



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट गांधीनगर में हाउसकीपिंग सेवाएं उपलब्ध करवाने हेतु निविदा दस्तावेज  
**Tender document for providing Housekeeping services at NIFT Gandhinagar  
 Campus**

ई-निविदा संख्या : 8055(43)/AMC-HKS-A/ADM/2020

निविदा कार्यक्रम / TENDER EVENTS	दिनांक / DATES
ई-निविदा जारी करने की तिथि: <b>Date of Issue of e-Tender</b>	16/06/2020 at 9:00 AM
ई-निविदा के माध्यम से बोली जमा करने की अंतिम तिथि: <b>Last date of bid submission through e-Tender</b>	07/07/2020 at 3:00 PM
तकनीकी बोली खोलने की तिथि और समय: <b>Date and Time of Opening of Technical Bid</b>	07/07/2020 at 4:00 PM
मूल्य बोली खोलने की तिथि और समय <b>Date and Time of Opening of Price Bid</b>	After evaluation of Technical Bid

**निविदा शुल्क / Tender Fee : NIL**

**Exemption of EMD :** The Micro and Small scale industrial units, Startups (recognized by Department of Industrial Policy and Promotion(DIPP) registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/udhyog adhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.

निफ्ट कैंपस, घ-0 रोड, इंफोसिटी के पीछे, गांधीनगर, गुजरात - 382007

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वेबसाइट : [www.nift.ac.in/gandhinagar](http://www.nift.ac.in/gandhinagar)



**NAME OF WORK : PROVIDING HOUSEKEEPING SERVICES AT NIFT  
GANDHINAGAR CAMPUS**

**I N D E X**

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**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

**NIFT – Campus, B/h. Infocity, Gandhinagar – 382007 (Gujarat).**

**PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Gandhinagar Center is situated at B/h. Infocity, Gh – 0 Road, Gandhinagar (Gujarat) Pin 382007. At present approx. 850 students are studying in this Institute and about 100 Officers/Faculty and employees are working in this Institute.

**(A) TENDER NOTICE**

NIFT Gandhinagar invites online tender under two bid systems for **“Providing Housekeeping Services”** from the eligible reputed Firms/ Agencies / Service providers.

**(B) SUBMISSION OF BID**

The interested Firms/ Agencies / Service providers should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their Technical & Price bids – all duly signed – on the **<https://nifttenders.eproc.in>** from **16.06.2020 to 07.07.2020 up to 3.00 P.M.** Tender documents are also available for viewing on the NIFT Gandhinagar website i.e. **[www.nift.ac.in/gandhinagar/tenders](http://www.nift.ac.in/gandhinagar/tenders)**. Applications to this tender will be accepted only in the online mode through the website **<https://nifttenders.eproc.in>**. No other mode of application will be considered & accepted.

**For applying online, the prospective bidder / firm should get itself registered at <https://nifttenders.eproc.in>**

**Registration Charges** of Rs.2000/+360 (GST@18%) = Rs.2360/- (Two thousand Three Hundred Sixty ) non-refundable.

**Bid Processing Fee** charges of Rs.4800/- + Rs.864/-(GST) = Rs.5664/- (Five thousand six hundred sixty four only ) non-refundable through online payments only.

The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected. Any further clarifications can be sought from the NIFT office on Telephone No. 079-23265009, 23265003, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, GH – 0 Road, Near Infocity, Gandhinagar (Gujarat) 382007.



**For online procedure of e-Tendering (Registration & Bid processing):**

Bidders may get in touch with Mr.Sandeep Bhandari, Project Manager, C1 India Pvt. Ltd,

E-mail:- sandeep.bhandari@c1india.com Phone No.:-0124-4302033/36

**Closing date & time for submission of bids: 16.06.2020 to 07.07.2020 up to 03.00PM.**

**Date & time of opening of Bid:**

- i. Technical bid: **07.07.2020** (in presence of the tenderers or their authorized representatives.
- ii. Financial bid : After evaluation of Technical Bid. Bidders who qualify technically will be considered for Financial bid opening.
- iii. Bid validity up to: 90 days from the date of opening of financial bid

**A. GENERAL TERMS AND CONDITIONS:-**

1. The tender is liable to be rejected if:
  - i) a) not submitted in online mode through e-Tender system only.
  - ii) b) submitted in any other form except e-Tender.
  - iii) c) complete information not filled in and not submitted in strict compliance with the instructions laid down herein;
  - iv) d) EMD / EMD Exemption certificate not submitted.
2. 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) 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 shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The 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 attested by the Principal Officer should be submitted.
  - iv) In case of company Director or Principal Officer duly authorized by the Board of Directors of the company. Copy of authorization to be submitted.



**3. Earnest Money Deposit (EMD)**

Bidders are required to submit EMD of **Rs. 3,00,000/- ( Three Lakh Only)** in form of Demand Draft in favour of **National Institute of Fashion Technology, Gandhinagar, payable at Ahmedabad / Gandhinagar. OR** by transferring EMD amount in **NIFT Gandhinagar General Account no: 359302050000198 (IFSC Code : UBIN0535931)** (Fifth Character in IFSC code is **“Zero”**).

In case of making online payment of EMD Amount, Bidders are required to upload self certified copy of UTR in place of DD.

The Earnest Money Deposit of the successful Tender shall be liable to be forfeited if he does not fulfill any of the following conditions:

- i) If information declared/document submitted found false/fake/forged
- ii) If the successful bidder does not accept the Purchase Order., or, unable to supply the services
- iii) If the bidder withdraws his bid/quote during tender process.
- iv) An Agreement is signed by him in the prescribed form with in 10 (Ten) days of the receipt of letter awarding the contract.

**Exemption of EMD :** The Micro and Small scale industrial units, Startups (recognized by Department of Industrial Policy and Promotion(DIPP) registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/udhyog adhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.

DD of EMD / Exemption Certificate / Copy of UTR is to be submitted in sealed cover super scribing **“EMD / Exemption certificate for Tender of Housekeeping Services” and submitted to NIFT Gandhinagar Campus in physical form** addressed to :

**OSD,**

**National Institute of Fashion Technology,**

**NIFT Campus, GH - 0 Road, Near Infocity,**

**Gandhinagar - 382007 (Gujarat)**

4. Before deputing housekeeping staff at the institute, Contractor will submit necessary duly verified documents such as Police verification, Age Proof, Address Proof of housekeeping staff.
5. The House Keeping Services will commence within 10 (Ten) days of the receipt of the letter awarding the contract or as decided by the Competent Authority.
6. 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 and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
7. Corrections, if any must be attested.
8. Late tenders will not be considered.
9. In case of any accident to the personnel employed by the agency during the 24 Hours the Contractor alone is liable to pay workmen's compensation and any other statutory dues or payments and the NIFT is not liable for any payment of such kind.



10. The Contractor shall be responsible for engaging adequately trained manpower required for providing good House Keeping service in institute.
11. The agency should deploy energetic and experienced housekeeping personnel between the age group of 20-50 and preferably English / Hindi / Gujarati speakers. If any person is not suited to the duty, the house keeping agency must replace such person immediately.
12. 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.
13. 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 and permanent address of the employees should be enclosed.
14. The Contractor shall obtain adequate insurance policy/policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
15. **The Contractor shall be responsible for the safety and security of the Personnel deployed for duty in the office.**
16. The House Keeping Contract shall remain valid for a period of **One Year** and it may be renewed on mutually acceptable terms and conditions for further two terms of one year each. The contract once awarded can be terminated by either party after giving three month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor by giving one month's notice in case the contractor commits a breach of any of the terms of the contract with forfeiture of Security Deposit. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
17. 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, labour laws or any other laws both **Central & State in force in the State of Gujarat** including registrations with Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, Employees State Insurance (ESI) Act, Municipal Registrations GST etc.
18. The Contractor shall, keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Govt. and further shall furnish such other information/document as the Institute may require.
19. The Contractor shall be responsible to maintain the equipments and other



articles supplied by the NIFT in good condition. In case of any damage, he 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. The decision of the Designated Officer shall be final and binding on the contractor.

20. 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.

21. Services to be provided by contractor are indicated in the **Annexure-I** attached.

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

- i) Valid registration certificate of establishment.
- ii) Copies of Certificates in support of all statutory registrations such as EPF, ESIC, PAN, GST etc.
- iii) EMD / Exemption certificate for the same.
- iv) Annual Turnover during the last 3 consecutive years should be minimum 48.00 Lakh in each financial year i.e. in 2016-2017, 2017-18 and 2018-19. The bidder should provide required documentary proof in support thereof such as copies of Audited Balance sheet, / Audited Annual Report etc.
- v) Details of experience of similar works in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per **Table - 1** mentioned on page 23 of tender document with supporting documents.
- vi) Infrastructure details as per point no: 8 of tender document page no: 23
- vii) Undertaking by the tenderer – Annexure – III
- viii) Declaration by the tenderer – Annexure – IV

23. L - 1 will be decided on the basis of overall lowest amount quoted by the bidder for **“Monthly Agency Service Charge”** + **“Monthly Cost of Consumable Items”** as per list (Annexure - 2). In case L-1 is more than one, then experience of the Tenderer will be the criteria for selection.

24. Bids with either "Nil" Monthly Agency Service Charge or “Nil” Monthly cost of Consumable or Both will not be considered as responsive bid and hence will not be considered.

25. Minimum wages as mentioned in **Annexure - V (Financial Bid)** is present rates which



may Increase / Decrease as per Government notifications from time to time.

26. On termination of the agreement, the contractor will hand over all the equipments / articles as supplied by the NIFT in good working condition back to NIFT.
27. The work shall be carried out so as to keep the premises ready by the office opening time and keep the office clean till and after the closing time of office. (Normal working hours are 7 a.m. to 3.30 p.m. for selected group of housekeeping staff).
28. 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.
29. 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 house keeping agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
30. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
31. The Contractor will work in close co-operation and co-ordination with other agencies working at site.
32. The Contractor has to deploy and work during holidays late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
33. In case of additional requirement of manpower in case of shifting of furniture & assets, making arrangements, cleaning and sweeping of additional areas other than scope of work (Annexure – 1), any labour work, Contractor will supply such manpower as and when required. Additional manpower engaged will be paid as per prevailing minimum wages of Housekeeping services.
34. The contractor will not charge the additional payment to provide the cleaning services on holidays, Sunday and odd hours during NIFT functions.
35. All the material to be used must be approved by the Designated Officer before starting the work.
36. 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 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 intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.





37. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
38. Attendance of housekeeping staff will be maintained through Biometric attendance system.
39. The Contractor shall submit to NIFT, along with the monthly bill, copies of attendance register duly certified. Copies of previous month's wage register as well as Bank Statement of Workmen, PF challans and ESI & GST deposits, should also be submitted with every bill. Photo copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.
40. The payment of wages shall be disbursed by the contractor in a form of Cheque or Electronic mode to his workmen **before 5<sup>th</sup> of every succeeding month** and a record of that should be kept in a register which may be examined by the Institute at any time. No amount shall be deducted from the wages of the workmen by way of commission of any sort.
41. **The Contractor shall pay wages (Central / State sphere whichever is higher) not less than prevailing minimum wages including the statutory obligations fixed by the authorized body enforced from time to time.** However, NIFT will compensate the increase in any statutory obligation due to such revision declared by authorized body. The information provided should be clear, specific and to the point.
42. 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.
43. 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 thereof, 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.
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 the near higher rupee and paise less than 50 will be ignored.



45. The contractor shall deposit **Rs. 6,00,000/-** (Rupees Six Lakh Only) as Security Deposit with NIFT in form of Demand Draft. 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 within a reasonable time after finalization of the contract.
46. 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.
47. The work executed shall be to the satisfaction of the Authorities of NIFT Gandhinagar.
48. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
49. The contractor undertakes to deposit all statutory payments such as EPF, ESI, GST and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI, Service Tax & GST Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities.
50. All the workers engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall also provide its Workers photo-identity cards which shall be checked by the Security Staff as and when necessary.
51. NIFT will not be responsible for the release of benefits, such as Provident Fund, ESI, Pension benefits or allowances. Any changes in the minimum wages act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
52. 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.
53. The Housekeeping contractor shall ensure that the staff engaged by him shall not smoke beedis, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, aracnut, tobacco items etc.
54. The Director, NIFT, Gandhinagar reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and



binding. No further correspondence in this regard will be entertained.

55. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
56. **In case of default**, Contractors who violate the terms of the contract and whose contracts are terminated should be considered for blacklisting by the Competent Authority for a significant time before they are considered again.
57. The decision of the Director, NIFT Gandhinagar in any matter relating to this contract shall be final.
58. NIFT Donations are exempted under section 80(G) of Income Tax Act.
59. If any relative of the tenderer is an employee of the NIFT, Gandhinagar, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Gandhinagar in writing while submitting the tender.
60. The contractor shall be responsible for the payment of wages and allowances as per **Government of India Minimum Wages Act / Minimum Wages of State Govt** (Whichever is higher) employment of sweeping and cleaning excluding activities prohibited under the employment of manual sewages and construction of dry latrines (prohibition) Act 1993 and all statutory dues to the persons employed by him for providing the housekeeping services. The contractor shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
61. Sub contracting of the contract is strictly prohibited.
62. Any other payments likewise Uniform, Shoe, Leave Salary, Bonus and etc. Should be met by the contractor only. NIFT has no liability towards the above.

**63. Penalty Clauses:**

- i) Delay in releasing salary of housekeeping staff after prescribed date (5<sup>th</sup> of every month). Penalty of Rs: 2000/- per day with maximum ceiling of Rs: 10,000/-
- ii) In the event of failure in maintaining the strength of Housekeeping staff on any day, the contractor is liable to be penalized @ Rs. 1,000/- (Rupees One thousand only) per day with maximum ceiling of Rs: 5,000/-.
- iii) If in the opinion of the Institute authorities, the work done by the staff of Housekeeping agency is not satisfactory, the institute reserves the right to deduct pro-rata amount for that day out of the monthly contract bill as penalty. Such days should not exceed maximum limit of 4 days in each month.



- iv) Housekeeping material must be made available at Campus on the first day of each month. It will be responsibility of the contractor to supply material in time at the institute, make its entry at Main gate security register and to verify the same with institutes designated officials. In case of non-supply of housekeeping material (as per Annexure – 2) penalty of Rs: 2000/- per day will be imposed with maximum ceiling of Rs: 30,000/- in a month.
- v) Cleaning Material not found to be satisfactory (as per Annexure – 2), penalty of Rs: 2500/- per instance will be imposed with maximum ceiling of Rs: 10,000/- in a month.
- vi) If penalty as mentioned above (i to v) exceeds the maximum ceiling, contractor will be liable to serve notice and call upon explanation. Maximum three such notices and non satisfactory response of Contractor may liable for termination of contract by giving one month's notice with forfeiture of security deposit.

**64. Jurisdiction:**

Any and all actions and proceeding arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction at Gandhinagar and only said courts shall have jurisdiction to entertain and try such action (s) proceeding to the exclusion of all the other courts. All matters connected with this tender shall be governed by the Indian Law both substantive & procedural for the time being in force.



## ANNEXURE-I

### **SCOPE OF WORK AND SPECIFIC CONDITIONS : HOUSEKEEPING SERVICES**

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 mopping-up the entire premises of the Institute Campus as per details of the area in **Annexure - "1"**. Necessary signs such as "Wet Floor", "Cleaning in progress" etc. to be put during carrying out work.

- 1) The Agency shall provide consumable items for cleaning as per **Annexure -"2"**
- 2) The Agency staff shall provide services as described in **Annexure - "3"**
- 3) The Agency shall deploy staff as per **Annexure -"4"**
- 4) Once a day cleaning is required in classrooms, studios, labs, faculty rooms and offices by using soft brooms and by swabbing with cloth drenched in water mixed with a portion of phenol. **Wherever required cleaning work should be carried out using vacuum cleaner & high jet pressure cleaner.**
- 5) All corridors, lounges, passages internal roads of the main campus and staircases to be cleaned twice a day, once in the morning, once in the afternoon, using soft brooms and by swabbing with cloth drenched in water with a portion of phenol.
- 6) Toilet blocks, bathrooms, washbasins, sinks and areas where water coolers are placed to be cleaned thrice a day, once in the morning, once in the afternoon, once in the evening. However, frequent cleaning of toilet blocks shall be required depending upon uses in order to keep all the service areas clean and hygienic. Ladies toilets are to be cleaned only by women sweepers. Toilet blocks to be washed thoroughly and scrubbed by using the agents like Harpic. Also provision of naphthalene balls, liquid soap and air freshener (like Odonil) in the toilet block wash rooms are essential requirements. Mirrors normally will have to be cleaned every day and with approved glass / mirror cleaning agents twice a week.
- 7) Hit / Baygon or other insecticides in toilet blocks, Girls Hostel and other specified areas to be sprayed every alternate day.
- 8) Fogging and fumigation of the entire Campus during monsoon and winter i.e. June 15 to September 30 and November 1 to March 31(Twice in a Week)
- 9) Daily removal of dry refuse and wet refuse from the Campus, as well as removal of garbage and waste from the waste paper bins to be removed in the garbage cart outside the Campus. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.



- 10) Blockages in the drainage pipes / other drain lines, choked w.c / urinal etc. would have to be attended immediately by a sweeper. At least one sweeper must have knowledge of drainage works.
- 11) All furniture including tables, chairs, cupboards, filling cabinets, sofas, book-racks, side tables and different types of machines etc. to be dusted and wiped clean every day and arranging the furniture in classrooms in order.
- 12) Once in a week item wise cleaning requirements are as follow:
  - (a) Vacuum cleaning of computer terminals, (b) Deodorizing of telephone instruments, (c) Cleaning of light fixtures, fans, etc., (d) Spotting of walls / floors, (e) Removing cob-webs from ceilings / walls, (f) Removal of honey combs as and when they appear on the campus, (g) Name plates and sign boards, (h) Window panes, door panes and channels etc. (I) Cleaning of all terraces.
- 13) Cleaning & opening of choked & blocked drains & manholes of underground and vertical lines like waste water, storm water & sewer etc.
- 14) All Water Cooler`s storage tanks has to be cleaned once a week.
- 15) Cleaning of Overhead Water tanks / Water pump etc. at every fortnightly and should be certified by Supervisor and authorized official of the institute.
- 16) To collect all litter (plastic garbage, papers, and foreign materials) continuously and drop it in the dustbin.
- 17) Disinfectant like Gamaxin powder has to be spread after cleaning the wet mud, especially during the monsoon season.
- 18) The Agency staff has to take care and ensure that any useful materials found lying around during cleaning be handed over to the concerned Officials/ Security personal at main gate and report to the Supervisor.
- 19) The agency staff shall be used to shift furniture etc. within the Campus as per requirement.
- 20) Supply of all materials / equipments for providing housekeeping services, such as ladders, transport, personnel, supervision etc. will have to be arranged by the Agency. All materials required for cleaning like broom sticks, acid, mopping cloth, hard broom-sticks, phenol, detergent powder, liquid soap, insecticides, coir/nylon brushes, stain removers, etc. would also be supplied for use by the Agency in adequate quantity at its own cost.
- 21) If sufficient quantity of approved quality of materials is not supplied by the Agency, supervisor of the institute will make arrangement to procure the materials from the market, the cost of which shall be recovered from the bill of the Agency at a penal rate of two times the actual cost.
- 22) The Agency will ensure that either he or one of his responsible supervisors is present fulltime during working hours on all days to supervise the work being done by his staff, as well as to attend to any specific instructions issued by the Institute authorities.



- 23) The Agency shall deploy adequate manpower required for efficient fulfillment of the contractual obligations. One supervisor of the Agency will be in charge of housekeeping service and his presence during working hours is must. In case the number of staff falls short due to illness, leave, transfer, social obligations or for any other reason, the Agency will immediately provide substitutes, failing which, salary of the absent persons shall be deducted.
- 25) The Agency shall take all precautions and observe adequate safety measures during execution of cleaning tasks, and shall not hamper movement of students/staff on passages, lobbies etc.
- 26) The contract shall also include any work of incidental and contingent nature, although not specified in the tender, but necessary for its completion in an efficient manner. For which, task based lumpsum payment shall be paid, on mutually agreeable rates.

**27) WASTE DISPOSAL MANAGEMENT:**

The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the Contractor will arrange for disposal of garbage at such a place as may be permissible by Gandhinagar Municipal Corporation. Contractor will use and maintain Institute's Compost Machine installed at the Campus for recycling Green waste every day.

**28) SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials/consumables other related item is to be provided by the Agency have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at NIFT on fortnightly basis.



**Annexure – “1”**

**Area Statement**

**(A) Main Campus & RDT Centre**

Sr. No.	Particulars of Area of Building		Area (in sq.mt.)
<b>(a) Built up Area - Area of Building</b>			
1	<b>Main Building</b>	Basement	979.08
2		Ground Floor	3373.35
3		First Floor	3104.01
4		Second Floor	3123.31
5		Stair – Case	382.42
6		Third Floor	2560.58
7		Fourth Floor	1897.27
8		Lift / stair Cabin	176.34
<b>Subtotal Rounded (a)</b>			<b>15596</b>
9	<b>RDT Centre</b>	Ground floor	433.557
10		First Floor	433.557
11		Second Floor	433.557
12		Stair – Case	57.06
<b>Subtotal Rounded (b)</b>			<b>1358</b>
<b>Grand Total (a) + (b)</b>			<b>16954</b>
1	Internal Roads of campus		3,390.00
2	Pathway & Playground		523.55
<b>Total Rounded</b>			<b>3914</b>

**(B) Girl's Hostel and Guest House**

Sr. No.	Particulars of Area of Building		Area (in sq.mt.)
<b>(a) Built up Area - Area of Building</b>			
1	<b>Hostel Block</b>	Ground Floor	927.96
2		First Floor	758.19
3		Second Floor	653.59





<b>Subtotal (a)</b>		<b>2339.74</b>
4	<b>Guest House</b> Ground Floor	97.82
<b>Subtotal (b)</b>		<b>97.82</b>
<b>Grand Total (a) + (b) Rounded</b>		<b>2437</b>
<b>(b) Area of Roads / Pathway / Play Ground</b>		
1	Internal Roads of Hostel Block & Guest House	2235.18
<b>Total Rounded</b>		<b>2235</b>

**(C) Auditorium**

Sr. No.	Particulars of Area of Building	Area (in sq.mt.)
1	Basement	226.61
2	Ground Floor	226.61
3	First Floor	100.00
4	Hall	550.00
<b>Total Rounded</b>		<b>1103</b>

**(D) Student Activity Centre**

Sr. No.	Particulars of Area of Building	Area (in sq.mt.)
1	Basement	296.71
2	Ground Floor	892.93
3	First Floor	34.97
<b>Total</b>		<b>1224.61</b>

**(E) Water Tanks**

Sr. No.	Particulars of Area of Building	Area (in sq.mt.)
	<b>Water Tanks</b>	365.88
<b>Total</b>		<b>365.88</b>

- Note:** 1. The Area statement covered under House Keeping services during the month reckoned for building.  
2. If any of the above area is not being cleaned and maintained as per terms & conditions. The particulars area shall not be considered for billing.

**ANNEXURE-2****SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials/consumables other related item is to be provided by the Agency have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at NIFT on monthly basis.

**List of Consumables:**

Sr. No.	ITEMS NAME WITH PERMISSIBLE BRAND	QUANTITY PER MONTH
1.	HAND WASH Dettol / Lifebuoy/Savlon / Santoor Palmolive/ Godrej / Equivalent Brand	20 lts
2.	WASHROOM CLEANER R1 / R6 Harpic / Lizol /Dettol / Domex /Mr. Muscle / Taski / Aquashine / Lizol / Harpic / Diversey / Equivalent Brand	15 lts
3.	Bleaching	20 lts
4.	R3 GLASS CLEANER (Colin / Mr. Muscle / Cif / Windex / Equivalent Brand)	5 lts
5.	PHENYL (Peacock / Equivalent brand)	20 lts
6.	GARBAGE BAGS	5 Kgs.
7.	PRESSER PUMP	04 Nos
8.	TOILET BRUSH	08 Nos (Once in 2month)
9.	URINAL CUBES (Odonil / Sunny / Equivalent brand)	100 Pkts (250 gm)
10.	NEPHTHLIN BOLLS Sunny / Mega / Equivalent Brand	5 Kg
11.	SOFT BROOM	24 Nos
12.	WIPER (BIG & LONG SIZE)	6 + 4 =10 Nos (Once in 3 month)
13.	WASH ROOM FRESHNERS (Odonil / Godrej Aer/ Airwick / Taski / Premium / Lovin / Equivalent Brand)	06 Box (Doz. In Box)
14.	WET MOPS Gala / Taj / Diversey / Equivalent Brand	12 Nos
15.	WHITE DUSTER	2 Doz.
16.	R5 ROOM FRESHNER (Odonil / Godrej Aer/ Airwick / Taski / Premium / Lovin / Equivalent Brand)	06 Nos



17.	SCOTCH BRITE / 3 M/ Equivalent Brand	12 Nos
18.	COCKROACH SPRAY (HIT (RED) / Mortein / Equivalent Brand)	02 pics (1 Ltr.)
19.	INSECT SPRAY (HIT (BLACK) Mortein / Equivalent Brand)	04 pics (1 Ltr.)
20.	VIM/RIN/SURF/TIDE/WHEEL / NIRMA	03 Kg
21.	DUST PAN (Supali)	1 Doz.
22.	DRY MOPS	1 Doz. (Once in 2month)
23.	BATHROOM WIPER	4 nos.
24.	GLASS DUSTER	1 Doz.
25.	HARD BROOM	02 Doz.
26.	HARD BROOM WITH BAMBOO	06 nos.
27.	METAL POLISH (BRASSO / Equivalent Brand)	200 Ml.
28.	R2 FLOOR CLEANER LIQUID Lizol /Dettol / Domex /Mr. Muscle / Taski / Aquashine / Lizol / Harpic / Diversey / Equivalent Brand)	20 lts
29.	BUCKETS -15 LTS	15 Nos. (Once in 6 month)
30.	HAND GLOVES	1 Doz.
31.	MASK	1 Doz.
32.	Toilet Paper Roll	1 Doz.
33.	Hand Towel	12 Nos.
34.	Scrubber (Steel)	12 Nos.
35.	Scrubber (Nylon)	12 Nos.
36.	Disinfectant such as Sodium Hypochlorite solutions	10 Ltr.

**Note:** In case of non-availability of brand mentioned in above table, Contractor will seek written permission of the institute to use other equivalent brand which not covered in above table.



**Annexure - "3"**

**TIME TABLE**

Sr. No.	Description of Days	Time	Area in which services are required
<b>For Institute Campus and RDT Centre</b>			
1	Monday to Saturday (1 <sup>st</sup> Shift 7 am to 4.30 pm)	7 am to 8.30 am	Admin office building. All Classrooms /studios of F&T, F&A, F&LA, FP, DFT& FMS. All passages / Corridors and Toilets on all floors.
		8.30 am to 9 am	AV rooms of F&LA, F&A, F&T. LCD classrooms of FMS & AP. Computer Labs 1 to 6, Labs like GC lab, GEM lab, JDTC lab, PM labs, Printing lab, Weaving lab, Physics lab, Textile testing lab. RC, Design Studios, all faculty rooms and deptt. offices area, front side roads etc. should be cleaned on priority.
		9.00 am & onwards 4.30 pm	Music room, Doctor room, corridors, lounges, stair-cases with railing, open areas, terrace, roads, play ground, bore room, panel room, HT/LT rooms, Overhead water tank stairs etc.
		10 am to 10.15 am	Tea Break
		01 pm to 01.30 pm	Lunch Break
2	Monday to Saturday (2 <sup>nd</sup> Shift 4.30 pm to 8.30 pm)		All Corridors, Toilets and other area as directed.
	Sunday		As & when required by Institution.
<b>For Girl's Hostel and Guest House</b>			
1	Monday to Sunday	8.00 am to 12.00 am & 1.30 pm to 5.30 pm	Warden office, foyer, all Corridors, all utilities, all stair cases, playground and other area twice a day. Warden room, service room, medical room, common room, room above common room and Guest House, all mumty once a day or more as & when required.
		12.00 am to 1.30pm	Lunch Break
		<b>For Auditorium</b>	
1.	Once a week	9.30 am to 5.30 pm	Auditorium (As & when required by NIFT)
<b>Note:</b>			
a) All places which are frequently touched (such as door handles, benches etc.) to be wiped continuously with disinfectants such as Sodium hypochlorite.			
b) All the corridors shall have to be wiped continuously.			
c) The timings and days of work shall be subject to change depending on the exigencies of work.			
d) Any chocolate rapper or waste paper/other garbage found lying at floor or at any other area, they have to be removed & cleaned immediately.			



**Annexure – “4”**

**Details of Manpower to be deployed by the Agency For Campus, RDT Centre, Guest House, Girls Hostel, Student Activity Centre, Auditorium.**

- |                     |                              |
|---------------------|------------------------------|
| 1. Supervisor       | - 02 Nos (1 Male & 1 Female) |
| 2. Sweeper (Male)   | - 11 Nos                     |
| 3. Sweeper (Female) | - 13 Nos                     |

**Total - 26 Nos.**

- ❖ **If the work is not satisfactory in view of NIFT Management with above manpower, Additional manpower shall be engaged by the Agency with proper justification to serve the whole area with the prior approval of the Campus Director. The decision of NIFT would be binding in respect of manpower requirement in circumstances without objection by the Agency.**
- ❖ **In addition to the above staff, for certain events, programmes, additional manpower may be required which shall be provided by the contractor at the Minimum Wages rates & the same shall be claimed through subsequent month bill.**

The bidder must employ adult and skilled manpower only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the Contractor may rotate the staff once in six months with prior written intimation to NIFT.

The contractor shall ensure that all the workforce deployed wear uniform while on duty.



**Annexure – II**

**TECHNICAL BID FOR PROVIDING HOUSEKEEPING SERVICES**

1. **Name of the Tenderers firm** : \_\_\_\_\_
2. **Office Address** : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 E-mail Address : \_\_\_\_\_
3. **Name & Design. of authorized representative(s) with Ph. No.** : \_\_\_\_\_  
 \_\_\_\_\_
4. **Type of Firm** : Private Ltd. / Public Ltd. / Cooperative / NGO / PSU (Please tick and enclose copy of Memorandum / Articles of Association / Certificate of Incorporation) \_\_\_\_\_ enclosed. (Please Specify)
5. **Registration Certificate of Establishment (Please enclose photo copies)**
- i) E.P.F. Regn. No.
- ii) E.S.I. Regn. No.
- iii) GST Regn. No.
- iv) PAN No.
- Earnest Money Deposit  
 Amount:  
 DD No:  
 Date \_\_\_\_\_ Bank \_\_\_\_\_,
- v) Drawn on \_\_\_\_\_
6. **Annual Turnover during the last 3 consecutive years should be minimum 48.00 Lakh in each financial year i.e. in 2016-2017, 2017-18 and 2018-19. The bidder should provide required documentary proof in support thereof such as copies of Audited Balance sheet, / Audited Annual Report etc:**

Financial Year	Turnover	
	Figures	Words
2016-17		



2017-18		
2018-19		

**7. Experience:**

Details of experience of similar works in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per **Table – 1** mentioned below **(Please use separate sheet).**

**Table – 1**

(Pl. submit copies of evidence i.e. Work Orders, corresponding satisfactory job, completion certificates from clients specifying value and period of work order enclose) (Pl. specify **(MANDATORY)**).

Year	Name of the Employer, Address, Contact Person Name with Tel. No. & Mobile No.	Type of Institution / Industry	Details of Experience, Similar works period of Contract with dates of Commencement and Termination covering last 3 years	Total No. of Supervisors	Total No. of Cleaners / Sweepers	Nature of Work (House Keeping Works Only)

**8. Infrastructure Details:**

i.	Workforce (Not less than 30) Please enclose the list giving employee wise i.e. Name, P.F. No. & ESI No.	:	
ii.	Industrial Mechanical Scrubbing Machine (At least 02 Sets)	:	
iii.	Vacuum Cleaner (at least 2 sets)	:	
iv.	Hand Trolley (at least 04 No.)	:	
v.	Ladders (at least 05 No.)	:	

Additional information, if any (attach separate sheet if required):

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर

T.No. 8055(43)/AMC-HKS-A/ADM/2020



**NOTE:-**

- i) All the supporting documents should be uploaded in e-Tender in Technical bid. If not enclosed the bid will not be considered.

**Signature of Authorised person of the Firm/Agency with stamp**

Dated: - \_\_\_\_\_

Place: - \_\_\_\_\_





**ANNEXURE – III**

**UNDERTAKING BY THE TENDERER**

We have carefully gone through the various terms and conditions listed in the above for provision of Contract for House Keeping Services at NIFT Gandhinagar Campus on monthly basis. We agree to all these conditions and offer to provide House Keeping Services at NIFT Gandhinagar Campus. 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. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

**Name & Signature of House Keeping Contractor:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Seal of Agency** \_\_\_\_\_

**Phone No. (O):** \_\_\_\_\_

**(R):** \_\_\_\_\_

**(M):** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



**Annexure – IV**

**Declaration by the Tenderer**

This is to certify that I/We, \_\_\_\_\_

Has not been blacklisted by any government institute / Department / PSU etc.

I/We hereby undertake that the information provided with this tender are true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

**Name & Signature of House Keeping Contractor:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Seal of Agency** \_\_\_\_\_

**Phone No. (O):** \_\_\_\_\_

**(R):** \_\_\_\_\_

**(M):** \_\_\_\_\_

**Place:** \_\_\_\_\_



**Annexure – V**

**FINANCIAL BID**  
**(CONTRACT FEES FOR HOUSE KEEPING SERVICES)**

**Important Note :**

- After opening of technical bid the capability and suitability of the tenderers shall be evaluated and commercial bid of the qualified tenderers shall be opened later on and the date will be informed accordingly.

1. Name of the Tenderer : \_\_\_\_\_
2. Address of the Firm : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Phone No. : \_\_\_\_\_ Fax No. \_\_\_\_\_
5. Name (s) of the Proprietor or  
 Partners of the firms: \_\_\_\_\_

**Bidders are required to fill Column "X" Agency Service Charges as % of Total Wages Portion (i.e. point no: D) and Column "Y" Cost of Consumable Items in Rs. And Total amount (Sum of "X" + "Y") in "Z" column. And upload financial bid in e-tender portal**

Sr No	Particulars	Nos	Wage / Day (Present Min. Wages Central)	Monthly Wages
1	Housekeeping Supervisor - Male	1	Rs. 764/-	Rs. 19,864.00
2	Housekeeping Supervisor - Female	1	Rs. 764/-	Rs. 19,864.00
3	Housekeepers - Male	11	Rs. 629/-	Rs. 1,79,894.00
4	Housekeepers - Female	13	Rs. 629/-	Rs. 2,12,602.00
<b>A</b>	<b>Total Housekeeping Staff</b>	<b>26</b>		<b>Rs. 4,32,224.00</b>
<b>B</b>	<b>PF (13%)</b>			<b>Rs. 56,189.12</b>
<b>C</b>	<b>ESIC (3.25%)</b>			<b>Rs. 14,047.28</b>
<b>D</b>	<b>Total Monthly Wage Portion (A+B+C)</b>			<b>Rs. 5,02,460.40</b>

<b>X</b>	<b>Monthly Agency Service Charge</b>	<b>% of D</b>	<b>____%</b>	<b>Rs. _____</b>
<b>Y</b>	<b>Monthly Cost of Consumable Items as per Annexure - 2</b>			<b>Rs. _____</b>
<b>Z</b>	<b>Total of Amount Quote by Bidder</b>	<b>(Sum of "X" &amp; "Y")</b>		<b>Rs. _____</b>

**Signature and Seal of Bidder**

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर

T.No. 8055(43)/AMC-HKS-A/ADM/2020



**Note :**

1. **Rate must be quoted in % for "X" and in INR for "Y" above only excluding Govt. Taxes.**
2. L 1 will be decided on overall lowest amount quoted by the bidder i.e. "Z"
3. Minimum wages as mentioned in above sheet is present rates which may Increase / Decrease as per Government notifications from time to time.
4. Government taxes shall be applicable as per prevailing rules time to time in addition to above service charges.
5. The rate of Minimum Wages are subject to revision by Labour Commissioner, Govt. of India / State Government (whichever is higher) from time-to-time. The "Onus" for producing the copy of notification will be of Security Agency.
6. Any other payments likewise Uniform, Shoe, Leave Salary, Bonus and etc., should be met by the contractor only. NIFT has no liability towards the above.

**Signature and Seal of Bidder**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_