



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: e-27/2019(Pur-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

Tender

For

Security Service

Tender No.: e-27/2019(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	17/12/2019
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	08/01/2020 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	08/01/2020 at 3.00 pm.

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.

2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

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 to address the specialized needs of professional and students in the field on 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.

Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.



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NOTICE INVITING TENDER

NIFT, Kolkata invites **online** tender under two bid systems for “Security Service” from eligible reputed Firms/Agencies having at least 05 (Five) years work experience in executing similar kind of service/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organisations.

The hard copy of the tender alongwith fees (i.e EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “**Security Service (NIT No.: e-27/2019(Pur-Kol))**” and shall be addressed to and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 7000106 or dropped in the Tender Box kept at the said address on or before schedule. Financial bid should be quoted online only and need not to be submitted in hard copy.

SUBMISSION OF BID

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in>
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>

- Registration Charges of Rs.2000/- + Rs.360/-(GST) = Rs.2360/- (Two Thousand Three Hundred Sixty Only) non-refundable.

- Bid Processing Fee charges of Rs. 640/- + 115(GST) = 755/- non-refundable through online payments only.

- v) 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.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033-23357546, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700106.

For online procedure:

For More enquiries/For Helpdesk officers:-

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

Phone No.:- 0124-4302033/36/37



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SCOPE OF WORK

The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.

Round the clock security service/arrangements, including on Saturdays & Sundays and holidays, to be provided at the National Institute of Fashion Technology, Kolkata (NIFT Campus at LA-3B, Sector-III, Salt Lake City, Kolkata-700106 and NIFT Girls' Hostel at GE-4, Sector-III, and Salt Lake City Kolkata 700106) for safety, watch & security and to protect of the man, materials, stores, property, etc. as per following duty point and requirement of shift basis.

Place of Duty	Type of Security Personnel	Shift	Duty Point	Responsibility	Service Required/Duty Day
NIFT Campus	Security Personnel Male (Old Bldg. Main Gate & New Bldg. Main Gate)	A	1	Supervisor	Saturday, Sunday & Holidays
			1+1	Guard	
		B	1	Supervisor	
			1+1	Guard	
		C	1	Supervisor	
			1+1+1	Guard	
	Security Personnel Male Old Bldg. Main Gate & New Bldg. Main Gate)	A	1	Supervisor	Monday to Friday (NIFT Working Day Only)
			1+1+1	Guard	
		B	1	Supervisor	
			1+1+1	Guard	
		C	1	Supervisor	
			1+1+1	Guard	
		G	1	Guard	
			1	Guard	
	03 (three) nos. of IT Labs	G	1+1+1	Guard	
	Resource Centre /Library	G	1	Guard	
NIFT Girls' Hostel	Security Personnel Male (Main Gate & Reception)	A	1	Guard	Monday to Sunday
		B	1	Guard	
		C	1	Guard	
	Security Personnel Female (Main Gate & Reception)	A	1	Guard	
		B	1	Guard	
		C	1	Guard	
		G	1	Guard	
					As and when required

The approx. number of Security personnel to be deputed initially is **24+5 (Reliever) (subject to change)** However, the NIFT authority is at liberty to increase or decrease the number of security personnel as per requirement from time to time & decision of NIFT in this regard shall be final & binding and the payment will be made accordingly at the same rate, as applicable and on actual.

Shift Time: A: 05:45 am to 2:15 p; B: 1:45 pm to 10:15 pm; C: 09:45 pm to 6:15 am next day; G: 08:45am to 5:45 pm, G: 8:00 pm to 4:00 am next day for girls' hostel.



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NOTE: *The above shifts of Security Personnel are subject to change*

Per Head Normal Duty not more than 26/27 days in respect of 30/31 days in a month

The age of Security Personnel as follows

Male Security Personnel: Max 55 years and preferably ESM, Ex BSF, Ex CISF **Female Security Personnel:** Max 50 years and preferably Ex CISF

The security Personnel on duty shall maintain a register to record the entry and departure of visitors, students, vendors, etc. with proper date and time. NIFT authority may check the register as and when required. In addition, the following should be maintained/ noted:

- i. One standing security Personnel should always be at the main gates
- ii. The visitors should be issued visitors ID Card by the security Personnel at the gate
- iii. The Gate should be closed during office hours beside lunch break and shall be opened as and when required
- iv. Strict Action will be taken if found 'Sleeping' while on duty
- v. Outside the IT Labs submission/ returning of bags of the students against coupon should be taken care properly and misconduct, if any, by the students should be recorded/ informed to the concerned NIFT Official(s)
- vi. The security personnel should not use Computer or other facilities for which they are not entitled for and strict necessary action will be taken for such incidences
- vii. The agency will be responsible for the training and strict discipline and quality control of the Security Personnel
- viii. Immediate replacement of Security Personnel, if needed, due to any disciplinary ground or so, should be guaranteed

The security staff will ensure that all the main gate/doors/windows are properly closed and locked and the fans/AC's/Network/UPS, etc. are properly switched off after office hours and on Holidays. They will not open office area without the permission of the NIFT authority until or unless it is necessary.

TERMS AND CONDITIONS

1. Only on-line bids will be considered. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional and/or offline tender will not be accepted and/or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
4. The agency/tenderer should have at least Five years of relevant experience in executing/rendering such services.
5. The contract for Security Service shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.



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6. Hard copy of tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
7. All tenderers are required to submit Bid Security as **Earnest Money Deposit (EMD) of Rs.2,50,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/document submitted found false/fake/forged
 - b. If the selected/successful bidder does not accept the W.O., or, unable to provide services
 - c. If the bidder withdraws his bid/quote

However, those who have valid NSIC/MSME registration certificate, Tender Cost & EMD may not be required.

8. The successful tenderer shall be required to deposit **Security Money of Rs. 8,00,000/-** within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.
9. The bidder should have minimum of 5 (Five) years experience in the relevant field. The average minimum annual turnover of the tenderer for past 02 (Two) years should not be less than **Rs.75 Crores** which should be substantiated by Audit report/ITR.
10. The required strength of manpower (Security Personnel) has been mentioned in the aforesaid table is indicative and may vary. However, the deployment of manpower shall be as per actual requirement as will be mentioned in the work order or in the subsequent order(s) to be issued to the successful tenderer and any increase/decrease in the actual deployed strength, the payment will be made on actual and at the same rate as applicable. NIFT is not bound to engage all the manpower(s) as mentioned in aforesaid table
11. Security Personnel will be deployed on rotation basis and each security personnel should be rotated after every week or as may be as per required of NIFT Kolkata. Also the security personnel deputed at the Campus and Hostel should be shuffled on regular intervals. This rotation/shuffling work should strictly be followed by the service provider, i.e. the successful tenderer.
12. The tenderer shall ensure that the security staffs engaged by the Contractor shall not smoke beedis, cigarettes or intake alcohol nor they are allowed to chew pan, tobacco items etc. during duty hours.
13. Dispute, if any, arising out of the manpower services contract shall be settled by mutual discussion and the decision of NIFT will be final and binding in this matter.



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14. The Tenderer submitting tender must attach photocopies of the following documents which should be valid:-

- (a) Trade License
- (b) PAN Card [in the name of firm/agency or proprietor]
- (c) GST Registration
- (d) EPF/PF Registration
- (e) ESI Registration
- (f) P-Tax registration
- (g) Registration under the Shops & Establishment Act/ROC
- (h) Registration under Private Security Agencies (Regulation) Act, 2005 (PSARA)
- (i) List of organizations with contact number where the contractor is providing/ has earlier provided security service.

15. The Tenderer shall comply with all existing **Central Govt.** Labour Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the Contractor would be fully responsible and would indemnify NIFT, in case the Institute is held liable for the lapse on the part of the Contractor, in this regard.

16. The Security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security personnel can work.

17. The timely payment of Employees' contribution towards PF & ESI at scheduled rates will be the sole responsibility of the successful Tenderer. The tenderer shall be responsible for the payment of wages & allowances of staff members deputed by him at NIFT Kolkata as per the Minimum Wages in force and fixed by the Central Govt. and all statutory dues to the persons employed by the contractor for providing the said services. NIFT shall in no way be responsible for any default with regard to any statutory obligations related to the manpower deputed by the tenderer at NIFT, Kolkata.

18. The approx. number of Security personnel to be deputed initially is **24+5 (Reliever) (subject to change)** as per present requirement. However, the NIFT authority is at liberty to increase or decrease the number of security personnel as per requirement from time to time & decision of NIFT in this regard shall be final & binding and the payment will be made accordingly at the same rate, as applicable and on actual.

19. Since there may be delay in releasing payment by NIFT to the contractor due to contingencies, payment of wages to the staff members deputed by the tenderer should not be linked with receiving of payment from NIFT and the tenderer must pay the wages as per prevailing rate of Central Govt. to their staff(s) deployed/engaged at NIFT Kolkata Centre by **7th of every month.** No request for relaxation will be entertained in this regard. The wages shall be as per minimum wages notified by the Central Govt. from time to time.

20. Attendance shall be taken through Biometric system.



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21. All the staff engaged by the successful tenderer, shall be deemed to be the employees of the contractor. The contractor shall be solely responsible for their wages, fringe benefits, conduct, leave-records, etc., The tenderer shall also provide its staff members photo-identity cards which may be checked by the NIFT authority/concerned official(s) of NIFT as and when necessary.
22. Payment will be made monthly on arrear basis against submission of bill in triplicate alongwith monthly attendance statement, copies of wages sheet and copies of previous month's PF and ESI deposits challan & ECR of the persons by the successful tenderer at NIFT, Kolkata and monthly challan for payment of GST/GST 3B Return etc. All payments due to successful tenderer shall be made through RTGS/NEFT. Deductions, if any (TDS, etc.) and as applicable, will be made during payment. Successful tenderer should submit details of Bank (A/c Number, Bank & Branch Name, IFS Code), PAN and GST No. alongwith the monthly bill.
23. Bonus amount of Rs. **3500/-** will be paid those security personnel have completed min. 6(six) months services in a financial year. And Bonus will be paid on Festival of Durga Puja or subsequently. Accordingly, bill will be raised by the tenderer with the service charges mentioned in the financial bid.
24. These security personnel/Guard 03 (three) individuals would perform the Supervisor job for which NIFT give them addl. **Rs.32/-** per day for taking that responsibility.
25. The company or firm will provide GSTIN (Goods and Service Tax Registration No.). Further company of firm will provide monthly challan for payment of GST along with bill.
26. In the event of un-satisfactory service or any default, payment may be deducted as penalty as deemed fit which will be decided by the NIFT authority and decision of NIFT in this regard shall be final & binding on the agency/service provider.
27. Even after qualifying in the technical bid, the financial bid may be rejected if not found in order. Merely qualifying in the technical bid does not ensure acceptance of the financial bid.
28. Change in the Govt. rates (statutory, etc.) from time to time will be considered
29. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the personnel, the contractor shall be held fully responsible, and the Institute shall be entitled to recover appropriate amount with penalty from contract fees payable to the contractor or contractor will pay the same. The amount of loss or damage as determined by NIFT shall be final and binding on the contractor.
30. In case of pilferage and loss/damage to the NIFT property due to negligence of security personnel the same will be repaired/replaced by the contractor at his own cost.
31. In the event of injury, illness or mishap to any security personnel/manpower, NIFT, Kolkata will not be liable to pay any compensation. The insurance cover shall include the



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liability under the Workmen's Compensation Act. and the contractor shall be fully responsible for the same.

32. The Agency/Firm shall at all times be responsible to maintain all types of liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or other Industrial Legislation in force from time to time.

33. It is preferred that the tenderer (organization) should have an operating office in West Bengal.

34. The contractor at its own cost shall provide the following:

- (a) Proper uniforms (Trousers, Shirt, Belt, Cap & Shoes, 2 sets each) including washing cost to its security personnel deployed by them at NIFT Kolkata
- (b) Baton to all the security personnel on duty.
- (c) 02 nos Hand Held Metal Detectors which are to be kept as stand by at the gates and 02 nos Car/Vehicle detectors with mirror.
- (d) 06 pairs of Gumboots
- (e) 02 nos Torches
- (f) 02 nos Umbrellas [for rainy season mainly]
- (g) Jackets [to all security staff members during Winter season]

No expenditure will be borne by NIFT in this regard.

35. The security personnel on duty should also maintain a register for recording of Gate passes which are issued by the Institute time to time for various items of the organization like machineries, parcels, etc. and they have to produce these Gate passes to the NIFT authority for verification as & when required.

36. The security staff should be well versed and experienced about the office decorum and etiquette/behaviour. The Contractor shall be responsible for the acts and conduct of its personnel. In the event of any misconduct the decision of the NIFT in the matter shall be final & binding.

37. The contractor will ensure deployment of required staff on all days of the week in three shifts. The security staff deputed by the contractor will ensure safety of man, materials, stores and property of NIFT as well as students at Hostel and follow the rules and guidelines laid down by NIFT from time to time.

38. The security staff will always be vigilant and any suspicious activity noticed during and after office hours and any unusual happening in the surrounding areas should bring to the notice of NIFT authority immediately.

39. Payment will be deducted on pro-rata basis and as applicable in the event of absence of any security personnel on any day or so; however, it is strongly recommended for a suitable substitute/replacement during one's absence.

40. The contractor will maintain Attendance Register duly countersigned by Supervisor. The copy of Attendance Register/Sheet is to be submitted along with bill for payment of wages.



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41. NIFT will pay as per the rates of minimum wages in force which is subject to change and as may be fixed by the Central Govt.
42. While Revision in VDA, 'Service Charges' quoted in Rupees will be converted to equivalent percentage (%) and service charges will be calculated on the same % rate so that there will be no financial loss of the service provider/agency.
43. The contractor shall be solely responsible for all injuries and accidents to persons employed by him. The workmen shall be insured by the contractor against personal accidents arising out of and during the course of their duties.
44. The Contractor shall comply with all existing Central Govt. Labour Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc., Bonus Act. 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 (i.e. NIFT), in case the Institute is held liable for the lapse on the part of the Contractor in this regard.
45. All the security personnel deputed by the Contractor for carrying out tasks under this contract shall be deemed to be the employees of the Contractor's Agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, leave-records, etc., The Agency shall also provide its staff members photo-identity cards which may be checked by the NIFT authority/concerned official(s) of NIFT as and when necessary.
46. The successful tenderer should issue monthly pay slips to its deputed man powers at NIFT Kolkata.
47. The quote/rates should be valid in the case of all the tenders for at least for 3 months from the date of opening of the tender and if, tenderer withdraws during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract. However, prevailing statutory rates, if any as revised by the Govt. from time to time will be considered.
48. In the event of unsatisfactory service or any default, payment may be deducted as penalty as deemed fit which will be decided by the NIFT authority and decision of NIFT in this regard shall be final & binding on the agency/service provider.
49. In case of L-1 is more than one, the selection criteria [viz., the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding to all the tenderers.
50. Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.



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51. The agency shall verify character, antecedents of personnel before deploying them at NIFT, Kolkata. The particulars of staff (name, father's name, date of birth, address, qualification, previous work experience, etc.) deployed by the Agency should be submitted to NIFT Kolkata along with their police verification report.
52. All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made at any time during the contract period.
53. Dispute, if any, arising out of the manpower services contract shall be settled by mutual discussion and the decision of NIFT will be final and binding in this matter.
54. 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 security personnel deputed may be produced.
55. 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 security personnel deputed at NIFT must be trained in respect of operation of Fire Fighting Equipments.
56. 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.
57. In case of disputes for nonpayment of wages to the supplied manpower or any other dispute, the payment due to the Contractor may be withheld till settlement of the disputes.
58. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing said service.
59. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said service.
60. The Contractor and his/her staff member shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
61. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such case, will be treated as cancelled before its expiry. However, the said notice period may be extended by mutual agreement till alternate arrangements are made by NIFT. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any default of the Contractor or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.



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62. As per the 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., paisa 50 or above will be rounded off to the near higher rupee and paisa less than 50 will be ignored.
63. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.
64. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (Tel. 033-23357546) before submission of bid; no extra amount shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
65. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10.00 am to 05.00 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
66. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding on all the tenderers. No further correspondence in this regard will be entertained.



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Annexure- I

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date of Establishment:
- d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

Registration No. Company/firm/
Agency in regard to ownership

2. a. Address (Office):

b. Telephone No.:
d. Email Id.:

c. Mobile No.:

3. Details of relevant work experience:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any
1				
2				
3				

4. Furnish copies of the following documents:

- a) Trade License
- b) PAN
- c) Experience Certificate
- d) PF Registration
- e) ESI Registration
- f) Professional Tax Registration
- g) GST Registration
- h) Private Security Agencies (Regulation) Act, 2005 (PSARA)
- i) Contract Labour Registration Certificate
- j) Registration under the Shops & Establishment Act/ROC

5. DD [enclosed] details:

DD no._____, dtd._____, amt._____, bank_____ [EMD]

Date:

Place:

Signature of Security Agency



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ANNEXURE - II

**TECHNICAL BID
for
Security Service**

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Bid Security as Demand Draft of Rs.2,50,000/- in favour of NIFT, KOLKATA is enclosed as EMD (to be submitted with the Technical Bid)	
02	Whether capable and agreed to submit Rs.8,00,000/- as Security Deposit/Bank Guarantee, if work order is awarded to successful Tenderer.	
03	Whether document in support of having minimum 05 (Five) years experience in executing similar kind of jobs along with a list of organizations (Govt., PSU, reputed MNCs/ organisations) with contract nos. where the Contractor is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether Registration under the Shops & Establishment Act/ROC	
06	Whether Contract Labour Registration Certificate enclosed	
07	Whether copy of Pan Card enclosed	
08	Whether copy of Private Security Agencies (Regulation) Act, 2005 (PSARA) enclosed	
09	Whether copy of Professional Tax etc. enclosed (if & as applicable)	
10	Whether copy of Registration Certificate of PF enclosed	
11	Whether copy of Registration Certificate of ESI enclosed	
12	Whether copy of Registration Certificate of GST enclosed	
13	Whether average minimum Annual turnover is Rs.75/- Crores during the years [i.e. FY: 2017-18, 2016-17; 2015-16] (any two) [Please attach relevant documents (audited report Trading, P/L & BS from authorized Chartered Accountant) as a proof]	
14	Whether Copy of Income Tax Return for last Two years submitted [Assessment year 2018-19, 2017-18; 2016-17]	
15	Whether agreed to abide by all the terms & conditions of this tender	
16	Whether all DDs, Annexure-I, II & III duly filled, are enclosed with this 'Technical Bid'	

(All above enclosures must be valid)

Place:



NIT No.: e-27/2019(Pur-Kol)

Annexure -III

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-Kolkata. 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 inspect the institute premises (NIFT) 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:.....

Date:.....

.....

Signature of Security Agency

Address:.....

.....

.....

Mob.:.....

Email ID:.....



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: e-27/2019(Pur-Kol)

Annexure-IV

FINANCIAL BID for Security Service

Sl. No.	Type of Manpower (for Security Service)	Min Wages* with VDA per day for one Head As on date (Rs.)	EPF* 13.00% on min. wages (Rs.)	ESI* 3.25% on min. wages (Rs.)	Other Charges (If any) (Rs.)	Service Charges (in percentage) (%)	Sub Total (Rs.)	GST @ 18% (Rs.)	Grand Total (Rs.)
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
							(A+B+C+D+E)	(G=F*18%)	(F+G)
1	Security Personnel [Watch & Ward (without Arms)]	733.00	95.29	23.82					

*Subject to Change

Bonus amount of Rs. 3500/- will be paid those security personnel have completed min. 6(six) months in a financial year. Accordingly bill will be raised by the successful tenderer with the service charges mentioned in the table.

These security personnel/Guard 03 (three) individuals would perform the Supervisor job for which NIFT give them addl. Rs.32/- per day for taking that responsibility.

*Min. Wages has been calculated as per GOI, Ministry of Labour & Employment Office of the Chief Commissioner (C) Order vide no. 1/38(1)/2019-LS-II dated 23.09.2019 which may be changed from time to time.

#1 Break-up of the rate may also be provided along with the copy of the Govt. Order issued by Labour Commissioner, Govt. of India on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt.

#2 Minimum wages should be as per the Central Govt. rates.

#3 The number of manpower to be deputed may vary and payment will be made on actual at the quoted rate

#4 NIFT is not bound to engage all the manpower(s) as mentioned in the tender document.

#5 Quotation with "NIL"/ "0" (Zero) service Charge (Col. F above) will not be considered

#6 The L1 will be selected based on overall total.