

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	21-03-2022 19:00:00
<b>Bid Opening Date/Time</b>	21-03-2022 19:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	60 (Days)
<b>Ministry/State Name</b>	Ministry Of Textiles
<b>Department Name</b>	Na
<b>Organisation Name</b>	National Institute Of Fashion Technology (nift) Head Office New Delhi
<b>Office Name</b>	Nift Campus Near Gulmohar Park Hauzkhas, New Delhi 110016
<b>Item Category</b>	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the Bidder</b>	52 Lakh (s)
<b>Years of Past Experience required</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>SHG Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days

**Bid Details**

<b>Floor Price</b>	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
<b>Evaluation Method</b>	Total value wise evaluation

**EMD Detail**

Advisory Bank	AXIS BANK LTD
EMD Percentage(%)	3.00
EMD Amount	309344

**ePBG Detail**

Advisory Bank	AXIS BANK LTD
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

ASSISTANT DIRECTOR

National Institute of Fashion Technology, Kannur Having Head Office at New Delhi, Dharamashala, kannur kerala, Pin - 670562

(Nagaraj. T R)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

MSE Purchase Preference	Yes
-------------------------	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st

March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **Additional Qualification/Data Required**

**Annual turnover Required by Buyer in Crores:** Bidder turnover should be greater than or equal to 30% of the bid value Copy of audited Statement of Profit & Loss and Income tax returns with matching PAN No. must be enclosed

**The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:** bidder should successful complete at least 3 projects with minimum 10 manpower in each project with service to Central/State/PSU/Autonomous bodies in last 3 years & one live project in Kerala State

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:** One Kerala live project

**Geographic Presence: Office registration certificate:** Any where in India having regional office in Kerala state.

**Additional Conditions specific to this bid:** Uploaded ATC Document is also a part of tender

**Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:** [1646914809.pdf](#)

**Scope Of Work For the Service:** [1646914864.pdf](#)

**Competent Authority Approval for the additional conditions:** [1646915050.pdf](#)

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor ( 2 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Driver's License
<b>Addon(s)</b>	
<b>Additional Details</b>	
Location of Deployment	Dharmashala, kannur, kerala
Total Number of Manpower per 8 hour shift	1
Designation	Security Supervisor

#### Additional Specification Documents

---

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement
1	Nagaraj .T.R.	670562,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT CAMPUS, DHARMASALA, OPP. GOVT. ENGINEERING COLLEGE, MANGATTUPARAMBA, KANNUR - 670562 KERALA	2	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment : 12</li> <li>• Basic Pay (Minimum daily wage) : 795</li> <li>• Provident Fund (INR per day) : 95.4</li> <li>• EDLI (INR per day) : 3.98</li> <li>• ESI (INR per day) : 29.81</li> <li>• EPF Admin charge (INR per day) : 3.98</li> <li>• Bonus (INR per day) : 66.22</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 15 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Driver's License

Specification	Values
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	Unarmed Security Guard
Location of Deployment	Dharmashala, kannur, kerala
Total Number of Manpower per 8 hour shift	5

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement
1	Nagaraj .T.R.	670562,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT CAMPUS, DHARMASALA, OPP. GOVT. ENGINEERING COLLEGE, MANGATTUPARAMBA, KANNUR - 670562 KERALA	15	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Bonus (INR per day) : 60.31</li> <li>• EDLI (INR per day) : 3.62</li> <li>• EPF Admin charge (INR per day) : 3.62</li> <li>• ESI (INR per day) : 27.15</li> <li>• Provident Fund (INR per day) : 86.88</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Tenure/ Duration of Employment : 12</li> <li>• Basic Pay (Minimum daily wage) : 724</li> </ul>

#### Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to 60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Driver's License
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	Driver Cum Unarmed Security Guard
Location of Deployment	Dharmashala, kannur, kerala
Total Number of Manpower per 8 hour shift	1

**Additional Specification Documents**

---

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement
1	Nagaraj .T.R.	670562,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT CAMPUS, DHARMASALA, OPP. GOVT. ENGINEERING COLLEGE, MANGATTUPARAMBA, KANNUR - 670562 KERALA	1	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Basic Pay (Minimum daily wage) : 724</li> <li>• Bonus (INR per day) : 60.31</li> <li>• EDLI (INR per day) : 3.62</li> <li>• EPF Admin charge (INR per day) : 3.62</li> <li>• ESI (INR per day) : 27.15</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Provident Fund (INR per day) : 86.88</li> <li>• Tenure/ Duration of Employment : 12</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 12 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Female
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Guard cum Trained nurse



Specification	Values
<b>Addon(s)</b>	
<b>Additional Details</b>	
Location of Deployment	Dharmashala, kannur, kerala
Total Number of Manpower per 8 hour shift	4
Designation	Driver Cum Unarmed Security Guard

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement
1	Nagaraj .T.R.	670562,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT CAMPUS, DHARMASALA, OPP. GOVT. ENGINEERING COLLEGE, MANGATTUPARAMBA, KANNUR - 670562 KERALA	12	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Basic Pay (Minimum daily wage) : 724</li> <li>• Bonus (INR per day) : 60.31</li> <li>• EDLI (INR per day) : 3.62</li> <li>• EPF Admin charge (INR per day) : 3.62</li> <li>• ESI (INR per day) : 27.15</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Provident Fund (INR per day) : 86.88</li> <li>• Tenure/ Duration of Employment : 12</li> </ul>

#### Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Female
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Guard cum Trained nurse
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	Driver Cum Unarmed Security Guard
Total Number of Manpower per 8 hour shift	1
Location of Deployment	Dharmashala, kannur, kerala

#### Additional Specification Documents

---

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of resources to be hired	Additional Requirement
1	Nagaraj .T.R.	670562,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT CAMPUS, DHARMASALA, OPP. GOVT. ENGINEERING COLLEGE, MANGATTUPARAMBA, KANNUR - 670562 KERALA	1	<ul style="list-style-type: none"> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment : 12</li> <li>• Basic Pay (Minimum daily wage) : 724</li> <li>• Provident Fund (INR per day) : 86.88</li> <li>• EDLI (INR per day) : 3.62</li> <li>• ESI (INR per day) : 27.15</li> <li>• EPF Admin charge (INR per day) : 3.62</li> <li>• Bonus (INR per day) : 60.31</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> </ul>

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

### 2. Generic

Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

### 3. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 4. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

## 5. **Generic**

While generating invoice in GeM portal, the seller MUST upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

## 6. **Purchase Preference (Centre)**

Purchase Preference linked with Local Content (PP-LC) Policy:

The bid clause regarding "Preference to Make In India products" stands modified in this bid and shall be governed by the PPLC Policy No. FP-20013/2/2017-FP-PNG dated 17.11.2020 issued by MoP&NG as amended up to date. Accordingly, bidders with Local Content less than or equal to 20% will be treated as "Non Local Supplier". The prescribed LC shall be applicable on the date of Bid opening. Sanctions on the bidders for false / wrong declaration or not fulfilling the Local Content requirement shall be as per the PPLC policy. Further following additional provisions are added in the certification and verification of local content provision of the Preference to Make in India clause:

- i. In case of foreign bidder, certificate from the statutory auditor or cost auditor of their own office or subsidiary in India giving the percentage of local content is also acceptable. In case office or subsidiary in India does not exist or Indian office/subsidiary is not required to appoint statutory auditor or cost auditor, certificate from practicing cost accountant or practicing chartered accountant giving the percentage of local content is also acceptable.
- ii. Along with Each Invoice: The local content certificate (issued by statutory auditor on behalf of procuring company) shall be submitted along with each invoice raised. However, the % of local content may vary with each invoice while maintaining the overall % of local content for the total work/purchase of the pro-rata local content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
- iii. The bidder shall submit an undertaking from the authorized signatory of bidder having the Power of Attorney along with the bid stating the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.

## 7. **Purchase Preference (Centre)**

Preference to Make In India products (For bids less than 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

## 8. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## 9. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 10. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

11. **Service & Support**

The Service Provider is required to have at least 10 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

12. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

13. **Certificates**

ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.

14. **Certificates**

Material Test Certificate Should Be Sent Along with The Supply. The Material Will Be Checked by Buyer's Lab & the Results of the Lab will be the Sole Criteria for Acceptance of the Item.

15. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

16. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY payable at KANNUR, KERALA.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

17. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY payable at KANNUR, KERALA.  
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

18. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KANNUR Account No. 3611702050000123 IFSC Code UBIN0536172 Bank Name UNION BANK OF INDIA Branch address FORT ROAD, CANNANORE - 670001.  
Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

19. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

20. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The successful bidder shall execute an agreement in Kerala non-judicial stamp paper of value of Rs.200/- (Rupees Two Hundred only) agreeing to abide by all the terms and conditions mentioned therein and for the due fulfillment of the

contract, within seven days from the date of issue of work order. The expenses incidental to the execution of agreement shall be borne by the successful bidder. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of NIFT Kannur to recover any consequential loss from the successful tenderer.

**21. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

**22. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of THE DIRECTOR , NIFT KANNUR A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

**23. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name NATIONAL INSTITUTE OF FASHION TECHNOLOGY Account No. 361702050000123 IFSC Code UBIN0536172 Bank Name UNION BANK OF INDIA Branch address FORT ROAD, CANNAORE - 670001. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**



# **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)

## **TENDER DOCUMENT FOR SECURITY AND ALLIED SERVICES**

### **NIFT KANNUR**

NIFT Campus, Dharmasala, Mangattuparamba,  
Kannur, Kerala. Pin - 670 562

#### **1. INTRODUCTION:**

- 1.1 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 17 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, Panchkula, Patna, Raibareli, Shillong and Srinagar.
- 1.2 NIFT, Kannur centre was established in the year 2008 with undergraduate and post graduate programmes. NIFT, Kannur invites online tender from interested agencies with all necessary statutory registrations, having experience in SECURITY AND ALLIED SERVICE AT NIFT KANNUR”.

#### **2. TENDER Conditions: -**

- 2.1 NIFT KANNUR Centre invites sealed tenders under "**TWO BIDS SYSTEM**" for selection of an expert service provider for the purpose of hiring security and allied service at the NIFT Campus situated at Dharmasala, Mangattuparamba, Kannur, Kerala - 670 562, in order to maintain the proper security and student overall care at NIFT campus and at its hostels. 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, GeM terms and condition, Additional terms and Condition, Special terms and condition, General terms and conditions and compliance to the Scope of Work requirement etc.
- 2.2 The tender document is not transferable to any other person.





- 2.3 Applications to this tender will be accepted only through the Gem portal only. No other mode of application will be considered & application will not be accepted
- 2.4 Tender documents details are also available for viewing on the NIFT website <http://www.nift.ac.in/kannur/tenders>.
- 2.5 The Service provider should ensure that it complies with the requirements as per works before applying for tender.
- 2.6 The **TECHNICAL BID** must contain the technical bid in prescribed Performa along with:
  - i. Earnest Money Deposit (As indicate in GeM Bid)
  - ii. The service provider should submit the copy of the document as reference in **Annexure- I**
  - iii. Any other detail/ confirmation asked in specifications.
  - iv. In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT: Joint Director/Assistant Director, 0497-2784785, 2950781
3. **GENERAL TERMS AND CONDITIONS:** The Service Provider are requested to go through the following terms and conditions before submitting their tender documents:
  - 3.1 The tender is liable to 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.
  - 3.2 Any conditional offers made by the service provider or any alterations/corrections made in the tender form shall not be considered.
  - 3.3 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.
  - 3.4 Individual signing the tender or other documents connected with the tender must specify whether he/ she 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.
  - 3.5 Please note that offers not accompanied by the required EMD shall be out rightly rejected (exempted in case of bidders having NSIC/MSME certification).
  - 3.6 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 Annexure - I) required will alone be considered as qualified Tenderers and alone will be considered for **“Opening the Financial Bid”**. For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.



- 3.7 **If there is one or more L1 offers found in Financial Bid, the decision of NIFT authority is final (Preference will be given to Local service providers or to choose by Running GeM options)**
- 3.8 **An Agreement is signed by the awarded service provider 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. If the Service provider fails to execute the Earnest Money deposit shall be liable to be forfeited.**
- 3.9 The bids should be valid for at least 90 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by NIFT.
- 3.10 Any conditional offers made by the service provider or any alterations/ corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender shall also not be considered.
- 3.11 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.
- 3.12 The Service provider shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
- 3.13 The Service provider shall maintain an Occurrence Book which will be made available to the supervisory staff of the Service provider deployed at NIFT.
- 3.14 The Service provider 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 Service provider in respect of each Security Guard.
- 3.15 The Service provider 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 any other statutory commitments paid to individual employees, the Service provider shall produce Attested copy of challans/ receipts to the Institute for the records.
- 3.16 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 Service provider.
- 3.17 The service provider shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
- 3.18 The Service provider shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
- 3.19 The employees of the Service provider 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.
- 3.20 The Service provider 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. **The security personnel deployed shall be at least 90% of male to be ex- servicemen and in case of female preferable ex-serviceman or widow of the ex-servicemen (failing which civilian) and the age of the security personnel should not exceed 60 years.**



- 3.21 The Service Provider shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or (all statutory payable) any other law in force.
- 3.22 The Service provider 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. If the Ex-service men are having ECHS (Ex-servicemen Contributor Health Scheme) benefit, no ESI need to be remitted this will be considered only when the employee produced ECHS valid Cards (attested copy as proof for records).
- 3.23 The Service provider 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.
- 3.24 The Service provider 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 Service provider shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Service provider 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 Service provider while releasing the payments.
- 3.25 NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Service provider will indemnify NIFT in case of any damage or liability, which may arise on account of action of Service provider.
- 3.26 In case of any theft or pilferages, loss or others offences, the Service provider 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 operation in respective area and Fire Fighting Equipment's.
- 3.27 The Service provider will demonstrate the firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration.
- 3.28 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 Service provider and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Service provider 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 Service provider, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.



- 3.29 **Period of Contract:** The contract shall remain valid for a period of One year and it may be renewed on mutually acceptable terms and conditions as per NIFT norms and feedback of stack holder. 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 with the Service provider, without any notice in case the Service provider 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 Service provider.
- 3.30 In case the contractor wants to discontinue the contract, he shall give 3 months advance notice to NIFT in writing stating reasons for the same. Contractor shall be required to apply for continuance of the contract before three months of expiry of the contract if so desired and if such extension is within the scope of the terms of contract. If the contractor does not receive the extension letter before expiry of the contract in spite of his request the contract shall be automatically treated as expired and no extension shall be granted in any circumstances.
- 3.31 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.
- 3.32 The workmen employed by the Service provider shall be directly supervised and controlled by the Service provider, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or regularization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
- 3.33 The Service provider will liaise with the designated officer of NIFT and report on daily basis to make checks on day-to-day activities of the Security Service.
- 3.34 On completion/termination of the agreement the Service provider will hand over all the equipment's/ articles as supplied by the NIFT in good working condition back to NIFT. The Service provider shall be responsible to maintain the equipment's and other articles supplied by the NIFT in good condition. In case of any damage the service provider 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 Service provider itself.
- 3.35 The Service provider will work in close co-operation and co-ordination with other agencies working at site.
- 3.36 The Service provider 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 Service provider is unsatisfactory, the Service provider shall have to remove the person concerned and engage a new one under information to NIFT Officer.
- 3.37 NIFT is not bound to provide any mode of transport or accommodation in respect of security personnel or material required for the contract.
- 3.38 The payment of wages shall be made directly by the Service provider 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.



- 3.39 The Service provider 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.
- 3.40 All payments will be on reimbursement basis, the monthly bill(s) should be submitted in duplicate by the contractor along with necessary documents as proof of payment towards wages, EPF remittance, ESI remittance / any other payments. All payments to the security personnel shall be through their Bank account only and the proof of remittance shall be invariable attached with the monthly bills. The payment will be made by the Institute after verification of the bill(s) by NEFT/ RTGS within 15days time from the date of receipt of bill(s). Statutory deductions shall be made from all payments as per the provisions in the Income Tax Act. The service provider company or firm will provide monthly challan for payment of GST along with bill. The Institute reserves the right to recover any amount due for whatsoever reason from the bill(s) submitted by the contractor. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NIFT may prescribe from time to time for proof of payment to workers and statutory liabilities.
- 3.41 The Service provider 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 Kerala and GOI.
- 3.42 Services to be provided by Service provider is indicated in the Scope of Work.
- 3.43 All the terms and conditions are as per GeM – GTC/ATC/STC will be consider for bidding evaluation and contract execution and GFR provision and all condition of fulfillment of all statutory requirements and conditions of GFR and GeM
- 3.44 **Eligibility to participate and preference:**
- Service provider should have registered office at Consignee state (Kerala)
  - Proof of Rental agreement cannot be considered for office at Consignee state
  - If there is one or more L1 offers found in Financial Bid, the decision of NIFT authority is final (to give Preference Local service providers or to choose by Running GeM options)
  - Preference will be given to service provider with experience in any service NIFT Centers, and/or with reputed institutes (like /IIT/ NIT/ NID or any other National Importance educational institution and/or service provider), and/ or with State /Central Government/ PSU/ statutory bodies/Autonomous bodies etc.,
  - Service charges/ Administrative charges (**Other Charges Including Allowances Over and Above Minimum Wage (%Per Month) Inclusive of GST**) quoted less than 5% in the price bid shall be summarily rejected.
- 3.45 The policy of the Govt. of India to encourage “Make in India” and promote manufacturing and production of goods and services in India as per the revised “Public Procurement (Preference to Make in India), Order 2017”, circulated by the Department of Promotion of Industry and Internal trade, Ministry of Commerce & Industry, Govt. Of India vide Order No. P-45021/2/2017-PP (BEII) dated 04.06.2020 will be applicable for this tender.



3.46 The Public Procurement (Preference to Make in India), Order 2017 issued by Govt. of India indicates that if there are any general or specific restrictive clauses to restrict participation of Indian companies in those countries' procurement tenders, reciprocity clause need to be invoked as per the order. Hence, if HAL or Govt. of India come across that Indian suppliers of an item are not allowed to participate and / or compete in procurement by your government, the bid submitted by you will be not be considered and excluded from eligibility for procurement. This aspect may please be noted.

3.47 Any compliant from the personal deputed from the service provide regarding recovery of wages, demanding to favour is not acceptable, if any such case evidenced this will be treated as breach of contract and NIFT authority decision is final in this regard.

3.48 Abolishing contract in proof of any corrupt practices by the service provider/ vendor

#### 3.49 **TECHNICAL QUALIFICATION AND BID EVALUATION CRITERIA**

- The bidder should have at least three-year experience (as on 31.01.2022) in providing workforce to Central/ State Government Organizations/ banks/ autonomous organizations or reputed educational institutions.
- The bidder must have at least 10 personnel continuously on roll for the last six months.
- The annual turnover of the Agency by way of providing similar services, in the last three years (2018-19, 2019-20 and 2020-21). Bidder turnover should be greater than or equal to 30% of the bid value Copy of audited Statement of Profit & Loss and Income tax returns with matching PAN No. must be enclosed. OR The bidder must have executed at least one single order of 80% values of the bid or 2 order each of 50% value of the bid or 3 orders each of 40% value of the Bid similar service(s) in last three years to Govt/ PSU/ Limited Company. Copy of agreement/ Work order must be attached along with 'good performance certificate' issued by the concerned organizations clearly mentioning number of manpower deployed. Similar work means providing workforces in all categories such as skilled/ semiskilled/ highly skilled etc.
- The bidder should have a valid registration/ license with the appropriate registering/ licensing authority for supplying work force.
- The bidder should have a valid registration under EPF & ESI Rules.
- The bidder should have valid PAN
- The bidder should have valid GST Registration
- The Service provider/ Agency should submit undertaking & Acceptance in letter head in original stationery along with the Tender document in the prescribed format **Enclosure-A**.
- All the details in **Annexure-I** should be submitted by the bidder
- Financial bid of those bidders who are evaluated as technically qualified only will be considered for opening.

#### **4. ARBITRATION:**

- 4.1 Dispute, if any, arising out of the SECURITY AND ALLIED SERVICE 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.
- 4.2 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/ 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.
- 4.3 Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Service provider.
- 4.4 The Arbitration proceedings shall be held at Kannur Jurisdiction only.
- 4.5 The language of the arbitration proceedings shall be in bilingual Hindi and English. The Arbitrator shall give a speaking and reasonable award.



## 5. SECURITY DEPOSIT:

- 5.1 Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of THE DIRECTOR, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KANNUR, KERALA (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR/ insurance bond will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 10 days of award of contract.
- 5.2 This Security Deposit should be furnished within 10 days of the issue of the contract order. This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract.
- 5.3 The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The security deposit shall also be liable to appropriation against any dues payable to the NIFT, under the agreement or any expenses that may be incurred by NIFT, as a result of negligence or such acts and omissions on the part of the contractor or the persons deployed by him at NIFT. In the event of appropriation of security deposit fully or partly the contractor shall immediately make good the amount so appropriated from the security deposit in the form of demand draft failing which it shall be adjusted from the amount payable to the contractor.
- 5.4 The whole amount of the security deposit will be liable to forfeiture in the event of the contractor not being able to continue the contract for the entire duration of the contract at the same rates, terms and conditions.
- 5.5 If any theft or loss of property is reported by any department / section due to the negligence or improper action of any trespass of unauthorized persons, the security service provider shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the security deposit of the service provider

## 6. SCOPE OF WORK: SECURITY SERVICE CONTRACT

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

SHIFT	Duty	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	Total in a day
Supervisor	All the days	1	1	0	2
Male Guards including Driver		5	5	4	14
Driver in general shift			1 General shift		1
Female Guards cum Trained nurse		4	4	4	12
	<b>Total duties Week</b>	<b>10</b>	<b>11</b>	<b>8</b>	<b>29</b>



*Note: The Competent Authority at his/ her discretion may increase/ decrease the number of persons to be deployed based on daily/ weekly requirements. The security personnel will have to be deployed in shift basis based on approved deployment plan. The deployment plan shall be prepared and submitted to the NIFT authority on a monthly basis for approval*

6.2 The scope of work is to effectively & efficiently cater to the security needs of the Institute and therefore involves jobs which include the following:

- Watch & ward of entire NIFT campus at Kannur including office building, computer labs, resource Centre, utility stores, electrical substations, health club and other installations etc. and hostel premises adjoining the campus or any other premises notified by the Authority.
- preventing entry of unauthorized persons & vehicles
- regulating entry and exit of vehicles
- regulating entry and exit of materials
- prevention of theft, loss and damage to NIFT property
- vigil, monitoring housekeeping services
- keeping constant patrolling of the premises
- fire fighting in case of emergency
- driving away stray animals
- safety of movable & immovable property
- Regular checking of all office rooms and switching off lights, fans, power points, air conditioners etc.
- Attending telephone calls when office is closed and keeping record of telephonic message/ communication.
- Record keeping
- One Guard in each shift having LMV/ HMV Driving license with good driving skill
- One male guard and one female guard in each shift should have First Aid skill to treat the student(s) hostel/ Academic block in emergency.
- One guard in general shift should have knowledge of Lift operating skill.
- liaison with the State Police Department immediately in case of breach of peace/theft and shall assist the Institute in lodging complaints with police for loss, damage, destruction, pilferage of any of the properties of the Institute, their staff members and students.
- shall strictly check the authenticity and identity of the persons visiting the campus and shall keep the records of all persons entering in and leaving the campus as per norms laid down by NIFT authority
- The security guards deployed in shifts will be required to keep continuous patrolling regularly.
- The security personnel at the main gate will also maintain a log-book of NIFT transport vehicles as well as vehicles hired from the transport contractor for each tour undertaken, name of the officer/faculty using the transport facility, etc.
- Ladies security guards 3 numbers to engage as nursing assistant preference will be given to nurses retired from nursing state or central government services or spouses of ex-servicemen
- Any other jobs concerned with the Security issues of the Institution

6.3 The security Service provider 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, English and Malayalam languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.

6.4 The security supervisor and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security service provider shall be asked to replace that person immediately.

6.5 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 service provider shall be asked to replace that person.





- 6.6 The security service provider 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 Service provider 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 service provider should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
- 6.7 The security deployed shall not be changed by the security service provider on their own until and unless so warranted.
- 6.8 NIFT will not be responsible to provide any residential accommodation to security personnel deployed by Security Service provider.
- 6.9 The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/ holidays or after office hours on working days the security shall be extra vigilant.
- 6.10 It would be the responsibility of the Security Service provider 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.
- 6.11 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.
- 6.12 The security supervisor shall also check the garbage/ wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
- 6.13 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.

## **7. PENALTY:**

- 7.1 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.
- 7.2 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 Service provider shall be held responsible if the message is not conveyed to the NIFT officers immediately.



**ENCLOSURE - A**

**UNDERTAKING & ACCEPTANCE LETTER BY THE SERVICE PROVIDER**  
*(to be submitted in original (letterhead) stationery)*

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- Kannur Centre. 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.

I/ We am/ are responsible to check that in no case, wage of personnel supplied should be less than the minimum mandatory rates/ wages per month per person as prescribed by Central government

Except statutory recoveries such as EPF and ESI no additional amount in whatever name (ex: charities, relief fund etc.) will be recovered from the wages of the personnel supplied.

I/ We having our office at .....  
declare that I/ We have never been blacklisted/ debarred from participating in contracts by any state Government/ Central Government or any State/ Central PSU and not having any vigilance/ CBI/ Court cases are pending against the firm has been registered/ is pending against us.

I/ We hereby declare that all the statement made and submitted are true and complete to the best of my/ our knowledge. In case the submitted information found false. I/ We are fully aware that the tender/ contract will be rejected/ cancelled and EMD/ Security Deposit shall be forfeited and the contract may be terminated.

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

Dated : \_\_\_\_\_ Name & Signature of authorized person of the firm (service provider)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the firm (service provider)

Phone No. (O): \_\_\_\_\_

(R): \_\_\_\_\_

(M): \_\_\_\_\_



## ANNEXURE- I

**CHECK LIST FOR SUBMISSION OF BID**

Service provider is requested to fill this check list and ensure that all details/documents have been furnished as called for in this tender duly filled in, signed & stamped

Please tick (✓) the box and ensure compliance:

S. No:	Details			If Yes Page No(s).
		Yes	No	
1	EMD <b>OR</b> exception details submitted			
2	Undertaking & acceptance letter by the service provider (on original stationery)			
3	Copy of PF A/c No.			
4	Copy of ESI A/c. No.			
5	Copy of GSTIN Registration No.			
6	Copy of PAN Card No.			
7	Copy of Audited Balance Sheets and Profit & Loss Statements for last three			
8	Years 2018-19			
	2019-20			
	2020-21			
	Evidence of successful completion of at least 3 (three) projects			
9	Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work. Submitted?			
10	Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate OR Incorporation for change in name, if any, for limited/private limited company Submitted?			
11	Copy of income tax return filed by service provider during last 3 financial years indicating PAN number. Submitted?			
12	Copy of NET WORTH			
13	Office at Kerala State (HO or Branch Office)			
14	Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract			
15	company or firm must be registered under private security Act 2005			
16	ISO: must enclosed latest ISO certification			
17	(Any other detail Specify)			

**Date: -**

**Place: -**

**Signature of authorized person of the firm/service provider with stamp**