



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको औद्योगिक परिसर, ओमपोरा, बडगाम -191111, जम्मू कश्मीर

**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

SIDCO Industrial Complex, Ompora, Budgam-191111, J & K

16823/NIFT/Sgr/Estates/Security Services/2022-23/ PART 1/1932

Dated: 30-12-2022

### E-TENDER NOTICE FOR HIRING OF SECURITY SERVICES

National Institute of Fashion Technology (NIFT), Srinagar invites e-tenders for providing round the clock Security services for a period of **one year which may be extended on yearly basis for further period of two years subject to satisfactory performance of the agency** for its Campus, Hostel/s etc.

#### Time schedule for tender process:

Date of tender notification	30-12-2022
Last date for receipt of duly filled in tenders (Online)	21-01-2023, at 17:00 hrs
Date and time of the opening of Technical bid of tenders	23-01-2023, at 11:00 hrs
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified Bidders
Earnest Money Deposit	Rs, 2,00,000/- (Two Lakhs Only)

*For applying online, the bidder should go through the details contained in the Tender Document available at <https://eprocure.gov.in> before submitting the bids. Tender document is also available for viewing on the "Tenders" link of the NIFT Srinagar website i.e. <https://www.nift.ac.in/srinagar/>*

**Note:** In case of any clarification, the bidders can send their queries at [estates.srinagar@nift.ac.in](mailto:estates.srinagar@nift.ac.in) or contact +91-9596149501.

Assistant Director (Admin)

National Institute of Fashion Technology, Srinagar

SIGNATURE OF TENDERER

**Eligibility and Criteria for Selection:**

- 1.1) A firm or agency having experience of at least last three consecutive financial years (2019-20, 2020-21, 2021-22) in security services to any Government/ Semi-Government/Autonomous Bodies/National level educational Institutions of high repute like IIT, NIFT, NIT CU's/reputed Pvt cos. etc. Satisfactory Performance certificate (mentioning successful completion in terms of compliances of all the statutory obligations including the timely deposition of GST in Govt account) from the institutions/organizations where contract was taken up must be enclosed with the technical bid.
- 1.2) The agency should have annual minimum turnover of **Rs.30 Lakhs or above** in each of the last three financial years i.e. 2019-20, 2020-21 and 2021-22 (CA certified statement/certificate with UDIN and Membership No. of the CA for turn over for last three years must be enclosed along with technical bid)
- 1.3) The agency must have a Branch Office at Srinagar for proper supervision, reasonable access in case of day to day requirement, for better coordination with the security agency at the site etc. In case the agency does not have an office in Srinagar, the bidder has to give an undertaking that the office shall be opened in Srinagar within one month of allotment of contract.
- 1.4) Valid and effective Quality assurance ISO certificates held by the firm/agency for providing security services (copy of certificate must be enclosed).
- 1.5) The company/firm/agency/corporation must be registered under PSARA 2005 and participating agency must have the valid PSARA 2005 license as on date of submission of bids.
- 1.6) The tenderer should not be blacklisted/banned by any Department of the Central or State Government or any PSU or any other organization. An affidavit on the Agency letterhead in this effect must be enclosed along with bid.
- 2.0) Following documents must be enclosed along with Technical Bid
  - Copy of valid certificate of registration under PSARA 2005
  - Copy of PAN card
  - Copy of the GST Registration of the Firm.
  - Income Tax return for last 3 years (AY 2019-20, 2020-21 and 2021-22).
  - License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (not less than 15 workers).
  - Registration certificate/Code No. from EPF
  - Registration certificate from ESI
  - Certificates in support of point no. 1.1 & 1.2.
  - Turn over- Copy of CA certified statement/certificate for turnover for last 3 years **2018-19, 2019-20, 2020-21 with UDIN & Membership No. of the CA.**
  - EMD of Rs.1.0 Lakh in shape of DD/CDR/FDR/BG favoring NIFT Srinagar. The soft copy of the DD/CDR/FDR/BG has to be enclosed with the Technical Bid.
  - Address proof of Registered Office as well as Branch office at Srinagar/Budgam,J&K
  - On the basis of information provided in the technical bid, the NIFT may verify the details, cross examine, visit the premises and constitute a

Committee to recommend the authorities to shortlist the bidders. The decision of the Campus Director for short listing only competent and capable to supply required personnel will be final. Price Bids of only shortlisted bidders will be opened for consideration.

***The tenderers shall comply with all the requirements under qualifying criteria. Proofs shall be attached with Technical Bid, failing of any of the criteria under Technical Bid will disqualify for opening of price bid.***

***Submission of Bids***

- a. Bids to this tender will be accepted only through the online mode through Central Public Procurement Portal (CPP portal) <https://eprocure.gov.in>. No other mode of application will be considered and application will not be accepted.
- b. For applying online, the firm should get itself registered at <https://eprocure.gov.in>.
- c. The tender document can be downloaded from the official website of NIFT Srinagar i.e. <https://www.nift.ac.in/srinagar/> and also from CPP portal i.e. <https://eprocure.gov.in>
- d. The bidder should ensure that it complies with the above requirements before applying for tender. In the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

**A) GENERAL TERMS AND CONDITIONS: -**

1. Tender shall be submitted in official tender form only as indicated above. If submitted in any other form the same shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
3. No paper shall be detached from the tender.
4. Tenders received after the specified date and time, due to whatever reason will not be entertained.
5. Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned quotations are liable to be rejected.
6. As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016 relaxation to Startups/MSME in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications shall be applicable.
7. NIFT reserves the right to accept or reject any tender without assigning any reason thereof.
8. The quotation submitted by the Agency should remain valid for a period of 90 days from the date of opening of financial bids.
9. Each tender must be accompanied by EMD of Rs, 2.0 Lakhs in shape of DD/CDR/FDR/BG favoring NIFT Srinagar.
10. If any agency which is awarded contract for Security Services refuses to undertake the work, NIFT Srinagar reserves the right to suspend/ban the bidder for a period of three years. Similarly, if the selected agency fails to complete the tenure of the contract satisfactorily, it shall be banned from engagement with NIFT for a period of three years.
11. In the event of the date specified for receipt, opening of bids being closed or declared as

holiday for the NIFT Office, the due date for submission of bids, and opening of bids will be the following working day at the time fixed above.

12. The Bidders fulfilling the eligibility criteria, are subject to disqualifications if they have:
  - i) Made misleading or false representation in the form(s), statements(s) and attachments(s) submitted.
  - ii) Found to have been backlisted/banned/barred by a department/organization.
13. The NIFT shall have unfettered right to inspect the premises, process of security at any time & the agency will cooperate with the authorities.
14. For further updates/ amendments, the bidders are advised to visit the NIFT Srinagar Website. NIFT is not bound to issue the notifications in the newspapers or enter into personal correspondence.
15. The Agency shall be liable to compliance of all laws, regulations, rules and directions given by statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the UT of J&K including registrations with the Provident Fund, Employees State Insurance, Commercial Tax, Municipal Corporations etc. Self –attested copies of all such statutory registrations shall have to be enclosed with the tender.
16. The security personnel should be provided with the portable heavy duty search light, whistle, torch and stick by the Agency for the performance of their duties. Necessary provisions of such costs/ expenditure shall be kept by bidder while quoting service charges in financial bid.
17. The Agency shall liaise with the Officer in charge security at NIFT Campus & report to him as and when required to make checks on day-to-day activities of the security services. The Agency shall extend full cooperation to the designated officer from time to time.
18. The contractor and his staff must abide by various rules & regulations of NIFT as prevalent from time to time.
19. The Contractor will demonstrate the firefighting equipment twice in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with the designated officer of NIFT Srinagar. No additional cost on these activities shall be borne by NIFT on the count.
20. The contractor shall comply with all existing Labour Legislation and Acts, such as Contract Labour Regulation Act, Workman’s Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any labour legislation in force during the validity of the contract. The contractor would be fully responsible and would indemnify the Institute in case the Institute is held liable for the lapse on the part of the contractor.
21. The Contractor shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualification etc. and will intimate as and when any change takes place. The contractor shall not at any time engage any minor to carry out the work under the contract. The contractor shall issue proper uniforms to the personnel deploy to carry out Security Services.
22. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
23. Either party (NIFT Srinagar or Agency) shall have the right to terminate the contract by giving 30 days’ notice to the other party.

24. Notwithstanding above, NIFT reserves the right to terminate the Contract without notice period if the agency breaches/violates the contract agreement or any Govt of India norm.
25. If at any time, it is detected that the contract has been sublet or assigned to any other entity by the successful bidder, the Institute shall be at liberty to terminate the contract forthwith without giving any time to the successful bidder.
26. The contractor and his staff shall compile with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the NIFT Authorities without waiting for confirmation by the contractor.
27. The contract shall be valid for a period of one year from the date of completing all the formalities with respect to signing of agreement and deposition of Performance Security. The contract may be renewed on yearly basis for further period of two years on mutually agreed terms depending upon satisfactory services / performance of the contractor. In case services of the agency are not found satisfactory, the contract can be terminated by the institute even before the completion of the contract period which should be binding to the security agency.
28. All the workers engaged by the contractor for carrying out task under this contract, shall be deemed to be the employees of the contractor's agency. The agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave records, relievers etc.
29. The agency shall also provide its workers photo identity card which shall be checked by the Security Supervisor as and when necessary.
30. Non-compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.
31. The Security contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks nor they are allowed to chew paan, gutka, tobacco items etc. at the campus.
32. The selected agency will be required to enter into an Agreement with the NIFT Srinagar on a non-judicial stamp paper of Rs 100/- which shall also include the relevant clauses of this NIT as well as other mutually agreed conditions.
33. Notwithstanding the punitive provisions contained in the contract for breach of contract the contractor shall not be liable for any such sanction so long as the failure of the contractor in fulfilling its obligations under the contract is the result of an event covered under Force Majeure clause.
34. NIFT Srinagar shall have the powers to remove any difficulty/anomaly for successful running of Contract.
35. The Contractor has to start the Contract within 15 days from the date of allotment of the Contract.

**B) ARBITRATION:**

1. Dispute, if any, arising out of the services contract shall be settled by mutual discussion between the parties within 30 days.
2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT as per the provisions of

the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.

3. Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
4. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
5. In case of failure of arbitration as explained above, appropriate courts at Srinagar/Budgam (J&K) will have the jurisdiction to adjudicate upon the matter.

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

1. The contractor shall submit to NIFT Srinagar, copies of attendance sheet duly certified by the designated officer of NIFT along with the monthly bill. Copies of the previous month wage register along with certified copy of challan of ECS, ESI, EPF deposits along with the GST returns must also be submitted with every bill.
2. NIFT will not be responsible for the release of benefits such as Provident Fund, ESI, workmen compensation, pensionary benefits or allowances. However, any increase in Basic Wages under the minimum Wages Act or in any other Labour Legislation or other statutory obligations including EPF, ESI etc during the validity period of the contract shall be borne by the NIFT after considering relevant instructions of Govt of India. Similarly, if the rate of statutory obligations decreases, the corresponding amount shall also be decreased in monthly bills of agency.
3. Income-Tax, as per prevalent Laws shall be deducted at source while making payment of contractor's bills.
4. The agency to whom order will be placed have to submit the Performance security (i.e. 3% of the value of contract for 12 months in the form of Demand Draft/ BG drawn in favor of NIFT Srinagar, payable at Srinagar, J&K & should be valid for a period of 90 days beyond the date of completion of all contractual obligations of the agency. However, in case of unsatisfactory service provided by the agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the NIFT in this regard shall be final.
5. From among the bidders short listed after the evaluation of the Technical Bid. The Lowest -L1 bid will be decided at the time of finalization of E-tender on the basis of rate quoted under Service Charges/ Profit Margin given in the Financial Bid for providing security services. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing security service in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT Srinagar shall be final in all respect and will be acceptable to all the tenderers.

**D) WAGES OF STAFF**

1. Contractor shall pay minimum wages to all workmen as per the Central Government Minimum Wages Act (as amended from time to time). However, any increase in Basic Wages under the minimum Wages Act or in any other Labour Legislation or other statutory obligations including EPF, ESI etc during the validity period of the contract shall be borne by the NIFT after considering relevant instructions of Govt of India. Similarly, if

the rate of statutory obligations decreases, the corresponding amount shall also be decreased in monthly bills of agency.

2. Contractor shall compulsorily issue the salary slips to all his employees every month with complete details of wages being paid. Salary statement shall also be put on notice board at NIFT Srinagar Campus.
3. The Service Provider and its staff shall contribute towards all statutory obligations towards EPF, ESI etc., which are mandatory as per Government Act, Rules and Regulations issued from time to time. Separate challan and ECR for personnel deployed to NIFT shall be submitted along with the bills and it should not be combined with other members of the same Service Provider. After making the wage payment, remittance of statutory payments to the concerned authorities for the month, the Service Provider shall raise the bill in duplicate to NIFT for reimbursement on or before 15th of the month and the bill will be settled within 10 days. The bill should be submitted along with the attendance statement, ECS statement of wages remitted in respect of security personnel in the bank for the month and statutory payments i.e. EPF/ESI remittance challans, Form -7 etc. exclusively for NIFT.
4. The Contractor must submit the proofs of payments towards PF & ESI dues of previous month for claiming subsequent month's payment. While submitting the bill, the service provider must file a certificate certifying the following:
  - Wages of Security personnel were credited to their bank a/c on dt: (copy of bank statement to be enclosed)
  - EPF contribution relating to security personnel's amounting to Rs. were deposited on dt: . (copy of challan ECR Copy to be enclosed)
  - ESI contribution relating to security personnel's amounting to Rs. were deposited on dt: . (Copy of Form-7 & challan to be enclosed).
  - We are complying with all statutory labour laws including minimum wage act.
5. While submitting the monthly bill, the contractor will clearly submit a salary statement of all the workers requesting that the wages to be credited into their individual accounts maintained in the bank. NIFT reserves the right to verify the salary paid to the workers from the bank.
6. Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.
7. The Payment shall be made strictly on satisfactory work and on the basis of Daily attendance of workers engaged.
8. The Contractor must submit the proofs of payments towards PF, & ESI along with monthly bills.

**E) SCOPE OF WORK AND SPECIFIC CONDITIONS: SECURITY SERVICE CONTRACT:**

1. Round the clock security arrangements, including Saturdays, Sundays and holidays to be provided at the **NIFT Campus or any other location in UT of J&K as instructed by the NIFT.**
2. The security Agency shall engage qualified and experienced security supervisor and security guard at NIFT Srinagar/Hostel. They should be literate (supervisor with at least 10+2 Pass certificate and Guards with at least 8th Pass Certificate) able to read, write and understands, Hindi/Urdu and English languages. They should have first-aid training in the area of industrial security and in handling firefighting equipment. The Guards shall produce the medical fitness

certificate from authorized officer registered with Medical Councils of India at the time of their deployment. While deploying the Security Guards at NIFT Srinagar, the agency shall place the required bio-data of Interested Candidates before a Joint Committee comprising of two members from NIFT Srinagar & one member from Agency for evaluation & final selection. Security/Manpower already working at NIFT Srinagar through existing agency shall be given an opportunity for placement at NIFT Srinagar.

3. The security supervisors and guards must be smartly dressed in proper uniforms with all accessories such as cap, shoe, belt etc, while on duty. Uniform & other items shall be arranged by agency without any cost being borne by NIFT. The Agency shall supply uniform (all weather) at least 02 sets (summer) & 2 sets(winter) for each security guard with all accessories such as shoes, cap, sweater, jackets, raincoat including shoe polish and shoe brush etc. The name plates should be provided to the deployed security guards. The uniform shall be different from Police and other Force, preferably Dark Blue/ Grey. With regard to badges and name of the guards/ supervisors should be permitted to wear Presidential Stars on shoulders/ Cap badges. Necessary provisions of such costs/ expenditure shall be kept by bidder while quoting service charges in financial bid.
4. 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.
5. The Agency will ensure that the NIFT Campus & Hostel premises, including land, building, etc. are not encroached upon/ occupied by the authorized person.
6. The security personnel have to discharge their duties in neat & clean uniform for which a washing allowance/ detergent powder as per requirement, the agency shall bear the cost of the same. Identity badges (Showing in the name of the personnel shall have to be provided by the agency which should be displayed on the uniform of all the security personnel while on duty.
7. The Security Personnel entrusted with duties at the Institute campus and at the hostel premises, should deal with staff, students and visitors, politely and courteously. In case any security staff is found to misbehave or indulge in misconduct of any nature, the Security Agency shall be asked to replace that person immediately. It will be responsibility of the security guard deputed at reception area of NIFT Campus to welcome & attend all the visitors proactively & properly.
8. The particulars of staff viz name, age, photograph address, qualifications, previous service experience, etc. engaged by the Security Agency should be submitted to the NIFT, Srinagar. The antecedents of the security personnel shall be done by agency from the concerned Department (Police) before release of first month wages. For this purpose, the Security Agency should submit requisite detailed information and passport size photographs and extend cooperation in getting the verification done.
9. It would be the responsibility of the Security Agency to maintain and ensure fool-proof security at the main gate by regular check of incoming / outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet, and thereafter issue a visitors' pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned officials.
10. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NIFTs property whether equipment or



materials, are not allowed to be taken out of the campus, without proper gate-pass duly signed by the authorized officials.

- 11.** The security guards shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
- 12.** Cars/Scooters/Motor cycles belonging to NIFT Faculty, staff and students may be allowed parking in the allotted space only. Also, vehicles of Govt. officials/ other VIPs may be allowed should parking inside the campus. Vehicles of visitors, however, should be parked outside the main gate, in the area specified.
- 13.** The security guards will carry out occasional random checks of two wheelers and four-wheelers of staff and students while leaving the campus to ensure that none of the property of NIFT is being taken un-authorized. Similarly, random frisking of staff and students be done. Such check of vehicles or frisking of personnel must be done in decent manner. Secondly, female security guards should do the frisking of female students/ staff.
- 14.** NIFT officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances NIFT reserves the right to take the necessary administrative action or impose a penalty of **Rs. 1,000/-** or more as deemed necessary by the Competent Authority per such occurrence.
- 15.** Wherever applicable, NIFT Srinagar shall have the rights and authority to impose penalty on the Agency for poor performance/violation of Contract. Before imposing such penalty on the Agency, the Contractor shall be given chance of hearing. The quantum and amount of penalty shall be decided by Competent Authority of NIFT Srinagar on the severity of poor performance/violation of contract.
- 16.** In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake, etc., the security persons on duty shall immediately intimate the NIFT Authorities. List of residential phones or mobile phone numbers of NIFT Officers shall be available with the security at the main gate. The security agency shall be held responsible if the message is not conveyed to the NIFT officers immediately.
- 17.** After office hours on working days and on Sundays / Holidays, the security supervisor/guard on duty at the main gate shall also receive phone calls/messages from other institutions / organizations and depending upon the urgency of the matter, relay such messages to the concerned officials of NIFT.
- 18.** In case of any damage or loss to the Institute's property or material caused directly or indirectly by the security personnel, the security agency shall be held fully responsible, and the Institute shall be entitled to deduct appropriate amount from the contract fees payable to the Agency. The amount of loss or damage as determined by the Competent Authority, NIFT, shall be final and binding on the Security Agency.
- 19.** Similarly, the security agency shall be responsible for theft, fire or any other damage in the Institute occurring on account of carelessness of the security personnel. The amount of damage as determined by the Director/Joint Director of the Institute, in such cases shall be final and binding on the security agency.
- 20.** The security personnel on duty, will not leave the duty point on completion of their 8:00 hours duty, unless and until the next person on duty takes over/or reliever person takes charge. In case any security guard falls sick, the security agency shall be responsible to

- provide reliever person out of its pool of security guards, at its own cost.
- 21.** The security agency shall maintain record of major / minor incidents on daily basis and report the same to the NIFT Authorities in this regard the agency will also inquire about any incidents, like theft, indiscipline, disobedience, or any unauthorized activities / criminal activities happening in the campus. The security agency/Security Supervisor shall also be responsible to lodge complaints with police authorities in such instances and take follow-up action for recovery of lost material / equipment.
  - 22.** The security personnel at the main gate will also maintain a log-book/register for Institute's transport vehicles as well as vehicles hired from the Transport Contractor.
  - 23.** The security agency shall keep watch at various points designated including patrolling the campus, especially after office hours. In the event of power failure at any time, the security personnel should use emergency lights and place them at vantage points, as also intensify patrolling. The security guards shall also keep a check and avoid wastage of electricity and water.
  - 24.** The security agency shall provide torches with dry cells, umbrella, whistle and batons, or any other materials required to its staff of guards and supervisors, along with uniforms, at its own cost.
  - 25.** The security guards deployed in the 2<sup>nd</sup> and 3<sup>rd</sup> shifts will be required to keep continuous night patrolling regularly.
  - 26.** The Security Agency, supervisors and the guards will strictly follow the security policy of the institute.
  - 27.** The Service provider / agency personnel shall not divulge or disclose to any person, any details of office, operational process, and technical know-how, security arrangements and administrative / organizational matters as all are of confidential/ secret nature.
  - 28.** In case the workers engaged by the Agency have any grievance, they shall take it up with the Agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of the Campus. On the expiry of the contract, the Agency shall undertake to leave the premises in peace with all the workers without creating any disturbance. The Agency shall be solely responsible if the workers engaged by it misbehave or create problems.
  - 29.** The security agency shall have contact nos. (Telephone/mobile) of all vital areas, hospitals, police station, local authorities and NIFT officials.
  - 30.** The security guards deployed in different areas of campus will also be responsible to supervise the housekeeping work in their respective areas.
  - 31.** The agency shall grant appropriate leave to its staff as per the norms of Govt. Against the persons on leave, the agency shall deploy personnel from its own expenses.
  - 32.** The Security Agency shall not deduct/ask for any amount from its Security Staff unless the same is provided under this contract or any Govt rule. In case it is detected that selected agency is asking for any monetary gain/returns illegally from the security guards, it shall construed as breach of Contract.
  - 33.** The security agency is expected to offer their rates in Commercial Bid, for their service charge/profit margin along with other liabilities. The minimum wages as per Central Govt. has been reflected in the format of Commercial Bid wherein the same is worked out for 30 days. Minimum wages shall be paid as per Govt. norms.

34. The selected firm will install the complete set up of Biometric Machine by his own for marking the attendance for the security person. NIFT will not bear any cost either in terms of installation or regular maintenance of the complete set up of the biometric machine.
35. The scope of work is to effectively & efficiently cater to the security needs of the Institute and therefore involves jobs which includes the following:
- watch & ward should be capable of proper monitoring through CCTV cameras.
  - preventing entry of unauthorized persons & vehicles
  - regulating entry and exit of vehicles
  - regulating entry and exit of materials (inward/outward entry after proper counting)
  - prevention of theft, loss and damage to NIFT property
  - vigil, monitoring housekeeping services
  - keeping constant patrolling of the premises
  - fire fighting in case of need
  - driving away stray animals from the campus
  - safety of movable & immovable property
  - Regular checking of all office rooms and switching off lights, fans, power points, airconditioners etc.
  - The security guards may also be utilized as helping hands during exigencies.
  - Attending telephone calls when office is closed and keeping record of telephonic message/communication.
  - Record keeping
  - Any other jobs concerned with the Security issues of the Institution

And all other functions essential to meet security needs of the institute in a foolproof manner. The scope of work also includes induction, deployment of trained security personnel, constant monitoring of check posts, emergency drill including fire safety drill, surprise checks, reporting and reviewing of security matters by handling all security requirements of the Institute independently & recommend measures to improve the security arrangements.

The Rate Contract shall also include any work of incidental & contingent nature although not specifically mentioned in the tender, but necessary for its completion in an efficient manner.

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

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

S. No.	Required Documents	Attached / Not Attached	Sr. No. of Proof (Must be indicated)
1.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship (attached acertified copy for proof)		
2.	EMD		
3.	Last 3 consecutive years (2019-20, 2020-21, 2021-22) experience certificate for successful completion of work issued by the concerned organization (Please attach attested copies of the same along with details as per Annexure I & Annexure II)		
4.	Certified document in support of annual turnoverof Rs. 30 Lakh or above in each of the last three years (2019-20, 2020-21, 2021-22) (CA Certified statement/certificate with UDIN & Membership No. of the CA for turnover/ITreturns for last 3 years must be enclosed along with Technical Bids).		
5	Valid licenses under Private Security Agencies (Regulation) ACT <b>PSARA 2005</b> . (Proof of valid certificate of having PASARA license 2005must be attached)		
6	Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner		
8.	Copy of the GST no. of the Firm		

9.	Income Tax return for last 3 years (Financial Years 2018-19, 2019-20, 2020-21)		
10.	Registration certificate from EPF		
11	Copy of GST		
12	Registration certificate from ESI		
13.	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender. <b>(Yes/No)</b>		
14.	Tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit (notarized) in this effect must be enclosed.		
15	Valid and effective Quality Assurance ISO certificate held by the firm /Agency for providing security Agencies (copy of the certificate must be attached)		
16	Address Proof of Registered Office as well Branch office at Srinagar, J&K of the firm agencies.		

5. Attach a statement showing details of the Security contracts during last three years (excluding current contracts) with names of the Organizations, contact official's name and contact details, number of total guards – Supervisors deployed, monthly rate contract amount for each contract (Format enclosed at Annexure – I).
6. Provide all above details in a separate statement for all the existing / present Security contracts. (format enclosed at Annexure – II)
7. Serial no. of proofs must be indicated in the technical bid.

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

**Full Name, Signature & seal of the  
Authorized person**

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

**FORM –II (COMMERCIAL BID)**

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

1. The Agency shall have to deploy Security Guards/ supervisors for Shift of 08 Hours each in accordance with the Labour Laws.
2. The Agency have to depute initially (10) Male Security Guards, (04) Female Security Guards & (1) Security Supervisor at NIFT Srinagar for a period of one year. The no. of security person mentioned above may be increased or decreased as per the situational requirement.
3. The Agency shall deploy Security Guards/ Supervisor in accordance with the Letter of Award issued by NIFT Srinagar from time to time. The guards deployed shall attend duty as per the guidelines/ instructions of Govt.
4. The Security Agency shall ensure that security supervisors and guards engaged for security services at NIFT are paid not less than minimum wages and statutory payments as prescribed by Regional Labor Commissioner's office, from time to time. In case, rates quoted by any Security Agency are lower than the prescribed minimum wages and allowances, action as warranted shall be taken against the Agency.
5. The contractor must cover all components as described in the tender document (such as statutory components, profit margins, uniform, reliever wages, tax etc) while offering the rates under the Column B (Service Chares/ Profit Margin) of Appendix-I
6. Whenever, there is a change in Minimum Wages by Govt, there shall be corresponding change in wages of security staff also. NIFT Srinagar shall pay wages & other statutory dues to agency as per prescribed rates from time to time. However, the Service Charges/Profit Margin quoted by Agency in Financial Bid shall remain same during the contract period.

**Minimum wages (As per Ministry of Labour & Employment Office of the Chief Labour Commissioner, New Delhi):** The Minimum Wages for Watch & Ward (without arms) under Area C is Rs 671/- per day vide order No - 1/16/(6)/2022-LS-II, dated 28/09/2022

(A)

Sl. No	Type of Workers	Minimum Wages (Basic + VDA)  for a month (i.e. 30 days including reliever duties) Weekly one day off is mandatory to each security person.	EPF@13%		ESI (@ 3.25%)	Sub Total inRs.  (3+4+5+6)
			EPF along with Admin charges i.e. 12.5%	EDLI i.e. 0.5% Up to ceiling of Rs. 75 per person		
1	2	3	4	5	6	7
(a)	Security Supervisor under Category Watch & Ward (without arms)  ***Rs 1000/- will be paid in extra on monthly basis to Supervisor.	<b>21130/-</b>  20130/- (@671per day * 30 Days) + Extra Rs 1000/-	2641.25	75.00	686.72	<b>24,533/-</b>
(b)	Security Guard under Watch & Ward Category (without arms)	<b>20130/-</b> (@671 per day * 30Days)	2516.25	75.00	654.22	<b>23375/-</b>

(B)

Monthly Services Charges/ Profit Margin per Security Guard/ Supervisor	
In Figures (exclusive of GST as applicable)	In Words (exclusive of GST as applicable)
<u>Rs.</u>	<u>Rs</u>

**Instructions/Conditions for Financial Bid.**

- 1. Bid Quoted in any other form like Percentage etc shall be summarily rejected.**
- 2. While quoting the Amount (in INR) under Column (B) of Appendix -1, the bidder must note that following expenses are to be borne by it from the quoted amount:**
  - a. Cost of Material/ Equipment, Uniform with all accessories such as shoes, caps, sweaters, jackets, raincoat including shoe polish and shoe brush etc.*
  - b. TDS under Income Tax*
  - c. Paid leaves to staff as per norms and providing alternative personnel to NIFT Srinagar during leave period.*
  - d. Any other expenses incidental to contract.*
- 3. The Service Provider Service Charge/ Profit margin must be same for all categories (Security Supervisor/Security Guard).**
- 4. The No. of Security Person mentioned above may be increased or decreased as per the situational requirement. The final no. of security personnel shall be placed as per the actual requirement at the time of awarding the contract, after approval of the Competent Authority. At present, NIFT Srinagar has hired 15 Number of Security Guards on Outsourcebasis.**
- 5. GST as per prevalent rules shall be paid by NIFT if applicable.**
- 6. TDS on GST shall be deducted as per norms.**
- 7. TDS on Income Tax shall be deducted from the bill amount as per norms and same is to be borne by the Bidder.**
- 8. L1 will be decided on the basis of Service Charges /Profit Margin. The tenderer quoting lowest rate will be considered as L-1. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing security service in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT Srinagar shall be final in all respect and shall be binding on bidders.**
- 9. The final no. of security personnel shall be placed as per the actual requirement at the time of awarding the contract, after approval of the Competent Authority. Payment to the agency will be made as per actual deployment of manpower/guard based on requirement working days of the Institute.**
- 10. Selected agency shall provide the Security at the locations/campuses as directed by NIFT Srinagar.**



**UNDERTAKING BY THE BIDDER**

I have carefully gone through the various terms and conditions mentioned in the tender document. I agree to all the conditions and offer to provide **security services** at **NIFT Srinagar for its Campus & Hostel situated at Ompora Budgam (J&K)**. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions listed above. I also certify that the documents submitted by me are true and correct in order to the best of my knowledge and belief. In case any of the documents submitted by me is found false, I understand that institute has the right to reject my offer/tender at any point of time.

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

**Date:** \_\_\_\_\_

**Signature of Security Contractor/ Authorized official**

**Seal of the Agency**

**Statement of the clients during last three years**

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

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SIGNATURE OF TENDERER

**Statement of the existing / present clients of the firm.**

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

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SIGNATURE OF TENDERER