



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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

INVITING E-TENDER (TWO BID) FOR PROVIDING SECURITY SERVICES AT NIFT, BHUBANESWAR

Plot No. 24, Opposite KIIT School of Management, Chandaka Industrial Estate,
Bhubaneswar, Odisha – 751024. Website: www.nift.ac.in/bhubaneswar

Tender No: 14038/NIFT/ BBSR/Admin/Tender/Security/2018-19/93

Date of Issue: 04.04.2019

Time schedule for short notice tender process:

Date of publication of tender notification	04.04.2019
Opening date for Online Submission	04.04.2019
Closing date for Online Submission	26.04.2019 at 2:00 PM
Last date for receipt of duly filled in tender document at NIFT, Bhubaneswar	26.04.2019 at 2:30 PM
Date & time of the opening of Technical bids of tender	26.04.2019 at 3:30 PM
Date & time of the opening of financial bids of tender	To be informed to technically qualified bidders separately

Note: 1 Tender conditions may be read properly & accordingly filled the tender and enclosure may be submitted.

2. This tender document contains **18 pages** (total no. of pages including Annexure) and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscripted with (i) “Tender for providing security services - Technical Bid” and (ii) “Tender for providing security services- Financial Bid”. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with “Tender for providing security services and addressed to:

Purchase Officer
National Institute of Fashion
Technology, NIFT Campus,
Bhubaneswar - 751024

The EMD draft should be put in the Technical bid envelope.

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Process of Online Submission of Bids:-

(a) The interested firms should apply online and submit their tender and the 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> from **04.04.2019 to 26.04.2019 up to 02.00 P.M.** Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in/> / <http://www.nift.ac.in>.

(b) 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.

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

- Annual Registration Charges of Rs. 2000/- + GST Charges Extra as per Applicable (Rupees Two Thousand Only + GST Extra (non-refundable).
- Bid Processing Fee charges Rs.3,440/- + GST Charged Extra as per Applicable (Three Thousand Four Hundred forty Only + GST Extra - non- refundable).

(d) The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by **26.04.2019 up to 02.30 P.M.** Non-submission of hardcopy as directed will lead to rejection of the tender application.

(e) The technical bid envelope must contain the technical bid in prescribed Performa as per along with a demand draft of **Rs. 25,000/-** (Rupees Twenty five thousand only) towards Earnest Money Deposit (refundable but non-interest bearing) favoring National Institute of Fashion Technology and payable at Bhubaneswar with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid.

(f) The technical bid will be opened at NIFT, Bhubaneswar on **26.04.2019 at 03.30 P.M.** in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(g) 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.

Estimated Amount: 43 Lakhs

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.

About the Campus

NIFT, Bhubaneswar Campus was started in July 2010 initially in a rented complex at Centurion Institute of Technology at Jatni, 30 KM from the city of Bhubaneswar. Now, it is functioning at its own campus spread over 10 acres of land near KIIT School of Management, Patia after shifting from Jatni from Jan 2012. The centre was inaugurated on 31st March 2012 by Shri. Anand Shrama, Hon'ble Minister of Commerce & Industry and Textiles, Govt. of India and Shri. Naveen Patnaik, Hon'ble Chief Minister, Odisha.

2. NOTICE INVITING TENDER:

The NIFT, Bhubaneswar 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 hostel.

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, Bhubaneswar in order to maintain the proper security at NIFT campus and at its hostels.
- b. Closing date & time for submission of bids: **26.04.2019 at 2:00 PM**
- c. Date & time of opening of Bid:
 - i. Technical bid: **26.04.2019 at 3:30 PM** .
 - ii. Financial bid : After evaluation of Technical Bid
 - iii. Bid validity upto: 60 days from the date of opening of financial bid
- d. Correspondence Address: Director, National Institute of Fashion Technology, NIFT Campus, Bhubaneswar, Plot No. 24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar, Odisha – 751024.

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. 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.

Tender documents for Hiring of Security Services can be obtained from office of the Purchase Officer from **04.04.2019 to 26.04.2019** on all working days between 10 A.M. to 4 P.M. For e-tender, cost of tender may be considered Nil.

The tender shall be only through e-tender. However, for evaluation, the tenderer can submit a copy of tender to the office of NIFT.

The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as "Tender for Security Services at NIFT, Bhubaneswar".

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

- a. Sh. P Sahu, Dy. Director (F&A), Mob: 9968821496, Email Id: ddfinance.bhubaneswar@nift.ac.in
- b. Sh. SC Dash, O.S.D (Admin), Mob: 8093989484, Email id: admin.bhubaneswar@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 official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The shall be accepted only in e-tender.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender:
4. The name and address of the tenderer shall be clearly written in the space provided and 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 ignored/ rejected.
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.**
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. A copy of tender shall be 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 administrative Block, on or before 02.00 PM on **26/04/2019**.
10. Offers on original tender document will only be considered. The tender document is to be submitted in the box placed at Admin 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 in Envelope B”. For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
14. A Demand Draft of Rs.25,000/-(Rupees Twenty five thousand) is required to be deposited as Earnest Money Deposit in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHUBANESWAR payable at BHUBANESWAR (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 fulfil the following conditions:
- (i) An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract. The tenderer will have to provide security services immediately on receipt of the work order.
15. The bids should be valid for at least 60 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 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.
 - A. The Security contract shall remain valid for a period of one year and it may be renewed on mutually acceptable terms and conditions for two more years. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
 - B. Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.
31. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of (based on the location of NIFT Centre).

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 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
 - ii. In the event no amicable resolution or settlement is reached between the parties with in 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT/Director General of NIFT as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
 - iii. The Arbitration proceedings shall be held at Bhubaneswar (based upon the location of NIFT 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.
37. The Security Agency will liaise with the designated officer of NIFT and report to him every month to make checks on day to day activities of the Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.
38. On termination of the agreement the Security Agency will hand over all the equipment's/articles as supplied by the NIFT in good working condition back to NIFT.
39. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
40. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.

41. NIFT is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
42. The payment of wages shall be made directly by the Security Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
43. All statutory obligations under various laws from time to time will have to be met by Security Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act.
44. The Security Agency shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
45. The payment shall be released by RTGS 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. Proof of payment with ESI, EPF challans to be submitted along with claim /bills for payment.
46. The Security Agency shall deposit Rs.1,00,000/- (Rupees One lakhs only) as Security Deposit with NIFT by way of DD in favour of NIFT, Bhubaneswar. 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 fire fighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Fire Extinguishers 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. Security agency shall not frequently change the security staff without prior permission of NIFT well in advance. 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. **L-1 will be decided based on aggregated price i.e (serial No 1, 2 & 3 of price bid).** In case of L-1 is more than one bidder, then decision of Director on recommendation of Committee shall be final to award the tender based on past performance in Govt. organizations.
57. That in case of any dispute the jurisdiction will be Bhubaneswar.

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, Bhubaneswar as per following duty point and requirement on shift basis:

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

Deployment chart for Security Supervisor, Security supervisor will be security in charge of the whole Campus during his duties:

Sl No	Particular Area	6:00 -2:00 'A' Shift	2:00-22:00 'B' Shift	22:00-6:00 'C' Shift	9:00-17:00 General	Remarks
1	Main Gate & Round the Campus	1	1	1	-	Supervisor (Ex-Serviceman not below the rank of JCO, without arms)

Deployment Chart for Security Guards:

Sl No	Particular Area	6:00 -2:00 'A' Shift	2:00-22:00 'B' Shift	22:00-6:00 'C' Shift	9:00-17:00 General	Remarks
1	Main Gate	1	1	2	-	Male Security Guard (Ex-Serviceman without arms)
2	Reception	1	1	1	1	-do-
3	Girls Hostel	1	2	2	-	Lady Security Guard care taker (Civilian, Preference will be given to dependents of Ex-serviceman) for Girls Hostel

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 **fire fighting** equipment.
3. The security supervisor and guards must be smartly dressed in proper uniforms to be provided by the security agency, 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, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the NIFT authorities. NIFT reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
6. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
7. NIFT will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
8. 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.
9. 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.
10. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NIFT's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
11. 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.
12. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the NIFT is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of NIFT. Secondly, female security guards should do the frisking of female students/staff.
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 cancel the security contract or impose a penalty of Rs. 2000/- 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 Joint Director/ Director and/or other officers. List of Residential phones or Mobile phone numbers of NIFT officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the NIFT officers immediately.

5. 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.
- B. EMD (Interest free) of Rs. 25,000/- (Rupees Twenty five thousand) in the form DD in favour of NIFT, Centre Name.
- C. Performance Certificate for the last 03 years from the clients to whom the security agency provided services.
- D. Turnover - Security Agency should not have turnover less than Rs. 25 Lakhs in each of the last two years i.e. 2016-17 & 2017-18 or should have more than 50 Lakhs together. (ITR and certificate duly certified by the CA to be attached).
- E. Client list – preferably professional educational institutes/Govt. offices for last 3 years.
- F. ESI, PF, PAN, GST (Copy) shall be enclosed.
- G. Regn. No of the firm with appropriate authority (Copy)

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

My/Our quote is Rs. _____ per Security Staff (Trained, without Arms) as per Government of India, Ministry of Labour & Employment, Office of Dy. Chief Labour Commissioner (Central), Bhubaneswar order No. - 92(1)/2008-C-2, dated 03.10.2011, Point No. - 6 (Minimum wages in employment of watch and ward, without arm) and amend time to time for 8 Hrs. Duty including all statutory dues and Weekly Offs as detailed below:

Rate Statement		
S. No.	Description & No of staff	Rate per Guard/ Supervisor for 30 days
1	Security Gaurds Ex-service Man, 8 Nos	Rs. (In words.....) Per Month (Inclusive of PF & ESI and service charges)
2	Lady Security Guard, 5 Nos	Rs. (in words.....) Per Month (Inclusive of PF & ESI and service charges)

3	Security Supervisor Ex-Serviceman not below the rank of JCO, 3 Nos	Rs..... (in Words..... Per month (Inclusive of PF, ESI and Service Charges
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Note:

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

2. **L-1 will be decided based on aggregated price i.e. (serial No 1, 2 & 3).**

In case of L-1 is more than one bidder, then decision of Director on recommendation of Committee shall be final to award the tender based on past performance in Govt. organizations.

3. In case of events organized by the NIFT, the agency shall provide the extra security personnel at the prices quoted above only.

Date_____

Name & Signature

(Company Seal)

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-Centre Name. 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) 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: _____



Scope of services to be provided by Security Agency

- i) To ensure security of Movable and Immoveable property of NIFT against theft or damage.
- ii) To check people on entry / exit from both the gates based on Identity Cards system, issue of Passes, etc., and maintain visitor's record.
- iii) Thorough checking of incoming and outgoing material against proper Gate Pass duly signed by the authorized signatory and maintain record thereto.
- iv) To ensure that no hawkers, marketing persons or vendors are allowed into the Campus without permission.
- v) To bring to notice any suspicious activity noticed during discharge of duties by security guards.
- vi) To attend fire-fighting operations i.e. capable of handling fire hydrants, we risers and attending fire alarm system whenever required.
- vii) To respond to phones / calls during night or during day before and after office hours on emergency basis.
- viii) To manage keys of doors inside NIFT Building / Office Vehicles etc., and issue to the authorized and designated Officers / Persons only. Maintenance of the duplicate keys of all locks including that of all room of Hostels and Guest House in a Sealed Box for use in Exigencies / Emergencies.
- ix) To switch off and switch on electrical switches, closing of water taps etc., after the office hours.
- x) To convey message whenever received to the concerned officials and to receive urgent mails / telegrams during odd hours.
- xi) Surprise checks during day/night by the Supervisors/Guards of the agency.
- xii) To arrange and control the traffic at both the gates and ensure that no vehicles including autos are parked opposite the gates and that proper parking of the vehicles is made in the parking places.
- xiii) To maintain records of arrival and departure of staff cars.
- xiv) Security agency shall verify character, antecedents of security personnel before deployment in NIFT Campus and shall furnish names of security guards with photographs, local address, permanent address & police verification report for record by NIFT and shall notify any change in their address. Service Verification forms are handled by the Verification Cell, Police Commissionerate HQrs, Bhubaneswar. A sum of Rs.50/- (Rupees fifty only) per candidate is required to be deposited as fees for verifications submitted by Pvt. Corporations/Companies/Local bodies etc. The fees can be deposited in the local Treasury under Head of Accounts "0055-Police-103-Fees,Fines and Forfeitures-0014-Collection of Fees and Fines-02024-Collection of receipts towards Fees ,Fines and Forfeitures" or in cash or in the shape of Demand draft/IPO addressed to ACP(DDO),o/o Commissioner of Police, Bhubaneswar-Cuttack.
- xv) Security Guards will not be changed by security agency so frequently until and unless so warranted and until permitted by the Institute.

- xvi) Security Guards shall be in position in full and proper uniform wearing identity cards, badges, etc.,
- xvii) Sub-letting of contract shall not be permitted.
- xviii) NIFT will not be responsible to provide any residential accommodation to security personal deployed by security agency.
- xix) If any of the Security Guards would be found involved in any kind of theft or sabotage or pilferage, the security agency shall be responsible for recovery of stolen articles and value thereof shall be deducted from the Bill. In addition, penalty of 10% of the bill shall also be recovered from security agency.
- xx) The agency shall ensure that it obtains an appropriate license from the Central/State Assistant Labour Commissioner under the Contract Labour (Regulation & Abolition) Act. In the event that the agency does not obtain a license or does not renew the license on its expiry then, the agreement shall automatically stand terminated. In the event of such a termination, the Academy shall not be liable to pay any compensation whatsoever, to the agency.
- xxi) Each monthly bill shall be supported by an attendance sheet for service rendered by Security Agency and shall produce documentary proofs of PF / ESI / Service Tax etc., deposited to Govt. in respect of Security Guards deployed at NIFT. PF / ESI Numbers shall be provided by security agency to NIFT alongwith RTGS copy of proof of payment to security men. Proper attendance register of all the supervisors / security for all shifts at different locations will be maintained.
- xxii) All records required to be maintained as per the laws have to be maintained at the Security Main Gate for verification by the Labour Commissioner Office.
- xxiii) Security agency shall disburse wages to its workers deployed in NIFT Campus as per the prevalent minimum wages fixed by Central Government and in the presence of a designated representative of NIFT.
- xxiv) The agency may require to coordinate, liaise with local authorities such as Odisha Police / Traffic Police etc., in connection with the security services as per requirement of prevailing legislation in such matters as called for.
- xxv) The Agency will make necessary arrangement to ensure that Mobile phones must be provided to all the Security Supervisors and Security Guard on duty.
- xxvi) With regard to the No. of Security Supervisor (Ex-Servicemen) / Security Guards (without Arms) to be engaged by NIFT, Bhubaneswar, the competent authority at his/her discussions may increase / decrease of the persons.