



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक कॉम्प्लेक्स रंगरेट

श्रीनगर 191132, जम्मू कश्मीर

**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

16823/NIFT/Sgr/Estates/Security Services/2020/450

Dated: 22-12-2020

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

National Institute of Fashion Technology (NIFT), Srinagar 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, Hostel/s etc.

**Time schedule for tender process :**

Date of tender notification	22-12-2020
Last date for receipt of duly filled in tenders (Online)	14-01-2021, at 15:00 hrs
Date and time of the opening of Technical bid of tenders	18-01-2021, at 11:00 hrs
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders
Earnest Money Deposit	"NIL" Bid Security Declaration shall be kept by the bidder in the BID Documents

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 3640 + 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 Bid Security Declaration towards EMD on or before the last date of the tender except PRICE BID. Hard copies of Technical Bid along with Bid Security Declaration" should reach to Director Office, NIFT Srinagar, SIDCO Electronic Complex Rangreth, Srinagar – 191132 (J&K) by or before 14-01-2021 at 15:00 hrs. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice. In case of any clarification, the bidders can send their queries at [estates.srinagar@nift.ac.in](mailto:estates.srinagar@nift.ac.in) or contact +91-7006149501.

Director

National Institute of Fashion Technology, Srinagar

SIGNATURE OF TENDERER

**Eligibility and Criteria for Selection:**

- 1.1) A firm or agency having experience of at least last three consecutive financial years(2017-18, 2018-19, 2019-20) in security services to any Government/ Semi-Government/Autonomous Bodies/National level educational Institutions of high repute like IIT, NIFT, NIT CU's/reputed Pvt cos. etc. Satisfactory Performance certificate (mentioning successful completion in terms of compliances of all the statutory obligations including the timely deposition of GST in Govt account) from the institutions/organizations where contract was taken up must be enclosed with the technical bid.
- 1.2) The bidder should have the experience of completion of similar works in any Govt/semi Govt/reputed Pvt company's etc during the last three years (2017-18, 2018-19, 2019-20 Financial Years) with at least one such contract as per the details mentioned below must be in hand.
  - a) Three similar completed works costing not less than Rs 20 lacs OR
  - b) Two similar completed works costing not less than Rs 30lacs OR
  - c) One similar completed works costing not less than Rs 50lacs
- 1.3) The agency should have annual minimum turnover of **Rs.20 Lakhs or above** in each of the last three financial years i.e. 2017-18, 2018-19, 2019-20 (CA certified statement/certificate for turn over for last three years as mentioned must be enclosed along with technical bids)
- 1.4) The tenderer shall enclose a **Bid Security Declaration towards EMD** along with BID Documents.
- 1.5) The agency must have a Branch Office at Srinagar for proper supervision, reasonable access in case of day to day requirement, for better coordination with the security agency at the site etc. In case the agency does not have an office in Srinagar, the bidder has to give an undertaking that the office shall be opened in Srinagar within one month of allotment of contract.
- 1.6) Valid and effective Quality assurance ISO certificates held by the firm/agency for providing security services (copy of certificate must be enclosed).
- 1.7) The company/firm/agencies/corporation registered under PSARA 2005 and participating in the tender must have the valid PSARA 2005 license as on date of submission of bids.
- 1.8) The company/firm/agencies/corporation must have professional trainer /training center with a list of activity of trainings to be imparted as per PSARA act 2005.
- 1.9) The tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. A notarized affidavit in this effect must be enclosed along with bid.
- 2.0) Following documents must be enclosed along with Technical Bid
  - Copy of valid certificate of registration under PSARA 2005
  - Copy of PAN card
  - Copy of the GST Registration of the Firm.
  - Income Tax return for last 3 years (AY 2017-18, 2018-19, 2019-20).
  - License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (not less than 15 workers).
  - Registration certificate/Code No. from EPF
  - Registration certificate from ESI

- Proof of submission (i.e copies of challans) of EPF, ESI, with the concerned authorities for the financial year, 2019 -20.
- GST returns of the financial year,2019-2020
- Experience Certificates in support of point no. 1.1 & 1.2.
- Bank solvency certificate for an amount not less than Rs 25 lakhs)
- Copy of ISO Certificates as mentioned above must be enclosed.
- Turn over- Copy of CA certified statement/certificate for turnover for last 3 years **2017-18, 2018-19, 2019-20.**
- Bid Security Declaration
- Address proof of Registered Office as well as Branch office at Srinagar/Budgam, J&K of the firm/agencies.

On the basis of information provided in the technical bid, the NIFT 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 Campus 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 14-01-2021**, 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/srinagar/>
- 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.3640+ applicable taxes.**
- d. The interested agencies/contractors may contact C1 India for online registration at following email Id's : [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com) and [niftsupport@c1india.com](mailto: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 submission of Bid.
- 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 updates 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](mailto:niftsupport@c1india.com) , [sandeep.bhandari@c1india.com](mailto: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. Bidders are requested to visit at NIFT Srinagar Campus & Hostel, situated at Rangreth SIDCO Electronic Complex, Srinagar Kashmir to survey the site before offering rates. NIFT reserves the right to instruct the selected agency to provide security services at any location in J&K, where it may require so. The no of security person can be increased or decreased as per the requirement and need from time to time.
5. Tenders received after the specified date and time, due to whatever reason will not be entertained.
6. Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. **Similarly, incomplete and unsigned quotations are liable to be rejected.**
7. NIFT reserves the right to accept or reject any tender without assigning any reason thereof.
8. The rates quoted by the agency should be the reasonable for the scope of work indicated. Any other charges that are leviable should be clearly mentioned.
9. The quotation submitted by the Agency should remain valid for a period of 90 days from the date of opening of tenders.
10. Each tender must be accompanied by Bid Security Declaration towards EMD.
11. If any agency which is awarded contract for Security Services refuses to undertake the work, NIFT Srinagar reserves the right to suspend the bidder for a period of three years.

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12. 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 of NIFT Srinagar. No additional cost on these activities shall be borne by NIFT on the count.
13. 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. Discontinuation of any existing security guard shall be only done by agency on justifiable reasons & with prior approval of Campus Director, NIFT Srinagar.
14. In the event of the date specified for receipt, opening of bids being closed or declared as holiday for the NIFT Office, the due date for submission of bids, and opening of bids will be the following working day at the time fixed above.
15. The Bidders fulfilling the eligibility criteria, are subject to disqualifications if they have:
  - i) Made misleading or false representation in the form(s), statements(s) and attachments(s) submitted.
  - ii) Found to have been backlisted for having litigation history and financial failures.
17. The NIFT shall have unfettered right to inspect the premises, process of security at any time & the agency will cooperate with the authorities.
18. For further updates/ amendments, the bidders are advised to visit the NIFT Srinagar Website. The NIFT is not bound to issue the notifications in the newspapers or enter into personal correspondence.
19. The Agency shall be liable to compliance of all laws, regulations, rules and directions given by statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the UT of J&K including registrations with the Provident Fund, Employees State Insurance, Commercial Tax, Municipal Corporations etc. Self –attested copies of all such statutory registrations shall have to be enclosed with the tender.
20. The security personnel should be provided with the **portable heavy duty search light, whistle, torch and stick** by the Agency for the performance of their duties. Necessary provisions of such costs/ expenditure shall be kept by bidder while quoting service charges in financial bid.
21. The Agency shall liaise with the Officer in charge security at NIFT Campus & report to him as and when required to make checks on day-to-day activities of the security services. The Agency shall extend full cooperation to the designated officer from time to time.

**B) 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 will intimate as and when any change 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 with 30 days prior 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 comply 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 completing all the formalities with respect to signing of agreement, deposition of Performance Security. However the contract may be renewed on yearly basis for further period of two years 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 roster, 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.
12. The selected agency will be required to enter into an Agreement with the NIFT Srinagar on a non-judicial stamp paper of Rs 100/- which shall also include the relevant clauses of this NIT as well as other mutually agreed conditions.
13. NIFT Srinagar shall have the powers to remove any difficulty/anomaly for successful running of Contract.

**C) ARBITRATION:**

1. Dispute, if any, arising out of the services contract shall be settled by mutual discussion between the parties within 30 days.
2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.
3. Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
4. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
5. In case of failure of arbitration as explained above, appropriate courts at Srinagar/Budgam (J&K) will have the jurisdiction to adjudicate upon the matter.

**D) FINANCIAL TERMS & CONDITIONS: -**

1. The contractor shall submit to NIFT, copies of Biometric attendance sheet duly certified by the designated officer of NIFT along with the monthly bill. Copies of the previous month wage register along with certified copy of challan of ECS, ESI, EPF deposits along with the GST returns must also be submitted with every bill.
2. NIFT will not be responsible for the release of benefits such as Provident Fund, ESI, workmen compensation, bonus, pensionary benefits or allowances. However, any increase in Basic Wages under the minimum Wages Act or in any other Labour Legislation or other statutory obligations including EPF, ESI etc during the validity period of the contract shall be borne by the NIFT after considering relevant instructions of Govt of India. Similarly, if the rate of statutory obligations decreases, the corresponding amount shall also be decreased in monthly bills of agency.
3. Income-Tax, as per prevalent Laws shall be deducted at source while making payment of contractor's bills.



4. The agency to whom order will be placed have to submit the **Performance security** (i.e. **3%** of the value of contract for 12 months in the form of Demand Draft/ BG drawn in favour of NIFT Srinagar, payable at Srinagar, J&K & should be valid for a period of **90 days** beyond the date of completion of all contractual obligations of the agency. However, in case of unsatisfactory service provided by the agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the NIFT in this regard shall be final.
5. 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 rate quoted under Service Charges/ Profit Margin 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 Srinagar shall be final in all respect and will be acceptable to all the tenderers.

**E) 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). However, any increase in Basic Wages under the minimum Wages Act or in any other Labour Legislation or other statutory obligations including EPF, ESI etc during the validity period of the contract shall be borne by the NIFT after considering relevant instructions of Govt of India. Similarly, if the rate of statutory obligations decreases, the corresponding amount shall also be decreased in monthly bills of agency.*
- b) *Contractor shall compulsorily issue the salary slips to all his employees every month with complete details of wages being paid. Salary statement shall also be put on notice board at NIFT Srinagar Campus.*
- 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 15<sup>th</sup> 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 dues of previous month for claiming subsequent month's payment. While submitting the bill, the service provider must file a certificate certifying the following:*

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- 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) *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) *Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.*
- g) *The Payment shall be made strictly on satisfactory work and on the basis of Daily attendance of workers engaged.*
- h) *The Contractor must submit the proofs of payments towards PF, & ESI along with monthly bills.*

**F) 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 or any other location in UT of J&K as instructed by the NIFT.**
  - a. The security Agency shall engage qualified and experienced security supervisor and security guard at NIFT Srinagar/Hostel. They should be literate (supervisor with at least 10+2 Pass certificate and Guards with at least 8<sup>th</sup> Pass Certificate), able to read, write and understands, Hindi/Urdu and English languages. They should have first-aid training in the area of industrial security and in handling firefighting equipment. The Guards shall produce the medical fitness certificate from authorized officer registered with Medical Councils of India at the time of their deployment. While deploying the Security Guards at NIFT Srinagar, the agency shall place the required bio-data of Interested Candidates before a Joint Committee comprising of two members from NIFT Srinagar & one member from Agency for evaluation & final selection. Security/Manpower already working at NIFT Srinagar through existing agency shall be given an opportunity for placement at NIFT Srinagar. In case of disagreement regarding final selection of Security Guards among the members of the Joint Committee, the decision shall be taken with the majority vote.
2. The security supervisors and guards must be smartly dressed in proper uniforms with all accessories such as cap, shoe, belt etc, while on duty. Uniform & other items shall be arranged by agency without any cost being borne by NIFT. The Agency shall supply uniform (all weather) at least 02 sets (summer) & 2 sets(winter) for each security guard with all accessories such as shoes, cap, sweater, jackets, raincoat including shoe polish and shoe brush etc. The name plates should be provided to the deployed security guards. The

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uniform shall be different from Police and other Force, preferably Dark Blue/ Grey. With regard to badges and name of the guards/ supervisors should be permitted to wear Presidential Stars on shoulders/ Cap badges. Necessary provisions of such costs/ expenditure shall be kept by bidder while quoting service charges in financial bid.

3. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the Security Agency shall be asked to replace that person.
4. The Agency will ensure that the NIFT Campus & Hostel premises, including land, building, etc. are not encroached upon/ occupied by the authorized person.
5. The security personnel have to discharge their duties in neat & clean uniform for which a washing allowance/ detergent powder as per requirement, the agency shall bear the cost of the same. Identity badges (Showing in the name of the personnel shall have to be provided by the agency which should be displayed on the uniform of all the security personnel while on duty.
6. 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.
7. The particulars of staff viz name, age, photograph address, qualifications, previous service experience, etc. engaged by the Security Agency should be submitted to the NIFT, Srinagar. The antecedents of the security personnel shall be done by agency from the concerned Police Station before release of first month wages. For this purpose, the Security Agency should submit requisite detailed information and passport size photographs and extend cooperation in getting the verification done.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

13. 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.
14. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake, etc., the security persons on duty shall immediately intimate the 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.
15. 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.
16. 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.
17. 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.
18. The security personnel on duty, will not leave the duty point on completion of their 8:00 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.
19. 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.
20. 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.
21. 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.
22. 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, along with 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.

23. The security guards deployed in the 2<sup>nd</sup> and 3<sup>rd</sup> shifts will be required to keep continuous night patrolling regularly.
24. The Security Agency, supervisors and the guards will strictly follow the security policy of the institute.
25. The Service provider / agency personnel shall not divulge or disclose to any person, any details of office, operational process, and technical know-how, security arrangements and administrative / organizational matters as all are of confidential/ secret nature.
26. In case the workers engaged by the Agency have any grievance, they shall take it up with the Agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of the Campus. On the expiry of the contract the Agency shall undertake to leave the premises in peace with all the workers without creating any disturbance. The Agency shall be solely responsible if the workers engaged by it misbehave or create problems.
27. The security agency shall have contact nos. (Telephone/mobile) of all vital areas, hospitals, police station, local authorities and NIFT officials.
28. The security guards deployed in different areas of campus will also be responsible to look after /supervise the housekeeping work in their respective areas.
29. 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.
30. 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.
31. The agency shall grant appropriate leave to its staff as per the norms of Govt. For this purpose the services of leave reserve (One Security Guard per Ten Security members) shall be deployed by the Agency full time for the complete month without any additional cost to NIFT. Bidder shall keep this into consideration while quoting the amount under Financial BID.
32. Wages & other benefits of Leave Reserve including his/her EPF, ESIC etc shall be at par with the Security Guard. Leave reserve shall be kept on stand-by with NIFT Srinagar for whole month.
33. The Security Agency shall not deduct/ask for any amount from its Security Staff unless the same is provided under this contract or any Govt rule.
34. The security agency is expected to offer their rates in Commercial Bid, for their service charge/profit margin along with other liabilities. 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 replacing the security

supervisor/guards during weekly off by the agency for the better performance of the services during the month.

- 35.** The selected firm will install the complete set up of Biometric Machine by his own for marking the attendance for the security person. NIFT will not bear any cost either in terms of installation or regular maintenance of the complete set up of the biometric machine.
- 36.** 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 Rate Contract 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' 'E' & 'F' above for provision of security services at NIFT, Srinagar. 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 the Agency**

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SIGNATURE OF TENDERER

**Form of Bid-Securing Declaration**

Date: [insert date (as day, month and year)]\_\_\_\_\_

Bid No.: [.....]

**To**  
**National NIFT Srinagar of Technology**  
**Ministry of Textiles, Govt. of India**  
**SIDCO Electronic Complex Rangreth,**  
**Srinagar-191132 J&K**

I/we undersigned and declare that:

I/we understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/we, accept that we will automatically be suspended from being eligible for bidding in any contract with the NIFT Srinagar for the period of 3 years, if we are in breach of our obligation(s) under the bid conditions, as listed below:

- (a) Have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the NIFT Srinagar during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with **NIT**.

Signed\_\_\_\_\_

Name:\_\_\_\_\_

Dated: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

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SIGNATURE OF TENDERER



**FORM I**  
**Technical Bid**  
**ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AT NIFT SRINAGAR**

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

S. 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.	Bid Security Declaration towards EMD ( Duly Stamped & Signed on Company/ Firm Letter Head)		
3.	A) Last 3 consecutive years (2017-18, 2018-19, 2019-20) 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 )  B) Proof in support of experience of completion of similar works in any GOVT/semi Govt/Reputed Pvt Cos etc during last three years (FY 2017-18, 2018-19, 2019-20) as per the clause 1.1 and 1.2 above.		
4.	Certified document in support of annual turnover of Rs. 20 Lakh or above in each of the last three years 2017-18, 2018-19, 2019-20) (CA Certified statement/certificate for turnover/IT returns for last 3 years must be enclosed along with Technical Bids).		
5	Valid licenses under Private Security Agencies (Regulation) ACT <b>PSARA 2005</b> . (Proof of valid certificate of having PASARA license 2005 must be attached)		
6	Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner		
8.	Copy of the GST no. of the Firm		

SIGNATURE OF TENDERER

9.	Income Tax return for last 3 years (Financial Years 2017-18, 2018-19, 2019-20)		
10.	Registration certificate from EPF	No.	
11	Proof of Submission of Challan EPF (Financial Year 2019-20)		
12	Registration certificate from ESI	No	
13	Proof of Submission of Challan ESI (Financial Year 2019-20)		
14	Copy of GST		
15	GST returns (Financial Year 2019-20)		
16.	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. <b>(Yes/No)</b>		
17.	Tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit (notarized) in this effect must be enclosed.		
18	Valid and effective Quality Assurance ISO certificate held by the firm /Agency for providing security Agencies (copy of the certificate must be attached)		
19	Bank solvency certificate for an amount of Rs 25 lacs (not older then last months from the date of opening of the tender)		
20	Address Proof of Registered Office as well Branch office at Srinagar, J&K of the firm agencies.		
21	Copy of the terms and condition and every page of the tender document duly signed with seal of the firm, in token of the acceptance of terms and condition of the tender. (Yes /NO)		

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. 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 Bid Security Declaration towards EMD on or before the last date of the tender except PRICE BID. Hard copies of Technical Bid along with Bid Security Declaration” should reach to the Office of the Director, NIFT Srinagar, SIDCO Electronic Complex Rangreth, Srinagar – 191132 (J&K) by or before 14-01-2021 at 15:00 hrs. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice. In case of any clarification, the bidders can send their queries at [estates.srinagar@nift.ac.in](mailto:estates.srinagar@nift.ac.in) or contact +91-7006149501.*

Dated: \_\_\_\_\_

Full Name, Signature & seal of the  
Authorized person

Place: \_\_\_\_\_

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SIGNATURE OF TENDERER

**FORM –II (COMMERCIAL BID)**

**ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AT NIFT Srinagar for its Campus & Hostel**

1. The Agency shall have to deploy Security Guards/ supervisors for Shift of 08 Hours each in accordance with the Labour Laws.
2. The Agency have to depute initially (08) Male Security Guards, (03) Female Security Guards & (1) Security Supervisor at NIFT Srinagar for a period of one year. The no. of security person mentioned above may be increased or decreased as per the situational requirement.
3. The Agency shall deploy Security Guards/ Supervisor in accordance with the Letter of Award issued by NIFT Srinagar from time to time. The guards deployed shall attend duty as per the guidelines/ instructions of Govt.
4. The rates for assigning security guards and supervisors on per month basis should also include provision for providing reliever personnel (One Reliever per 10 Security Guards) in place of guards/ supervisors who would be on leave. The reliever should be on stand-by with the NIFT Office for full month to meet any eventuality. The provision for payment of minimum wages, including EPF, ESIC, & other for the reliever personnel in place of guards/ supervisors should be included by bidder in Services Charges Column.
5. 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.
6. Abnormally low bid submitted by the bidder shall be rejected. Before doing so, NIFT Srinagar at its discretion may seek written clarifications from the Bidder, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risk & responsibilities, and any other requirements of the bids document. If, after evaluating the price analyses, NIFT Srinagar determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price bid, the bid shall be rejected forthwith & the contract shall be awarded to next L1 quoting a financially balanced Bid.
7. The contractor must cover all components as described in the tender document (such as statutory components, profit margins, uniform, reliever wages, tax etc) while offering the rates under the Column B ( Service Charges/ Profit Margin) of Appendix-I
8. The agency shall grant appropriate leave to its staff as per the norms of Govt. For this purpose the services of leave reserve (One Security Guard per Ten Security members) shall be deployed by the Agency full time for the complete month without any additional cost to NIFT. Bidder shall keep this into consideration while quoting the amount under Financial BID.

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**Minimum wages (As per Ministry of Labour & Employment Office of the Chief Labour Commissioner, New Delhi):** The Minimum Wages for Watch & Ward (without arms) under Area B is Rs 707/- per day vide order No - 1/20(6)/2020-LS-II dated 12/10/2020

**(A)**

Sl. No	Type of Workers	Minimum Wages (Basic + VDA)  for a month (i.e. 30 days including reliever duties) Weekly one day off is mandatory to each security person.	EPF@13%		ESI (@ 3.25%)	Sub Total in Rs.  (3+4+5+6)
			EPF along with Admin charges i.e. 12.5%	EDLI i.e. 0.5%) Upto ceiling of Rs. 75 per person		
1	2	3	4	5	6	7
(a)	Security Supervisor under Category Watch & Ward (without arms)  ***Rs 1000/- will be paid in extra on monthly basis to Supervisor.	<b>22210/-</b>  21210/- (@707per day * 30 Days) + Extra Rs 1000/-	2776.25	75.00	721.825	<b>25783/-</b>
(b)	Security Guard under Watch & Ward Category (without arms)	<b>21210/-</b> (@707 per day * 30Days)	2651.25	75.00	689.325	<b>24626/-</b>

(B)

[illegible]

- ***Bid Quoted in any other form like Percentage etc shall be summarily rejected.***

**Note:**

1. While quoting the Amount (in INR) under Column (B) of Appendix -1, the bidder must note that following expenses are to be borne by it from the quoted amount :
  - a. *Wages & other benefits of Leave Reserve including his/her EPF, ESIC etc. at par with Security Guards.*
  - b. *Cost of Material/ Equipment, Uniform with all accessories including such as shoes, cap, sweater, jackets, raincoat including shoe polish and shoe brush etc.*
  - c. *TDS under Income Tax*
  - d. *Any other expenses incidental to contract.*
2. The above rates are for a period of 30 days, including reliever duties, for 8 hours shift basis.
3. The calculations must be made as per above tables. If required, the agency may provide the breakup on separate sheet.
4. The Service Provider service Charge/ Profit margin must be same for all categories.
5. The no. of security person 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. At present, NIFT Srinagar has hired 12 Number of Security Guards on Outsource basis.
6. GST as per prevalent rules shall be paid by NIFT if applicable.
7. TDS on GST shall be deducted as per norms.
8. TDS on Income Tax shall be deducted from the bill amount as per norms and same is to be borne by the Bidder.
9. L1 will be decided on the basis of Service Charges /Profit Margin. 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 Srinagar shall be final in all respect and shall be binding on bidders.

1. The contract will be awarded on the basis of **Service Charges / Profit Margin** quoted by the bidder.
2. The VDA as notified by GOI from time to time.
3. 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 be made as per actual deployment of manpower/guard based on requirement working days of the Institute (**i.e. NIFT Srinagar for its Campus & Hostel/s situated at Rangreth SIDCO Electronic Complex**)

### **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 Srinagar for its Campus & Hostel situated at Rangreth SIDCO Electronic Complex**). 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**

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

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**SIGNATURE OF TENDERER**

**ANNEXURE – II****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 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

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**SIGNATURE OF TENDERER**