



Tender document
House Keeping Service
(Incl. Landscaping)

₹ 1120/-
(in Cash
/ DD /

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
A Statutory Institute governed by the NIFT Act, 2006
(Ministry of Textiles, Govt. of India)
An ISO 9001: 2008 certified Institution
Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

DUAL BID SYSTEM

**TENDER DOCUMENT FOR HOUSEKEEPING SERVICES INCLUDING
LANDSCAPING SERVICES**

ANNUAL RATE CONTRACT FOR HOUSEKEEPING SERVICES (INCL. LANDSCAPING)

Form No. **10/NIFT/CHE/PUR/AMC Services/2018 - 19**

Date of Issue: **23.02.2019**

Rate Contract form issued to: _____

EMD to be deposit along with the Tender: - ₹ 1,00,000/-

- Closing Date & Time of submission of Rate Contract Form :- **18-03-2019 up to 3.00 p.m.**
 Date & Time of opening of Tender :- **18-03-2019 at 4.30 p.m.**
 Date & Time of opening of Price Bid :- will be notified to the short listed bidders

Note:-

- 1. This tender document contains 20 pages and bidders are requested to sign on all the pages**
- 2. This tender document can also be downloaded from the website – www.nift.ac.in/chennai and tender fee ₹ 1120/- may be remitted at the time of submission of tender in form of DD/PO in favor of “NIFT, Chennai”.**
- 3. The technical bid & the commercial bid should be sealed by the bidder in separate covers duly Super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and super-scribed “ Tender for Housekeeping Services including Landscaping” to The Director, NIFT, Chennai**
- 4. EMD should be kept on separate cover super-scribed as EMD and should not be kept in Commercial / Technical bid cover**

Ref : NIFT, Chennai – Advt. OT Dated : 23.02.2019

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I accept the above condition

(Full signature of the Contractor with seal)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI.

GENERAL TERMS AND CONDITIONS

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
2. Tenders received without prescribed earnest money shall not be considered.
3. 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.
4. No paper shall be detached from the tender document.
5. 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 instructions laid down here-in, otherwise the tender is liable to be ignored.
6. 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.
7. Individual signing the tender or other documents connected with the tender must specify whether he 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 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 duly registered or the registered 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.
8. **Last date** for receipt of tenders in the office of the **NIFT, Chennai - 600 113**, will be **3.00 p.m. on 18-03-2019**. The Technical Bid will be opened at **4.30 p.m. on the same day** in the presence of the tenderers or their representatives present and opening of the Commercial Bid will be notified to the short listed bidders.
9. A Demand Draft/Pay Order of ₹ 1,00,000/-(Rupees One Lakh Only) is required to be deposited as Earnest Money Deposit in favor of NATIONAL INSTITUTE OF FASHION

TECHNOLOGY, CHENNAI Payable at Chennai. The EMD will be refunded for all the unsuccessful tenderers within a month. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not sign an agreement in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.

10. In case of successful tenderer the EMD remitted will be retained as “Security Deposit” for the entire period of contract and the deposit so retained shall not bear any interest during the period of retention.

11. The date of commence of Housekeeping and Landscaping services will be notified in the award of contract.

12. The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender the date notified by NIFT in the letter, awarding the contract and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. The EMD deposited shall not bear any interest for the period retained by NIFT. In the case of the successful tenderers, rates quoted shall be valid for the entire period of the contract, including extended period, if any. However, any increase in the statutory levies will be considered on merits. Validity beyond 3 months from the date of opening shall be by mutual consent. Taxes like service taxes if any should be mentioned separately and clearly.

13. Corrections if any must be attested.

14. The tenders received beyond the scheduled time of closing of tender will not be considered.

15. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly, and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.

16. The Contractor shall be responsible for engaging adequately trained manpower required for providing House Keeping Service and Landscaping services in the Institute satisfactorily.

17. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.

18. In case of any accident or damage due to negligence or unsafe work that require medical attention, the contractor is wholly responsible.

19. The Contractor 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 contractor shall not change the workers / Technicians/gardeners frequently without the prior consent of NIFT. Sufficient numbers of relief workers shall be employed, in case any worker goes on leave, or taken weekly off, so that the day to day functioning of housekeeping work is not affected.

20. The Contractor shall be responsible for the payment of wages and allowances as per Central Govt. minimum wages whichever is higher as PF, ESI etc., in force and all statutory dues to the persons employed by him for providing the House Keeping and landscaping Services. The Contractor shall be further responsible for proper discipline of the employees

engaged by him and their work besides observing other obligation. No child laborers shall be permitted by NIFT under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable risk insurance benefits under labor laws. In the event, there is any violation of any contractual or statutory obligation regarding the personnel/labor; the contractor shall be responsible and liable for the same. Further, in the event of any claim, action or suit is instituted against NIFT, the Contractor 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 Contractor while settling the payments.

21. The Housekeeping and landscaping contract shall remain valid for a period of one year only and it may be extended for a further period subject to maximum of 2 years at the same tendered rate. The contract once awarded can be terminated by either party after giving one month's notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice at the risk and cost of the contractor in case the contractor commits a 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 Contractor.

22. The Contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both central and state in force in the State of Tamil Nadu including registrations with Provident. Fund, Employees State Insurance, TN sales tax, Municipal registrations etc. An attested copy of all such statutory registrations shall be enclosed to the tender. **Contractor should enclose any copy of the valid labour license in the Technical Bid, validity of license being attest 4 to 6 months from the date of opening of tender to prove that he/she is in the service during the current year.**

23. The Contractor shall be responsible to maintain the equipment's and other articles available in NIFT or supplied by NIFT in good condition. In case of any damage, he/she 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 Contractor him-self. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.

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

25. Services to be provided by contractor is indicated in the Annexure-I attached.

26. Dispute, if any, arising out of the Housekeeping/landscaping services contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT at Chennai as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. 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.

27. Tender shall be accompanied by the relevant documents including the following:-

D) Certificate in support of experience for having undertaken this kind of business along with

a list of organizations where the Contractor is currently providing/has provided Housekeeping /landscaping Services. They should have at least 5 years' experience in doing housekeeping services/3 years' experience in landscaping services as a mandatory conditions and they should have done services at least in three Government organizations. Contractor should keep certificates or work orders in support of the same, failing which their tenders would be summarily rejected.

II) Certificates in support of all statutory registrations.

28. On termination of the agreement, the contractor will hand over all the equipment's/articles as supplied by the NIFT in good working condition back to NIFT.

29. a) Working hours for housekeeping for NIFT College premises (Tharamani Campus): The work shall be carried out so as to keep the premises ready by office opening time and keep the office clean till and after the closing time of office. (Normal working hours is 7.00 a.m. to 3.00 p.m. for majority of housekeeping staff and beyond 3.30 p.m. up to 6.00 p.m. for selected group of housekeeping staff) (For supervisor:- 8.30 a.m. to 6.00 p.m.) (For plumber:- 7.30 a.m. to 3.30 p.m.). **Man power requirement for housekeeping is restricted up to maximum of 23 nos. of Housekeeping staffs 20 (3 male preferable), 1 Supervisor and 1 plumber on regular basis. However, the supervisor attendance will be calculated on agreed rate of total hours basis. However, it may increase as per our urgent requirement.**
a) Academic blocks b) Girls hostel c) Auditorium d) Admin block e) and other open areas. Working for Landscaping staff: 3 gardeners (Normal working hours 8.00 p.m. up to 4.00 p.m.) (one male preferable). It may vary according to the needs. However, the supervisor attendance will be calculated on agreed rate of total hour's basis.

b) Working hours for housekeeping for Girls Hostel premises (Kanagam Campus): The work shall be carried out so as to keep the premises (Normal working hours is 8.30 a.m. to 4.30 p.m. (For supervisor:- 8.30 a.m. to 4.30 p.m.) (For plumber:- 8.30 a.m. to 4.30 p.m.). **Man power requirement for housekeeping is restricted up to maximum of 22 nos. of Housekeeping staffs, 1 Supervisor and 1 plumber (Male preferable) on regular basis. However, the supervisor attendance will be calculated on agreed rate of total hours basis. However, it may increase as per our urgent requirement.** a) 'A' block – 7 Floors b) 'B' Block – 7 Floors c) SMAC Building – 2 Floors d) and other open areas. **Working for Landscaping staff: 1 gardener (one male preferable).** It may vary according to the needs. However, the supervisor attendance will be calculated on agreed rate of total hour's basis.

Total man power requirement of both college premises and Girls hostel premises – 53 nos.

Note: 4 nos. of Ladies (among the 20 nos. of Housekeeping staffs need to be posted on rotation basis in the 'A' and 'B' Block during night hours from 9.00 pm to 6.00 am).

30. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.

31. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.

32. The Contractor will work in close co-operation and co-ordination with other agencies working at site.

33. The Contractor has to deploy and work during late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants while ensuring weekly offs to his/her employees as per statutory requirements.

34. All the materials for housekeeping (list enclosed) to be used shall be got approved by the Designated Officer before starting the work. Any vendor could come and visit the NIFT campus before suggesting the quantity. Rates should be put in a normal manner and should not exceed normal market price/MRP.

35. The Contractor shall be fully responsible for the conduct of his employees and shall ensure that their behavior with the students, resident students, residents, faculty, officers and staff is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one, within 48 hours of the reporting on the matter/subject. The decision of the Designated Officer in this regard shall be final and binding on the contractor.

36. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.

37. Contractor shall not tap any fire hydrant/water point for obtaining water for his work without obtaining prior approval/permission of the officer/occupant concerned. Lawn hydrants should also not be damaged and wastage of water to be avoided.

38. The payment of wages shall be disbursed by the contractor to his workmen in the presence of the Accounts Officer/Purchase Officer or any other designated officer of NIFT every month on the specified day and not through any Jamadars or intermediaries. Probable date of wage disbursement shall be indicated in the tender by the contractor. No amount shall be deducted from the wages of the workmen by way of commission of any sort.

39. All statutory obligations under various laws from time to time will have to be met by contractor for which no extra payment shall be made to him at any time during the contractual period.

40. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the office 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 contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act /Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and/or their Industrial Legislation from time to time in force. Valid labour license should be available throughout the tenure of service, in respect of NIFT if selected/work awarded.

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

NIFT per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract of one year beginning from the date of awarding the service contract. The payment shall be made by NIFT every month of the related amount on presentation of bill for such payment by the contractor in the first week of each succeeding month. The payment due to the contractor will be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. In the event of failure in maintaining the Cleaning/Landscaping Service on any day up to the desired standard in part or full, the contractor is liable to be penalized @ ₹ 1000/- (Rupees One Thousand only) per day which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of Director/Designated Officer will be final and binding on the contractor and shall not be subject to dispute or arbitration. Payment for short attendance of workers will be deducted proportionately apart from the fine of ₹ 1000/- per day.

42. The Contractor shall deposit 10% of the annual value of the quoted rate as Security Deposit with NIFT at the time of signing the agreement. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the Contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.

43. The EMD of ₹ 1,00,000/- submitted by the Contractor along with the bid shall be forfeited if he does not fulfill any of following conditions:

(i) This agreement is to be signed by him in the prescribed form within 15(fifteen) days of the receipt of letter awarding the contract.

(ii) The Housekeeping service is to be commenced on the date prescribed in the letter awarding the contract.

44. 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 to the near higher rupee and paise less than 50 will be ignored.

45. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor, 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.

46. The work executed shall be to the satisfaction of the Director/ Designated Officer of NIFT Chennai.

47. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.

48. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labor laws or any other prevalent laws both of central and the state enactments and submit an undertaking and proof of payment to its employees as per minimum wages rates PF & ESI remittances to NIFT each

I accept the above condition

(Full signature of the Contractor with seal)

month along with claim bills for payment.

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

50. The contractor shall be responsible for the payment of wages and allowances as per Central Govt. minimum wages act whichever is higher and all statutory dues to the persons employed by him for providing the cleaning/landscaping services. The agency shall ensure compliance of all statutory laws and obligations under Tamil Nadu State/Central Govt. enactments. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.

51. The House Keeping and landscaping Service contract shall remain valid for period of one year. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of the contract, NIFT's decision that a breach has occurred shall be final and shall be accepted without demur by the contractor.

52. In case L-1 is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of the Service Contract Committee as constituted by Director NIFT, Chennai. The recommendation of the committee and the decision of NIFT Chennai shall be final in all respect and will be acceptable to all the tenderers.

53. If any relative of the tenderer is an employee of the NIFT, Chennai, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Chennai in writing while submitting the tender.

54. In case of any dispute the disputes will be settled in Chennai jurisdiction only.

55. The quotation will be based on Central Govt. minimum wages Act, towards the remuneration of the Supervisor, gardeners and Cleaners. The bidders should quote separately for the requirement of staff. Proper attendance register will be maintained for both the works. Contractor shall disburse wages to its workers deployed in NIFT Campus as per the prevalent minimum wages fixed by the Central Government and in the presence of a designated representative of NIFT.

I) Supervisors is One holds for housekeeping and landscaping according to details as said above. Total number of cleaners/gardeners is also given in detail in point no.29. However requirement may increase as per the requirement plan and the deployment methodology suggested.

II) The company should quote service charges separately in rupees on per month basis.

III) The payment shall be made with reference to the actual number of Supervisor /Cleaners deployed/ required on actual basis. Therefore in order to operate the above provision, the company should quote Supervisor wage in Rupees and cleaner wages in Rupees per month.

IV) The Contractor shall supply the consumables based on requirement and approval of NIFT designated officer and the same will be reimbursed by NIFT on Production of bills on due certification of the NIFT – designated officer. NIFT will not pay any other extra charges like

conveyance, freighted, etc.

V) The cost of consumables for housekeeping services as per the list enclosed will be excluded from the quotation as the same will be reimbursed by NIFT (on production of bills) as certified by the designated officer.

VI) The Company will bring their own tools and equipment in sufficient quantity as needed to maintain the cleaning services and plumbing works and landscaping works.

VII) The contractor shall provide "Carpentry Services" by providing best trained carpenter to the carpentry works "as and when needed". For this purpose he will quote separate rate. The carpenter so provided shall be equipped all the tools needed including power drills etc., and separate charges for tools shall not be provided.

56. Rule, 160(ii) of the General Financial Rules, 2005 is applicable for all vendors.

SPECIFIC CONDITONS FOR HOUSE KEEPING SERVICES:

A. Housekeeping supervisor should maintain the attendance register for the housekeeping staff as well as the register for the housekeeping materials. In case any discrepancy is found during the inspection one day salary may be deducted from the housekeeping supervisor salary and duty time would be **7.00 a.m to 3.00 p.m for all the six days (Monday to Saturday) for college premises (Tharamani Campus) and duty time would be 8.30 a.m to 4.30 p.m for all the six days (Monday to Saturday) for Girls Hostel premises (Kanagam Campus)** including all holidays except on Sunday. All the housekeepers and supervisor shall be present during the entire period of NIFT working hours on all the 6 days with exception of Sunday including all holidays the contracts shall provide suitable substitute for all staff on holidays / during off the rate shall be quoted accordingly.

B. Separate Gents and Ladies housekeeping staff should be deployed for the cleaning of Gents and Ladies toilets.

C. The Housekeeping supervisor should maintain work chart in each Toilets.

D. The contractor selected for the housekeeping services of NIFT should not either fully or partially do services to other parties.

E. The contractor has to submit the rates of all the list of Housekeeping materials with brand, etc., which is attached herewith and it should be valid throughout AMC.

SPECIFIC CONDITIONS OF LANDSCAPING:-

During the Landscaping contract service, agency so appointed shall take-over the responsibility for Annual maintenance of Land in the NIFT, Chennai Centre including Buildings, Gardens, Boys and Girls Hostels, Open Areas, Play Grounds of NIFT, Chennai (or otherwise throughout the campus of NIFT, Chennai) contained therein.

The scope of services to be rendered under this agreement includes:

1. To ensure proper maintenance of Landscaping of NIFT without damage.

2. Supplying, maintaining, watering, cleaning of ornamental plants available @ NIFT
3. Supplying, maintaining, watering, manuring, cleaning periodically all the lawns of ordinary and Korean grass available at NIFT, and periodical manuring and application of manure, pesticides wherever and whenever required.
4. Protecting all the grown up trees by properly pruning them, manuring watering, and applying pesticides etc. complete without damage to any trees or plants.
5. The cleaning of campus by removing unwanted vegetation, shrubs, periodically.
6. Developing lawns if necessary as specified by NIFT.
7. Arranging potted plants inside the building as and when necessary, displaying them as per directions and taking back the plants including conveyance. The rate shall be quoted per potted plant per day as and when needed separately. All the potted plants shall be well grown plants and shall be quoted separately. This item will be operated if necessary by NIFT during functions organized at NIFT premises. The plants shall be made ready at short notice of 48 hours and taken back when the functions are over.
8. Only water required for the gardens and lawns will be supplied at certain points and extension wherever required shall be done for the landscaping contractor at his own cost. Later Hoses and sprinklers required shall be provided by the Landscaping contractor who has taken the AMC. The extent of garden available at NIFT may be physically verified and checked before actually tendering for the work.
9. To bring to notice any suspicious activity noticed during discharge of duties by Landscaping workers.
10. The closing of water taps etc., after the office hours in the Landscaping area only.
11. To convey message whenever received to the concerned officials.
12. Sub-letting of contract shall not be permitted.
13. NIFT will not be responsible to provide any residential accommodation to Landscaping personal deployed by the Landscaping contractor.

NOTE: For any further query, you are requested to come to our office from 10 a.m to 5 p.m on any working days (Monday to Friday) and visit the campus before submission of Tender. Tender shall be submitted in official tender form only. Tender without EMD and incomplete tenders are liable to be rejected. NIFT reserves right to accept or reject any or all the tender or part of any tender. Material list should be filled but it does not form part of evaluation of tender.

Annexure – I
SCOPE OF WORK FOR HOUSE KEEPING SERVICES

Rendering continuous service in NIFT, Chennai Centre as per the area indicated below including Buildings, Boys and Girls Hostels, Resource Centre (comprising Library, Materials and Audio Visual Wings), Academic Departments, Class rooms, Labs, Admn/Accounts departments, Canteen, Open Common areas, sporting areas, Machinery & Equipment areas like DG sets, Auditorium, EB Panel Room fire hydrants contained therein. The timings of Housekeeping services shall be 07.00 a.m. to 03.30 p.m. every day from Monday to Saturday.

1. The Contractor will provide the following services to NIFT in the premises of NIFT Campus and its Hostels, Sport facilities etc.,

a) Cleaning of windowpanes, doors and firefighting equipment's at least once in a week to keep them dust free.

b) Washing of floors of corridors with appropriate floor cleaning materials at least once a week preferably on Saturdays/Sunday with floor scrubbing / polishing machine.

c) All toilets shall be cleaned a minimum of two times a day and as and when required adequate number of naphthalene balls and air freshener to be provided in each toilet. All toilets to be cleaned once in a week (on Friday) by using acid, providing phenyl/cleanzo pocha in the toilets, water cooler areas and wherever/whenever necessary. Wherever needed the joints in floors/traps which gets damaged due to washing shall be filled with white cement or stand and branded ceramic fillers to arrest leakage through joints.

d) Removal of cobwebs at least once a week with necessary surface / floor cleaning equipment's or machineries without any extra charge (Power Operated Machine).

e) Cleaning of rooms with Phenyl / Cleanzo every day.

f) Cleaning i.e., sweeping and scrubbing in Main and Annexure Building of all the rooms, stairs and corridors of floors, hostel premises, Registrar/Director's Office, Class rooms, Labs, RC, A/c, & Admn. Block including Terrace and roof daily twice before 9.00 a.m in the morning and 3.00 p.m in the afternoon.

g) Cleaning and scrubbing Inside and outside of canteen premises with phenyl/cleanzo inside at least three times a day i.e., at 9.00 a.m., 12.30 p.m. and 3.30 p.m. Cleaning of the canteen kitchen once in a month.

h) Removal of garbage from outside the premises of canteen, rainwater outlets in terraces, cleaning sewer lines storm water drains etc.

i) Cleaning of compound including front and backside of the Main and Annexure Building and hostel premises daily in the morning including removing unwanted vegetation's dust, leafs etc. and neatly sweeping the area.

j) Cleaning of Fans, Tube Lights Electrical fixtures etc. every week. Vacuum cleaners shall be used wherever needed.

k) Cleaning of Sofas with vacuum cleaners every day.

l) The computers in IT Department, Other Departments, Faculty rooms shall be cleaned in the presence of Lab Technicians / Assistants, by properly using the vacuum cleaners if needed.

Computer chairs shall be cleaned with foam once in 3 months.

m) Shifting of furniture's for examinations / conferences and meetings, providing water bottles, refilling water to water dispensers and any other Sunday works that become necessary shall also be done by the house keeping staff.

n) Cleaning of Auditorium and its furniture at least once in a week.

2. To keep exits of all sewer lines, slit as well as stoppage free, from silt and other obstruction matters. The down fall lines of Rain water pipes shall be cleaned properly. The sanitary lines should be checked and leakage arrested and painted neatly to arrest rusting as and when needed. (Paint shall be provided by NIFT).

3. The contractor will liaise with the designated officer of NIFT and report every month to the designated officer, who are authorized to make check on day activities of the contractor. The contractor shall extend full co-operation and provide necessary information on housekeeping problems to the designated officer from time to time.

4. Supervisor and workers should be young and energetic preferably below 40 years of age with good physique.

5. In case of any damage to any fixtures, fittings, equipment etc., the contractor shall be responsible to carry out the repairs without any delay and avoid any interruption in service. Cost of repairs etc. shall be borne by the contractor himself. In case of any loss, theft or damage, contractor shall replace lost, broken or damaged items of the same quality at his own cost and expense failing which cost & expense involved will be adjusted against the amount due to contractor, otherwise. The decision of NIFT about the extent of loss, theft, damage in this context shall be final and binding on the contractor.

6. The contractor shall be responsible for all the fixture and fitting provided by NIFT.

7. If the contractor considers it necessary to bring his own additional material as being necessary for the smooth running of the cleaning services at NIFT, which shall be brought by the contractor at his own cost. He shall declare all the materials to be brought by him at security before getting materials in the NIFT.

8. The contractor shall be responsible for engaging adequate manpower required for providing good cleaning service in NIFT. (Maximum number of Housekeepers will be 20 Persons)

9. The contractor 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.

10. The employees of the contractor should possess sound health and be free from any diseases, especially contagious & frequently recurring diseases and they should be in uniform while on duty with ID Card.

11. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct of any person employed by the contractor is unsatisfactory the contractor shall have to remove the person concerned and engage a new one within 48 hours of intimation. The decision of Director/Designated Officers in this regard shall be final and

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binding on the contractor.

12. NIFT reserves the right to call upon the contractor to remove any person whom NIFT finds unsuitable for services on account of hygiene, health or conduct or any other reason and the contractor will be obliged to comply with the same.

13. The work shall be undertaken in close co-operation and co-ordination with the other agencies working at site.

14. The contractor shall not tap any fire hydrant/water point for obtaining water for his work without obtaining prior approval of the officer concerned.

15. All work shall be carried out with due regard to the convenience of the NIFT. The order of the concerned authority shall be strictly observed. No extra cost shall be paid on this account.

16. Contractor shall verify character, antecedents of cleaning personnel employee before deployment in NIFT campus and furnish names of the personnel deployed with photographs, local address and permanent address for record by NIFT and shall notify any change in address.

17. Supervisor/workers will not be changed by contractor so frequently until and unless so warranted.

18. Sub-contracting of the contract shall not be permitted.

19. Disputes if any, arising out of the cleaning services contract shall be settled by mutual discussion or through the channel of arbitration, with jurisdiction at Chennai.

20. The contractor should deploy minimum two gents housekeeping staff which is mandatory.

21. The tenderer may be required to coordinate and liaise with local authorities as Chennai Metropolitan Development Authority (CMDA), Chennai Corporation, Metro Water and Sewerage Board Authorities etc., in connection with cleaning services as per requirements of prevailing legislation on such matters, as called for.

22. The cleaning operations will be monitored by the committee appointed by NIFT Chennai.

23. The contractor will liaise with the designated officers of NIFT and report to him every month to make checks on day to day activities of the Housekeeping service. The contractor shall extend full co-operation to the designated officer from time to time, only if NIFT is fully satisfied with the services of the contractors. NIFT shall be at full liberty to call for fresh tender at the expiry of the present Agreement.

24. Contractor shall ensure all Housekeeping personals wear uniform and Identity card while on duty.

25. The contractor shall provide the plumber with a sound knowledge on all plumbing preventive maintenance work.

26. The plumber should maintain all service line sewage and storm water line, etc.,

SCOPE OF WORK OF LANDSCAPING

1. Contractor should engage adequate personnel with required experience in Horticultural to ensure excellent quality of service on all working days and should provide the actual number of plants required as per agreement without fail. Adequate supervision shall be provided by the contractor with the help of a supervisor.
2. The watering to the trees, plants & lawns **NIFT College and Girls Hostel premises** area should be done at least one time a day or as may be required for which water will be supplied by NIFT. Wastage of water shall be totally avoided. Wastage of water if found the cost of water will be recovered from the contractor.
3. Trimming of all the existing big trees / trees from time to time inside the campus without any extra charges
4. The required quantity of manures and pesticides for a good and healthy plant should be provided by the contractor. Further it is the responsibility of the contractor to immediately replace the dead plants (if any) and also see that adequate no. of seasonal flowering plants are maintained to have a pleasant look of floors area as well as officers rooms. The actual bill for the manure and pesticides utilized during the month shall be submitted for reimbursement along with the monthly bill only for manure and pesticides bill be paid as per the cost.
5. The tools required for providing the maintenance of landscaping should be provided by the contractor free of cost. It should be ensured by the contractor that the required no. of tools are always available at site to carry out a good job.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
TECHNICAL BID FOR HOUSEKEEPING/LANDSCAPING SERVICES

1. Name of the Tenderer's firm :
2. Office Address :
Telephone No. :
Fax No. :
E-mail Address :

3. Name of authorized representative(s):

4. Registration Certificate copies enclosed for **

- i) P.F. Regn.No. : _____
ii) E.S.I. Regn.No. : _____
iii) Service Tax Regn.No. : _____
iv) Labour License (Central) Regn.No.: _____
v) PAN CARD No. : _____

5. Annual Gross Turnover during the last 3 consecutive years should be minimum 1 Crore in each financial year i.e. 1 Crore in 2015-16, 1 Crore in 2016-17, 1 Crore in 2017-18. The Organization should provide required documentary proof in support thereof such as IT – Return, Audited Balance Sheet for the above:

YEAR	TURNOVER IN RUPEES
2015-16*	
2016-17*	
2017-18*	

6. Earnest Money Deposit of ₹ 1,00,000/- (Rupees: Fifty Thousand Only) is enclosed vide Demand Draft No. _____, Dated: _____, Bank _____

Note:

- * Turnover for 3 years should be submitted. Mandatory for technical qualification.
** Copies of all certificates is mandatory for technical qualification.

7. Details of experience in State and Central Government / Public Sector undertaking /

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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 supervisor	Total No. of Housekeepers	Nature of Work

The agency must provide the certificates from at least 3 heads of Institutions where they are providing Housekeeping/landscaping / work orders of various institutions certifying that their services are professional and to their satisfaction.

8. Validity:

The quotation shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract one year.

9. Existing No. of man power deployed in Housekeeping services /landscaping services of your organization(in total)_____.

10. Income Tax acknowledgements for last 2 years with gross taxable income of individual / firm / companies / cooperative Societies.

NOTE:-

i) All documents to be attached along with Tender Document in separate sealed cover-I super scribed as **“Technical Bid”**.

ii) All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not considered.

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI
COMMERCIAL BID

i) My monthly Quote for Supervisor (Housekeeping), Supervisor (Gardening), Housekeepers, Gardeners as per our requirement/ duty hours including all statutory levies as per **Central Govt. Minimum Wages Act** is detailed below.

Particulars	Supervisor (rates in ₹)/ per month)	Housekeeper (rates in ₹)/ per month)	Gardeners (rates in ₹/ per month)	Plumber (rates in ₹/ per month)	Remarks
1. Basic Rate					
2. Provident Fund					
3. Employees State Insurance					
4. Bonus					
5. Others (to Specify)					
6. GST Taxes, if any					
Total					

ii) My quote for Service Charges (in Rupees) is ₹ _____ (exclusive of Service Tax) per month which will be valid for the initial contract and the extended contract period if any.

iii) My quote for Carpentry Services (optional) whenever necessary shall be ₹ _____ per day of 8 hours for initial contract and extended contract period if any (not for comparison purpose).

Note: Financial should be filled in full. Quote for carpentry service will not be compared for selection of technically qualified lowest vendor and carpentry services will be utilized on call basis as and when required.

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Materials List

List of material of reputed brands usually supplied by the House Keeping agency & reimbursed by NIFT are as follows: (to be given along with commercial bid, otherwise tender will be rejected)

Any additional material required for hygienic maintenance of premises may be indicated by the tenderer as part of his work plan. The material if found useful will be approved for initial supply by the House Keeping Agency & reimbursed by NIFT as part of monthly payment of bills.

List of Items:

Sl. No.	Items	Unit Rate	Qty. Suggested	Amount (in Rs.)
1	Phenoyl			
2	Soap Oil			
3	Acid			
4	Toilet Cleaner			
5	Glass Cleaner			
6	Room Spray British			
7	Room Spray			
8	Mop Refill			
9	Urinal Cubes			
10	Air Freshener – Odonil			
11	Soft Broom			
12	Coconut Broom Big Size			
13	Garbage Bag Big Size			
14	Garbage Bag Small Size			
15	Checked Cloth Big			
16	Glass Cloth			
17	Hand Wash Fem			
18	Hand Wash Dettol			

Sl. No.	Items			Amount (in Rs.)
19	Brasso			
20	Spray Gun			
21	Taski D7			
22	Toilet Tissue Roll Big			
23	Tissue Box Premier			
24	Gala Mop Set			
25	Steel Scrubber			
26	Naphthalene Balls			
27	Thinner			
28	Emery Sheet			
29	Scotch Brite			
30	Toilet Gloves			
31	Patti Plate			
32	Caustic Soda			
33	Glass wiper with plastic Handle small			
34	Road Brush with stick			
35	Scent 500 ml Bottle			
36	Floor Wiper Big			
37	Cob Web Stick Small			
38	Plunger small			
39	Hit			
40	Vim Bar – Small			
41	Easy Mop – refill only			
42	Mask			
43	Plumber Gloves			
44	Dust Pad			
45	Toilet Brush Round			
46	Bleaching Powder			
47	Nylon Brush			

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48	Pinza Mop refill			
49	Softbroom			

- Note: Vendors can come and visit our campus during week days at official hours between 10 am and 5 pm to get the idea about the quantity to be suggested. They have to quote the rates at the minimum for all the materials. Any change in the rates of the materials will not be entertained after finalization of tender. Rates enclosed will be verified by the tender evaluation committee against existing market rates. Abnormal rates, if any, will not be accepted by NIFT.
- All taxes are subject to change as & when amendments made by the statute governing the same.

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