



# ST. XAVIER'S TECHNICAL INSTITUTE

Govt. Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi  
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## INSTRUCTIONS TO APPLICANTS

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience and qualified personnel in their organization.
2. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do quality work within the specified time schedule.
3. Applications containing false and/or inadequate information are liable for rejection.
4. The St. Xavier's Technical Institute reserves the right to reject any or all applications without assigning any reason therefor.
5. None of the Contractor's personnel shall enter in to any kind of work other than provided in this agreement, in the college complex.
6. The personnel employed by the Contractor shall be of good conduct, character and health. They should be medically fit and this should be supported by a certificate form a medical Practitioner.
7. The Contractor shall be bound to remove any of the person (s) employed by him and arrange for replacement of removed person (s), as and when advised to do so by the Principal /designated officer of the Institute.
8. The Contractor shall be solely responsible for the conduct and intergrity of the personnel deployed. If any of the Contractor's staff found misbehaving with other staff or with the principal or any other employees of the St. Xavier's Technical Institute with participant, the Contractor shall terminate the services of such person (S) forthwith. The Contractor shall produce Police verification of the staff deployed by the Contractor. The contractor shall compensate the Institute for any loss / damage caused to it, which is attributable to the negligence or otherwise on the part of the staff of the contractor. And in case of any dispute whether or not the personnel has been negligent in discharge of their duties, the decision of the principal shall be final and binding on the Contractor.
9. The contractor and his staff shall always render prompt quality service, maintain good behavior and politeness.

10. The Institute shall not be responsible for any injury or loss of life occurring (during the performance of maintenance duties in the premises mentioned above) to any personnel deployed by the Contractor. Any compensation or expenditure towards treatment for such injury or loss of life or otherwise, shall be borne by the contractor and would be the sole responsibility of the contractor.
11. No residential accommodation would be provided by the training college to the contractor and / or to persons engaged / deployed by him.
12. The Contractor shall maintain a key register and ensure control over keys and opening of class rooms and other places of administration water and water treatment plant, under the directions of authorized officials of the training college.
13. The Contractor shall, in the case of any unusual occurrence/incidence in the college campus, bring the same to the notice of the authorized officer of the Institute.
14. The Contractor and his personnel shall co-operate with the security agencies deployed in the college and shall be thoroughly checked every time they leave the premises by the security personnel, at the main gate.
15. The Contractor shall ensure that all unwanted light are switched off, after working hours and all passages, corridors and lawn lights are switched on / off as per prescribed timings.
16. The contractor shall arrange fully trained and adequately experienced securities. All the employees of the contractor will always be in approved dress and will display identity card. Any employee without dress and identity card will not be permitted to enter the campus.
17. Any misuse of the premises, equipment or facilities extended to the Contractor, will be charged to the contractor and the decision of the Principal will be final in this matter.
18. The Contract will be initially for a period of 12 months, which may be further extended at the discretion of the principal of the college. The Contract can be terminated by either party by giving one month's notice. However, the contractor undertakes to continue to discharge his duties and obligations, until a new Contractor is engaged by the Institute.



  
**Principal**