

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA -136119**

No. Gen-1/3828/

Dated:

Advertisement No. 12/2014

TENDER NOTICE

Sealed tenders on the prescribed format are invited from reputed service providing agencies (minimum annual turnover of Rs. 1 crore for the last three financial years) registered/recognized with Central Labour Commission/ Ministry of Defence/ Directorate General of Resettlement (New Delhi) having minimum five year experience in satisfactory supply of the services in Central/State Govt. Institutions/organizations for providing services in the following areas, for a period of one year on contract basis w.e.f. 1st July, 2014, extendable for further period on the basis of satisfactory performance of the Service Provider (s).

Sr. No.	Name of Service/Work	Security Amount (Rs)
1.	Security Services	5 lakh
2.	Maintenance Services in Estate and Public Health	5 lakh
3.	Electrical Maintenance & Fire Protection Services	3 lakh
4.	Horticulture & Landscaping Maintenance Services	3 lakh
5.	Housekeeping services	3 lakh
6.	Technical Assistance and Attendant Services	5 lakh

The tender documents along with terms and conditions can be obtained from the Estate Section, National Institute of Technology, Kurukshetra upto **05.06.2014** on all working days between 10.00 a.m. and 1.00 p.m. on cash payment of Rs.1000/- (Non-refundable) for each service. The tender form along with detailed terms and conditions can also be downloaded from Institute website www.nitkkr.ac.in However, the downloaded tender form for each service must accompany a bank draft of Rs 1000/- (non-refundable) in favour of Director, National Institute of Technology, Kurukshetra payable at SBI, NIT Kurukshetra. The Service Providers may submit their bids in a sealed cover (having name of service/work written on the top right corner of the envelope in capital letters) on the prescribed format (separate for each service) by **05.06.2014** up to **1.00** p.m. to the Dean (Estate), NIT Kurukshetra along with Security amount as mentioned above, in the form of bank draft drawn in favour of Director, National Institute of Technology, Kurukshetra payable at SBI, NIT Kurukshetra. Late and incomplete tenders will be summarily rejected. The bids will be opened on **05.06.2014 at 4.00 p.m.** in the office of the Dean (Estate) in presence of Service Providers who wish to be present. The Institute reserves right to reject any tender without assigning any reason. Before submitting the tender, the Service Provider is advised to visit the Institute to apprise himself of the logistics of the prospective assignment.

REGISTRAR

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119**

TENDER FROM

Advertisement No. 12/2014

Details of payment for tender form (Rs. 1000/-)

In case of Purchased Tender form(s)	Receipt No.	
	Date	
	Signature of issuing official	
OR		
In case of downloaded form(s)	Demand Draft No.	
	Issuing Bank	
	Date	

Name of Service/ Work applied _____

1.	a)	Name and address of service providing Agency	
	b)	Telephone/ Mobile No.	
	c)	Fax/E-mail of the agency	
	d)	Whether Service Provider individual / Registered Partnership firm or Company/ Society	
	e)	Registration No. of the firm (Enclose a copy of registration certificate)	
	f)	PAN No. of the firm	
	g)	Service Tax Registration No. (Enclose a copy of registration certificate)	
	h)	EPF Registration No. (Enclose a copy of registration certificate)	
2.	Period for which service is being offered	July 1, 2014 onwards or else decided by the Institute	
3.	Particulars of payment of Security	Amt. Rs. _____ D.D. No. _____ Date _____ Drawn on _____ _____ _____	

FINANCIAL BID FORM

Sr. No.	Category of Worker	Quoted DGR /DC wages per month per person*	Administrative / Services Charges** on the category of worker	Remarks
1.	Unskilled (e.g. Security personnel, sweeper, beldar, Mali, etc.)			
2.	Semiskilled (e.g. Gunman, electrician, fireman, etc.)			
3.	Skilled (e.g. Supervisor, Plumber, carpenter, etc.)			
4.	Highly Skilled (e.g. Security Supervisor, etc.)			

* This rate must be include wages, all allowances and statutory deduction from time to time.

** The Administrative/Service Charges must include charges for all general tools & equipment.

FINANCIAL EVALUATION

For comparison on the various '**Administrative / Services Charges* on the category of worker**' quoted by the vendors, no. of workers for various categories would be taken as follows:

Sr. No.	Category of worker	No. of worker
1	Unskilled	50
2	Semi-skilled	10
3	Skilled	5
4	Highly Skilled	1

LIST OF ENCLOSURES

Sr. No.	Type of form	Enclosed Yes-Y/No-N (tick as applicable)		Supporting Document (please specify)
1.	Form 'A' (Financial Information)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Form 'B' (Details of all Works of Similar Class Completed during the last five Years)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Form 'C' (Works / Projects under Execution or Awarded)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Form 'D' (Performance Report of Works Referred in Form 'B' & 'C')	<input type="checkbox"/>	<input type="checkbox"/>
5.	Form 'E' (Structure of the Organization & Detail of Employees)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Form 'F' (Details of technical & administrative personnel to be deployed for the work)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Form 'G' (List of Tools & Equipment)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Any additional Information (if not included in Forms 'A'- 'G')		

Undertaking:

- i. I undertake that all the eligibility conditions mentioned in the tender document are fulfilled. Further, all supporting documents have been attached herewith.**

- ii. I have gone through and fully understood the terms and conditions supplied in the tender form and I hereby undertake to abide by all terms and conditions and also undertake to abide by the instructions to be issued by the National Institute of Technology, Kurukshetra from time to time for due discharge of Service Agreement.**

- iii. It is declared that all the entries made in this form are correct. In case of detection of any false entry and incorrect information/ document, the submitted tender may be rejected.**

**Signature of Service Provider/
Authorized Signatory with rubber seal**

INFORMATION & INSTRUCTIONS TO THE SERVICE PROVIDER

1. The tender form should be typewritten. The applicant's signature should appear on each page of the tender form. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. All pages of the tender form shall be numbered and submitted as a package with signed letter of transmittal.
2. The service provider will have to provide the relevant information on the enclosed prescribed format available at FORM no. A to G along with supporting documents to consider the eligibility for awarding tender to the eligible service provider.
3. The service provider may furnish any additional information, which he thinks is necessary in regard to his capabilities to establish that the service provider is capable in all respects to successfully complete the envisaged work. He is, however, advised not to attach superfluous information. No subsequent information will be entertained after submission of tender form. Any information furnished by the service provider found to be incorrect either immediately or at a later stage, would render him liable to be debarred from tendering/taking up of work and his tender will be terminated with immediate effect.
4. The Service Provider is advised to visit the site of work, at his own cost, and examine it and its surroundings to collect all information that he considers necessary for proper assessment of the prospective assignment.
5. The service provider's performance for each work completed in the last 05 years and works in hand should be certified by the concerned Departments.
6. The Contractor shall not appoint any Sub-Contractor/Company/Agency to carry out any obligation under the contract.
7. Even though the service providers may satisfy the terms and conditions, they may be disqualified:
 - A. if they have made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
 - B. if they have records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
 - C. if confidential inquiry reveals facts contrary to the information provided by the applicant.
 - D. if confidential inquiry reveals unsatisfactory performance.
 - E. If on inspection of works in progress or completed by the applicants, it is found that work is not satisfactory.
8. The service provider, being the employer in relation to persons engaged/employed by it to provide the service under service agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case shall not be less than the wages as fixed by the District Administration (DC Kurukshetra) or as revised from time to time. Case of ESI, EPF and arrears the Company/Agency shall produce original challans/receipts to the Institute for verification & records.
9. All Statutory requirements required under any Rules/Regulations/Statutes/Act and EPF and Service Tax etc. applicable from time to time are to be borne by the service provider. In case of violation of statutory provisions under laws by the service provider or his workers, there will no liability on the Institute. The service provider shall be held wholly responsible legally and he will be liable to be prosecuted as per the law of land in the appropriate Court of Law. The service Provider shall be the employer under all labour litigations including Industrial

- Dispute Act. The Institute shall not be responsible partially or fully to any dispute in any way that may arise between the service provider and his workmen.
10. The EPF and service tax will also be deposited directly by the Service Provider to the concerned departments. The receipts of the deposition are to be enclosed with the bill submitted for reimbursement failing which the payment of the bill will not be released/ reimbursement. The receipt should clearly indicate name of the work and list of workers with their names, durations and other required information. In case, the service provider fails to submit the original receipt, the withheld amount will be submitted to the concerned authorities as per law.
 11. The service provider will have to produce the register of wages on the register of wages-cum-muster roll of the preceding month along with the bill to be submitted by the 7th day of every calendar month for verification to the nominated officer/official of NIT Kurukshetra. The service provider shall ensure that payment to his employee is made in the presence of an authorized representative of the Institute. The Institute will reimburse the monthly wages bills submitted by the service provider after production of copies of challans for the deposition of the statutory requirements with the concerned departments. Further, it is also informed that the Institute will deduct Income Tax at source as applicable from the running and final bills of the service provider as per statutory provisions and mandatory norms applicable and amended from time to time.
 12. NIT Kurukshetra can ask for other type of manpower under any category of worker as listed in the tender document against specific service and the same shall be provided by the service provider at the same rate quoted by the agency. Nothing extra shall be payable.
 13. Replacement of any person(s) so engaged by the Service Provider should be intimated to the Institute with reasons of replacement.
 14. A copy of complete record of all persons engaged with related documents should be submitted to NIT Kurukshetra.
 15. Log book required shall be maintained at site by the contractor. The Contractor shall also maintain an incident report/Complaint Book/File which will be made available to the supervisory staff of the Institute.
 16. The service provider shall be responsible for arranging and maintaining at his own cost all general tools & equipment required for executing the service unless otherwise specifically provided for in the contract document.
 17. The contractor shall visit NIT, Kurukshetra once in a month and submit his report. He will also be responsible for checking the working conditions of the equipments. In case of dispute of any kind, he must reach the Institute immediately on receiving information by any means of communications.
 18. The contractor shall have to provide mobile phone to supervisor for official use for which nothing extra shall be paid.
 19. Stationary required for submitting daily/ weekly/ monthly/ yearly report shall be provided by the contractor.
 20. The Contractor staff shall mark their attendance on register daily.
 21. The company should have an insurance cover through Registered Insurance Company for public liabilities. The contractor shall be responsible for any injury or accident to the labour during work and no claim shall be given by the Institute. Documentary proof of policy should be provided to NIT Kurukshetra.
 22. Any damage caused during maintenance work of the equipment or any Institute property shall be made by the contractor on his own cost.
 23. Every worker/ supervisor appointed by the Service provider shall wear the prescribed uniform and badge bearing his name and designation, while on duty. The same shall be provided by the service provider at his own cost.

24. Final payment shall be released only after ascertaining clearance of any liabilities pending and satisfactory completion of work.
25. The contractor shall provide all necessary superintendence during execution of the work and all along thereafter as may be necessary for proper fulfilling of the obligations under the contractor.
26. The Service Provider appointed for the said service will have to execute an Agreement Bond with detailed terms and conditions. A specimen copy of the said agreement is available in Annexure 'A' and Annexure 'B' for perusal. The service provider may read the conditions carefully and should quote the rates as per various terms and conditions of the said agreement format.
27. Submission of tender by a service provider implies that he has read the notice and all other contract documents and has made himself aware of the scope and specifications of the service to be done and of conditions, rates and other factors having a bearing on the execution of the service.
28. The tender form shall be accompanied with a security amount as per the service category requirements mentioned in the tender notice in the shape of Bank Draft in favour of Director, NIT Kurukshetra payable at SBI, NIT Kurukshetra at time of submission of tender form and if his tender is accepted by the NIT Kurukshetra, the said amount shall be retained as security deposit with the Institute. This will be refunded within 30 days of completion of service subject to indemnification clause of the agreement.
29. The competent authority does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. The tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the service provider shall be summarily rejected.
30. Canvassing in any form is strictly prohibited. The tender(s) submitted by the Service Provider(s), who resort to canvassing, will be liable to rejection.
31. The competent authority reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same on the rates quoted.
32. The tender for the service shall remain open for acceptance for a period of ninety (90) days from the date of opening of tender.
33. The service provider submitting the tender would be presumed to have considered and accepted all terms and conditions. No inquiry, either verbal or written, shall be entertained in respect of acceptance/rejection of the tender. Any act on the part of the service provider to influence anybody in the Institute is liable for rejection of his tender.
34. The Institute reserves right to cancel the service agreement or to withhold the payment in the event of non-compliance or unsatisfactory performance of the service contract. In such eventuality, the Institute further reserves the right to get the work done from alternate Service Providers and the tenderer will be liable to be debarred by the Institute for a period of five years from participating in such type of tender.
35. The Institute reserves right to terminate the service agreement by giving one month prior notice to the service provider regarding its intention to do so and on the expiry of the said period of notice, the service agreement shall come to end without prejudice to any right of remedy.
36. If required, personal interview may be conducted at the discretion of the Institute for taking the competent man power for the work.
37. In case of poor performance of the service system, the service provider will be liable for financial penalty by Institute from time to time.
38. In case of any dispute, the matter will be referred to the Monitoring Committee of the Institute, whose decision will be final and binding.

FINANCIAL INFORMATION

1. Financial Turnover of the Agency for the past three years:
(as assessed by the ITO or Govt. Approved Auditors/ Chartered Accountants)

Financial Year	Amount (in Rs.)	
	In figures	In words
2011-2012		
2012-2013		
2013-2014		

2. Financial Analysis - Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for 5 (five) years and certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).
3. Profit/loss account for last 5 years certified by C.A.

(Signature of Applicant)

Details of all Works of Similar Class Completed during the Last five Years

S.No.	Name of work / and location	Owner or sponsoring organization	Cost of work (in lakh)	Date of Commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation Arbitration pending / in progress with details (indicate gross amount claimed and amount awarded by the Arbitrator)	Name & Address Telephone of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

(SIGNATURE OF APPLICANT)

Works / Projects under Execution or Awarded

S.No.	Name of work / Project and location	Owner or sponsoring organization	Cost of work (in lakh)	Date of Commencement as per contract	Stipulated date of completion	Update % progress of work	Slow progress, if any, and reasons thereof	Name & Address Telephone of officer to whom reference may be made	Remarks (indicate whether any show cause notice issued or arbitration initiated.)
1	2	3	4	5	6	7	8	9	10

Certified that above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

(SIGNATURE OF APPLICANT)

Performance Report of Works Referred in Form 'B' & 'C'

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of Work / Project & Location :
2. Agreement No. :
3. Estimate Cost :
4. Tendered Cost :
5. Date of start :
6. Date of Completion :
 - (a) Stipulated date of completion
 - (b) Actual date of completion
7. Amount of compensation levied for delayed completion, if any :
8. Performance report
9. (a) Quality of work Excellent / Very Good / Good / Fair
 - (b) Resourcefulness Excellent / Very Good / Good / Fair

**Executive Engineer /
Chief Project Manager or Equivalent
(Seal of the Organization)**

Date :

**Structure of the Organization
& Detail of Employees**

1.	Name and address of applicant	
2	Telephone No./Fax No./ email address	
3.	Legal status (Attach copies of original document defining the legal status). The applicant is : a) An individual b) A proprietary Firm c) A Firm in partnership d) A limited company or corporation.	
4.	Particulars of registration with various Govt. bodies (Attach attested photocopies) a) Registration Number b) Organization / Place of registration c) Date of validity	
5.	Name and title of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.	
6.	Have you or your constituent partner(s) ever left the work awarded to you incomplete? (If so, give name of the project and reasons for not completing the work).	
7.	Have you or your constituent partner(s) been debarred / black listed for tendering in any organization at any time? If so, give details.	
8.	Any other information considered necessary but not included above.	

(Signature of Applicant)

Form 'F'

Details of technical & administrative personnel to be employed for the work

S.No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of works carried out	In what capacity these would be involved in this work	PF No./ ESI No.

(Signature of Applicant)

List of Tools & Equipment

(All general tools & equipment to be provided by the service provider required for executing the service)

(Signature of the Applicant)

AGREEMENT FOR _____ SERVICES

This agreement made on this _____ (mm/dd/yy) between the National Institute of Technology, Kurukshetra (hereinafter referred to as NIT of the ONE PARTY)

AND

M/s _____
(hereinafter referred to as Contractor of the OTHER PARTY);

WHEREAS the NIT is desirous of giving a job contract for providing the _____ services at its campus and whereas the Contractor has offered to provide the _____ service agreement on the terms and conditions hereinafter stated:

WHEREAS Contractor has represented that he is a registered/ recognized Contractor under the provisions of Contractor Labour (Regulation and Abolition Act), 1970 and registered/ recognized with _____ and has further represented that he is eligible to get this contract and there is no legal, or any other bar for him in this respect. Any obligations and / or formalities which are required to be fulfilled under the said Act or any amendment there to for the purpose of entering into and or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance there to the Registrar, NIT, Kurukshetra. The Contractor shall be solely liable for any violation of the provision of the said Act.

WHEREAS NIT has agreed to award the contract of work of _____ as per requirement in the NIT Kurukshetra.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

Terms and conditions:

1. SERVICE PROVIDR'S REPRESENTATIONS & WARRANTIES

(a) The Service Provider shall have full capacity power and authority to enter into Service Agreement and during the continuance of said agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligation as contemplated therein and continue to take all necessary and further actions (including but without limiting to the obtaining of necessary approval/consents in all applicable jurisdictions) to authorize the execution, delivery and performance of the said agreement.

(b) The Service Provider shall have the necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure and capability to perform its obligations in accordance with the

terms of service agreement and to the satisfaction of the National Institute of Technology, Kurukshetra.

(c) The Service Provider shall, on the execution of service agreement and providing services to the National Institute of Technology, Kurukshetra, not violate, breach and contravene any conditions of any agreement entered with the third party/ies;

(d) The Service Provider shall comply with and obtain necessary; permission/ licenses/ authorizations under the Central, State and Local authorities and obtain all required permissions / licenses for carrying out its obligations under service agreement.

(d) In the event of refusal of work by the Service Provider on completion of process, the security amount deposited by the Service Provider will be forfeited by the Institute and the Service provider will have no claim/objection whatsoever if the work is given to the next bidder.

2. OBLIGATIONS OF THE SERVICE PROVIDER

(a) The Service Provider shall operate and provide services to the National Institute of Technology, Kurukshetra at its various sites on _____ Days of week/ round the clock (strike out which is not applicable).

(b) The amount on which the service is being offered by the Service Provider shall be all inclusive. The liability to pay Service Tax (if any) shall be solely of the Service Provider.

(c) The regularity of performance of the service will be essence of service agreement and shall from a central factor of service agreement. The Service Provider shall take all possible steps to ensure to maintain its performance as determined by the National Institute of Technology, Kurukshetra from time to time.

(d) The assessment made by the Service Provider in the tender including number of personnel of various descriptions as required to provide / given the required quality of services shall be final and acceptable and binding upon the Service Provider. However, to maintain the quality service, the additional personnel will be provided by the Service Provider.

(e) If National Institute of technology, Kurukshetra notices that the personnel of the Service Provider has/ have been negligent, careless in rendering the said services, the same shall be communicated immediately to the Service Provider who will take corrective steps immediately, to avoid recurrence of such incidents and report to NIT, Kurukshetra.

(f) If any of the personnel of the Service Provider indulges in theft, negligence or any illegal/irregular activity, misconduct, the Service Provider shall take appropriate action against its erring personnel and intimate accordingly to NIT, Kurukshetra.

(g) The Service Provider shall furnish a personnel guarantee by its Managing Director / Partner / Proprietor guaranteeing the due performance by the Service Provider of its obligations under service agreement.

(h) Rs. _____ (in figures)
_____ (in words) deposited
by the Service Provider along with the Tender Form shall be retained as security deposit with the Institute. This will be refunded within 30 days of completion of service subject to indemnification clause of the agreement.

(i) All duty uniforms and other general tools & equipment required by the personnel shall be provided by the contractor and the Institute does not undertake any liability towards the same.

3. CODE OF CONDUCT

The following code of conduct shall be applicable to the persons deployed on duty in the Institute and it shall be responsibility of the contractor to ensure that:

- (a) Shall report for duty in proper uniform.
- (b) Always be regular and punctual and arrive at duty posts at least five minutes before the commencement of duties.
- (c) Always be alert and perform their duty with honesty and sincerity.
- (d) Abstain from indulging in gossip, reading of newspaper / magazine while on duty.
- (e) Do not chew pans/smoke cigarettes and or any other tobacco products / use alcoholic drinks.
- (f) Do not be under the influence of liquor while on duty.
- (g) Behave properly to all the employees, students and visitors of the institute and render a helping hand

4. TERMS OF PAYMENT

(a) The Institute will make/reimburse the payment of Rs. _____ per month per person (as agreed to by the parties) for the service to be rendered by the Service Provider.

(b) All payments made by the NIT Kurukshetra shall be after deduction of tax at source wherever applicable as per the provisions of the Income Tax Act, 1961.

(c) The service provider, being the employer in relation to persons engaged/employed by it to provide the service under service agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case shall not be less than the wages as fixed by the District Administration (DC Kurukshetra) or as revised from time to time.

(d) The Service Provider will have to produce the register of wages on the register of wages-cum-muster roll of the preceding month's along with the bill to be submitted by the 7th day of every calendar month for verification to the nominated official of NIT, Kurukshetra. The Service Provider shall ensure that payment to his employee is made in the presence of an authorized representative of the NIT Kurukshetra.

(e) The Service Provider shall submit on a monthly basis the bills for services rendered to enable the NIT Kurukshetra to verify the process the same.

5. DISCIPLINE

(a) The Service Provider shall issue identity cards, on its own name and trading style, to its personnel deputed for rendering the said services, which at NIT, Kurukshetra option would be subject to verification at any time. NIT, Kurukshetra may refuse entry into its premises to any personnel of the Service Provider not bearing such identity card or not being perfectly dressed.

(b) NIT Kurukshetra shall always have the right and liberty to do surprise inspection of services at its sites.

(c) The services rendered by the Service Provider under service agreement will be under close supervision, co-ordination and guidance of NIT, Kurukshetra.

(d) It is specifically made clear that Service Provider alone shall have the right to take disciplinary action against any person(s) to raise any dispute and /or claim whatsoever against NIT Kurukshetra. NIT, Kurukshetra shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/ employed by the Service Provider for any purpose, whatsoever nor would NIT Kurukshetra be liable for any claim(s) whatsoever, of any such person(s).

6. NATURE OF AGREEMENT

(a) The Service Agreement will be on the principal to principal basis and does not create and shall not deem to create any employer – employee relationship between NIT Kurukshetra and the Service Provider. The Service Provider shall not by any acts, deeds or otherwise represent any persons that the Service Provider is presenting or action as agency of NIT Kurukshetra, except to the extent and purpose permitted therein.

(b) The Service Agreement will be for providing the aforementioned services and is not an agreement for supply of contract labour.

(c) NIT Kurukshetra shall not be liable for any obligations / responsibilities, contractual, legal or otherwise, towards the Service Provider's employees / agents directly and / or indirectly, in any manner whatsoever.

7. STATUTORY COMPLIANCES

(a) Service Provider shall obtain all registration (s), permission (s) / license(s) etc. which are / may be required under any labour laws or other legislation (s) for providing the services under service agreement.

(b) It shall be the Service Provider's responsibility to ensure compliance of all the Central Govt., State Govt. and NIT Kurukshetra Rules and Regulations with regard to the provision of the services under service agreement. The Service Provider shall always keep NIT Kurukshetra indemnified against all losses, damages, claims, actions taken against NIT Kurukshetra by any authority / office in this regard.

(c) The Service Provider shall give an undertaking by the 22nd of each month in favour of the NIT Kurukshetra that he has complied with all the statutory obligations.

8. ACCOUNTS AND RECORD

(a) The Service Provider shall maintain accurate accounts and records, statements of all its operations and expenses in connection with its functions under service agreement in the manner specified by NIT Kurukshetra.

(b) The Service Provider shall forthwith upon being required by NIT Kurukshetra, allow NIT Kurukshetra or any of its authorized representatives to inspect, audit, to take copies of any records maintained by the Service Provider.

9. INDEMNIFICATION

(a) The Service Provider shall at its own expenses made good any loss of damage suffered by NIT Kurukshetra as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of NIT Kurukshetra or otherwise.

(b) The Service Provider shall at all-time indemnify and keep indemnified NIT Kurukshetra against any claim on account of disability / death of any of its personnel caused while providing the services within / outside the site of other premises of NIT Kurukshetra which may be made under the Workman's Compensation Act, 1923 or any other acts or any other statutory notifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident of claim for damage or compensation payable in consequences of any accident of injury sustained by the working or the personnel of the Service Provider or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the Service Provider or not, who provided or provides the service at the site or any other premises of NIT Kurukshetra shall be as provided hereinbefore.

(c) The Service Provider shall at all times indemnify and keep indemnified NIT Kurukshetra against any claim by any third party or for any other claims whatsoever for any acts of commission or omission or of its employees or personnel during the hours of providing the service at premises of NIT Kurukshetra or before and after that.

(d) That, if at any time, during the operating of services agreement or thereafter NIT Kurukshetra is made liable in any manner whatsoever by any order, direction or otherwise of any court, authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the Service Provider or to any third party in any event not restricted but including as mentioned in sub clause No.(a), (b) and (c) hereinabove, the Service Provider shall immediately pay to NIT Kurukshetra all such amounts and costs also and in all such cases / events the decision of NIT Kurukshetra shall be final and binding upon the Service Provider. NIT Kurukshetra shall be entitled to deduct any such amounts as aforesaid, from the security deposit and / or from any pending bills of the Service Provider.

10. LIABILITIES AND REMEDIES

In the event of failure of the Service Provider to provide the services or part thereof as mentioned for any reasons whatsoever, NIT Kurukshetra shall be entitled to procure services from other sources and the Service Provider shall be liable to pay forth with to NIT Kurukshetra and the difference of payments made to such other sources, besides damages at double rate of payment and the security of service provider shall remain forfeited.

11. TERM

Service agreement shall be effective for a period of one year with effect from _____ up to _____ and can be extended further for such a period on the basis of performance and on such terms and conditions as may be deemed fit and proper by NIT Kurukshetra.

12. TERMINATION

(a) Either party can terminate the agreement by giving one month’s written notice to the other without assigning any reason and without payment of any compensation thereof. However, the NIT Kurukshetra shall give only a 24 hours notice of termination of service agreement to the service provider, when there is a major default in compliance of the terms and conditions of service agreement or the Service Provider has failed to comply with its statutory obligations.

(b) If Service Provider commits breach of any covenant or any clause of service agreements, NIT Kurukshetra may send a written notice to Service Provider to rectify such breach within the time limit specified in such notice. In the event Service Provider fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and Service Provider shall be liable to NIT Kurukshetra for loses or damages on account of such breach.

(c) NIT Kurukshetra shall have the right to terminate service agreement immediately if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors.

13. COMPOSITIONS AND ADDRESS OF SERVICE PROVIDER

(a) The Service Provider shall furnish to NIT Kurukshetra all the relevant papers regarding its constitution, names and address of the management and other key personal of the Service Provider and proof of its registration with the concerned Govt. authorities required for running such a business of Service Provider prior to entering into service agreement.

(b) The Service Provider shall always inform NIT Kurukshetra in writing about any change in its address or the names and address of its key personnel. Further, the Service Provider shall not change its ownership without prior approval of NIT Kurukshetra.

14. SERVICE OF NOTICES

Any notice or communication required or permitted to be given between the parties under service agreement shall be given in writing at the following address or such other address as may be intimated from time to time in writing.

NIT Kurukshetra	Service Provider
.....
.....
.....

15. CONFIDENTIALITY

It is understood between the parties hereto that during the course of business relationship, the Service Provider may have access to confidential information of NIT Kurukshetra and it undertakes that it shall not, without prior written consent of NIT Kurukshetra, disclose, provide or make available any confidential information in any form to any person or entity to make use of such information. This clause shall survive for a period of 05 years from the date of expiry of service agreement or earlier termination thereof.

16. AMENDMENT / MODIFICATION

The parties can amend service agreement at any time. However, such amendment shall be effective only when it is reduced in writing and signed by the authorized representatives of both parties hereto.

17. FORCE MAJEURE

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond the party's reasonable control, including acts of God, Civil commotion, strikes, acts of terrorism, labour disputes and Governmental or public authority's demands or requirements.

18. DISPUTE RESOLUTION

Service agreement shall be deemed to have been made / executed at Kurukshetra for all purposes. In the event of any dispute related to the interpretation or rights or liabilities arising out of service agreements, the same shall, at first instance, be amicably settled between the parties. If any dispute is, not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the Director, NIT Kurukshetra. The award given by the arbitrator shall be final and binding on the parties. The venue of arbitration shall be at Kurukshetra.

19. GOVERNING LAW / JURISDICTION

The applicable law governing service agreement shall be the laws of India and only the courts of Kurukshetra shall have the exclusive jurisdiction to try any dispute with respect to service agreement.

20. TWO COUNTERPARTS

The service agreement will be made in duplicate. The Service Provider shall return a copy of service agreement duly signed and stamped as a token of all terms & conditions mentioned above. In the event of commencement of order, it will be taken that all terms are acceptable.

21. NIT Kurukshetra shall provide consumable material to the service provider as per the requirement. The consumable material will be used by the persons deployed by the service provider as per the instructions of the authorities of NIT Kurukshetra.

22. NIT Kurukshetra reserves the right to accept or reject the tenders in part or full without assigning any reason thereof.

IN WITNESS WHERE OF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf
National institute of Technology
Kurukshetra

For and on behalf of

The Contractor _____

Witness

1. _____

2. _____

Annexure 'B'

AGREEMENT FOR SECURITY SERVICES

This agreement made on this date _____ between the National Institute of Technology, Kurukshetra (hereinafter referred to as NIT of the ONE PARTY)

AND

M/s _____
(hereinafter referred to as Contractor of the OTHER PARTY);

WHEREAS the NIT is desirous of giving a job contract for providing the Security Service at its campus and whereas the Contractor has offered to provide the Security Service arrangement on the terms and conditions hereinafter stated:

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contractor Labour (Regulation and Abolition Act), 1970 and registered with the DG (Resettlement) and has further represented that he is eligible to get this contract and there is no legal, or any other bar for him in this respect. Any obligations and / or formalities which are required to be fulfilled under the said Act or any amendment there to for the purpose of entering into and or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance there to the Registrar, NIT, Kurukshetra. The Contractor shall be solely liable for any violation of the provision of the said Act.

WHEREAS NIT has agreed to award the contract of work of Security Services at offices, hostels, departments, residential areas, main gates and other places as per requirement in the NIT Kurukshetra.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

Terms and conditions:

1. SERVICE PROVIDER'S REPRESENTATIONS & WARRANTIES

(a) The Service Provider shall have full capacity power and authority to enter into Service Agreement and during the continuance of said agreement, shall continue to have full capacity, power and authority to carry out and perform all its duties and obligation as contemplated therein and continue to take all necessary and further actions (including but without limiting to the obtaining of necessary approval/consents in all applicable jurisdictions) to authorize the execution, delivery and performance of the said agreement.

(b) The Service Provider shall have the necessary skills, knowledge, expertise, adequate capital and competent personnel, system and procedures, infrastructure and capability to perform its obligations in accordance with the terms of service agreement and to the satisfaction of the National Institute of Technology, Kurukshetra.

(c) The Service Provider shall, on the execution of service agreement and providing services to the National Institute of Technology, Kurukshetra, not violate, breach and contravene any conditions of any agreement entered with the third party/ies;

(d) The Service Provider shall comply with and obtain necessary; permission/licenses/ authorizations under the Central, State and Local authorities and obtain all required permissions / licenses for carrying out its obligations under service agreement.

(d) In the event of refusal of work by the Service Provider on completion of process, the security amount deposited by the Service Provider will be forfeited by the Institute and the Service provider will have no claim/objection whatsoever if the work is given to the next bidder.

2. OBLIGATIONS OF THE SERVICE PROVIDER

(a) The Service Provider shall operate and provide services to the National Institute of Technology, Kurukshetra at its various sites on all Days a week round the clock.

(b) The amount on which the service is being offered by the Service Provider shall be all inclusive. The liability to pay Service Tax (if any) shall be solely of the Service Provider.

(c) The regularity of performance of the service will be essence of service agreement and shall from a central factor of service agreement. The Service Provider shall take all possible steps to ensure to maintain its performance as determined by the National Institute of Technology, Kurukshetra from time to time.

(d) The assessment made by the Service Provider in the tender including number of personnel of various descriptions as required to provide / given the required quality of services shall be final and acceptable and binding upon the Service Provider. However, to maintain the quality service, the additional personnel will be provided by the Service Provider.

(e) If National Institute of technology, Kurukshetra notices that the personnel of the Service Provider has/ have been negligent, careless in rendering the said services, the same shall be communicated immediately to the Service Provider who will take corrective steps immediately, to avoid recurrence of such incidents and report to NIT, Kurukshetra.

(f) If any of the personnel of the Service Provider indulges in theft, negligence or any illegal/irregular activity, misconduct, the Service Provider shall take appropriate action against its erring personnel and intimate accordingly to NIT, Kurukshetra.

(g) The Service Provider shall furnish a personnel guarantee by its Managing Director / Partner / Proprietor guaranteeing the due performance by the Service Provider of its obligations under service agreement.

(h) The security deposited by the Service Provider along with the Tender Form shall be retained as security deposit with the Institute. This will be refunded within 30 days of completion of service subject to indemnification clause of the agreement.

(i) All uniforms and other general tools & equipment required by the personnel shall be provided by the contractor and the Institute do not undertake any liability towards the same.

3. CODE OF CONDUCT

The following code of conduct shall be applicable to the persons deployed on duty in the Institute and it shall be responsibility of the contractor to ensure that: -

- (a) The persons deployed shall report for duty in proper uniforms.
- (b) The persons deployed should be at least matriculate
- (c) The persons deployed should always be regular and punctual and arrive at duty posts at least five minutes before the commencement of duties.
- (d) The persons deployed should always be alert and perform their duty with honesty and sincerity.
- (e) The age limit of the so engaged Security Guard/ Security Supervisor/Gunman should be less than 55 years.
- (f) Experienced Security Guard/Security Supervisor/Gunman should be engaged. However, it is desirable that majority of Security Guard should be Ex-serviceman.
- (g) The Security Guard/Security Supervisor/Gunman so engaged should be equipped with whistle, torch, stick etc.
- (h) Security provider should provide the communication arrangement through Walkie talkie.

- (i) Abstain from indulging in gossip, reading of newspaper / magazine while on duty.
- (j) Do not chew pans/smoke cigarettes and or any other tobacco products / use alcoholic drinks.
- (k) Do not be under the influence of liquor while on duty.
- (l) Behave properly to all the employees, students and visitors of the institute and render a helping hand

4. TERMS OF PAYMENT

- (a) The Institute will make/reimburse the payment per person as agreed to by the parties for the service to be rendered by the Service Provider.
- (b) All payments made by the NIT Kurukshetra shall be after deduction of tax at source wherever applicable as per the provisions of the Income Tax Act, 1961.
- (c) The service provider, being the employer in relation to persons engaged/employed by it to provide the service under service agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case shall not be less than the wages as fixed by the District Administration (DC Kurukshetra) or as revised from time to time.
- (d) The Service Provider will have to produce the register of wages on the register of wages-cum-muster roll of the preceding month's along with the bill to be submitted by the 7th day of every calendar month for verification to the nominated official of NIT, Kurukshetra. The Service Provider shall ensure that payment to his employee is made in the presence of an authorized representative of the NIT Kurukshetra.
- (e) The Service Provider shall submit on a monthly basis the bills for services rendered to enable the NIT Kurukshetra to verify the process the same.

5. DISCIPLINE

- (a) The Service Provider shall issue identity cards, on its own name and trading style, to its personnel deputed for rendering the said services, which at NIT, Kurukshetra option would be subject to verification at any time. NIT, Kurukshetra may refuse entry into its premises to any personnel of the Service Provider not bearing such identity card or not being perfectly dressed.
- (b) NIT Kurukshetra shall always have the right and liberty to do surprise inspection of services at its sites.
- (c) The services rendered by the Service Provider under service agreement will be under close supervision, co-ordination and guidance of NIT, Kurukshetra.

(d) It is specifically made clear that Service Provider alone shall have the right to take disciplinary action against any person(s) to raise any dispute and /or claim whatsoever against NIT Kurukshetra. NIT, Kurukshetra shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/ employed by the Service Provider for any purpose, whatsoever nor would NIT Kurukshetra be liable for any claim(s) whatsoever, of any such person(s).

6. NATURE OF AGREEMENT

(a) The Service Agreement will be on the principal to principal basis and does not create and shall not deem to create any employer – employee relationship between NIT Kurukshetra and the Service Provider. The Service Provider shall not by any acts, deeds or otherwise represent any persons that the Service Provider is presenting or action as agency of NIT Kurukshetra, except to the extent and purpose permitted therein.

(b) The Service Agreement will be for providing the aforementioned services and is not an agreement for supply of contract labour.

(c) NIT Kurukshetra shall not be liable for any obligations / responsibilities, contractual, legal or otherwise, towards the Service Provider's employees / agents directly and / or indirectly, in any manner whatsoever.

7. STATUTORY COMPLIANCES

(a) Service Provider shall obtain all registration (s), permission (s) / license(s) etc. which are / may be required under any labour laws or other legislation (s) for providing the services under service agreement.

(b) It shall be the Service Provider's responsibility to ensure compliance of all the Central Govt., State Govt. and NIT Kurukshetra Rules and Regulations with regard to the provision of the services under service agreement. The Service Provider shall always keep NIT Kurukshetra indemnified against all losses, damages, claims, actions taken against NIT Kurukshetra by any authority / office in this regard.

(c) The Service Provider shall give an undertaking by the 22nd of each month in favour of the NIT Kurukshetra that he has complied with all the statutory obligations.

8. ACCOUNTS AND RECORD

(a) The Service Provider shall maintain accurate accounts and records, statements of all its operations and expenses in connection with its functions under service agreement in the manner specified by NIT Kurukshetra.

(b) The Service Provider shall forthwith upon being required by NIT Kurukshetra, allow NIT Kurukshetra or any of its authorized representatives to inspect, audit, to take copies of any records maintained by the Service Provider.

9. INDEMNIFICATION

(a) The Service Provider shall at its own expenses made good any loss of damage suffered by NIT Kurukshetra as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of NIT Kurukshetra or otherwise.

(b) The Service Provider shall at all time indemnify and keep indemnified NIT Kurukshetra against any claim on account of disability / death of any of its personnel caused while providing the services within / outside the site of other premises of NIT Kurukshetra which may be made under the Workman's Compensation Act, 1923 or any other acts or any other statutory notifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident of claim for damage or compensation payable in consequences of any accident of injury sustained by the working or the personnel of the Service Provider or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the Service Provider or not, who provided or provides the service at the site or any other premises of NIT Kurukshetra shall be as provided hereinbefore.

(c) The Service Provider shall at all times indemnify and keep indemnified NIT Kurukshetra against any claim by any third party or for any other claims whatsoever for any acts of commission or omission or of its employees or personnel during the hours of providing the service at premises of NIT Kurukshetra or before and after that.

(d) That, if at any time, during the operating of services agreement or thereafter NIT Kurukshetra is made liable in any manner whatsoever by any order, direction or otherwise of any court, authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the Service Provider or to any third party in any event not restricted but including as mentioned in sub clause No.(a), (b) and (c) hereinabove, the Service Provider shall immediately pay to NIT Kurukshetra all such amounts and costs also and in all such cases / events the decision of NIT Kurukshetra shall be final and binding upon the Service Provider. NIT Kurukshetra shall be entitled to deduct any such amounts as aforesaid, from the security deposit and / or from any pending bills of the Service Provider.

10. LIABILITIES AND REMEDIES

In the event of failure of the Service Provider to provide the services or part thereof as mentioned for any reasons whatsoever, NIT Kurukshetra shall be entitled to procure services from other sources and the Service Provider shall be liable to pay forth with to NIT Kurukshetra and the difference of payments made to such other sources, besides damages at double rate of payment and the security of service provider shall remain forfeited.

11. TERM

Service agreement shall be effective for a period of one year with effect from _____ up to _____ and can be extended further for such a period on the basis of performance and on such terms and conditions as may be deemed fit and proper by NIT Kurukshetra.

12. TERMINATION

(a) Either party can terminate the agreement by giving one month's written notice to the other without assigning any reason and without payment of any compensation thereof. However, NIT Kurukshetra shall give only a 24 hours notice of termination of service agreement to the service provider, when there is a major default in compliance of the terms and conditions of service agreement or the Service Provider has failed to comply with its statutory obligations.

(b) If Service Provider commits breach of any covenant or any clause of service agreements, NIT Kurukshetra may send a written notice to Service Provider to rectify such breach within the time limit specified in such notice. In the event Service Provider fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and Service Provider shall be liable to NIT Kurukshetra for loses or damages on account of such breach.

(c) NIT Kurukshetra shall have the right to terminate service agreement immediately if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors.

13. COMPOSITIONS AND ADDRESS OF SERVICE PROVIDER

(a) The Service Provider shall furnish to NIT Kurukshetra all the relevant papers regarding its constitution, names and address of the management and other key personal of the Service Provider and proof of its registration with the concerned Govt. authorities required for running such a business of Service Provider prior to entering into service agreement.

(b) The Service Provider shall always inform NIT Kurukshetra in writing about any change in its address or the names and address of its key personnel. Further, the Service Provider shall not change its ownership without prior approval of NIT Kurukshetra.

14. SERVICE OF NOTICES

Any notice or the any communication required or permitted to be given between the parties under service agreement shall be given in writing at the following address or such other address as may be intimated from time to time in writing.

NIT Kurukshetra	Service Provider
.....
.....
.....

15. CONFIDENTIALITY

It is understood between the parties hereto that during the course of business relationship, the Service Provider may have access to confidential information of NIT Kurukshetra and it undertakes that it shall not, without prior written consent of NIT Kurukshetra, disclose, provide or make available any confidential information in any from to any person or entity to make use of such information. This clause shall survive for a period of 05 years from the date of expiry of service agreement or earlier termination thereof.

16. AMENDMENT / MODIFICAITON

The parties can amend service agreement at any time. However, such amendment shall be effective only when it is reduced in writing and signed by the authorized representatives of both parties hereto.

17. FORCE MAJEURE

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond the party’s reasonable control, including acts of God, Civil commotion, strikes, acts of terrorism, labour disputes and Governmental or public authority’s demands or requirements.

18. DISPUTE RESOLUTION

Service agreement shall be deemed to have been made / executed at Kurukshetra for all purposes. In the event of any dispute related to the interpretation or rights or liabilities arising out of service agreements, the same shall, at first instance, be amicably settled between the parties. If any dispute is, not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the Director, NIT Kurukshetra. The award given by the arbitrator shall be final and binding on the parties. The venue of arbitration shall be at Kurukshetra.

19. GOVERNING LAW / JURISDICTION

The applicable law governing service agreement shall be the laws of India and only the courts of Kurukshetra shall have the exclusive jurisdiction to try any dispute with respect to service agreement.

20. TWO COUNTERPARTS

The service agreement will be made in duplicate. The Service Provider shall return a copy of service agreement duly signed and stamped as a token of all terms & conditions mentioned above. In the event of commencement of order, it will be taken that all terms are acceptable.

21. NIT Kurukshetra shall provide consumable material to the service provider as per the requirement. The consumable material will be used by the persons deployed by the service provider as per the instructions of the authorities of NIT Kurukshetra.

22. NIT Kurukshetra reserves the right to accept or reject the tenders in part or full without assigning any reason thereof.

LIABILITIES AND PENALTIES

- (i). The Company/Agency/Contractor shall perform all the assigned jobs to the satisfaction of the Institute and shall be liable for any loss or damage to Institute as stated herein:
- (ii). The Company/Agency/Contractor and its staff shall take required steps and precautions to prevent from loss, destruction, waste and misuse in the areas of responsibility given to them and not knowingly lend to any person or Company, any assets of the Institute under its control.
- (iii). In event of any loss being caused to the Institute that is prima-facie on account of the negligence and/or dereliction of duties by the Contractor/ Company/Agency or its staff, a joint Committee comprising of representatives of the Institute and Company/Agency as approved by the Director, NIT Kurukshetra shall determine whether the loss is on account of unsatisfactory performance of the Contractor/Company/Agency and in that case it will, also determine the compensation to be paid to the Institute by the Contractor/Company/Agency. The recovering mode from the Contractors/Company/Agency will be decided by the Joint Committee. The recommendations of the Joint committee will be subject to the approval of the Director, NIT Kurukshetra or his nominee. Any penalty so settled should be deposited within 15 days with the institute by the company and the receipt to be deposited to the institute.
- (iv). However, the Company/Agency/Contractor will not be held responsible for the damages caused due to force de majored

Arbitration

Any dispute arising out of and in relation to the agreement has to be referred to arbitration. The Director or his representative will be the arbitrator to decide the disputes, if any, raised. The arbitration would be conducted and governed by and under the provisions of Arbitration Act 1996. Any legal dispute will be subject to jurisdiction of Kurukshetra Courts and no other Court shall have the jurisdiction.

Last Payment

The last payment of the Company/Agency will be cleared only after ascertaining clearance of any liability pending with the Company/Agency.

Release of Security

The security of the Agency will be released on the production of the following documents:

- (a) Form 3A and 6A (Annual return of EPF) with proof duly received in the concerned EPF office.
- (b) EPF deposit slips of individual worker issued from concerned EPF office
- (c) The proof of service tax, any Govt. levy, deposits with Govt. etc.

We have read and understood the above mentioned Terms and Conditions and agree to abide by them in letter and spirit.

IN WITNESS WHERE OF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf
National Institute of Technology
Kurukshetra

For and on behalf of
The Contractor _____

Witness

- 1. _____
- 2. _____

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

1. Name of the Work: Security Services

Location of Work: NIT, Kurukshetra.

Scope of Work:

- i. Protection of property, cash, documents and personnel of the Institute against willful harm
- ii. Providing intelligence on ragging , eve teasing and any other undesirable activity to the Administration
- iii. Patrolling in the entire premises round the clock
- iv. Control of stray animals and other unwanted elements
- v. prevent misuse of NIT facilities, unauthorized parking & unauthorized construction
- vi. Regulating access control at all the buildings of the Institute.
- vii. Regulating of vehicles on parking lots & the main gates
- viii. Maintaining proper visitors record.
- ix. Switching on and off common lights (morning/evening)
- x. Assisting in firefighting operations
- xi. Timely intelligence inputs to the Institute administration
- xii. Any other job in the interest of Institute's security assigned by the Director or his nominee.

Type of Manpower required:

Sr. No.	Category of Worker	Manpower required	Qualification	Nature of Services
1.	Unskilled	Security Guard men	Ex-serviceman or ex-CAPF personnel	Provide monitoring, intelligence & security on deputed post and surrounding area. Checking of Student Forms/Identity Cards at the beginning of the Semesters.

		Security women	Guard	Matriculation and above	Provide monitoring, intelligence & security on deputed post and surrounding area. Checking of Student Forms/Identity Cards at the beginning of the Semesters.
2.	Semiskilled	Gunman		Ex-serviceman or ex-CAPF personnel	Provide monitoring, intelligence & security on deputed post and surrounding area
3.	Skilled	Security Supervisor		Matriculation and above and JCO rank in indian army or above the rank of ASI from ex-CAPF personnel	Provide Supervision & any other work of a highly skilled nature to be specified by the Institute.

Timings: 24 Hours daily in three shifts including all the Saturday/ Sunday/ holidays

Security Amount: 5 lakh

Period of Contract: One Year (01.07.2014 to 30.06.2015) extendable for further period based on satisfactorily performance

SPECIAL TERMS & CONDITIONS – SECURITY SERVICES

1. The enlistment/ empanelment of the Service providers/ agencies with Directorate General of Resettlement [DG(R)]/ recognized by Ministry of Defence, New Delhi should be valid on the last date of submission of tenders. However, in case, the last date of submission of tender is extended, enlistment of Service providers/ agencies should be valid on the original date of submission of tenders.
2. The Security personnel are to be deployed round the clock in three shifts of eight hours each in NIT Kurukshetra (Campus, Departments, offices and Hostels). Only healthy, able bodied **Ex-servicemen (ESM)** security personnel as per DG(R) guidelines shall be deployed for work and maximum age of security guard should not be more than 55 years. All personnel provided by the service provider should be properly trained in security Surveillance duties. Personnel should be able to handle walkie-talkie etc. and also work in interface with modern security systems e.g. CCTVs, HHMD, Access Control and basic crowd control devices etc. One Supervisor shall be deployed in each shift by the service provider who should also be sufficiently trained in security surveillance works of important installation and capable of guiding security personnel effectively. He should be able to take directions from the Director or any other officer(s) authorized by Director for implementing the same in letter and spirit. No extra payment shall be given to the service provider on this account beyond his quoted rates.
3. NIT Kurukshetra can ask for deployment of additional security personnel during exigency and the same shall be provided by the service provider immediately at the same rate quoted by the agency. Nothing extra shall be payable on account of night allowances etc.
4. The Security Personnel shall wear tidy uniforms during duty hours as per guidelines of DG(R). The uniform should not resemble to the uniform of anyone of Armed Forces and Police forces. Every security personnel/supervisor appointed by the Service provider shall wear the prescribed uniform and badge bearing his name and designation, while on duty. The list of uniforms to be provided to the security personnel by the service provider is given in Table 1. The same shall be provided by the service provider at his own cost.
5. The Contractor shall formulate the mechanisms and Monthly Duty & Assignment Chart for circulation in all the areas of deployment in institute for the approval of the Director NIT Kurukshetra or his authorized representative. He will further ensure that No person is deployed on double duty except in emergent circumstances. The contractors as well as the staff deployed on duty shall, however, be duty bound to carry out the directions/instructions given by the

Director, NIT Kurukshetra or his authorized representative, from time to time.

6. The service provider shall provide walkie-talkie (at least 15 no.), whistle, cane, rule, torch and stationary (for maintaining attendance role) on his own. He shall be responsible for proper behavior of the personnel deployed and exercise proper control over them so that their activities shall not in any way be detrimental to the Institute and security of the complex.
7. The security personnel shall work under overall supervision and direction of Institute. The Institute shall have the right to ask for the removal of any person of the agency who is not found to be competent and orderly in the discharge of his assigned duties.
8. The personnel shall perform such other duties as are required to save the life and property in the event of fire, natural calamities and other acts of the GOD and trained as per guidelines of DG (R).
9. The service provider shall not engage any sub-service provider or transfer the contract to any other person in any manner. Any person, who is in Govt. service or an employee of the Institute, should not be made a partner to the contract by the service provider directly or indirectly in any manner whatsoever.
10. The Service Provider should have valid ESI, EPF Account No., Income Tax Account No., Service Tax No. and PAN/TAN (TDS Account). The service provider on award of work/service has to maintain all the relevant records, and documents as required by the Labour Department, Regional PF Commissioner and other local bodies as per the existing rules or as amended from time to time. Such records as mentioned above shall be made available to the departmental officers on demand for inspection of the same to ascertain its authenticity. The service provider has to submit challans of previous month to the Institute in support of PF/Service Tax etc. deposited with the respective department relating to the workers deployed in this Institute before release of next bill. The service provider has to obtain labour license and ensure that EPF number has been allotted to the workers within 45 days of award of work as per EPF/ Labour Act. The service provider shall also provide Pay slip, EPF Slip and ESI slip to each security personnel every month.
11. The persons so engaged will have to be paid at the minimum rates as per DC Kurukshetra rates and DG(R) guidelines. The wages are to be paid through Bank. The service provider shall fully abide by the extant provisions of Minimum Wages Act, 1948, the Contract Labour (Regulation & Arbitration) Act, 1970, Private Security Regulation Act 2005 and other labour laws applicable to contract labourer.

12. In case minimum rates of wages have been fixed by both the Central and State government, the rate of wages whichever is higher will be applicable. The payment of wages shall be made at the premises of the National Institute of Technology, Kurukshetra in the presence of representative of the institute. The service provider will submit wage bill every month as per Table 2. In the event of revision of rates by Haryana State Government or Govt. of India as the case may be at any time, the same rates will accordingly be revised. The 'Onus' for producing the copy of notification of Haryana State Government will be that of the Agency.
13. A copy of complete record of Security Guard/Women Security Guard/Security Supervisor/Gunman so engaged with related documents should be submitted to NIT Kurukshetra Security Office within 10 days from the date of their deployment or change if any from time to time.
14. The security agency has to deposit the complete set of certificates of character, address proof duly certified and verified by Adarsh Police Station Kurukshetra, related to the personnel to be verified and approved by the competent authority of the institute, as well as a photocopy of Discharge Certificate issued by the Military authorities as well as photocopies of Identity card issued to the Ex-Serviceman. No violation to this shall be permitted. Photo copies of the documents of each Security Supervisor / Security Guards should be deposited in the Institute.
15. Enrolment and Replacement of any Security Guard/Security Supervisor/Gunman so engaged by the Service Provider should be intimated to NIT Kurukshetra Security Office with valid documents and reasons.
16. The Service Provider will provide gunmen to the Institute, which will be deputed by the Security Officer/any other officer authorized by Director. The gunman so engaged should have modern weapon and a national level license. Further employment of women as security guard, if required, is to be provided. Service Provider may employ ESM widows/wards.
17. The Institute will not provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed at the Check Posts/Main Gates and premises of the Institute.
18. The service provider will have to ensure adequate training through any other training Institutions or DG(R) empanelled Institutes for training. Further the service provider should ensure, for all ESM/EX-CAPF personnel to undergo a prescribed security and firefighting orientation course.
19. The Company/Agency shall supply trained manpower. The Company/Agency shall also undertake at its own expense in

consultation with the Institute, a continual updating of skills and processes and procedure to be followed by the Security Staff provided to the Institute by organizing suitable training schedules for them. The Company/Agency shall also provide a tentative schedule plan for training its staff for one year. A proper record of the training of its staff/shall be maintained by the Company/Agency. The Company/Agency will also include the training and updating skills of permanent security staff of Institute, if any, in consultation with the Security Officer of the Institute at no additional expense to the Institute. The Institute agrees to provide Space/Lecture Hall for such a training program. The manpower supplied by the company/Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the Institute. In case of an outbreak of fire they should be able to undertake fire-fighting operations. The Staff selected for deployment will compulsorily undergo onsite training for at least 03 day under Company/Agency's arrangements and expense.

20. The service provider will have to provide 6-8 Seater vehicle or PCR type vehicle and one motorcycle in good working condition along with drivers (who shall be essentially the security personnel) for each shift for the patrolling, supervision and all other type of security related works in the campus. The service provider will also keep a provision of an alternative vehicle in case of deputed vehicle becomes non-functional or off the road so that services of security in campus do not get hampered. **The service provider will also quote the rate for the same including its fuel and maintenance charges in the tenders forms.**
21. The service provider shall provide one digital camera to monitor the security scenario in emergency and also provide door frame metal detector, HHMD and under vehicle scan mirrors.
22. The Service provider shall seek instructions from Director NIT Kurukshetra or any other Officer authorized by him for this work, hereinafter referred to as Authorized Officer. The Service provider shall be fully responsible for the overall watch & ward and integrated security surveillance services in the premises of the Institute as laid down in the contract. Besides the normal security, the other functions required to be performed are as under:-
 - i. To man security/check posts located at the main gates and entrance and any other strategic points specified by the Institute from time to time.
 - ii. To check the material/property/any other outsider coming into/going out of the Building Complex/ Institute through the procedure of the gate pass etc. as laid down by the Institute.
 - iii. To perform watch and ward functions including day night patrolling on various points of deployment/strategic locations.

- iv. To prevent the entry of antisocial elements, unauthorized persons, vehicles, stray dogs and cattle, etc. into the Building/Institute.
 - v. To open and close the locks of the various buildings/ departments on the daily basis as per the directions of concerned officer-in-charge.
23. If the service provider fails to implement the assigned job or part of the job to the satisfaction of the Director of the institute or any officer nominated by him on any day in any part of the areas assigned, the Company shall be penalized by imposing a fine of up to Rs. 200/- per day. The penalty shall continue for successive days till the satisfaction of the authorities. The company/agency shall provide replacement in case the employee of the company is proceeding on leave. This will be at no additional expense to the institute. In case of any absence the company shall be penalized by imposing a fine upto of Rs. 200/- per guards/supervisors per day in addition to that day's salary.
24. The service provider shall also be fully responsible for any loss of materials or property attributable to the negligence or failure of the security personnel in complying with his assigned duties. All such losses suffered by the Institute shall be compensated fully by the service provider. The decision of Director, NIT, Kurukshetra in this regard shall be binding on the service provider.
25. The Security Guard should always be present and alert while on duty. Non-availability of security Guard from the post or designated duty area will be treated as fault and will be liable for penalty.

TABLE 1: LIST OF UNIFORMS TO BE PROVIDED

Detail of Uniform	Denomination	Authorised Quantity
Safari Suit	Nos	Two (For Supervisor and Gunman only)
Lady Guard Dress/Suit	Nos	Two (For Lady Guard only)
Shirts (For Summer)	Nos	Two
Trousers	Pairs	Two
Shirts (For Winter)	Nos	Two
Trousers	Pairs	Two
Jersey Woolen	Nos	one
Coat (For Winter)	Nos	one
Turban (For Sikh Only)	Nos	One
Cap Barret with Coy Badge	Nos	Two
Shoes Black Leather	Pairs	Two
Lanyard	Nos	Two
Title Shoulders	Pairs	Two
Whistle	Nos	One
Lathee/Cane	Nos	One
Torch Case	Nos	One

TABLE 2: FORMAT FOR SUBMITTING WAGE BILL

The Company/Agency/Contractor will submit wage bill as per details given below :-

- (a) Name of the Company/Contractor.
- (b) Annual contract for the Security services.
- (c) Authority No & Date.
- (d) Date of commencement of the contract.
- (e) Wages Bill for the month _____.
- (f) Bill No _____ & Date _____.

Srl No	Name	Rank	Employee Code No.	EPF Code No	ESI No.	Nos of days worked	Earned Basic + VDA	HRA 10 %	Washing Allowance 3 %	Total Salary	Employee's Deduction		Total Deduction	Carry Home salary	Employer' Share		Cheque /CBS Number	Signature of Employee
											EPF	ESI			EPF	ESI		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

The contractor will keep the following instructions in view, while submitting the monthly wage Bill :-

1. Separate details about the sanction of each post and deployment in the respective month.
2. Attendance register, a muster roll duly signed by the contractor and verified by the authorized officer (s) of this institution.
3. Deduction schedule showing the individual details of deductions of EPF/ESI to be tallied with the wage bill.
4. Acquaintance Rolls along with proposed cheque to be issued to the individual staff member be submitted for verification by the internal Audit Cell of this institution for the release of payment which shall be returned to the contractor for disbursement of wages along with the payment of total bill by this institution.
5. The contractor will certify on the bill that the monthly wage bill of his all categories of contractual employees deployed by him in this institution is complete and no person has been left and no supplementary bill will be submitted thereafter.
6. No person(s) has/have been engaged on contract basis in this institution without the prior approval of the competent authority.
7. A spare/attested copy of bank scroll/bank challans as a proof of deposit of EPF/ESI etc. payment to the concerned Department will be submitted to this institution along with the bill for wages for the next month.
8. An attested copy of monthly wage bill with details of salary and deductions of each employee as in the table above is to be submitted to this institution for record keeping.

Read & accepted

Place : _____
Dated _____

Signature of Tendered/ Authorized Signatory
Address _____

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

2. Name of the Work: Maintenance Services in Estate and Public Health

Location of Work: NIT Kurukshetra like Hostels, Residential Areas, Instructional Buildings & Offices, etc.

Scope of Work:

- i. Maintenance of all types of buildings in the Institute.
- ii. Any other work related to Estate & Public Health directed by the authorized officials of NIT Kurukshetra

Type of Manpower required:

S. No.	Category of Worker	Manpower required	Nature of Services
1.	Unskilled	Beldar	Helping in Civil Maintenance Work.
		Painter	Painting, distempering & white washing related jobs.
2.	Semiskilled	Plumber	Providing repair of water pipe lines. Pipe fitting & plumbing work
		Welder	Fabrication of grills by welding and sundry welding jobs. Cutting, bending and assembly of steel reinforcement etc.
		Pump Attendant	Proper maintaining & operating tube wells.
		Sewerman	Cleaning Sewers and sewage pipe lines.
3.	Skilled	Mason	Providing civil maintenance & other masonry work in offices, residences, laboratories & other buildings, etc. Casting of RCC beams and slabs.
		Carpenter	Fabrication & repair of wooden joinery chowkhats, doors, windows, ventilators & other related jobs.
		Plumber/ Pipe Fiter	Providing repair of Tube Wells, external water supply lines and other work related to pipe fitting & plumbing.
		Supervisor	Supervising & Monitoring the staff engaged by the contractor and any other work of a skilled nature to be specified by the Institute.

Timings: 8.30 am to 5.30 pm (1 hr. lunch break) on 6 days a week (Monday-Saturday excluding national holidays)

Security Amount: Rs. 5 lakh

Period of Contract: One Year (01.07.2014 to 03.06.2015) extendable for further period based on satisfactory performance.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

3. Name of the Work: Electrical Maintenance & Fire Protection Services

Location of Work: NIT Kurukshetra

Scope of Work:

For Electrical Maintenance Services & Fire Protection Services

- i. Maintenance of all the electrical points, exhaust fans, fans, pump, water cooler & light fixtures of the Institute.
- ii. Maintenance of street lights in the Institute.
- iii. Upkeep & maintenance of AC.
- iv. Loading & unloading of Diesel drums, filling of diesel in DG sets.
- v. Check & maintain the fire protection services in the Institute.
- vi. Check & maintain the 11KV Sub stations.
- vii. Any other work related to Electrical Maintenance Services directed by the authorized officials of NIT Kurukshetra.

Type of Manpower required:

Sr. No.	Category of Worker	Manpower required	Nature of Services
1.	Unskilled	Beldar	Helping in electrical maintenance work & simple electrical repairs
2.	Semiskilled	Electrician	Periodic electrical maintenance/ repair work & other technical work of high raise in offices/ residences/ laboratories & building. Maintenance/repair work of AC equipment & water coolers etc.
3.	Skilled	Shift Attendant (SA)	Maintenance and operation work of electrical sub-stations & other technical work of high raise etc.
		Head Fireman	Provide Supervision in Firefighting, Electrical & other related work of highly skilled nature to the employees of the contractor.

Timings:

- i. 08:30am to 05:30pm and 04:30pm to 01:30am with one hour lunch break including all the Saturday/ Sunday/ holidays For Electrical Maintenance Services.
- ii. 8.30 am to 5.30 pm with one hour lunch break, 6 days a week (Monday-Saturday excluding national holidays) for Fire Protection Services.
- iii. 24 hours daily in three shifts including all the Saturday/ Sunday/holiday for Shift Attendant

Security Amount: 3 lakh

Period of Contract: One Year (01.07.2014 to 30.06.2015) extendable for further period based on satisfactorily performance

SPECIAL TERMS & CONDITIONS – ELECTRICAL MAINTENANCE SERVICES

1. It is the responsibility of the contractor to keep the electrical installations neat & clean.
2. All dismantled materials shall be returned to the department.
3. Follow all safety procedure during maintenance activities. (See IS Code No. 5216 (Pt. 1 & 2) 1982 or safety procedure mentioned in CPWD Specifications for Electrical Installations works (Pt.-I – Internal 2013) for more details.
4. Only Authorized persons should be permitted to handle electrical equipment. Names of Authorized persons should be displayed in the main MV panel room (Rule 3 of IE Rules) when maintenance activities are performed, another person should accompany the one carrying out the tasks.
5. ON LINE maintenance should not be undertaken in sub-stations (However there is no bar to carry out dehydration of transformer ON). It must be ensured that supply lines concerned are isolated and proved isolated, considering also any likely back feeding.
Caution: boards should be displayed while so as to avoid accidental switching on.
6. Maintenance Schedules for firefighting systems should be maintained by the contractor as per the attached performs and as decided by Engineer-in-Charge. A copy for the same shall be submitted along with monthly bill and the cost of the stationary for the same shall be borne by the firm.
7. Logging of instruments
 - (a) Instruments may be logged daily, in attended substations. In the case of unattended substations, logging should be done every month or at shorter intervals as feasible. As far as possible logging may be done in peak loading time, so as to monitor the pattern of loading. Periods of power cuts and shut downs should be indicated in attached substations.
 - (b) Logging is needed for voltage (HV/MV/battery), current (HV, MV/battery), power (MD), temperature (max.) of oil, ambient temperature and pf (frequency meter is already installed).
 - (c) Load on each outgoing feeder may be checked by clip on ammeter, once in 3 or 4 months, preferably during peak seasons, so that redistribution, if any, needed among the feeders could be further examined and effected.
8. Inspection of equipment rooms and equipment.
 - (a) Clean up equipment rooms; remove cobwebs, birds' nests etc., if any. Check that the ventilators are clear, exhaust fans and fans are operational. The approach to equipment rooms, and yards in outdoor installations should be clear.
 - (b) Wipe out dirt/ dust from external surfaces of equipment.
CAUTION: Never attempt to clean equipment with exposed (bare) bushing, with supply ON. Periodicity of cleaning such equipment may be increased to once a month or longer as required in order to avoid frequent switching operations.

- (c) Observe for any abnormal noise, vibration, smell (usually due to overheating), excess temperature etc. if so, investigate the reason immediately. Radiators of transformers, LT bus bar chamber, and LT SFU/ FSUs and main LT cables (near terminations) may be touched externally to feel any undue heating. Apart from smell, the shine of PVC may reduce due to local heating.
 - (d) Arcing contacts and main contacts should then be similarly examined. Do not use abrasive paper to clean the contacts, if there is any residue/ pitting. Check the contacts to be intact, clean and without any obstructions.
 - (e) Connections at bus bars, bus ducts and switchgear (including control wiring) should be checked. Tighten as required. Clean the supports and look for any possibilities of tracking on surface.
- 9. Check of safety items & others**
- (a) Check of safety items (insulating mat, caution boards, danger boards, first aid kit, fire protection items, Resuscitator (where provided), first aid chart etc. Check also whether telephone numbers of officers, supply agency (licensee), fire brigade and hospital are displayed on a painted board in MV panel room.
 - (b) Check that the correct schematic diagram of distribution is displayed in MV panel room.
 - (c) Test the earth resistance of each electrode (Preferably during summer); and also the integrity of earth connections.
 - (d) Where the substation building is single storied, inspect the roof and roof drain before monsoon, so as to avoid water stagnation.
 - (e) Check the cable ducts to be free from extraneous items (rubbish/ water) and that duct covers are intact.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

4. Name of the Work: Horticulture & Landscaping Maintenance Services

Location of Work: NIT Kurukshetra

Scope of Work:

- i. Leveling of land & removal of waste such as building material & tree removal etc.
- ii. Preparing of flower beds & landscaping
- iii. Maintenance & care of flowers, trees & all other type of vegetation in the campus
- iv. Trimming & Pruning of hedges, tree and grass lawns
- v. Maintenance nursery & all activities in the nursery
- vi. Any other work related to horticulture & landscaping directed by the authorized officials of NIT Kurukshetra

Type of Manpower required:

Sr. No.	Category of Worker	Manpower required	Nature of Services
1.	Unskilled	Mali	Planting of saplings/ leaf picking/ hedge cutting/ trimming of grass/ de-weeding of weeds
2.	Skilled	Driver Light Vehicle (Tractor Driver)	Driving, maintenance & operation of vehicles.
		Supervisor	Provide Supervision & any other work of a skilled nature to be specified by the Institute.

Timings:

- i. 8.30 am to 5.30 pm for general type of works (1 hr. lunch break) on 6 days a week (Monday-Saturday excluding National holidays)
- ii. 6.00 am to 3.00 pm for watering of plants (1 hr. lunch break) on 6 days a week (Monday-Saturday excluding National holidays)

Security Amount: 3 lakh

Period of Contract: One Year (01.07.2014 to 30.06.2015) extendable for further period based on satisfactorily performance

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

5. Name of the Work: Housekeeping services

Location of Work: NIT Kurukshetra- The premises consisting of residential areas, Instructional Buildings, hostel buildings, roof top, front roads/ passage, adjoining verandahs, staircases, lifts, common areas, parking areas, lawns & gardens within the boundary of the Institute

Scope of Work:

- i. Housekeeping/ cleaning of premises at NIT Kurukshetra
- ii. Upkeep of buildings in the manner as below

S. No.	Activity	Daily	Weekly	Monthly	Machines / Equipment
1.	Corridor Cleaning	Wet Mopping Thrice a day Brooming twice	Deep Scrubbing & Drying with Single Disk Scrubber & Dryer	Grinding of Corners and edges	Single Disc. Scrubber Wet & Dry Vacuum Cleaner, hand grinder Dust Controller.
2.	Staircase Cleaning	Wet Mopping followed with Dry Mopping & Grill Cleaning Twice a Day	Vacuumping with Dry Vacuum Cleaner	Scrubbing & drying of Staircase Landing Areas with Single Disk Scrubber & Wet Vacuum Cleaner	Single Disc. Scrubber Wet & Dry Vacuum, Dry Vacuum., Kentucky Mop.
3.	Door & Door handle Cleaning	Damp Wiping	Deep Cleaning, Polishing (if any)	Damp Brass	-
4.	Drinking Water Area Cleaning	Vacuum drying with Wet vacuum Cleaner	Scrubbing & Drying with Single Disk Scrubber & Wet Vacuum	-	Single Disc Scrubber / Dry Vacuum Cleaner
5.	Garbage Collection	Removal of Garbage in each shift	Washing of Dustbins	-	-
6.	Glass & Glass Partition Cleaning	Damp Wiping	Washing & Drying	-	-

7.	Wall	-	Damp wiping up to reachable height	Removal of Cobwebs with Dry vacuum	Dry Vacuum Cleaner
8.	Fire Extinguishers Cleaning	Damp Wiping			-
9.	Chairs outside offices	Damp Wiping	Vacuum Drying with Dry Vacuum Cleaner	-	-
10.	Window Gates	Damp Wiping	Washing & Drying	-	-
11.	Entry Gates	Damp Wiping	-	Washing & Vacuum Cleaning with Dry Vacuum Cleaner	Dry Vacuum Cleaner/ Duster
12.	Door mats	Vacuumping with dry Vacuum Cleaner	-	Washing with High Pressure Jet	-
13.	Electrical switches	-	Dry Wiping	-	-

iii. Washroom/Toilets cleanings in the manner as below

S. No	Activity	Frequency					Machines/ Equipment
		Daily	Weekly	Fortnightly	Monthly	Once in 4 months	
1.	Floor Cleaning	Wet & Dry Moping 4 times a day	Scrubbing & Drying with Single Disk Scrubber & Wet Dryer	-	-	-	Single Disc Scrubber & wet & dry Vacuum Cleaner
2.	Side wall Cleaning	Damp Wiping	Manual	-	-	-	Manual
3.	Doors & door handles Cleaning	Damp Wiping	Signage Damp Wiping	-	-		Manually
4.	Wash basin & surrounding area Cleaning	Washing	-	-	-	-	Manual
5.	Mirror cleaning	Washing & Drying		-	-	-	-
6.	Cummods Cleaning	Washing		-	-	-	Manual

7.	Urinals Cleaning	Washing		-	-	-	Manual
8.	Dustbin Clearance & Cleaning	Garbage Collection & Removal	Washing of Dustbins	-	-	-	Manually
9.	Exhaust fan Cleaning, Tube light Cleaning	-	-	-	Damp cleaning	-	Dry Vacuum Cleaner
10.	Electric board & switches Cleaning	-	Damp Cleaning	-	-	-	Manually
11.	Liquid Soap filling	As per requirement	-	-	-	-	-
12.	Naphthalene ball changing	-	-	Fortnightly or as reqd.			

- iv. Weekly collection and transportation of garbage from dustbins located in NITK Campus for disposal at municipal disposal site or any other suitable site located outside NIT Campus.
- v. Any other work related to Housekeeping services directed by the authorized officials of NIT Kurukshetra

Type of Manpower required:

S. No.	Category of Worker	Manpower required	Nature of Services
1.	Unskilled	Sweeper	Routine housekeeping & upkeeping in offices/ labs. Clearance, collection, carriage & disposal of waste material/ garbage/ from various sites & its disposal.
2.	Skilled	Supervisor	Provide Supervision & any other work of a skilled nature to be specified by the Institute.

Timings:

- i. Departments – 8 am to 5 pm with one hour lunch break, 6 days a week (Monday-Saturday excluding national holidays)
- ii. Offices – 8.30 am to 5.30 pm with one hour lunch break, 6 days a week (Monday-Saturday excluding national holidays)

Security Amount: 3 lakh

Period of Contract: One Year (01.07.2014 to 30.06.2015) extendable for further period based on satisfactorily performance

SPECIAL TERMS & CONDITIONS – HOUSEKEEPING SERVICES

1. The worker employed shall work under supervision and control of Professor-in-Charge, Sanitation and Cleanliness. The distribution of duty shall be as per directions of the Officer-in-Charge. The supervisor shall be overall responsible for cleaning services and shall report to the Professor/Officer-in-Charge with deployment position of the sweepers etc. on each day.
2. The cleaning machines/ equipment as given in the table above shall be provided by the service provider. However, the other material will be provided by the Institute's Stores Section.
3. The tenderer shall acquaint himself/ herself with the proposed site of work, its approach roads, working space available before quoting his rates.
4. The service provider shall have to clean the area as per minimum requirement. However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Professor/Officer-in-Charge.
5. The service provider shall submit daily housekeeping plan so as to help the Officer-in-Charge to monitor and check that the housekeeping work is being done according.
6. If at any time, it appears to the Professor-in-Charge that quality of work does not confirm to the approved standards, the service agreement can be terminated by giving one month notice without any further compensation.
7. The buildings of the Institute have very costly and intricate finishing on walls, ceiling and floors etc. The service provider shall make necessary arrangements at his own cost to prevent any damages to the existing work due to any of his activities and shall make good the same at his own risk and cost. The decision of Professor-in-Charge regarding cause and cost of damage shall be final. In case the service provider fails to make good the damage to the entire satisfaction, it shall be done at his risk and cost with effect current market rate, deemed to be recoverable from respective bills.
8. The Institute will provide electricity and water for use in the work free of charges. The service provider shall arrange at his own cost the necessary electrical and water supply fittings, flexible pipe etc. for taking electricity and water from electric points and water taps provided in the building(s).
9. The service provider shall procure the required equipment/machines for housekeeping within three days of issue of service order. The machines/equipment brought by the service provider should always be in working conditions. The running and maintenance charges of machines i.e. cost of fuel, battery, lubricants, replacements of parts etc. shall be borne by the service provider and nothing extra shall be payable.

10. The Professor-in-Charge shall fully empowered to withhold the bills submitted for re-imburements in case the provisions of statutory requirements are not fulfilled or the service provider fails to submit the evidence of payment/deposits as mentioned in the conditions.
11. The cleaning of garbage bins located at different spots in the Institute must be done on weekly basis. The Service Provider will make his own arrangements for cleaning and transporting the garbage from such spots to municipal disposal site or any other suitable site located outside NITK Campus. The service provider shall seek necessary permission/approval from local authorities for disposal of garbage at municipal disposal site or any other alternate site. The contractor shall provide necessary personal safety gloves, gum boots, tools etc.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

6. Name of the Work: Technical Assistance and Attendant Services

Location of Work: NIT Kurukshetra

Scope of Work:

- i. Any work related to Technical Assistance and Attendant Services directed by the authorized officials of NIT Kurukshetra

Type of Manpower required:

Sr. No.	Category of worker	Manpower required	Qualification	Nature of Services
1.	Unskilled	Peon (Beldar/Attendant)	10 th pass	Filing papers, numbering files, replacing old file covers, Cleaning & Upkeep of equipment in labs & offices. Provide assistance in office to the Institute staff & document handling skills
		Telephone Lineman	10 th Pass	Repairing Telephone lines and other related jobs.
2.	Semi-Skilled	Technician (Laboratory Attendant) For the laboratory in the Departments of Civil Engineering, Mechanical Engineering, Electronics & Communication Engineering, Computer Engineering, Computer Applications, Business Administration, Physics,	Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade. OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade. OR Diploma in Engineering of three years' duration from recognized Polytechnic/Institute.	Handling, maintenance and management of laboratory equipments; helping students during laboratory classes; maintenance of files, stock-registers, etc.; helping in developing new test setups; preparation of purchase orders. Periodic Maintenance, minor repair, upkeep of instruments/ equipment & other technical work in

		Chemistry, Humanities, Workshop, CCN, School of VLSI Design & School of Renewable Energy.		laboratories and offices. Periodic maintenance and upkeep of instruments / equipment & other technical work of skilled nature.
3.	Skilled	Library Information Assistant (Professional Assistant) for the library	First Class Bachelor's degree in Library & Information Science, B. Lib. Sc. / B. Lib. Sc. From a recognized University / Institute with 3 years experience in relevant area (LIA)	Any work related to library directed by the authorized officials of NIT Kurukshetra
		Lab. Technician for Health Centre	i) Matric with Science. ii) Two year's experience of Lab. Technician from Regional Public Health Lab., Karnal or Rohtak or its equivalent. iii) Preferably with 2 years experience of having worked as Lab. Assistant in a recognized Institute in Haryana State.	Any work related to Health Centre Laboratory directed by the authorized officials of NIT Kurukshetra
		Radiographer for Health Centre	Matric with Diploma in Radiography. Preference will be given to experienced person of handling X-Ray and ECG Machine.	<ol style="list-style-type: none"> 1. To assist the doctor in special diagnostic radiographic investigation. 2. To supervise the work of radiographer and guide him whenever required. 3. Proper storing of X-ray films of all medico-legal cases and to produce it in court when demanded. 4. Maintenance of record of x-ray

				<p>reports of patients referred.</p> <ol style="list-style-type: none"> 5. To maintain discipline in the department. 6. To take diagnostic radiographer of patients as required by doctors. 7. Proper storing of unexposed x-ray films. 8. Keeping account of x-ray films supplied, used and balance in hand. 9. To wear the film badge to assess exposure to x-ray radiation. 10. To perform duty in emergency department and orthopedic department in rotation. 11. To carry out the portable x-ray of seriously ill patients. 12. To keep record of all x-ray taken in the register. 13. To maintain the cleanliness of the x-ray room. 14. To keep record of paid/unpaid radiological investigations done for patients.
		Coach/Trainer/ Instructor	<p>Master's Degree OR Bachelor's Degree in Physical Education with 2 years experience and</p>	<p>Providing Coaching/ Training to the learners/ swimmers and any other jobs related to the swimming pool.</p>

			Diploma in Coaching from NIS Patiala with 4 years experience.	
		Computer Operator	12 th pass or equivalent and should have a speed of not less than 8000 key depressions per hour for data entry work.	Typing in English & Hindi, Data Entry Operations, Tabulation of data in MS-Office. Knowledge of basic English & Grammar Internet Browsing, E-Mail Operations & Basic Knowledge of trouble shooting of software & hardware. Recording of minutes of meeting.
		Life-guard for swimming pool	<p>1. A Bachelor's Degree in Physical Education with at least 5 years experience in the respective field.</p> <p style="text-align: center;">OR</p> <p>2. CPED/DPEd/Certificate Course in Swimming with experience at least 5 years experience in the respective field.</p>	<p>1. Check the entry, exit and safety of the students.</p> <p>2. During the swimming look after the swimmers.</p> <p>3. be active at the time swimming period.</p> <p>4. Follow the rule and regulation of the swimming.</p>
		Coach for Institue's Sports Complex for coaching football and Volleyball	<p>1. A Bachelor's Degree in Physical Education with diploma in coaching NIS Patiala,</p> <p style="text-align: center;">OR</p> <p>2. A Bachelor's Degree in Physical Education with at least 5 years experience in the respective field,</p> <p style="text-align: center;">OR</p> <p>3. Master's Degree (2 years course) in Physical Education. Representation at district/ state/ national or inter IIT level in any of respective field.</p>	Coaching to students and Institute team, Running Physical Education Courses, Maintenance of Ground and Equipments, Conducting and participating Tournaments in district/state/university level, summer camp, coordinating other works related to Physical education and etc.

		Driver	10 th pass, Ability to read and write Hindi and English with two years experience. Must possess driving licence of heavy/light vehicle.	Services at Institute primarily includes to drive Institute's Light & Heavy vehicles like Car, Bus, ambulance and Tractor with trolley/tanker with agriculture implements etc..
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Timings:

- i. Departments – 8 am to 5 pm with one hour lunch break, 6 days a week (Monday-Saturday excluding national holidays)
- ii. Offices – 9.30 am to 5.30 pm with one hour lunch break, 6 days a week (Monday-Saturday excluding national holidays)

Security Amount: 5 lakh

Period of Contract: One Year (01.07.2014 to 30.06.2015) extendable for further period based on satisfactorily performance