

Northern India Institute of Fashion Technology
(Industrial Area,Phase 1, Mohali)

Terms And Conditions of The Contract

Scope of Work- Security :

The general scope of work regarding security is to look after the safety and security of all the moveable and immovable assets/articles of NIIFT Centre,Ludhiana (Business Centre Building, Focal Point 8, Dhandari Kalan,Ludhiana) & NIIFT Centre Jalandhar(Adjoining Govt.Tanning Institute, Nakodar Road Jalandhar). The Security Agency undertakes to ensure strict security measures round the clock (24x7).

TERMS & CONDITIONS :-

- 1 Cost of Tender Document is Rs. 1000/-.
- 2 The tenderer shall submit with earnest money of Rs. 10,000/- for each centre by way of account payee bank draft of any schedule bank in favour of Director, NIIFT, Mohali payable at Mohali with requisite license from the Department of Labour and an affidavit clearly stating that he has gone through all the terms and conditions of the tender and they are acceptable to him. The affidavit should be duly attested by Notary/ Oath Commissioner.
- 3 The Tender must be in accordance with the terms & conditions laid down and incomplete tender shall not be entertained.
- 4 Nothing extra shall be paid due to loss/damages caused by rain, flood war, epidemic , strike or any other natural calamity.
- 5 If the date of opening of tenders happens to be holiday , the same shall be received and opened at the same time on the next working day.
- 6 The Bid Document issued to the Bidder is non transferable.
- 7 Bidders are advised to visit the site of the work and acquaint themselves of all site conditions prior to submission of their bid . Failure to visit the site shall in no way relieve the successful bidder of any of the obligations in performing the work in accordance with this bid document with the quoted price.
- 8 The successful bidder shall furnish the bank guarantee equivalent to 10% of the annual contract price awarded from a Schedule Bank. The period of validity of this Bank Guarantee shall be six months beyond the date of expiry of contract period.

- 9 Posted Telefax /Telegraphic offers and offers sent through E-mail shall not be considered.
- 10 Bid received after the due date and time and any change in quotation after the specified date shall be straightway rejected NIIFT will not be responsible for the loss of bid documents or for the delay in postal transit.
- 11 Conditional Tender will not be accepted.
- 12 The tenderer should quote the rates in the **SCHEDULE 'A' OF RATES** attached in figures as well as in the words.
- 13 There should not be any cutting in the Tender Document as regards quoted rates etc.
- 14 The contractor shall be required to sign the contract agreement within 10 days of the intimation of the acceptance of tender to him. Failure on his part to do so may result in invalidation of the contract and forfeiture of the securities and earnest money.
- 15 The tender offer shall be valid up to 90 days from the date of opening of tenders. Should the tenderer with draw or amend his offer within a period of 90 days, from the date of opening of tenders he is liable to be black listed the earnest money so deposited shall be forfeited.
- 16 Income tax/Service Tax/Statutory Levies shall be deducted from all bills as per rule.
- 17 All the Statuaries payments/requirement are to be met by the successful tenderer.
- 18 The contractor shall furnish to NIIFT the police verification of Security Staff supplied by him.
- 19 The contractor shall ensure that only qualified staff is employed by him minimum matriculate.
- 20 In case of any theft during the tenure of the contract the contractor shall be responsible for the same and loss due to theft shall be recovered from the subsequent bill of the contractor.

- 21 In case of any damage to the property of NIIFT due to negligence of the Security Staff, the contractor shall have to make good the losses suffered by NIIFT, failing which the loss shall be recovered from the subsequent bills of the contractor.
- 22 The Security Staff deployed by the contractor shall wear a neat, clean and proper uniform (issued to them by the contractor) and should be well dressed in all the manners during the duty hours. The contractor shall also issue proper laminated identity cards to his worker deployed in the complex, who shall permanently display their identity cards while on duty.
- 23 Discipline, proper health and welfare of the Security Staff shall be the entire responsibility of the contractor and any indiscipline/misconduct on the part of the deployed workers shall be promptly attended by the contractor, On the direction of NIIFT authorities the contractor shall replace any manpower so deployed in the institute.
- 24 The contractor will provide a list of employees along with their qualification/experience.
- 25 The contractor shall be originally for a period of one year. However, the contract period can be extended for next year on the same/ mutual agreed rates, terms and conditions on the sole discretion of DG, NIIFT.
- 26 The bidder shall strictly follow Minimum Wages Act while quoting the rates. The rates quoted by the contractor should include all the liabilities, taxes, Service Taxes allowances (to be paid by the contractor to the employees such as DA, PF, Bonus, Leave , Medical, ESI, Conveyance, Weekly rest etc.) NIIFT shall not be responsible for any sort of liability over and above the rates accepted by NIIFT for this work.
- 27 In case the contractor's employee suffer from any type of injury while performing duty in NIIFT complex, the contractor shall be wholly and solely responsible to bear any claim of the employee . NIIFT shall not be responsible at any level.
- 28 The contractor shall abide by all laws, rules/regulations and other instructions issued by Govt. related to labour laws.

- 29 If any information furnished by the bidder is found to be false at any stage, the bid may be rejected or agreement terminated. The amount whatsoever withheld by the owner shall be forfeited or loss recovered.
- 30 Contractor must have at least three year experience in relevant field in any organization having a building at least as large as of this institute and shall attach a certificate/proof in this regard.
- 31 In case the contractor fails to provide the requisite Security Staff as per agreed terms, penalty shall be imposed and deducted from the subsequent bill at the rate of double of the wages.
- 32 The payment shall be made on monthly basis at the end of each month after deducting statutory taxes and security amount etc. as explained in this document.
- 33 All the tenders must reach on or before _____ by 2.00 PM in the office of NIIFT, Industrial Area, Phase 1, Mohali which shall be opened on same day at 3.00 P.M by a Committee in the presence of tenderers/bidders who may like to present at that time.
- 34 The Director General shall be competent to reject any or all tenders without assigning any reason.
- 35 In case the successful bidder is unable to perform the laid down work & duties , DG,NIIFT reserves the right to get the work done from the open market at the risk & Cost of the Contractor.
- 36 In case the successful bidder is unable to perform the duties satisfactory, DG,NIIFT reserves the right to terminate the contract
- 37 In case of any dispute, the order of Director of Industries and Commerce, Govt. of Punjab shall be final.
- 38 All differences and disputes on any matter connected with the contract shall be resolved by the Arbitrator which shall be appointed by Chairman, NIIFT and the decision of Arbitrator so appointed shall be final.

SCHEDULE "A" OF RATES

(in Rupees)

NIIFT Centre Building at Business Centre Building, Industrial Focal Point VII, Ludhiana				
1.	Security Supervisor	01 Nos		
2.	Security Guards	04Nos		
Total				
NIIFT Centre Building, Adjoining to Govt Tanning Institute at Nakodar Road Jalandhar				
1.	Security Supervisor	01 Nos		
2.	Security Guards	04Nos		
Total				
Grand Total				

Signature _____

Name _____

Address _____