for the last 03 years from the clients to whom the security agency provided services.
- e. KHADC/ Statutory License As per norms.
- f. Turnover - Security Agency should not have turnover less than Rs. 73,20,000/- (Seventy Three Lakh Twenty Thousand only) in each of the last three years i.e. 2015-16, 2016-17 & 2017-18 or more than 2,19,60,000/- Two Crore Nineteen Lakhs Sixty Thousand only together. (ITR and certificate duly certified by the CA to be attached).
- g. Client list – preferably professional educational institutes/Govt. offices.
- h. GST Registration
- i. PAN Registration

6. PERFORMA OF FINANCIAL BID

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, Centre Name as per following duty point and requirement on shift basis.

The Minimum Wages for security staff is @ 617/- per day per person for 30 days Excluding PF, ESI is as per prevailing rate any bid below this amount is going to be rejected.

Rate Statement		
S. No.	Description	Rate per Guard/ Supervisor for 30 days
1	Security Gaurds Ex-service Man/Equivalent	Rs. (In words.....) Per Month (Inclusive of PF & ESI and service charges)
2	Lady Security guard	Rs. (in words.....) Per Month (Inclusive of PF & ESI and service charges)

Seal & Signature



3	Security Supervisor Ex- Service Man/Equivalent not below the rank of JCO	Rs. (in words.....) Per Month (Inclusive of PF & ESI and service charges)
---	--	--

Note: **Goods and Service Tax (GST)** as per prevalent rules shall be paid by NIFT if applicable

In case of events organised by the NIFT the agency shall provide the extra security personnel at the prices quoted above only this will be paid on hour basis.

Date_____

Name & Signature

(Company Seal)

Seal & Signature

UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY

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

Place: _____

Signature of Security Agency

Date: _____

Address: _____

Mob: _____

Email ID: _____

Seal & Signature