



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, नवी मुंबई (निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट मुंबई में साफ सफाई, बागवानी और रखरखाव सेवाएं प्रदान हेतु निविदा दस्तावेज़

**TENDER DOCUMENT FOR
PROVIDING OF HOUSEKEEPING, GARDENING & MAINTENANCE
SERVICES AT NIFT CAMPUS, OLD & NEW ACADEMIC BLOCK'S,
BOYS HOSTEL AT PLOT-15, NIFT GIRLS HOSTEL, QUARTERS AT
PLOT NO.20, KHARGHAR, NAVI MUMBAI.**

निविदा संख्या : 23/NIFT/MUM/PO/2019-20

**OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 15.May.2020
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 05.June.2020**

नोट: इस निविदा दस्तावेज़ में 22 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर अलग अलग कवर में अच्छी तरह मुहरबंद करके एक बड़े कवर में डालकर मुहरबंद करके उस पर "निफ्ट मुंबई में साफ सफाई, बागवानी और रखरखाव सेवाएं प्रदान करवाने हेतु" अथवा "PROVIDING OF HOUSEKEEPING, GARDENING & MAINTENANCE SERVICES AT NIFT CAMPUS, OLD & NEW ACADEMIC BLOCK'S, BOYS HOSTEL AT PLOT-15, NIFT GIRLS HOSTEL, QUARTERS AT PLOT NO.20, KHARGHAR, NAVI MUMBAI". लिख कर ही जमा करें।

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ABOUT THE INSTITUTE

National Institute of Fashion Technology (NIFT) is a premier educational Institution set up under an Act of Parliament and functioning under the aegis of the Ministry



of Textiles, Govt. of India. NIFT, Mumbai centre was established in the year 1995 with undergraduate and post graduate programmes.

SCOPE OF WORK FOR HOUSEKEEPING SERVICES

Sealed Tenders are invited from established Housekeeping Agencies to “PROVIDING OF HOUSEKEEPING, GARDENING & MAINTENANCE SERVICES AT NIFT CAMPUS, OLD & NEW ACADEMIC BLOCK'S, BOYS HOSTEL AT PLOT-15, NIFT GIRLS HOSTEL, QUARTERS AT PLOT NO.20, KHARGHAR, NAVI MUMBAI.”

TENDER NOTICE

1. Sealed Tenders are invited from established Housekeeping Agencies for “**HOUSEKEEPING SERVICES**” to **NIFT Campus Mumbai, Plot no.15 & 20, Sector-4, Kharghar, Navi Mumbai**” as per the requirements and details enclosed from contractors or agencies who have carried out similar work for one year during the period of contract.
2. The Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of tender date, payable infavour of “**NIFT MUMBAI**”.
3. NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.
4. The site can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non awareness of the site conditions and constraints

Submission of Bids

- A. The interested contractor/agencies should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **15.05.2020 to 05.06.2020 up to 03.00 P.M.**
- B. Tender documents is also available for viewing on the “tenders” link of the
- C. NIFT website i.e. <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.
- D. Applications to this tender will be accepted **only through the online mode** through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- E. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying.
 - Registration Charges Rs. 2,000+ 360 (GST 18%) = **2,360/-** (Two Thousand Three Hundred Sixty Only - non-refundable).
 - Bid Processing Fee charges of Rs.5,000+ 900 (GST18%) = **5,900/-** (Five Thousand Nine Hundred Only - non-refundable)



through Online Payment Only.

- F. The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents on or before **05.06.2020 up to 3.00 P.M.** Non-submission of hardcopy as directed will lead to rejection of the tender application.
- G. The sealed hard copy of the tender shall be submitted in one big envelope superscripting **"Housekeeping Services for NIFT Campus Mumbai at Plot No.15, NIFT Girls Hostel Plot No. 20, Sector-4, Kharghar."** containing two separately sealed small envelopes, one for **"Technical Bid "** and another for **"Financial Bid "** superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Campus, Mumbai. The hard copies of sealed tender's documents must be dropped in the tender box kept at Reception Area NIFT Mumbai, on or before 05.06.2020 by 03.00 P.M.
- H. The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure-I along with a demand draft of Earnest Money Deposit which is (refundable but non-interest bearing) of **Rs. 2,00,000/-** (Rupees Two Lakh Only) in favoring National Institute of Fashion Technology and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid (Annexure-IV, and Annexure V). The financial bid will be without Tax. NIFT will not accept any claim other than mentioned in financial bid.
- I. The technical bid will be opened in e-tender portal on **05.06.2020 at 03.30 P.M.** Also the financial bid will be opened in e-tender portal and on the date which will be communicated via e-tender portal message system to only those bidders who are found to be technically qualified after evaluation of technical bids.
- J. 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.
- K. Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747000/7103, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT MUMBAI 410210.
- Earnest Money Deposit: Rs 2,00,000/-
 - Commencing date of Tender: 15.05.2020
 - Last date of Submission: 05.06.2020 up to 3.00 PM
 - Date of opening of Tender (Technical Bid): 05.06.2020 at 3.30 PM
 - Estimated Amount: Rs.1 Crore.

A. 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.
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 compliance with the instructions laid down herein; 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 date (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. Director or Principal Officer duly authorized by the Board of Directors of the company.
 - 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 the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.
8. **The Tenders should be submitted in Two Sealed Covers:**
 - i) The first sealed cover should be superscribed **“Technical Bid”** duly filled in with supporting documents, the Acceptance Terms and conditions and Demand Draft for E.M.D.



- ii) The second sealed cover superscribed **“Financial Bid”** should contain only rates to be quoted.
 - iii) Both the sealed covers should be placed in the main sealed envelope bearing name & address of the bidder and superscribed with **“Tender for Providing of Housekeeping Services at NIFT Campus, Plot No.15 & NIFT Girls Hostel, Plot No.20.** This should be addressed to the Director, NIFT, Mumbai. **The Tender Box is available at Reception Area, NIFT, Kharghar, Navi Mumbai. Tenders can be submitted on or before 05.06.2020 at 03.00 P.M. and Technical bid will be opened at 03.30 P.M. on the same day via online e-tender portal system.**
 - iv) Late tenders (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offer should not be considered at all.
 - v) The Technical bids will be opened by the committee in online as mentioned the time.
 - vi) Financial Bid of qualified tenderers in technical bid will be opened later and the date will be informed accordingly.
9. A Demand Draft of **Rs.2,00,000/- (Rupees Two Lakh Only)** is required to be deposited as Earnest Money Deposit in favour of **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Mumbai.** 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) An Agreement is signed by him in the prescribed form with in 10 (Ten) days of the receipt of letter awarding the contract.
 - ii) The agency is liable to obtain necessary permissions or approval for engaging the House Keeping Supervisor & House Keepers from the competent authority at their own cost.
 - iii) 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.
10. 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.
11. Corrections, if any must be attested.
12. Late tenders will not be considered.
13. In case of any accident to the personnel employed by the agency during the 24 Hours the agency 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.
14. The contractor shall be responsible for engaging adequately trained manpower required for providing good House Keeping service in institute.
15. The agency should deploy energetic and experienced housekeeping personnel between the age group of 20-50 and preferably English/Hindi/Marathi speakers. If any person is not suited to the duty, the



- house keeping agency must replace such person immediately.
16. 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.
 17. 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.
 18. 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.
 19. **The Contractor shall be responsible for the safety and security of the Personnel deployed for duty in the office.**
 20. The House Keeping Contract shall remain valid for a period of **One Year** and it may be renewed with satisfactory performance report of the committee and on mutually acceptable terms and conditions for one more 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 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.
 21. 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 Maharashtra** 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, GST Registration, Municipal Registrations etc., copies of all such statutory registrations shall be enclosed to the tender.
 22. 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 Engineer-in-charge may require.
 23. 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.
 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 are indicated in the **Annexure-I** attached.



26. Tender shall be accompanied by the relevant documents including the following: -
- i) Certificate in support of experience for having undertaken this kind of business alongwith a list of organizations where the Contractor is currently providing / has provided House Keeping Services.
 - ii) Work-plan indicating the requirement of staff and the deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - iii) Certificates in support of all statutory registrations.
27. 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.
28. 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 4 p.m. for selected group of housekeeping staff).
29. 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.
30. 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.
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 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.
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 shall be got 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. The Contractor shall submit to NIFT, along with the monthly bill, copies of attendance register duly certified by the NIFT in-charge officer. Copies of previous month's wage register as well as PF challans and ESI 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.
39. The payment of wages shall be disbursed by the contractor to his workmen **before 10th of every succeeding month**. No amount shall be deducted from the wages of the workmen by way of commission of any sort. Wages will be disbursed in the presence of NIFT Official.
40. For attendance purpose Housekeeping Staff have to enter the attendance as per NIFT Attendance system.
41. 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.
42. 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. 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. The bills should be accompanied by such certificates as NIFT may prescribe



from time to time.

Penalty

43. In the event of failure in maintaining the Housekeeping Services on any day up to the desired standard in part or full, the contractor is liable to be penalized as per the below mentioned table -

S. No.	Nature of service lapse	Penalty
1	For not providing suitable manpower against demand.	Rs.2000/- per day subject to maximum of Rs. 10,000/- from the date of demand.
2	For not giving salary before 10 th of every month to all its employees.	Rs.10,000/- per day subject to maximum of Rs. 50,000/-.
3	For not providing materials as per list.	Rs.2000/- per day subject to maximum of Rs. 30,000/-.
4	If the cleaning is not found to be satisfactory to the Competent Committee/Officer nominated by NIFT.	Rs.1000/- per instance subject to maximum of Rs. 10,000/-
5	If the penalty amount exceeds the limits as mentioned at 1 to 4 above.	1. Warning letter to be issued for first instance. 2. For second instance contract shall be terminated forthwith and Security deposit shall be forfeited.

44. The contractor shall deposit **Rs.5,00,000/-** (Rupees Five Lakh Only) Security Deposit with NIFT. 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 balance security amount will be deposited within the 07 days after received the work order, the EMD of unsuccessful tenders will be refunded within a reasonable time after finalization of the contract.

45. The said EMD submitted by the contractor along with the bid shall be forfeited if he does not fulfill any of following conditions:

- This Agreement/Awarding Letter is to be signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.
- The Housekeeping service is to be commenced within 10 (Ten) days of the receipt of the letter awarding the contract.

46. 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.

47. 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.

48. The work executed shall be to the satisfaction of the Director / Joint Director of NIFT Mumbai.
49. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
50. The contractor undertakes to deposit all statutory payments such as EPF, ESI, Service Tax 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 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.
51. 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.
52. 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.
53. 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.
54. 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.
55. The staff of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases. They should be in uniform while on duty.
56. The Director, NIFT, Mumbai reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest. 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, Mumbai. The



recommendations of the Committee and the decision of NIFT, Mumbai shall be final in all respects and will be acceptable to all the tenderers.

57. 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.
58. **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.
58. The decision of the Director, NIFT Mumbai in any matter relating to this contract shall be final.
59. NIFT Donations are exempted under section 80(G) of Income Tax Act.
60. If any relative of the tenderer is an employee of the NIFT, Mumbai, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Mumbai in writing while submitting the tender.
61. The contractor shall be responsible for the payment of wages and allowances as per **Government of India Minimum Wages Act** (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 be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
62. Sub contracting of the contract is strictly prohibited.
64. 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.

I Accept the above terms & Conditions

(Full Signature of Contractor)



ANNEXURE-I

JOB SPECIFICATIONS AND SCOPE OF WORK:

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Rendering continuous service in NIFT, Mumbai Centre as per the area indicated below including Buildings (Admin Block, Academic Block II, New Academic Building, Class Rooms, Labs, Studio, etc.), NIFT Girls Hostels (inside & Outside), Resource Centre (Library), Guest Rooms, Open Common Areas, Canteen & Canteen Premises, Sporting Areas, Machinery Areas & Other Equipments (D.G. Sets, Fire Extinguisher, etc.), Substation, Garden Area, Open Premises, etc.

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. Continuous moping to be done at reception floor and other floors during office hours (9.00 AM to 6.00PM)
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead bird's animals, rats, insect's etc. if found in and around the office building.
6. Clearing of any choking's in the drainages, manholes etc.
7. Cleaning of entire drainage system and any choking's in the drainages, manholes on quarterly basis and whenever we may required.
8. Removal of beehives and cobwebs/honey webs from the office building and its premises.
9. Cleaning and sweeping of open area including balconies and roof tops with brooms.
10. Maintenance of lawns & surroundings, cutting of hedges, cutting/shaping of plants by mali and removal of garbage from the office building and its premises.
11. The bidder must employ adult and skilled labour 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



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bidder must rotate the staff once in six months with prior written intimation to NIFT.

12. Proper registers/records (Attendance, Wages, etc.) for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the NIFT officer-in-charge at regular intervals and finally at the end of each month.
13. The Contractor shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place.
14. Maintenance of the shrubs, trees and other plants will include watering them daily or when necessary depending upon the season keeping the lawn area around trees and shrubberies free of weeds, earthing up the basins, trimming of the tree and shrubs depending on the seasons as directed, top dressing with manure, fertilizers and need cake on a routine basis. Monthly once sprays shall be given to all garden areas.
15. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by NIFT.
16. All garden equipments like power lawn, mowers, sprayers, scissors, sheers, clippers and small garden implements for day to day use required for maintenance will have to be arranged by the successful tenderor. Only power lawn mower is to be used. Required fuel should be procured at your cost. Pruning of shrubberies should be done with proper scissors, sheers/clippers only.

C. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least twice daily (at 8.30 AM & 12.00 Noon) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs,



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- cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
 - vii) Cleaning of carpets by soft brush.
 - viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
 - ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.
 - x) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
 - xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
 - xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
 - xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
 - xiv) Cleaning of carpets in rooms by vacuum cleaners.
 - xv) Cleaning of lift walls with silver/brass liquid cleaner.
 - xvi) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
 - xvii) Maintenance of lawns & surroundings, cutting of hedges, cutting / shaping of plants by mali and removal of garbage from the office building and its premises.

D. JOBS TO BE CARRIED OUT WEEKLY

- a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- i) Polishing of brass items with approved brass cleaning material.
- ii) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- iii) Dusting of false ceiling etc. with soft broom and cloth.
- iv) Cleaning of sofa sets with soap water/ vacuum cleaners.
- v) Washing and cleaning of driveways, parking areas and roads within the office premises.
- vi) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.



F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. CLEANING FREQUENCY -

S. No.	Place	Cleaning frequency
1	Toilets	Thrice a day.
2	Lobby and Passage	Twice a day.
3	Staircases	Twice a week or as instructed.
4	Spider web cob cleaning	Once a week.
5	Reception area and prominent places	Thrice a day.
6	Canteen drainage/sewerage etc.	Once a month or as instructed.

Note: Cleaning schedule chart shall be prepared and monitored by supervisor which shall be submitted weekly to office for inspection and verification.

H. PROVIDING WORKFORCE;

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Tentative requirement of workforce to be deployed is given hereunder: -

	Housekeepers	Male	Female	Total
1	Sweepers at Plot no.15	15	13	28
2	Sweepers at Plot no.20	02	16	18
3	Office boys at Plot no.15 & 20	06	--	06
4	Supervisors at Plot no. 15	--	--	--
5	Supervisors at Plot no. 20 (Having gardening knowledge or horticulture skill)	--	01	01
6	Gardeners	02	--	02
	Grand Total	25	30	55

The bidder must employ adult and skilled labour 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 bidder may rotate the staff once in six months with prior written intimation to NIFT.



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

I. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Navi Mumbai Municipal Corporation.

J. 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-II- A

List of Consumables & Non Consumables: (Monthly)

Sr. No.	ITEMS NAME	QUANTITY PER MONTH
1.	HAND WASH- (Dettol, Clexol, Bright Shine or Equivalent)	40 Ltrs
2.	R6- (Harpic, Taski, Equivalent)	35 Ltrs
3.	GLASS CLEANER - (Colin, Clexol, Sannyo, Wayshine or Equivalent)	20 Ltrs
4.	GARBAGE BAGS	Big 500 Pcs, Small 900 Pcs
5.	URINAL CUBES – Big (Kohinoor, Trisul, Flykos or Equivalent)	50 Box
6.	NEPHTHALENE BALLS -(Flora, Freshon , Kohinoor, Trisul, winall or Equivalent)	5 Kg
7.	SOFT BROOM- (Gala, JK, Jumbo Jet, Metro or Equivalent)	45 No's
8.	WIPER RUBBER- (BIG & LONG SIZE) (Gala, Normal)	20 No's
9.	BATH ROOM FRESHENER- Odonil (Original), Godrej Air or Equivalent)	100 Pc's
10.	WET MOPS -(Scotchbite, Milton, Gala or Equivalent)	30 No's
11.	WHITE DUSTER- (Aloud Creations, Namaskaram, Space fly or Equivalent)	50 No's
12.	ROOM FRESHNER -(Odonil, Godrej Aier, Air Wick, Flora or Equivalent)	20 No's
13.	SCRUBERS -(Scotch brite, Gala or Equivalent)	50 No's
14.	COCKROACH SPAY - (Hit (Red), Mortein or Equivalent)	5 Pcs
15.	INSECT SPRAY -(Hit (Black), Mortein or Equivalent)	5 Pcs
16.	VIM/RIN/SURF /TIDE/WHEEL	20 Kg
17.	DRY MOPS -(Gala, Hilton or Equivalent)	10 No's
18.	GLASS DUSTER	50 Nos
19.	METAL POLISH- (Brasso, Dazlo, or Equivalent)	02 Bottles
20.	FLOOR CLEANER LIQUID- (Lizol, Harpic, Domex or Equivalent)	25 Ltrs



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21.	HAND GLOVES	20 Pair
22.	MASK	30 No's
23.	PHENYL (Sunny, Savvy or Equivalent)	35 Ltrs

24.	R2 (Taski, Harpic, Freshcon or Equivalent)	15 Lts
25.	Toilet Roll	1000 Pcs
26.	Pathara	20 No's
27.	Bleaching Powder	05 Kg

ANNEXURE-II- B
List of Consumables & Non Consumables:
(Quarterly)

Sr. No.	ITEMS NAME	QUANTITY QUARTERLY
1.	FIRST AID BOX	2 Nos.
2.	PRESSURE PUMP	30 Nos.
3.	PAINT REMOVER	10 Ltrs.
4.	HAND BRUSH (LADI BRUSH)	30 Nos.
5.	ALA LIQUID	01 ltr
6.	GLASS WIPER	20 No's
7.	KITCHEN WIPER	20 No's
8.	ACID	05 Ltrs
9.	TOILET BRUSH	30 No's
10.	DUST PAN (Supali)	50 No's
11.	BATHROOM WIPER	50 pcs
12.	MASTER TOLL BRUSH	10 Nos
13.	HARD BROOM	50 No's
14.	HARD BROOM WITH BAMBOO	50 Nos
15.	CHUNA	50 Kg (For Rainy Season)
16.	OIL	01 Lts
17.	BUCKETS -15 LTS (Nayasa, Ratan or Equivalent)	20 No's
18.	MUG (Nayasa, Ratan or Equivalent)	20 No's
19.	JAALA JHADU	25 No's
20.	WIPER STICK	20 No's
21.	WINDOW CLEAN BRUSH	20 No's

ANNEXURE-II- C

List of Consumables & Non Consumables: (Half - Yearly)

Sr. No.	ITEMS NAME	QUANTITY HALF YEARLY
1.	WATER PIPE (Hose) SIZE - 1 INCH	90 Mtrs.

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____



UNDERTAKING BY THE HOUSE KEEPING CONTRACTOR

We have carefully gone through the various terms and conditions listed in the above for provision of Contract for House Keeping Services at NIFT on monthly basis. We agree to all these conditions and offer to provide House Keeping Services at NIFT Campus, Hostel, Academic Block (Plot no 20), Mumbai. We are making this 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: _____



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 (Please enclose photo copies)**
- i) E.P.F. Regn. No. : _____
- ii) E.S.I. Regn. No. : _____
- iii) GST Regn. No. : _____
- iv) Labour License (Central) Regn. No. : _____
- v) PAN CARD / GIR No. : _____
6. **Annual Gross Turnover during the last 2 consecutive years should be minimum 75 Lakh in each financial year i.e. 75 Lakh in 2017-2018 & 75 Lakh in 2018-2019. The Organisation should provide required documentary proof in support thereof such as IT Return, Audited Balance Sheet for the above:**

Financial Year	Turnover	
	Nos.	Figures
2017-2018		
2018-2019		

(Please enclose copies of ITR/Audited Balance Sheet and P&L A/c. etc.



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10. Infrastructure Details:

11. Validity:

i.	Workforce (Not less than 50) 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.)	:	

The Tender 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 of one year.

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

NOTE:-

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

Signature of Authorised person of the Firm/Agency with stamp

Dated: - _____

Place: - _____



FINANCIAL BID
(CONTRACT FEES FOR HOUSE KEEPING SERVICES)
(Should be sealed in separate covers dully superscribed)

Sr. No.	Particulars	Amount (Rs)
01	Please indicate below break-up details of lump-sum contract fees per month quoted by the Agency, to enable NIFT to ascertain the viability of the bid without compromising quality of service:- a. Minimum wages per shift of Housekeeping Supervisor – (Lady) (full time) Rs.645 X 26 days (01 Supervisor per month) b. Minimum wages per shift of worker (8 hours shift) Rs.584 X 26 days (54 Workers per month) c. Agency’s contribution towards provident fund @ 13.16% for 01 supervisor and 54 workers per month (on 8,36,706/-) d. Agency’s contribution towards ESI @ 4.75% for 01 supervisor and 54 workers per month (On 8,36,706/-) e. Lump-sum service charges of the House Keeping Agency (_____ %)	16,770.00 8,19,936.00 1,10,111.00 39,744.00
02 (i)	Charges for providing of house-keeping materials (As per Annexure-II-A Material list (1- 27) attached). (Monthly)
02 (ii)	Charges for providing of house-keeping materials (As per Annexure-II-B Material list (1- 21) attached). (Quarterly)
02 (iii)	Charges for providing of house-keeping materials (As per Annexure – II C Material list (1) attached). (Half Yearly)
03	TOTAL AMOUNT (Without Tax) (Rupees _____ _____ Only)

L1 determination Criteria

- 1) The bidders are to quote only in column 1(e) & 2 (i) to 2 (iii).
- 2) Based on rates quoted in the above column L1 will be determined on the final amount as mentioned at column (3) & order will be placed with L1 agency.

Note: a) 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.

- a) Tax will be applicable as per Govt. Norms.
- b) Minimum Wages should be the Government of India Minimum Wages Act.

**I accept the above terms & Conditions
(Full Signature of Contractor)**