

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of
Textiles, Govt. of India)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY

**e- TENDER DOCUMENT
FOR
HOUSE KEEPING SERVICE**

e- Tender No. 03/5294/Pur/Housekeeping Service/2019-20

DATED: 06.05.2019

Time schedule for tender process:

Opening date of online tender	06.05.2019, 11.00 am onwards
Opening date of online submission of tender	06.05.2019, 04.00 pm onwards
Closing date for submission of online tender	28.05.2019, 2.30 pm
Date and Time of the opening Technical Bids	28.05.2019, 3.30 pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

Note: This tender document contains 22 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.

**NIFT, CA Site, No.21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout,
Bengaluru –102.**

Ph. 080 2255 2550 – 55, Fax – 080 2255 2566

Email – nift.bengaluru@nift.ac.in

www.nift.ac.in/bengaluru

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1. INTRODUCTION:

- 1.1 National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.
- 1.2 NIFT, Bengaluru Centre was established in the year 1997 with undergraduate and post graduate programmes. NIFT, Bengaluru invites online tender from interested agencies with all necessary statutory registrations, having experience in providing HOUSE KEEPING SERVICE AT NIFT BENGALURU" having experience at least 3 years in the same field.

2. NOTICE INVITING TENDER:

- 2.1 NIFT BENGALURU Centre invites sealed tenders through e-portal under "**TWO BIDS SYSTEM**" for selection of an expert agency for the purpose of hiring **House Keeping Service at the Campus**. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.
- 2.2 Closing date & time for submission of online bids: **28.05.2019, 02.30 pm.**
- 2.3 Date & time of opening of Bid:
- Technical bid: **28.05.2019, 02.30 pm.**
 - Financial bid : After evaluation of Technical Bid
 - Bid validity up to: **90 days from** the date of opening of financial bid
 - Correspondence Address: The Director, National Institute of Fashion Technology, C.A Site **No.21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout, Bengaluru - 560 102.**

- Commencing date of online Tender: **06.05.2019**
- Last date of Online Submission: **28.05.2019, 02.30 pm.**
- Date of opening of Tender (Technical Bid): **28.05.2019, 03.30 pm.**

3. SUBMISSION OF BIDS THROUGH e-PORTAL :

3.1 The tender document is not transferable to any other person.

3.2 Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in> . **No other mode of application will be considered & application will not be accepted.**

3.3 The interested Agency should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their Technical & Financial Bids – all duly signed – on the <https://nifttenders.eproc.in> from **06.05.2019 to 28.05.2019 up to 02.30 pm.** Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in/bengaluru/tenders.html>.

3.4 For applying online, the Agency should get itself registered at <https://nifttenders.eproc.in> by paying

- **Annual Registration Charges of Rs.2,000 + Rs.360 (GST 18%) = Rs.2,360/- (Two Thousand three Hundred and sixty Only - non-refundable).**
- **Bid Processing Fee charges of Rs.5,760 + Rs.1,031 (GST 18%) = Rs.6,797/- (six thousand seven hundred and ninety seven only non-refundable) through Online Payment Only.**
- **For more enquires/ Help Desk:- Mr, Sandeep Bhandari, E-Mail:sandeep.bandari@c1india.com Phone:0124-4302033 & 36.**

3.5 The **TECHNICAL BID ENVELOPE** must contain the technical bid in prescribed Performa along with

- It is free of cost, if downloaded from website.
- Earnest Money Deposit (**Demand Draft for Rs.4,30,000/-**)
- Original Tender Document (except Price Bid) Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions along with Technical Bid form with all relevant documents with self-attestation to be enclosed
- Technical Bid document **Annexure -I**
- Checklist for submission of bid in the format attached as **Annexure- II**
- Copy of Audited Balance Sheets and Profit & Loss Statements for last two financial years (2016-2017, 2017-2018).
- Evidence of successful completion of at least 3 (three) orders
- Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work.
- Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate of Incorporation for change in name, if any, for limited/ private limited company.

- x. PAN Number in Agency's letter head and Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
- xi. Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT.
- xii. Copy of valid registration certificate / license with Labour Department under Contract Labour (Regulation & Abolition) Act, 1970.
- xiii. Any other detail/ confirmation asked in specifications.
- xiv. Sealed envelope with superscription **"TENDER FOR HOUSE KEEPING SERVICE AT NIFT BENGALURU"- TECHNICAL BID**

3.6 The **PRICE BID ENVELOPE** must contain

- i. Price Bid form with Competitive quotes for "TENDER FOR HOUSE KEEPING SERVICE AT NIFT BENGALURU" in figures as well as word in the stipulated format without any condition.
- ii. The financial bid shall include all the charges (with Break up) including all taxes etc., to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- iii. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
- iv. Sealed envelope with superscription **"TENDER FOR HOUSE KEEPING SERVICE AT NIFT BENGALURU- PRICE BID"**.

3.7 Put **TECHNICAL BID ENVELOPE** and **PRICE BID ENVELOPE** in separate sealed covers and put both the sealed cover in one cover addressed to THE DIRECTOR, NIFT Campus, C.A. Site **No.21, 16th Cross, 27th Main Road, HSR Layout, Bengaluru – 560 102**, with superscription on the cover as **"TENDER FOR HOUSE KEEPING SERVICE AT NIFT BENGALURU"**. It should reach us on or before **02.30pm on 28.05.2019** in the office of NIFT, Bengaluru.

3.8 In case of any clarification required relating to this tender, the same can be sought from the following officials of NIFT:

- a. Shri. M. Ramasamy, Asst. Director, 09945165569,
admin.bengaluru@nift.ac.in
- b. Shri. Padmanabha M.R., Assistant, 09448886307,
padmanabha.ramaiah@nift.ac.in

4. GENERAL TERMS AND CONDITIONS:

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

- 4.1 Tender shall be submitted only through online mode through the website <https://nifttenders.eproc.in>, in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 4.2 The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/ alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender. No paper shall be detached from the tender.

- 4.3 The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored/ rejected.
- 4.4 The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled.
- 4.5 Individual signing the tender or other documents connected with the tender must specify whether he/ she signs as:-
- 4.5.1 A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - 4.5.2 A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - 4.5.3 Director or Principal Officer duly authorized by the Board of Directors of the company.
 - 4.5.4 In case of (4.7.2) a 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 affirmed by all the partners admitting execution of the partnership agreement 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 tender 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 tender and all other related documents must be signed by all the partners of the firm. In case of (4.7.3) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
- 4.6 Offers on original tender document will only be considered. The tender document is to be submitted in the box placed at Administrative Department. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/ Rewording of formats shall not be acceptable.
- 4.7 Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
- 4.8 Please note that offers not accompanied by the required EMD shall be out rightly rejected.
- 4.9 The tender shall be awarded to the lowest financial bidder. The EMD of unsuccessful bidders will be refunded in due course of time. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified Tenderers and alone will be considered for **“Opening the Price Bid Envelope”**. For the items mentioned in Price Bid the lowest price quoted is the criterion for selection.

- 4.10 A Demand Draft of **Rs.4.30,000/-(Rupees four lakhs and thirty thousand only)** is required to be deposited as Earnest Money Deposit in favour of NIFT, Bengaluru payable at Bengaluru (exempted in case of bidders submit NSIC certificate). The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill the following conditions:
- 4.11 An Agreement is signed by him in the prescribed form within 10 **(Ten)** days of the receipt of letter awarding the contract. The tenderer will have to provide Housekeeping service immediately on receipt of the work order. **If the agency fails to execute, the EMD shall be forfeited.**
- 4.12 The bids should be valid for at least **90 days** from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by NIFT.
- 4.13 Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
- 4.14 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.
- 4.15 The Agency shall not appoint any Sub-company/ Sub-Agency to carry out any obligation under the contract.
- 4.16 The Agency shall maintain an **Attendance Register**, which should be made available at Security supervisory desk along with in and out time of staff deputed by the agency at NIFT BENGALURU and the same should be counter signed by the officer in-charge.
- 4.17 The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages Register may be maintained by the Agency in respect of each personnel deputed to NIFT Bengaluru.
- 4.18 The quoted rates shall not be less than the minimum wages of central government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, Bonus, Insurance, leave salary etc. The offer of the Agency which does not abide by the minimum wages Act, as notified by central government on the date of submitting of tender will be outrightly rejected.
- 4.19 In the event of revision of minimum wages fixed by central government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The "Onus" for producing the copy of notification will be of Housekeeping Service Agency.
- 4.20 The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by central government per day. The payment should be made to the through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus to individual employees, the Agency shall produce original challans/ receipts to the Institute for the records.
- 4.21 The Agency shall strictly follow the applicable labour laws.
- 4.22 The Agency shall be responsible for engaging adequately trained, good housekeeping staff to NIFT.
- 4.23 The Agency shall depute the personnel specified category as and when requested. NIFT has right to increase or decrease the requirement of staff on the basis of emergency or to the convenient of NIFT.

- 4.24 The employees of the Agency 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. Medical certificate in respect of fitness of employees deputed may be produced.
- 4.25 The Agency will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed. The age of the person deputed should not exceed 55 years.
- 4.26 The Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Services. The Agency shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by NIFT under this contract. Further, the Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event, there is any violation of any contractual or statutory obligation regarding the personnel/ labour, the Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Agency shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the Agency while releasing the payments.
- 4.27 In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to NIFT and maintain liaison with the Police. FIR will be lodged by NIFT, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employees deputed at NIFT must be trained in respect of operation in respective area.
- 4.28 In case of any loss that might be caused to NIFT due to lapse on the part of personnel discharging responsibilities will be borne by the Agency and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to NIFT besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the Agency, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 4.29 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. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
- 4.30 The workmen deployed by the Agency shall be directly supervised and controlled by the Agency, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or regularization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
- 4.31 The services rendered shall be to the satisfaction of the NIFT authorities.

- 4.32 The Agency shall 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 (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith 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. **If the personnel deputed is having ECHS (Ex-servicemen Contributor Health Scheme) benefit or any other kind of free medical benefit which included their family, no ESI need to be remitted this will be considered only when the employee produced ECHS cards or any other scheme cards which is valid and attested by both employees and Agency (attested copy as proof for records).**
- 4.33 **Tender shall be accompanied by the relevant documents including the following:-**
- 4.33.1 Certificate in support of experience for having undertaken similar kind of business along with a list of organizations where the Agency is currently providing/ has provided house Keeping Services.
- 4.33.2 Work-plan or duty allocated to the personnel deputed will be communicated by authority as and when required. The personnel deployed should be proactive for all the work assignment by the NIFT authority.
- 4.34 On termination of the agreement the person/s deputed by the Agency should hand over the all the equipment's/ articles as supplied by the NIFT in good working condition as it was given to them and if any damages found ,the charges should be recovered from the contractor.
- 4.35 The Agency and the person/s deputed will work in close co-operation and co-ordination with other agencies working at site.
- 4.36 The Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the all the residents in office (ex: students, officers, staff etc.) is always good and cordial relation. If it is found that the conduct or efficiency of any person employed by the Agency is unsatisfactory, the Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Agency.
- 4.37 NIFT is not bound to provide any mode of transport or accommodation in respect of personnel deputed.
- 4.38 The personnel engaged through the agency will have no right whatsoever to the permanent / contractual employment/ regularization/ absorption in National Institute of Fashion Technology or any of its Centers.
- 4.39 The payment of wages shall be made directly by the Agency to his workmen and not through Thekedars. **No amount shall be deducted from the wages of the workmen by way of commission or any other way of the Thekedars.**
- 4.40 All statutory obligations under various laws from time to time will have to be met by Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act.
- 4.41 The Agency shall at all times indemnify the owner and its officers, servants

and agents for 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 Agency any sub-Agency (s) and or the owner and the Agency 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.

4.42 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. The Contractor must make the payment of wages to workers on or before 7th day of every month to respective workers bank account and submit the bank advice along with salary slip to NIFT. **The wages of laboures engaged for providing housekeeping services shall be as per minimum wages (including VDA) notified by the Central Govt. Notification by the Central Govt. Notification Labour Commissioner, from time to time.**

4.43 All payments will be on reimbursement basis, the monthly bill(s) should be submitted in duplicate by the contractor on or before 10th of every month along with necessary documents as proof of payment towards wages, EPF remittance, ESI remittance, GST remittance / any other payments. All payments to the deputed personnel shall be through their Bank account only and the proof of remittance shall be invariable attached with the monthly bills. The payment will be made by the Institute after verification of the bill(s) by NEFT/ RTGS within 21 days' time from the date of receipt of proper bill(s). Statutory deductions shall be made from all payments as per the provisions in the Income Tax Act. The Institute reserves the right to recover any amount due for whatsoever reason from the bill(s) submitted by the contractor. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NIFT may prescribe from time to time for proof of payment to workers and statutory liabilities.

4.44 The Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Karnataka and GOI.

4.45 The Agency shall be responsible for the deputed person to keep discipline in and outside the campus. The Agency shall be responsible if the personnel deputed mishandling/ misusing the articles/ items / Machineries etc., provided for maintenance. In case of any damage the Agency shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Agency itself.

4.46 NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Agency will indemnify NIFT in case of any damage or liability, which may arise on account of action of Agency.

4.47 The housekeeping workers should check that no street dogs/cat or any pets enter the campus premises.

4.48 NIFT will not pay more than quoted amount in the price bid for disposal of garbage.

4.49 Apart from the above any other payments payable under the Rules / Notifications of GOI will be refundable on production of proof of payment and

authority.

4.50 **Any Company/Agency/Firms/ that have provided any contract services to NIFT Bengaluru for continuously 3 years (prior to this contract) are not eligible to participate in this tender process and it will not be considered for any subsequent contract.**

4.51 **No agencies will be awarded more than one contract (Security Service, House Keeping Service or Manpower Service) at a time. "In order that no vested interests are developed in the campus, it is felt imperative that companies/firms/any other service providers who have rendered services previously for any three continuous years or more and more shall be barred from participation".**

5. ARBITRATION:

5.1 Dispute, if any, arising out of the House Keeping Service contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.

5.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT/ Director General of NIFT as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

5.3 Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.

5.4 The Arbitration proceedings shall be held at Bengaluru Jurisdiction only.

5.5 The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.

6. SECURITY DEPOSIT:

6.1 The Agency shall furnish a Security Deposit in the form of Demand Draft for 5% to 10 % of the total Contract value of one year. This Security Deposit should be furnished within 10 days of the issue of the contract order. This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract.

6.2 The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The security deposit shall also be liable to appropriation against any dues payable to the NIFT, under the agreement or any expenses that may be incurred by NIFT, as a result of negligence or such acts and omissions on the part of the contractor or the persons deployed by him at NIFT. In the event of appropriation of security deposit fully or partly the contractor shall immediately make good the amount so appropriated from the security deposit in the form of demand draft failing which it shall be adjusted from the amount payable to the contractor.

6.3 The whole amount of the security deposit will be liable to forfeiture in the event of the contractor not being able to continue the contract for the entire duration of the contract at the same rates, terms and conditions.

6.4 If any theft or loss of property is reported by any department / section due to the

negligence or improper action of any trespass of unauthorized persons, the agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the security deposit of the agency

7 DURATION:

- 7.1 The agreement will be valid for a period of one year subject to review at the discretion of NIFT authorities at mutually agreed terms and conditions.
- 7.2 The contract once awarded can be terminated by either party after giving two month notice to the other party. Nevertheless, NIFT may terminate the contract without any notice in case the contractor commits breach of any of the terms of the contract. NIFT's decision that breach has occurred will be final and shall be accepted without demur by the contractor.
- 7.3 Contractor shall be required to submit an application for continuance of the contract before three months of expiry of the contract if so desired and if such extension is within the scope of the terms of contract.
- 7.4 If the contractor does not receive the extension letter before expiry of the contract in spite of his request the contract shall be automatically treated as expired and no extension shall be granted in any circumstances.

8. SCOPE OF WORK : HOUSE KEEPING SERVICE

The scope of work to be carried out by the Housekeeping Agency for providing cleaning and allied services on day-to-day basis includes sweeping, swabbing, cleaning and mopping-up the entire premises along with the open spaces in and around of the Institute campus, including Girls hostel, separate scope is described

Sl. No	Schedule of Area	built up Area (Sq. Mtr)	Total No. of workers required			Remarks
			07.00 to 15.00 hrs		15.00 hrs to 20.30 hrs	
			Female	Male	Female	
1	Block – A Administration and Entrance	1299.02	02	02	01	One supervisor or is required
2	Block – B Faculty Block	1702.47	02			
3	Block – C Class rooms, labs & lockers area	3453.64	03		01	
4	Block – D Computer/Library/ Canteen Block	2946.78	03			
5	Block – E Girls Hostel	3123.00	---	02	04	Two lady worker for Toilet cleaning in all blocks
6	Block – F Girls Hostel	3489.54	---		04	
7	Block – G TDD Block	806.54	01			
8	Block – H Amphitheatre	993.11				
9	Block – J Auditorium	1662.47	01			
10	Ramp & Corridors	636.44				
11	New Block	1961.81	03			
12	Total built up Area	22074.82 Sq. Mtr.				

Supervisor – 1 Nos. – Male, Workers Morning first shift 21, Nos.

Workers second shift 10

Note: The house keeping services required as per the schedule given above on all days in shift basis

8.1 The Agency / Firm / Company shall provide Housekeeping service at NIFT BENGALURU by deploying adequately trained and well-discipline supervisor and Worker and they should be young and energetic preferably below 55 years of age with good physique.

8.2 The agency shall be fully responsible for the sanitation/housekeeping services in the NIFT Campus as laid down in the tender and the agency shall work under

overall supervision and direction of the authorized official of NIFT.

8.3 The minimum Housekeeping workers to be deployed at campus shall be 32 (one male supervisor, twenty seven Female personnel and four Males). The number of labour will be increased or decreased at the discretion of NIFT Mangement based on requirement.

8.4 Agency shall arrange to adequate number of refill the sanitary cubes, deodorizer, and other consumable like air fresheners, phenyl, toilet roll, tissue box and liquid soap for hand wash in all the attached toilets of officers, toilets attached to auditorium and conference hall and officers toilets, should be provided by the contractor.

8.5 Mechanical device/ Machine for cleaning shall be used only after obtaining approval from NIFT authority. All the machineries used should be appropriate for cleaning the surfaces existing on the site and in no way damage the surface/ fixtures/ fittings/ furniture beyond normal wear and tear. In case the agency or its employee damages the surface/ fixtures/ fittings/ furniture, the Institute will be well within its right to recover the cost of restoring the damaged area and/ or impose a penalty on the agency. The decision of NIFT authority will be final and binding on the agency.

8.6 **WORKING HOURS:** The cleaning of Toilets (including fixtures such as the cleaning of toilets (including fixture such as WC's, urinals, wash basin, etc.,) lobby, corridors and other area shall be done continuously and regularly during office hours as per required usage and instruction given by the NIFT official, from 07.00 am to 08.30 pm i.e. (for two shifts).

8.7 **Details Of Jobs To Be Carried Out Daily In A Day Are As Under:-**

8.7.1 General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, classrooms/ labs, conference rooms (halls), auditorium, library, reception, corridors, stairs, hostel block, water coolers & toilets etc.,

8.7.2 Removal of garbage from dustbins in plastic bags. Replacing old plastic bags with new plastic bags. No garbage will be left in the site overnight.

8.7.3 Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, corridors, labs, open area etc.

8.7.4 Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.

8.7.5 Air-freshener spray in conference room (if required), auditorium, Video Conference room, officers rooms once in a day and also on requirement basis as directed by NIFT, authority. Cleaning and dusting of lab equipments, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephone, fax, electric fans and any other equipment and machine laying on the site.

8.7.6 Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon, cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.

- 8.7.7 Cleaning and dusting of planters, paintings, posters, notice-boards etc.
- 8.7.8 Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators, glass etc. as and when required.
- 8.7.9 The biodegradable and nonbiodegradable waste shall be segregated and disposed of by the contracting agency on day-to-day basis. The agency should follow the government guidelines/ Act in this regard.
- 8.7.10 Dry waste shall be burnt by using incineration available in the campus (if need).
- 8.8 **Details of jobs to be carried out weekly are as under:**
- 8.8.1 Hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- 8.8.2 Dusting of walls, roofs etc. from top downward and removal of cobweb & honey comb.
- 8.8.3 Cleaning of windowpanes and partition door.
- 8.8.4 Cleaning of drinking water coolers area, dust bins, dust baskets etc. with detergents.
- 8.8.5 Cleaning and dusting of ventilator blinds and brushing of upholstered chairs and sofas.
- 8.8.6 Removal of out dated poster, banners and hoardings inside and outside the institute.
- 8.8.7 Inner road in the campus area, car park, hall etc., at underground area, other compound areas, all unspecified area/ location within the institute.
- 8.8.8 All maintenance is to be performed as per the schedule arranged between the maintenance department and the Contractor, based on the volume of work required, seasonal changes and requirements
- 8.9 The remuneration indicated above is the remuneration payable by NIFT excluding Employer's share of EPF/ESI which would be paid in accordance with instructions issued by the GOI from time to time. Service Tax as applicable shall also be paid. However, employee's share of EPF / ESI contribution shall be deducted and paid to EPF and ESI authorities by the Agency. Income Tax shall be deducted as per rule.
- 8.10 The Agency shall ensure that the engaged personnel are having good conduct, The Agency will be held responsible to any illegal action by the deployed personnel. Their deployment will be in general shift or shift basis. The Agency will provide to all deployed personnel identity Cards. The Agency will also ensure distribution of capes for all the engaged personals.
- 8.11 Any staff deployed by the Agency cannot claim any master & servant relationship with NIFT. Also, the service provider's staff shall not claim any benefit/ compensation/ absorption/ regularization of service with NIFT or its Centre under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director, NIFT, Bengaluru.
- 8.12 If at any time any of the personnel deputed are found to be guilty of misconduct in any manner, the agency shall be asked to replace that person immediately.
- 8.13 The person assigned duties at the NIFT, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any staff is found to misbehave or indulges in misconduct of any nature, the agency shall be asked to replace that person.

8.14 The agency shall verify character, conduct and antecedents of personnel before deployment in NIFT, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc., engaged by the Agency should be submitted to the NIFT authorities. NIFT reserves the right to verify the antecedents of the person engaged on duty through local police officials. For this purpose, the agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done. Antecedents

8.15 The deployed person shall not be changed by the agency on their own until and unless so warranted.

8.16 NIFT will not be responsible to provide any residential accommodation, Transport Allowance or any other allowance to person deployed by Agency.

9. **PENELTY:**

9.1 If any delay in providing a suitable housekeeping workers / substitute for the period beyond one week by the Agency a penalty of Rs.200/- per day per person shall be deducted from the monthly bill of the service provider.

9.2 In case, the agency fails to supply the aforesaid strength of the labour NIFT shall deduct appropriate damage as determined by authorized officer of NIFT.

9.3 **PERFORMANCE EVALUATION:** The performance evaluation of the sanitation/ housekeeping service shall be carried out by the NIFT on daily, weekly, fortnightly or monthly basis depending upon the discretion of NIFT.

9.4 Sweeping, mopping, dusting, cleaning and all other allied works in designated places will have to be completed before 8.30 AM on all working days including Saturday or as per requirement of NIFT. In case the work is not completed before 09.00 am on any day, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day and damages of **Rs.500/- per day** for such delay shall also be imposed on the Contractor and will be deducted from the Contractor bills. Some activities such as garbage removal, etc., shall be completed in the evening after office hours, on day to day basis.

UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY
(to be submitted in original stationery)

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Price Bid) for providing Housekeeping Service at NIFT, Bengaluru. I/ We agree to all these conditions and offer to provide Housekeeping Service at NIFT. I/ We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/ We have inspected the institute premises (NIFT) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/ We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place:

Signature of authorized person of the firm/
Agency with stamp

Date:

Mob:

Email ID:

Address:

ANNEXURE - I

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BENGALURU.

TECHNICAL BID FOR HOUSE KEEPING SERVICE
(To be filled in by the bidder - mandatory)

1. Name of the Tenderer's firm :

2. Office Address :

Telephone No. :
Fax No. :
E-mail Address :

3. Name of authorized representative(s) :

4. Tender Cost fee non-refundable of **Rs.500/- plus 18% GST (No fee, if downloaded)** enclosed vide

Rec. / Challan No. _____ Dated:_____.

5. Earnest Money Deposit of Rs.4,30,000/- (Rupees: four lakhs, thirty thousand Only) is enclosed vide Demand Draft No._____, Dated:_____,
Bank _____

6. Registration Certificate copies enclosed for

S. No.	Details	To be filled by the Agency	Attested Copy submitted	
			Yes	No
1	P.F. Regn.No.			
2	E.S.I. Regn.No.			
3	Labour License Regn.No			
4	PAN CARD No.			
5	Registration certificate / license with Labour Department under Contract Labour (Regulation & Abolition) Act, 1970			
6	GSTIN Regn. No.			
7	Any other Specify			

7. Annual Gross Turnover during the last 3 consecutive years**Note:-1. Annual turnover in each of the year shall not be less than Rs.50 Lakh.****Note:-2. IT return/assessment orders and profit and loss account and balance sheet for each year shall be attached.**

Financial Year	F.Y 2015-16	F.Y 2016-17	F.Y. 2017-18
Turnover in figures			
Proof Submitted	Yes / No	Yes / No	Yes / No

8. Details of experience in State and Central Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries / Private Sectors as per the attached format **(Please use separate sheet). (Minimum 3 years' experience is essential).**

Year	Name of the Employer & Address with Telephone Nos.	Type of Institution/ Industry	Details of Experience, Period of Contract with dates of Commencement and termination covering last 3 years	Total No. of Housekeeping deployed	Nature of Work

The agency must provide the certificates from at least 3 heads of Institutions where they are providing Total No. of Housekeeping deployed services certifying that their services are professional and to their satisfaction.

9. **Validity:** The offer shall be valid for a period of at least three calendar months from the date of opening of the tenders to cover processing of bids and final award of contract. However, the rates quoted in the tender should be valid for the period of contract of one year.

NOTE:-

*To be deposited along with Tender Document in separate sealed cover-I super scribed as “**Technical Bid**”. All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered*

Date:

Signature of authorized person of the firm

ANNEXURE II**CHECK LIST FOR SUBMISSION OF BID**

Agency is requested to fill this check list and ensure that all details/documents have been furnished as called for in this tender duly filled in, signed & stamped

Please tick (✓) the box and ensure compliance:

S. No:	Details	Yes	No	If Yes Page No(s).
1	Copy of Receipt / Challan – (No tender fee if downloaded)			
2	EMD value of Rs.4,30,000/-			
3	Whether the completed details has been Submitted as (Ann.- I)			
4	Checklist for submission of bid in the format attached as (Annexure- II)			
5	Undertaking & acceptance letter by the agency (on original stationery)			
6	Copy of Audited Balance Sheets and Profit & Loss Statements for last three			
7	Years 2015-16			
8	2016-17			
9	2017-18			
10	Evidence of successful completion of at least 3 (three) projects			
11	Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work. Submitted?			
12	Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate OR Incorporation for change in name, if any, for limited/private limited company Submitted?			
13	PAN Number in Agency's letterhead and Copy of income tax return filed by agency during last 3 financial years indicating PAN number. Submitted?			
14	Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then			

	the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT. Submitted?			
15	Labour License & license for running Housekeeping Service			
16	GSTIN Registration No.			
17	Original Bidding Document duly signed & stamped. Submitted?			
18	Duly filled Financial bid place in separate cover (Annexure- III)			
19	Any other detail Specify			

Date :

**Place:-
with stamp**

Signature of authorized person of the firm/agency

ANNEXURE – III

Part II - Price bid (Separate Cover)

E. PRICE BID (Contract Fees for Housekeeping Services per Day/month)

01.	<p>Please quote contract fees chargeable by the agency as per scope of work and number of shift duties of workers and supervisor for providing housekeeping services including labour wages, materials, supervision, garbage disposal and service charges of the agency.</p> <p>Please indicate below break – up details:</p> <p>a. Minimum wages of 1 Housekeeping supervisor (full time-Highly Skilled) per day</p> <p>b. Minimum wages of 1 Housekeeping worker 8 hours shift per day as detailed</p> <p>c. Wages of 1 Housekeeping worker (5 ½ hours shift) per day</p> <p>(The above a, b, and c as detailed at schedule 'D' as per Govt of India, Ministry of Labour and Employment, Office of the Labour Commissioner - Minimum wages act)</p> <p style="text-align: right;">Sub Total</p> <p>d. Agency's contribution towards EPF @ 13% on a.b.c. for 01 supervisor and 1 + 1(8hrs shift & 5.5hrs shift) workers Per day</p> <p>e. Agency's contribution towards ESI @ 4% on a.b.c. for 01 supervisor and 1 + 1(8hrs shift & 5.5hrs shift) workers Per day</p> <p style="text-align: right;">Sub Total</p> <p>f. Service charges of the House Keeping Agency on the above (%)</p> <p>g. Garbage disposal per month</p>	<p>Rs.772.00</p> <p>Rs.584.00</p> <p>Rs.401.50</p> <p>Rs.....</p> <p>Rs.....</p> <p>Rs.....</p> <p>Rs.....</p> <p>Rs.....</p> <p>Rs.....</p>
2.	Charges for use of housekeeping materials, i.e. brooms, dusters, scrubbers, liquid soap, phenyl tablets, detergents, baygon, towel etc. per month.	Rs.....
3.	IGST 18%	Rs.....
4.	GRAND TOTAL AMOUNT (Sl.No.1+2+3 Rupees.....))	Rs.....

Please Note: The Contractor has liberty to quote more than the Minimum wages and we require Male Supervisor – 1 No, Workers Morning first shift - 21 no's, and workers second shift - 10 No's

Date:

Signature of authorized person of the firm

Place:

Mob: