



**National Institute of Fashion Technology**  
**NIFT Campus, GH-O Road, Gandhinagar.**

**INVITATION FOR EXPRESSION OF INTEREST**

Engagement of services as Labour Law Consultant

NIFT Gandhinagar is an Educational Institution of Design, Management & Technology. A statutory Body governed by NIFT Act 2006 and set up by the Ministry of Textiles Government of India. National Institute of Fashion Technology, Gandhinagar Campus invites Expression of Interest from consultants or service providers for providing services as labour law consultant for NIFT Gandhinagar Campus.

**EXPRESSION OF INTEREST (EOI)**

The objective of this EOI is to solicit proposals from the interested consultants or service providers for participation in a bid process for engagement of Labour Law Consultant for NIFT Gandhinagar Centre through bidding process.

**EOI Issuing Authority**

This expression of interest (EOI) is intended by the **NIFT Gandhinagar**. NIFT's decision with regard to the short-listing of bidders and award of work through this **EOI** shall be final and the Institute reserves the right to reject any or all the bids without assigning any reason.

a) EOI for	Engagement of Labour Law Consultant for NIFT Gandhinagar Centre.
b) Department	Administration
c) Contact Person	Mr. N. B. Vaishnav, OSD
d) Contact Person (Alternate)	Mr. Chirag Solanki, Asst. Director
e) Website	www.nift.ac.in/gandhinagar

**CALENDAR OF EVENTS**

The following table enlists important milestones and timelines for completion of bidding process.

Sr No.	Milestone	Date & Time
1.	Release of Expression of Interest (EOI)	18.06.2019
2.	Last date for submission of EOI	10.07.2019
3.	Opening of EOI	10.07.2019



## AVAILABILITY OF THE EOI DOCUMENTS

EOI can also be downloaded from the NIFT Gandhinagar website ([www.nift.ac.in/gandhinagar](http://www.nift.ac.in/gandhinagar)). The bidders are expected to examine all instructions, forms, terms, requirements and other details in the EOI document. Failure to furnish complete information of Proposal documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

## EOI PROCESSING FEES

A non-refundable processing fee of **Rs. 125/- (Rupees One Hundred Twenty Five only)** in the form of a Demand draft or a Pay Order drawn in favour of NIFT, payable at NIFT Gandhinagar / Ahmedabad has to be submitted along with the EOI response. Bids received without or with inadequate EOI Processing fees shall be liable to get rejected.

## VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

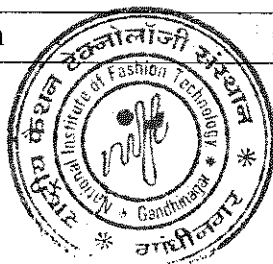
Proposals, in its complete form in all respects as specified in the EOI, must be submitted to NIFT Gandhinagar campus at the address specified above. NIFT, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum (To be made available on the NIFT website) in which case all rights and obligations of NIFT and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## SCOPE OF WORK :

It is proposed to have services of consultants or service providers for providing services as labour law consultant for NIFT Gandhinagar Campus, Gandhinagar. The works involves the following activities:

- Updating of the various forms under the Contract Labour (Regulation & Abolition) Act, 1970 as under.

1	Immediately apply for Registration of the Establishment	Form -1 (Triplicate)
2	Once the RC is received	Form-V & Form-II to be issued to the contractor for apply for licensing
3	<b>As a Principal Employer to comply with</b>	
	a. To send Notice of commencement/completion of work to the Registering Officer	Form-VI-B
	b. To maintain a Register of Contractors	Form XII
	c. To furnish Annual Return (before 15 <sup>th</sup> of February every year)	Form XXV
	As a Principal Employer to require Contractor to maintain following registers & records	
	To obtain License & display the same at workplace	Form VI
	a. To display Notice and Abstract of the Law	In Prescribed Format
	b. To maintain Register of Workmen	Form XIII



c. To Issue Employment Card to contract employees	Form XIV
d. To issue Wage Slip	Form XIX
e. To issue Service Certificate to left employees	Form XV
f. To maintain Muster Roll	Form XVI
g. To maintain Register of Wages	Form XVII
h. To maintain Register of Deductions, Register of Fine, Register of Advances and Register of Overtime	Form XX,XXI,XXII&XXIII
i. To furnish Half-yearly Return in 31 <sup>st</sup> Jan & 31 <sup>st</sup> July	Form XXIV

- Liaising with Central Labour Commissioner Office, Ahmedabad on behalf of Institute.
- To advice for getting contract Labour Registration, Change of Registration on Priority basis. Intimation of change under Rule-18(4) of Contract Labour Act-1970.
- To guide the Institute in various compliance of record under the Contract Labour Act. And also instruct to contractor to abide the rules and regulation.
- To Maintain and also guide the staff of the Institute for preparing relevant records, Registers, Half Yearly Returns & Yearly Returns etc. under Contract Labour Act and also to help the Institute for compliance of the same before connect authorities. And also to guide the your comply with the guidance and instruction.
- To see the complaisance, assessment & the return are sent to the concerned authorities Central Labour Commissioner, Ahmedabad within time.
- To advice for Drafting Compliance report to the Letters/Notices issued by the authorities and resolving the same.
- Contractor Audit on Monthly Basis to check the EPF, ESIC, Professional Tax, Minimum Wages Act, Contract Labour Act, Payment of Gratuity Act. Payment of Bonus Act.
- Any other tasks and responsibilities as may be assigned to you by the undersigned from time to time in relation to this assignment.

### CONDITIONS UNDER WHICH THIS EOI IS ISSUED

- I. NIFT reserves the right to withdraw the EOI and change or vary any part thereof at any stage. NIFT also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- II. NIFT reserves the right to withdraw this EOI if NIFT determines that such action is in the best interest of the NIFT.
- III. Timing and sequence of events resulting from this EOI shall ultimately be determined by institute.
- IV. No oral conversations or agreements with any official, or employee of NIFT shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of NIFT, Gandhinagar Centre shall be superseded by the



definitive agreement that results from this EOI process.

- V. Bidder who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- VI. Each applicant shall submit only one Pre-qualification requirements proposal
- VII. Bidder is required to submit original/ from loaded EOI with duly signed and stamps.
- VIII. Vague and conditioned after shall not be considered
- IX. Director NIFT Gandhinagar Campus reserve the right to accept or reject any EOI without assigning any reason thereof.
- X. In case of any dispute, the decision of the courts in Gandhinagar District Jurisdiction shall be binding and final. In case of dispute the matter of dispute can be referred to arbitrator appointed by Director NIFT Gandhinagar.
- XI. By submitting a proposal each bidder shall be deemed to acknowledge that it has carefully read all the paragraphs of this Bid including all forms schedules and annexure here to and fully informed itself as to all existing conditions and limitations.
- XII. The Bidders are required to submit EOI along with Financial bid in single cover. The L1 will be decided on overall price quoted by the bidder.
- XIII. The proposal and all correspondence and documents shall be written in English.

## **ELIGIBILITY CRITERIA**

The Consultant or Service provider who will be engaged should have extensive and proven mix of skill and expertise in the field of Labour Law. Previous experience of similar work is essential. The consultant must meet the following minimum criteria.

- a) It is desirable that Consultant/service provider should have executed minimum 3 years in the Government / PSU sector / Educational Sector.
- b) Consultant / Service provider should have a minimum of 05 years of professional experience in Labour Law consulting

## **DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY**

- a. Contract work orders indicating the details of assignment, client, value of assignment, date and year of award.
- b. Detailed resume indicating the details of qualifications and professional experience
- c. Completion certificates of previous work undertaken (Desirable). In case the organization is not able to submit completion certificates, submission of complete. Contact details (Telephone no, address, organization name) of the contact person where the work has been done is mandatory.



## **PROPOSAL SUBMISSION IN PRESCRIBED ATTACHED FORMAT.**

Interested consultant should submit both technical and financial proposals in two pans namely.

- a. Technical Proposal -As per Annexure-A
- b. Financial Proposal-As per Annexure-B

**The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", Financial proposal super scribed with "FINANCIAL PROPOSAL".** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall super scribed with **"Expression of Interest for Labour Law Consultant for NIFT Gandhinagar"**.

### **i. TECHNICAL PROPOSAL CONTENT**

Technical Proposal should contain Terms of Reference, Methodology, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the consultant.

**Technical Proposal must be submitted as per Annexure "A" which includes:**

- a. Brief description about the Consultant / service providers
- b. Consultant's experience: In addition to overall experience of the consultant, details of specific consultancy projects undertaken to be provided including Institutes Name, description of services provided, value of assignment. Location (Address), duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments ( PSUs / large public limited organizations) may be specifically mentioned.
- c. Methodology
- d. Work Plan and Schedule
- e. Demand Draft for **Rs.5000/- (Five Thousand only)** an account of earnest money deposit (EMD)
- f. Certificate of PAN/GST No. ( Self certified Xerox copy)
- g. Company Registration Certificate (if applicable). ( Self certified Xerox copy)
- h. Certificate of Experience / Performance in the field, of past five years
- i. Acceptance of Terms and Conditions of NIFT
- j. Contract work orders indicating the details of assignment, client, value of assignment, date and year of award.
- k. Detailed resume indicating the details of qualifications and professional experience



- l. Completion certificates of previous work undertaken (Desirable). In case the organization is not able to submit completion certificates, submission of complete.
- m. Contact details (Telephone no, address, organization name) of the contact person where the work has been done is mandatory.
- ii. Price Proposal/Financial Proposal to be submitted as per **Annexure "B"** which includes
  - Financial bid shall be quoted in a separate envelope marked Price Bid and should contain only prices. Any Conditions given in this part shall not be considered and if insisted upon by the tenders, shall render the tender liable for rejection.
  - Price Bid (in Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Job.
  - The lump sum quote should be inclusive of all expenses which the consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.

**Terms of Payment:**

Payment shall be made on monthly basis within 30 days after completion of job and submission of invoice. No advance or part payment shall be made.

**Delayed Delivery:**

In the extent of delay on the vendor in effecting deliveries as stipulated in the order or any extension there of permitted by the NIFT Gandhinagar, owner may at his option either.

- i. Accept delayed delivery at prices reduced by a sum equivalent to 0.5% of the monthly value of consultancy not delivered or delay or part thereof limited to a maximum of 5% (Five percent) of the total order value.
- ii. Cancel the order in part or full and assign any other consultant at the risk and cost of the vendor without prejudice to its right under (i) above in respect of services delivered.

**Evaluation:**

Evaluations will be based on documentary evidence submitted by the applicant.

The financial proposals of technically qualified consultants will be opened and the final selection will be made based upon the lowest cost quoted.

**DATE FOR SUBMISSION OF PROPOSAL**

The last date for submission of proposal is 10.07.2019

**Submission of proposals should be addressed to:**

Officer on Special Duty,  
National Institute of Fashion Technology,  
NIFT Campus, Gh 'O' Road, Behind Infocity, Gandhinagar, 382007



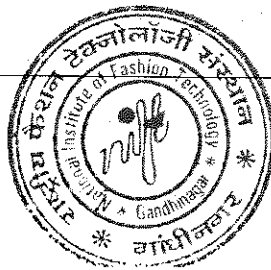
**ANNEXURE-A**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY -GANDHINAGAR**

**TECHNICAL PROPOSAL (to be filled up by the Bidders)**

Name of Job: Providing Consultancy Services as Labour Law Consultant for NIFT GANDHINAGAR

1	Name of the Party	
2	Address	
3	Telephone / Fax No (s)/E-mail	
4	Type of Organization	Govt. Dept./ Pvt. Party /others
5	Year of Establishment	
6	Proprietor/ Partnership firm	
7	Name of Proprietor/ Partner	
8	Registration No (enclose copy of Registration certificate)	
9	Permanent Account Number (PAN) (enclose self attested copy)	
10	Service Tax Registration No: (enclose copy)	
11	Consultant Experience please enclose the details in separate (In addition to overall experience of the sheets Consultant, details of specific consultancy projects/ study undertaken may be provided including assignment / Project name, description of services provided, approx. value of assignment, country and location, duration of assignment, name of client, starting and completion dates, names of associates (other than employees), if any. Consultancy experience of helping No: of Assignments	<p>Please enclose the details in separate sheets</p> <p>No: of Assignments _____</p> <p>No: of Years _____</p>



	government departments/PSUs / large public limited organizations may be specifically mentioned) Past Experience in No: of Years work of similar nature in terms of number of assignments (Work orders to be enclosed) Professional Experience	
12	Approach (please enclose the details in separate sheets)	
13	Methodology (please enclose the details in separate sheets)	
14	Work plan and Schedule (please enclose the details in separate sheets)	
15	Team leader Qualification (enclose CV and Proof of qualifications)	
16	Team size including team leader (enclose detailed CV and proof of qualification of team members)	No: of members _____
17	Brief description about the consultant (separate annexure on the letter head)	
18	Cost of EOI Document (if down loaded from web site) indicate receipt number and date of purchase	Rs. - by DD No:/ Rc. No: _____ Dated: _____
19	Declaration of not Blacklisted by Government or its agencies (As per Annexure -I)	

(Enclosed self-certified copies of all documents stated here above with technical proposal otherwise liable to be rejected.)

Date:

Place:

Name & Signature of

Proprietor/ Partner With Firm's Seal





**ANNEXURE – I**

**DECLARATION**

I/ We having our office at the following address have never been blacklisted by any state Government / Central Government /public sector Undertaking / Autonomous / statutory bodies or its agencies.

Authorized Signatory

Name

Designation

Name of the Agency

Address of the Agency

Seal of the Agency

Date

Place





ANNEXURE - B

NATIONAL INSTITUTE OF FASHION TECHNOLOGY –GANDHINAGAR

PRICE PROPOSAL/FINANCIAL PROPOSAL (to be filled up by the Bidders)

Name of Job: Providing Consultancy Services as Labour Law Consultant for NIFT GANDHINAGAR

Sr. No.	Description	Monthly Fee Amount in (Rs.)
1.	Providing Consultancy Services as Labour Law Consultant for NIFT GANDHINAGAR  (Price Bid (in Indian Rupees) should be in the form of a lump sum amount Inclusive of all taxes, travel boarding, lodging etc., for execution of the entire Scope of Job,)	

Total amount (in words):

Rupees.....

Date:

(SEAL, NAME & SIGNATURE OF BIDDER)

