

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	20-07-2023 20:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	20-07-2023 20:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Textiles
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	National Institute Of Fashion Technology (nift) Head Office New Delhi
Office Name/कार्यालय का नाम	Nift Campus Near Gulmohar Park Hauz khas, New Delhi 110016
Item Category/मद केटेगरी	Hiring of Sanitation Service - Sanitation Officer; 6; All Areas; All Areas; Daily; 3 , Hiring of Sanitation Service - Sweeper; 6; All Areas; All Areas; Daily; 3
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	150 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	7500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
EMD Amount/ईएमडी राशि	225000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Senior Assistant Director

NIFT Campus, C.A Site No.21, 27thm Main Road, 16th Cross, Sector - 1, HSR Layout, Bengaluru - 560102

(Nagaraj. T. R)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MI Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Additional Scope of Work and Size of Areas to be Serviced:[1688647050.pdf](#)

Hiring Of Sanitation Service - Sanitation Officer; 6; All Areas; All Areas; Daily; 3 (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Category of Resource	Sanitation Officer
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	3
Cost of consumables/Equipments	Consumables and equipment to be provided by the Service Provider (cost to be included by the service provider in his offered price)
Machinery and Cleaning Agents	Customised List
Addon(s)/एडऑन	
Garbage Lifting and Disposal (Per Ton Cost)	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
1	Nagaraj .T.R.	560102,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, C.A. Site 21, 16th Cross, 27th Main, HSR Layout, Sector-1, BENGALURU	1	<ul style="list-style-type: none">Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 1131

Hiring Of Sanitation Service - Sweeper; 6; All Areas; All Areas; Daily; 3 (21)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Category of Resource	Sweeper
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	3
Cost of consumables/Equipments	Consumables and equipment to be provided by the Service Provider (cost to be included by the service provider in his offered price)
Machinery and Cleaning Agents	Customised List
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
1	Nagaraj .T.R.	560102,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, C.A. Site 21, 16th Cross, 27th Main, HSR Layout, Sector-1, BENGALURU	21	<ul style="list-style-type: none"> Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 856

Hiring Of Sanitation Service - Sweeper; 6; All Areas; All Areas; Daily; 3 (10)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Category of Resource	Sweeper

Specification	Values
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	3
Cost of consumables/Equipments	Consumables and equipment to be provided by the Service Provider (cost to be included by the service provider in his offered price)
Machinery and Cleaning Agents	Customised List
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources	Additional Requirement/अतिरिक्त आवश्यकता
1	Nagaraj .T.R.	560102,NATIONAL INSTITUTE OF FASHION TECHNOLOGY, C.A. Site 21, 16th Cross, 27th Main, HSR Layout, Sector-1, BENGALURU	10	<ul style="list-style-type: none"> Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 588

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Generic**

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

4. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

9. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

NIFT
payable at
Bengaluru

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

10. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

11. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Account No.

546202050000013

IFSC Code

UBIN0568864

Bank Name

Union Bank of India

Branch address

NIFT Campus, HSR Layout, Bengaluru - 560102

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

12. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

NIFT

payable at

BENGALURU

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

13. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

The Director, NIFT Bengaluru

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

14. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Account No.

546202050000013

IFSC Code

UBIN0568864

Bank Name

Union Bank of India

Branch address

Branch address NIFT Campus, HSR Layout, Bengaluru - 560102

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

15. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The bidder is advised to visit and examine the service providing site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparation of bid. The cost of the visiting the service providing site (NIFT Bengaluru, HSR Layout) shall be borne by the bidder.

The service provider should quote for service, materials for Housekeeping and disposal of garbage in GeM portal as indicated in document enclosed, the % (percentage) of service charge should comprise of all estimated expenditure payable GeM authority (registration charges, Annual milestone charges etc.), GST, TDS, any other statutory deduction and agency expenditure.

A dedicated contact person will be provided to NIFT.

The agency must have own registered office in Bengaluru, Karnataka for immediate response. No exception will be made in this clause.

Any Company/Agency/Firms/ that have provided any contract services to NIFT Bengaluru for continuously 3 years (prior to this contract) in the past 7 years are not eligible to participate in this tender process and it will not be considered for any subsequent contract.

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 in the past 7 years shall be barred from participation". In no case, wage of personnel supplied should be less than the minimum mandatory rates/ wages per month per person as prescribed by Central government.

The service contract shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed maximum two years only in writing on yearly basis on the same rate.

16. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, बैंगलोर.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BENGALURU.

(निफ्ट अधिनियम 2006 द्वारा शासित और स्थापित एक वैधानिक निकाय, वस्त्र मंत्रालय, भारत सरकार)

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



हाउस कीपिंग सर्विस के लिए निविदा दस्तावेज

TENDER DOCUMENT FOR HOUSE KEEPING SERVICE

निफ्ट, सीए साइट, नंबर 21, 16वां क्रॉस, 27वां मेन रोड, सेक्टर - 1, एचएसआर लेआउट, बैंगलुरु -560 102
NIFT, CA Site, No.21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout, Bengaluru –560 102.

Tender No. 05/NIFT-B/Pur/Housekeeping Service/2022-23 Dated:05-07-2023

Time schedule for tender process:

Date of publication of E-tender notification in GEM Portal	As notified in GEM portal
Tender document available in GEM Portal commence from	As notified in GEM portal
Bid submission start date in GEM Portal	As notified in GEM portal
Last date / time for download in GEM Portal	As notified in GEM portal
Last date for submission of filled in tenders in GEM Portal	As notified in GEM portal
Time and date of the opening tenders - GEM Portal	As per GeM after the date as notified in GEM portal
Date and Time of the opening Financial Bids	will be notified to the technically qualified bidders

Note: This tender document contains 18 pages (total No. of pages including Annexures) and tenderers are requested to sign on all the pages.

Ph. 080 2255 2550 – 55,
Email –nift.bengaluru@nift.ac.in admin.bengaluru@nift.ac.in
Web: <http://www.nift.ac.in/bengaluru/tenders>

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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 18 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, Daman, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, Panchkula, Patna, Raebareli, Shillong and Srinagar.
- 1.2 NIFT, Bengaluru Centre was established in the year 1997 with undergraduate and post graduate programmes. NIFT, Bengaluru invites open tender through GeM portal from interested agencies with all necessary statutory registrations, having experience in providing HOUSEKEEPING SERVICE AT NIFT BENGALURU” having experience at least 3 years in the same field.

2. NOTICE INVITING TENDER:

- 2.1 Bidders must go through the Tender Document for details before submission of their Bids.
- 2.2 NIFT BENGALURU Centre invites sealed tenders under "TWO BIDS SYSTEM" for selection of an expert agency for the purpose of hiring Housekeeping Service at NIFT Bengaluru Campus. Tenderer should take due care to submit the tender in accordance with requirement in sealed cover(s). 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, GeM terms and condition, Additional terms and Condition, Special terms and condition, General terms and conditions and compliance to the Scope of Work requirement etc.
- 2.3 The tender document is not transferable to any other person.
- 2.4 Applications to this tender will be accepted only through the Gem portal only. No other mode of application will be considered & application will not be accepted
- 2.5 Tender documents details are also available for viewing on the NIFT website <https://www.nift.ac.in/bengaluru/tenders>
- 2.6 The service provider should ensure that it complies with the requirements as per works before applying for tender.
- 2.7 The service provider should quote for service, materials for Housekeeping and disposal of garbage in GeM portal.
- 2.8 The Service provider should have registered officer or branch office in Bengaluru.
- 2.9 **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 in the past 7 years shall be barred from participation"
- 2.10 The **TECHNICAL BID** must contain the technical bid in prescribed Performa along with:
 - i. Earnest Money Deposit (As indicate in GeM Bid)
 - ii. The service provider should submit the copy of the document as reference in Annexure- I
 - iii. Any other detail/ confirmation asked in specifications.
 - iv. In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT: Sr. Asst. Director or Sr. Asst. (Admin) 080-22552551 (4 lines) or mail to: admin.bengaluru@nift.ac.in
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.

3. SUBMISSION OF BIDS and GENERAL TERMS AND CONDITIONS: The Service Provider are requested to go through the following terms and conditions before submitting their tender documents:

- 3.1 The tender is liable to 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 in.
- 3.2 Any conditional offers made by the service provider or any alterations/corrections made in the tender form shall not be considered.
- 3.3 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.

- 3.4 Individual signing the tender or other documents connected with the tender must specify whether he/ she signs as:-
- i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - ii. 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.
 - iii. Director or Principal Officer duly authorized by the Board of Directors of the company.
 - iv. In case of (ii) 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 (iii) 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.
- 3.5 Please note that offers not accompanied by the required EMD shall be out rightly rejected (exempted in case of bidders having valid NSIC/MSME certification) along with the Bid Security Declaration (Enclosure -I)
- 3.6 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 Annexure - I) required will alone be considered as qualified Tenderers and alone will be considered for "Opening the Financial Bid". For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
- 3.7 An Agreement is signed by the awarded service provider 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 Service provider fails to execute the Earnest Money deposit shall be liable to be forfeited.
- 3.8 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.
- 3.9 Any conditional offers made by the service provider or any alterations/ corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender shall also not be considered.
- 3.10 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.
- 3.11 The Service provider shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
- 3.12 The Service provider shall maintain an Occurrence Book which will be made available to the supervisory staff of the Service provider deployed at NIFT Bengaluru.
- 3.13 The payment for each month shall be made within seven working days of the succeeding month. If the payments are delayed for more than 30 days beyond the prescribed seven working days in any month, NIFT reserves its right not to pay the administrative/ service charges for that month, without seeking any further clarification from the Service Provider.

- 3.14 The Service provider shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The payment should be made 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 any other statutory commitments paid to individual employees, the Service provider shall produce attested copy of challans/ receipts to the Institute for the records.
- 3.15 NIFT, Bengaluru will decide wages of the incumbent which shall be not less than minimum wages prescribed by the Central government. In the event wages fixed by NIFT Bengaluru is found less than the minimum wages of central government, the Service Provider should request for revision accordingly. The "Onus" for producing the copy of notification of Minimum Wages will be of the Service Provider.
- 3.16 The service provider shall strictly follow the applicable labour laws with respect to maximum hours for which a deputed person can work.
- 3.17 The Service provider shall be responsible for engaging adequately manpower required for providing good service in the Institute and the service provider shall be responsible for engaging adequately trained, good housekeeping staff to NIFT
- 3.18 The employees of the Service provider 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 guards/ employees deputed may be produced.
- 3.19 The Service provider 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 deputed personnel should not exceed 60 years.
- 3.20 The Service Provider shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or (all statutory payable) any other law in force.
- 3.21 The selected Service Provider shall be solely responsible for redressal of grievances/ resolution of disputes relating to the persons supplied to NIFT. NIFT shall in no way responsible for settlement of such issues whatsoever. NIFT will not be responsible for any damages, losses, financial or other injury claims to any person supplied by the Service Provider as part of the contract, in performing the functions/duties, or for payment towards any compensation.
- 3.22 The Service Provider shall be solely and exclusively responsible to adhere to meet all statutory obligations under Indian laws in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, etc.), Tax laws (Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time, Companies Act etc., and also in respect of 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.
- 3.23 The Service provider shall be responsible for proper discipline of the employees engaged by them and their work besides observing other obligation. No child labourers shall be permitted by NIFT under this contract

- 3.24 The Service Provider shall be responsible for the workforce supplied to keep discipline in and outside the campus. The Service Provider shall be responsible if the personnel deputed are found mishandling/ misusing the articles/ items / Machineries etc., provided for maintenance. In case of any damage the Service Provider 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 Service Provider itself.
- 3.25 The Service provider 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 Service provider shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Service provider 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 Service provider while releasing the payments.
- 3.26 NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Service provider will indemnify NIFT in case of any damage or liability, which may arise on account of action of Service provider.
- 3.27 The Service provider shall maintain an Attendance Book (Manual/Biometric), which should be made available at entrance desk along with in and out time of personnel supplied by the Service Provider at NIFT Bengaluru and the same should be counter signed by the officer in-charge. Monthly attendance should be get vetted by the NIFT Authorities before process the monthly claim. The Service provider should provide Bank mandate details (ECS) for online transaction and the same will be maintained till the end of tenure of the contract period.
- 3.28 In case of any theft or pilferages, loss or others offences, the Service provider 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 if found in need. Further the employees deputed at NIFT must be trained in respect of operation in respective area.
- 3.29 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 Service provider and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Service provider 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 Service provider, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 3.30 Period of Contract: The contract shall remain valid for a period of one year and it may be renewed on the same terms and conditions on mutual consent basis as per NIFT policy based on the periodical performance review, feedback from the stake holders report. The contract once awarded can be terminated by NIFT after giving one-month notice to the other party. Nevertheless, NIFT may terminate the contract with the Service Provider without any notice in case the Service Provider/ the personnel supplied by the Service Provider commit breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Service Provider.

- 3.31 In case the Service Provider wants to discontinue the contract, he shall give three months advance notice to NIFT in writing stating reasons for the same. 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. 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.
- 3.32 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.
- 3.33 The workmen employed by the Service provider shall be directly supervised and controlled by the Service provider, 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.
- 3.34 The Service provider will liaise with the designated officer of NIFT and report on daily basis to make checks on day-to-day activities. The services rendered shall be to the satisfaction of the NIFT authorities.
- 3.35 On Completion/ termination of the agreement the person/s deputed by the Service Provider should hand over all the equipment's/ articles as supplied by the NIFT in good working condition as it was given to them and if any damages are found, the cost/charges thereof shall be recovered from the Service Provider.
- 3.36 None of the personnel deployed to NIFT by the Service Provider as part of the contract shall enter into any kind of private work at any other locations during NIFT working hours.
- 3.37 The Service provider will work in close co-operation and co-ordination with other agencies working at site.
- 3.38 The Service Provider shall be fully responsible about the conduct of his employees and shall ensure that their behavior with all other persons in the office and campus (ex: students, officers, staff etc.) is always good and cordial. If any such person is found to have misbehaved or misconduct or have indulged in any kind of activities against the interest of NIFT, or efficiency of any person employed by the Service Provider is found unsatisfactory, the Service Provider shall have to remove such person immediately. The decision of the Designated Officer in this regard shall be final and binding on the Service Provider. The Service Provider will be responsible for supplying suitable replacement in such cases
- 3.39 Except in the aforesaid situation, the Service Provider shall not withdraw any personnel supplied by it as part of the contract without due notice of one month and supply of substitute immediately.
- 3.40 NIFT is not bound to provide any mode of transport or accommodation or material required in respect of personnel deputed for the contract.

- 3.41 The Service Provider shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labor and industrial enactment at his own risk and cost in respect of all personnel supplied by the Service Provider to NIFT Bengaluru and shall keep NIFT Bengaluru indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the Acts etc. The Service Provider will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above-mentioned rules and regulations and authorized representative of NIFT Bengaluru shall be entitled to inspect all such records at any time.
- 3.42 The payment of wages shall be made directly by the Service provider to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
- 3.43 The Service provider 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 service provider 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.
- 3.44 NIFT shall in no way be responsible for any default with regard to any statutory obligation in regard to supply of workforce and the Service Provider shall at all-time indemnify NIFT 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 Service Provider any sub-Agency (s) and or the owner and the Service Provider 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.
- 3.45 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.
- 3.46 NIFT will make payments/ reimbursement to the Service Provider through NEFT/ RTGS within 15days from the date of receipt of bill(s) and due verification of the bill(s). The Service Provider shall furnish the mandatory details for making payments.
- 3.47 All Statutory deductions as per Government orders issued from time to time shall be made from the bill amounts. NIFT reserves the right to recover any amount due for whatsoever reason from the bill(s) submitted by the Service provider.
- 3.48 Grievance/complaints if any received from the personnel or group of personnel or from any other Government/statutory authorities in regard to payments/remittance of statutory dues will be viewed seriously and penalty as stated above will be imposed. In such cases, NIFT reserves the right to black list the Service Provider from participating in any tender invited by NIFT in future.

- 3.49 The Service provider shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The Service provider shall furnish the subscription details of EPF/ESI of each individual employee deployed on outsource basis. If the personnel supplied is having ECHS (Ex-servicemen Contributor Health Scheme) benefit or any other kind of free medical benefit which included their family, no ESI contribution 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 Service Provider (attested copy as proof for records).
- 3.50 The service provider company or firm will provide monthly challan for payment of GST along with bill
- 3.51 Except the statutory recoveries such as contribution towards EPF and ESI, no other amount in whatever name (such as charities, relief fund) shall be recovered from the wages of the personnel supplied.
- 3.52 The Service provider 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.
- 3.53 NIFT will not pay more than quoted amount in the price bid for disposal of garbage.
- 3.54 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.
- 3.55 No agencies will be awarded more than one contract (Security Service, House Keeping Service or Manpower Service) at a time.
- 3.56 The Service Provider should have registered officer or branch office in Bengaluru.
- 3.57 A service to be provided by Agency is indicated in the Scope of Work.
- 3.58 All the terms and conditions are as per GeM GTC/ATC/STC will be consider for bidding evaluation and contract execution
- 3.59 **Eligibility to participate and preference:**
- Service provider should have registered office at Consignee place (Bengaluru)
 - Proof of Rental agreement cannot be considered as registered for office at Consignee Place
 - If there is one or more L1 offers found in Financial Bid, the decision of NIFT authority is final as per GeM provisions (to give Preference Local service providers or to choose by Running GeM options)
 - Preference will be given to service provider with experience in any service NIFT Centers, and/or with reputed institutes (like /IIT/ NIT/ NID or any other National Importance educational institution and/or service provider), and/ or with State /Central Government/ PSU/ statutory bodies/Autonomous bodies etc.,
 - The bidder should have at least three-year experience in providing workforce to Central/ State Government Organizations/ banks/ autonomous organizations or reputed educational institutions.
 - The bidder must have at least 10 personnel continuously on roll for the last six months.
 - The annual turnover of the Agency by way of providing similar services, in the last three year). The minimum average annual turnover for past three years should not be less than Rs.1,50,00,000 (Rupees One Crore fifty lakhs only), which should be substantiated by financial accounts and IT returns, copy of audited Statement of Profit & Loss and Income tax returns with matching PAN No. must be enclosed.

- The bidder must have executed at least one single order of 80% values of the bid or 2 order each of 50% value of the bid or 3 orders each of 40% value of the Bid similar service(s) in last three years to Govt/ PSU/ Limited Company. Copy of agreement/ Work order must be attached issued by the concerned organizations clearly mentioning number of manpower deployed. Similar work means providing workforces in all categories such as skilled/ semiskilled/ highly skilled etc.
- The bidder should have a valid registration/ license with the appropriate registering/ licensing authority for supplying work force.
- The bidder should have a valid registration under EPF &ESI Rules.
- The bidder should have valid PAN and GST Registration
- The Service provider/ Agency should submit undertaking & Acceptance in letter head in original stationery in the prescribed format (Enclosure-II).
- All the details in Annexure-I should be submitted by the bidder
- Financial bid of those bidders who are evaluated as technically qualified only will be considered for opening.

4. ARBITRATION:

- 4.1 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.
- 4.2 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.
- 4.3 Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
- 4.4 The Arbitration proceedings shall be held at Bengaluru Jurisdiction only.
- 4.5 The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.

5. SECURITY DEPOSIT:

- 5.1 10% of the contract value as specified in GeM needs to be deposited in form of Demand Draft would be deposited with NIFT by the contractor, which is non-interest performance security deposit. This amount shall be refunded on completion of the contract after adjusting dues if any, to the contractor.
- 5.2 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.
- 5.3 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.

- 5.4 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.
- 5.5 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

6. PERIOD OF CONTRACT:

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 The Security service contract shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed maximum two years (1+2) only in writing on yearly basis on the same rate.

7. SCOPE OF WORK: HOUSE KEEPING SERVICE

- 7.1 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
- 7.2 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).
- 7.3 The Agency should not pay its employees less than the minimum mandatory rates as specified by Central Government per day. The payment should be made 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.
- 7.4 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 labourers engaged for providing housekeeping services shall be as per minimum wages (including VDA) notified by the

Tender No. 05/NIFT-B/Pur/Housekeeping Service/2023-24

Central Govt. Notification, Labour Commissioner, from time to time.

- 7.5 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.
- 7.6 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. The deployment will be in general shift or shifts basis. The Agency will provide to all deployed personnel identity Cards. The Agency will also ensure distribution of caps for all the engaged personals.
- 7.7 Total Built up Area 22074.82 Sq. Mtr.,
- 7.8 The minimum Housekeeping workers to be deployed at campus shall be 32. The number of labour may be increased or decreased at the discretion of NIFT Management based on requirement. The house keeping services required as per the schedule given below for 6 days on shift basis and the details are noted below:
- Supervisor (Male) - 1No
 - Female workers 27 (17 for 8 hrs + 10 for 5½ hrs) and
 - Male workers 4 (8 hrs)

Sl. No	Schedule of Area	built up Area (Sq. Mtr)	Total No. of workers required			Remarks
			07.00 to 15.00 hrs		14.30 hrs to 20.00 hrs	
			Female	Male	Female	
1	Block – A Administration and Entrance	1299.02	02	02	01	One supervisor is required
2	Block – B Faculty Block	1702.47	02			
3	Block – C Class rooms, labs & lockers area	3453.64	03			
4	Block – D Computer/ Library/ Canteen Block	2946.78	03			
5	Block – E Girls Hostel	3123.00	---	02	04	Two lady workers for Toilet cleaning in all blocks
6	Block – F Girls Hostel	3489.54	---			
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.				

7.9 Materials required:

(arrived based on previous utilization variation upto 10% to be considered)

S. No.	Material Required	Average Quantity requirement (variation upto 10%)	
		Quantity with units	Period
1	Mop with Handle	20 No's	Annual
2	Wiper with Handle	20 No's	
3	Phenoil (Disinfected fluid)	10 Liters	
4	Floor Cleaner	2 Liters	Monthly
5	Hand Wash Liquid	10 Liters	
6	Sanitizer	2 Liters	
7	Dettol (500 ML)	5 No's (500 ML)	
8	Surf Excel	5 KG	
9	Toilet Roll paper (tissue) 10x10 min 290 pull	100 No's	
10	Harpic (500 ML) (toilet cleaner)	10 No's (500 ML)	
11	Steel Scrubber (naru)	24 No's	
12	Glass Cleaning Cloth - White	24 No's	
13	Acid – for cleaning	2 Liters	
14	Garbage Covers – Size (30"x50")	30 KG	
15	Bombay Brooms	10 No's	
16	Coconut Brooms	10 No's	
17	Mop Refill	5 No's	
18	Urinal cake – Air Freshener	15 No's	
19	Toilet Washing Brush	3 No's	
20	Glass Cleaner – Colin	1 No	
21	Room Spray – Air Freshener	12 No's	
22	Naphthalene Balls	½ KG	
23	Bath Room Freshener – Odonil Zipper	10 No's	
24	Floor Washing Brush	3 No's	

7.10 Total wet and dry garbage expected to accumulated per annum is to an extent of 20 ton (needs to consider at the time of financial bid)

7.11 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.

7.12 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.

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

7.14 Agency shall arrange to adequate number of refills the sanitary cubes, deodorizer, sanitizers 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 offices toilets, should be provided by the contractor.

- 7.15 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.
- 7.16 The housekeeping workers should check that no street dogs/cat or any pets enter the campus premises.
- 7.17 Details of Jobs to Be Carried Out Daily in A Day Are as Under: -
- i) 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.,
 - ii) 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.
 - iii) Removal of waste papers, packing materials, plant leave (waste), wooden pulp and any other garbage from the entire premises including the staircases, lift areas, corridors, labs, open area etc.,
 - iv) Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
 - v) 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 equipment, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephone, electric fans and any other equipment and machine laying on the site.
 - vi) 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, refilling liquid soap dispensers (on daily basis in toilets and requirement basis in officers' toilets), refilling of toilet rolls / tissue papers etc.
 - vii) Cleaning and dusting of planters, paintings, posters, notice-boards etc.
 - viii) 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.
 - ix) 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.
 - x) Dry waste shall be burnt by using incineration available in the campus (if need).
- 7.18 Details of jobs to be carried out weekly are as under:
- i) Hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/ wet mopping.
 - ii) Dusting of walls, roofs etc. from top downward and removal of cobweb & honey comb.
 - iii) Cleaning of windowpanes and partition door.
 - iv) Cleaning of drinking water coolers area, dust bins, dust baskets etc. with detergents.
 - v) Cleaning and dusting of ventilator blinds and brushing of upholstered chairs and sofas
 - vi) Removal of out-dated poster, banners and hoardings inside and outside the institute.
 - vii) Inner road in the campus area, car park, hall etc., at underground area, other compound areas, all unspecified area/ location within the institute.
 - viii) 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.

- 7.19 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.
- 7.20 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.
- 7.21 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.
- 7.22 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
- 7.23 The deployed person shall not be changed by the agency on their own until and unless so warranted.
- 7.24 NIFT will not be responsible to provide any residential accommodation, Transport Allowance or any other allowance to person deployed by Agency.

8. PENELTY:

- 8.1 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.
- 8.2 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.
- 8.3 **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.
- 8.4 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.

ENCLOSURE – I

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS
IN LIEU OF EMD
(On Bidders Letter head)**

I / We, the authorized signatory of M/s , participating in the subject tender No for the item / job of , do hereby declare :

1. That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
2. That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Fashion Technology (All Centers) for a period of one to three year from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory
Company Name (with seal).....

ENCLOSURE – II

UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY

I/ We have carefully gone through the various terms and conditions as per GeM GTC/ATC/STC listed in the Tender Form 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 am/ are responsible to check that in no case, wage of personnel supplied should be less than the minimum mandatory rates/ wages per month per person as prescribed by Central government

Except statutory recoveries such as EPF and ESI no additional amount in whatever name (ex: charities, relief fund etc.) will be recovered from the wages of the personnel supplied.

I/ We having our office at
declare that I/ We have never been blacklisted/ debarred from participating in contracts by any state Government/ Central Government or any State/ Central PSU and not having any vigilance/ CBI/ Court cases are pending against the firm has been registered/ is pending against us.

I/ We hereby declare that all the statement made and submitted are true and complete to the best of my/ our knowledge. In case the submitted information found false. I/ We are fully aware that the tender/ contract will be rejected/ cancelled and EMD/ Security Deposit shall be forfeited and the contract may be terminated.

In financial bid I/ We have quoted inclusive of service charges for providing man power, supply of housekeeping material charges and disposal of garbage.

I/ We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place : _____

Dated : _____

Name & Signature of authorized person of the firm
(service provider)

E mail: _____

Address: _____

Mobile No: _____

ANNEXURE- I

Technical Bid – Check list for providing Housekeeping Service

1. Name of the Company
2. Address of the Company.....
-
3. Phone No. Mobil.....
4. Email address
5. Authorized officials Name, Designation and Contact No
-
6. Address of Bengaluru Office:
Phone No: Email ID

Require Documents	Attached / Not attached	Page No.
EMD – DD OR EMD exception details submitted along with (Enclosure – I)		
Undertaking & acceptance letter by the service provider (on original stationery) (Enclosure – II)		
Signed all the pages of tender documents and enclosed		
Copy of Shop and Establishment certificate		
Copy of Company Registration Certificate		
Copy of Service Tax registration / GST Certificate		
Copy of License under Contract Labour Act		
Copy of EPF Registration with Regional PF Commissioner		
Copy of ESI Registration		
Copy of PAN Card		
Copy of IT returns for last three years		
Copy of Audited Annual financial statements for last three years		
Labour License & license for running similar Service		
List of Clients - to where service provided in last 3 years (NIFT committee will visit and check the performance)		
If any other (Any other detail Specify)		

Date: -

Place: -

Signature of authorized person with stamp