

NOTICE INVITING TENDERS (Call-2)

Sealed Tenders are invited on behalf of the National Institute of Fashion Technology, from the reputed agencies/contractors for providing Electrical maintenance services to NIFT campus, Bangalore who have carried out similar nature of maintenance work with the Government Departments. The blank tender forms can be had from the office of the under signed on week days **from 29.12.2010 to 20.01.2011 (up to 4.00 PM)** on payment of **Rs.500/- in the form of DD/Banker's Cheque** drawn in favour of NIFT payable at Bangalore towards cost of tender form (**Non refundable**). The tender forms are also available on NIFT's website www.nift.ac.in/bangalore which may be downloaded. Tenderers who have downloaded the tender forms should enclose **DD/Banker's Cheque** along with the filled up tender forms for **Rs. 500/-** drawn in favour of NIFT payable at Bangalore (**Non refundable**). Tenderers who have submitted their tenders in response to the tender notification Dtd: 29.10.2010 and purchased the tender forms in response to the extension notification Dtd: 29.11.2010, need not pay the cost of the tender forms and can obtain the tender forms showing the receipt of the same.

The sealed cover of the Tenders shall be super scribed with **"Tender for providing Electrical maintenance services to NIFT campus, Bangalore, HSR Layout, Bangalore"** and dropped in the tender box kept in the Administrative block of this office before **5.00 P.M. on 20.01.2011**. If the above date by chance is declared as a Government holiday the very next working day shall be treated as last day for submission of Tenders. Each tender must be accompanied by **Non-interest bearing Earnest money deposit of Rs.10, 000/- (Rupees Ten Thousand Only)** by way of Demand Draft/Banker's Cheque payable to NIFT, Bangalore without which the tender shall be summarily rejected. The sealed tenders will be opened **on 21.01.2011 at 11.00 AM**. The site/Campus can be inspected from **9.00 A.M. to 5.30 P.M.** during office hours on any working days. No extra cost shall be payable for non awareness of the site conditions and constraints. The NIFT reserves the right to accept or reject any Tenders in part or whole without assigning any reasons thereof.

Last date for sale of tender forms: 20.01.2011 up to 4.00 PM

Last date for submission of sealed tenders: 20.01.2011 up to 5.00 pm

Opening of sealed tenders: 21.01.2011 at 11.00 AM

Any further details can had from the Executive Engineer, NIFT, Bangalore during office hours.

-Sd

**M.A. KHALID
REGISTRAR**

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

BANGALORE

TENDER DOCUMENT

FOR

MAINTENANCE – ELECTRICAL SERVICES

AT

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

C.A. SITE NO.21, 27TH MAIN ROAD

HSR LAYOUT, SECTOR – 1, BANGALORE – 560 034

To be deposited in the Tender Box at Administration Block

Cost of Tender forms Rs.500/- through DD in favour of NIFT, Bangalore

I accept all the conditions in the tender

(Full Signature of the Contractor)

National Institute of Fashion Technology

Bangalore centre

TENDER FOR MAINTENANCE – ELECTRICAL SERVICES AT NIFT, BANGALORE.

Form No: NIFT-B/Ele. Service/10-11 Date of Issue:.....

Tender form issued to:

Last date & time for submission of Tender: **20.01.2011 on or before 5.00 PM**

Date & Time for opening Tender: **21.01.2011 at 11.00 AM**

A. GENERAL TERMS AND CONDITIONS:

1. Tender shall be submitted in official form only.
2. There shall not be any alteration in the terms and conditions issued by the NIFT.
3. The name and address of the Agency/Firm shall be clearly written. No over writing, correction and insertion while quoting the rates permitted unless duly Countersigned by the Agency/ Firm.
4. The quotation is liable to be ignored if complete information is not given there in or if the particulars and date (If any) asked in the terms and the conditions are not filled in.
5. Individual signing the documents connected with the quotations must specify whether he signs as:
 - (i) A sole proprietor of the concern or constituted attorney of such sole.
 - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (ii), copy of the partnership agreement or general power of attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the quotation papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the quotation and all other related documents must be signed all the partners of the firm. In case of (iii), the person signing the quotation should be authorized by a resolution attested by the Principal Officer should be attached.
6. The Tender submitted in sealed envelopes shall be super-scribed "Tender for Electrical Services" and addressed to the Registrar, National Institute of Fashion Technology, C.A. Site No. 21, 27th Main Road, Sector -1, HSR Layout, Bangalore- 560102, and be deposited in the Tender Box kept in the Administrative Block before 5.00 P.M. on 20.01.2010.
7. The Tender will be opened on 21.01.2011 at 11.00 A.M. in NIFT campus, Bangalore in the presence of such Agencies/Firms who have furnished the quotations and who wish to present either by of themselves or through their authorized representatives.

8. Tenders received after the specified date and time due to whatever reasons including postal delays will not be considered.
9. Any conditional offers made by the Agencies/Firms or any Alterations/ corrections made in the terms and conditions shall not be considered. Similarly incomplete and unsigned quotations are liable to be rejected.
10. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.
11. Each tender must be accompanied by Non-interest bearing Earnest money deposit of Rs.10,000/- (Rupees Ten Thousand Only) by way of Demand Draft/Banker's Cheque payable to NIFT, Bangalore without which the tender shall be summarily rejected. The Earnest Money Deposit (EMD) of tendering parties, whose tenders are not accepted, shall be refunded, without interest, within 60 days of opening of tender documents.

In case of the successful tender, the EMD shall be liable to be forfeited if he does not fulfill any of the following conditions:

- (i) An agreement is signed by him in the prescribed form within 10 (ten) days of the receipt of letter awarding the contract.
 - (ii) The maintenance service will commence within 15 (fifteen) days from the date of receipt of the letter awarding the contract.
12. If any agency, which is awarded contract for maintenance services, refuses to undertake the work, the EMD of that Agency shall be forfeited.
 13. The bid should be valid in the case of all the tenders for at least 2 months from the date of opening of tender and if any tenderer withdraws or alters the terms of the tender during the period, The EMD shall be forfeited.
 14. The Agency submitting tender must attach Xerox copies of (a) Registration of the Agency under the Shops & Establishment Act, (b) License under the Contract Labour Act, (c) Allotment of PF code by the Regional PF Commissioner, and (d) ESI Registration Code No. (e) List of clients, with contact person's name and phone numbers (f) Service Tax Registration Certificate.
 15. The contractor shall be responsible for engaging adequately trained personnel required for providing good maintenance services in the institute.
 16. The staff of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.

B. LEGAL TERMS AND CONDITIONS

1. The contractor and his staff must abide by various rules and regulations of NIFT as prevalent from time to time.
2. The Contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc., for any lapse or breach on the part of the contractor in respect of non-compliance of any Labour legislation

- in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the Contractor.
3. NIFT would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of NIFT rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of NIFT's management in this regard would be final and binding on the Contractor. In such an event NIFT shall have the right to engage any other contractor to carry out the task.
 4. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
 5. The Contractor and his staff shall comply with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergency, the staff of the contractor shall comply with instructions given by the NIFT authorities, without waiting for confirmation from the Contractor.
 6. The Contractor shall maintain Attendance and Wages registers for all workers engaged under the contract at NIFT and will also take out Workmen's Compensation insurance policy.
 7. The Contractor shall submit to NIFT the list of workers engaged to carry out the contract work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place. The contractor shall not at any time engage minor to carry out the work under the contract. The contractor shall issue proper uniforms to the personnel deployed to carryout maintenance services.
 8. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
 9. The maintenance service contract shall remain valid for a period of one year and it may be renewed at the discretion of NIFT only in writing on yearly basis on the same or revised terms and conditions and also if the contractor is willing to reduce the price at least 5% every year. Either party can terminate the contract once awarded, after giving one months notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of the contract. NIFT's decisions that a breach has occurred will be final and shall be accepted without demur by the contractor.
 10. In case L-1, is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of the NIFT. The decision of the NIFT will be final in all respect and will be acceptable to all the tenderers.
 11. All the workers engaged by the contractor for carry out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall also provide its workers photo-identity cards which shall be checked by the security staff as and when necessary.
 12. The contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, tobacco items etc.,

13. On termination of the agreement the contractor will hand over all the equipment's/articles as supplied by the NIFT in good working back to NIFT.
14. The contractor shall be responsible to maintain the equipments and other articles if any supplied by the NIFT in good condition. In case of any damages due to negligence of the maintenance persons, the contractor shall be responsible to carry out the repairs without any delay to avoid any interruption in service and such cost of spares and repairs shall be borne by the contractor himself. In case of theft or damage the contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
15. The contractor will work in close co-operation and co-ordination with other agencies working at site.
16. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
17. The contractor has to deploy the workers during holidays and Sundays also, at no extra cost.
18. All Statutory obligations under various laws from time to time will have to meet by the contractor for which no extra payment shall be made to him at any time during the contractual period.
19. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to NIFT each month along with claim for payment.
20. The contractor shall be responsible for the payment of wages and allowances as per Government of India Minimum Wages Act and all statutory dues to the persons employed by him for providing the catering services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
21. Sub contracting of the contract is strictly prohibited.
22. Dispute, if any, arising out of the catering services contract shall be settled by mutual discussion. The decision of NIFT is final in the matter.
23. NIFT reserves its right to act on this tender or to use its sole discretion in any manner, in proceeding or cancelling any or all matters connected to award of the contract for catering services.
24. The minimum annual turnover for past three years should not be less than five lakhs, which should be substantiated by Audit report and IT returns.
25. You are liable for any loss, direct or indirect due to delay in inspection or attending to faults whatsoever or due to fire, explosion or any other circumstances.

C. FINANCIAL TERMS & CONDITIONS

1. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. The bills should be accompanied by same certificate as NIFT may prescribe from time to time. Income Tax (TDS) as applicable at the prevailing rate will be deducted at source. Payment will be made within 30 days of the submission of any bill. However, in the event that there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any

interest to be paid for last payment till such time that the query, objection or dispute is resolved. The contractor will be entitled for payment of amount as agreed by NIFT per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract. The payment shall be made by NIFT every month of the related amount on presentation of bill for such payment by the contractor in the first week of each succeeding month.

In the event of failure in discharging the duties of maintenance services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ Rs. 500/- (Rupees Five Hundred only) per day which shall be recovered from the bills or otherwise including security deposit. For purpose or imposing penalty, the decision of the Director/Registrar will be final and binding on the contractor and shall not be subject to dispute or arbitration.

2. The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/ or property or person of any Sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's compensation Act/Fatal Accident Act, Personal injuries, Insurance Act and / or their Industrial Legislation from time to time in force.
3. The Contractor shall submit monthly bill to NIFT along with copies of attendance register duly certified by the NIFT Supervisor. Copies of previous month's wage register as well as PF challans and ESI deposits should also be submitted with every bill. Xerox copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.
4. NIFT will not be responsible for the release of benefits, such as Provident Fund, ESI, Pension benefits or allowances. Any changes in the Minimum Wages Act, or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contactor.
5. Income tax, as per prevalent laws, shall be deducted at source while making payment of contractor's bills.
6. The contractor will not charge the additional payment to provide the maintenance services on holiday, Sunday and odd hours during NIFT functions.
7. A sum of Rs.25, 000/- (Rupees Twenty Five Thousand Only) in terms of Demand Draft would be deposited with NIFT by the contractor, in the form non-interest bearing security before making agreement with NIFT for taking up the task. This amount shall be refunded on satisfactory completion of the contract. 8. All Electrical consumables/spares/parts and other materials used shall be charged separately and the same shall be borne by NIFT. However any tools required for attending repair and maintenance works shall be provided by the contractor. 9. As per NIFT policy, payments and receipts to Government and Semi-Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paisa 50 or above will be rounded off to the near higher rupee and paisa less than 50 will be ignored.

D. SPECIFIC TERMS & CONDITIONS FOR CATERING SERVICES

The scope of work to be carried out by the agency for providing maintenance services on all the 365 days includes the entire premises ['A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', and 'J' in the built up area of 15,646.01 Sqm. (copy enclosed) along with the open spaces in and around) of the Institute campus, including Girls hostel.

ELECTRICAL SERVICES

The Electrical services are required on all 7 days of the week, which is purported to be under essential service. The electrician should be a Diploma/ITI Certificate holder in Electrical Engineering and should possess License from authorized department for electrical maintenance. He should be young and energetic preferably below 40 years of age.

Nature of Work:

- 1) Electrical maintenance in the NIFT campus shall be look after by the Electricians throughout 24 hours a day and all the 365 days in the year including Sundays and holidays.
- 2) He should check the complaint register on daily basis and the repair work should be attended within 8 hours.
- 3) He is also responsible for the electrical maintenance of Generator and he should switch on the DC set during power cuts and switch if off during other times shall maintain logbook.
- 4) The electrical points/sockets in computer laboratories and other machine labs should be checked on regular basis.
- 5) One experienced Electrical Engineer who has holding Engineering degree/ Diploma in Engineering shall be engaged for proper supervision of Electrical maintenance in NIFT campus.
- 6) The Electrical Engineer should attend to the NIFT campus all the days during office hours including Sundays and holidays and also during emergency time and supervise and monitor the maintenance works. He must also report all the necessary Electrical problems in the campus and how to rectify such problems and also give proper guidance to the Electricians so as to have continuous and safe electrical supply to all blocks in the campus with any interruption.
- 7) The Electrical Engineer as well as the Electricians should report to the Engineer in charge of NIFT on daily basis.
- 8) On day-to-day basis the electrician should check all the electrical fittings/connections/wiring in the all blocks.
- 9) He should check the complaint register on daily basis and the repair work should be attended within 8 hours.
- 10) He is also responsible for the electrical maintenance of Generator and he should switch on the DC set during power cuts and switch if off during other times shall maintain logbook.
- 11) The electrical points/sockets in computer laboratories and other machine labs should be checked on regular basis.

12) The contractor as well as the Electrical Engineer and the Electricians are all responsible for any Electrical accidents may caused to the negligence of maintenance persons and thereby loss of lives or equipments/buildings or the part of which in NIFT campus.

Manpower Requirement for Electrical Services

Service charges for Manning 24 hours Rs. _____ per month (In figures)

{Rupees

Per month (In words)}

Place :

Signature of Contractor

Date:

Seal of the Agency/Firm

UNDERTAKING BY THE AGENCY

We have carefully gone through the various terms and conditions listed in sections 'A', 'B', 'C' and 'D' above for provision of maintenance services at NIFT. We agree to all these conditions and offer to provide maintenance of electrical at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatever. We have inspected the Institute premises and the hostels and have acquainted ourselves with the tasks required to be carried out, before making this offer. We here by sign this undertaking in token of our acceptance of various conditions listed above.

Place:

Signature of Contractor

Date:

Seal of the Agency/Firm

Address of the Agency/Firm:

Abstract of built up area

1. All dimensions are in meters.
2. Fellow figured dimensions only.

Sl. No.	Schedule of area (Blocks)	Total built up area in Sqm.	Ground cover area in Sqm.	Area area in Sqm
1.	Block-A Administration and entrance Block	915.32	538.98	839.54
2.	Block-B Faculty Block	967.44	432.25	603.92
3.	Block-C Class rooms, Labs & Locker area	2828.98	1013.36	2312.35
4.	Block-D Computer & TD Dept./Library/Canteen Block	1721.88	1067.00	1647.78
5.	Block-E Girls hostel Block	1939.60	484.90	1480.68
6.	Block-F Girls hostel Block	3279.11	102.89	2762.49
7.	Block-J TTD/Knitwear Lab Block	763.36	254.52	495.93
8.	Block-G Amphitheater	443.10	443.10	54.60
9.	Block-H Auditorium	1982.41	1409.51	1589.60
10.	Ramp and corridors	813.70	468.12	-----
	Total:	15645.90	6214.63	11764.69

Site area: 18067.36 Sqm.
 Ground cover area: 6214.63 Sqm.
 Total built up area: 15645.90 Sqm.
 Coverage: 34.39%
 FAR 0.65
 Road area: 5600.00 Sqm.

Abstract of built up area

Sl. No.	Schedule of area (Blocks)	Total built up area in Sqm
1.	Block-A Administration and entrance Block	1299.02
2.	Block-B Faculty Block	1702.47
3.	Block-C Class rooms, Labs & Locker area	3453.64
4.	Block-D Computer & TD Dept./Library/Canteen Block	2946.78
5.	Block-E Girls hostel Block	2082.00
6.	Block-F Girls hostel Block	2378.54
7.	Block-J TTD/Knitwear Lab Block	806.54
8.	Block-G Amphitheater	993.11
9.	Block-H Auditorium	1662.47
10.	Ramp and corridors	636.44

Site area: 18067.36 Sqm.
 Total built up area: 17961.01 Sqm.
 Road area: 5600.00 Sqm.