



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

निविदा दस्तावेज

निविदा संख्या: 9504(102)/प्रशा०/एनआईएफटी/आर०बी०/हाउसकीपिंग सेवाएं/2018

Date: 29.07.2020

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान (निफ्ट), रायबरेली, एक वर्ष की अवधि के लिए हाउसकीपिंग सर्विसेज एवं विभिन्न सेवाओं हेतु मैनपावर की आपूर्ति प्रदान करने के लिए ई-टेंडर आमंत्रित किया है, जो संतोषजनक प्रदर्शन के आधार पर आगे दो साल की अवधि के लिए वार्षिक आधार पर बढ़ाया जा सकता है। उपरोक्त सेवाओं की आवश्यकता निफ्ट रायबरेली के विस्तार केंद्र- वाराणसी -1420.77 वर्गमीटर के अनुमानित क्षेत्र (IIHT परिसर, चौका घाट, वाराणसी), में भी होगी। ई-निविदा नोटिस और ई-निविदा दस्तावेज निफ्ट की वेबसाइट <https://niftenders.eproc.in> और <https://nift.ac.in/raebareli> पर उपलब्ध है। निविदाकारों से अनुरोध है कि निविदा सूची में दरों को अंकित करने से पूर्व वे ई-निविदा दस्तावेज में दिए गए निर्देशों एवं शर्तों को सावधानीपूर्वक पढ़ लें; और उसके बाद ही बोली दर अंकित करें। निविदा के लिए आवेदन केवल ऑनलाइन माध्यम <https://niftenders.eproc.in> से स्वीकार किया जाएगा। निफ्ट संस्थान के पास बिना किसी कारण बताए पार्टियों/फर्म/एजेंसीयो/निविदाकार को स्वीकार या अस्वीकार करने का अधिकार आरक्षित है।

निविदा अधिसूचना की तिथि Date of tender notification	29.07.2020
ई निविदा के माध्यम से निविदा जमा करने की अंतिम तिथि:- Last date for submission of duly filled in tenders (Online)	21.08.2020, 03:00 बजे अपराह्न
तकनीकी बोली खुलने का तिथि एवं समय (तकनीकी)- Date and time of the opening of Technical bid of tenders	21.08.2020, 04:00 बजे सायं
वित्तीय निविदा प्रपत्र खुलने का तिथि एवं समय – Date and time of the opening of Financial bid of tenders	तकनीकी योग्यता पूर्ण करने वाले निविदाकारों को इलेक्ट्रॉनिक संचार माध्यम से अधिसूचित किया जाएगा
आवश्यक बयाना राशि- रु० 4,50,000/- Earnest Money Required	डिमांड ड्राफ्ट/पे ऑर्डर ०आर ०डी ०एफ/निफ्ट रायबरेली के पक्ष में देय होगा।

बयाना धन राशि रु. 4,50,000/- का डिमांड ड्राफ्ट/पे ऑर्डर/एफ० डी० आर० के प्रारूप में निफ्ट, रायबरेली के पक्ष में देय होगा।

मूल बयाना राशि को एक बंद लिफाफे में रख कर जिस पर टेंडर संख्या एवं दिनांक..... सुस्पष्ट शब्दों में अंकित करके दिनांक 21.08.2020, को अपराह्न 03:00 बजे या उससे पहले निम्नलिखित पते पर भेज दे।

सेवा में,

संयुक्त निदेशक, नेशनल इंस्टिट्यूट ऑफ फैशन टेक्नोलॉजी, दूरभाष नगर रायबरेली- उत्तर प्रदेश, पिन -229010

ऑनलाइन आवेदन से पूर्व फर्म को <https://niftenders.eproc.in> पर भुगतान कर पंजीकृत होना सुनिश्चित करे।

वार्षिक ऑनलाइन पंजीकरण शुल्क रु० 2000 + अतिरिक्त शुल्क (टैक्स)

ऑनलाइन बिड प्रसंस्करण शुल्क रु० 1200 + अतिरिक्त शुल्क (टैक्स)

टिप्पणी: इस निविदा दस्तावेज में 41 पृष्ठ (संलग्नकों सहित पृष्ठों की कुल संख्या) है और निविदाकारों से अनुरोध है कि कृपया सभी पृष्ठों पर हस्ताक्षर करने का कष्ट करें।

संयुक्त निदेशक
निफ्ट रायबरेली

I accept the above terms & conditions



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010
(फोन: 0535-2702426)

9504(102)/Admin/NIFT/RB/Housekeeping Services/2018

Date: **29.07.2020**

INTRODUCTION

About NIFT:

National Institute of Fashion Technology (NIFT) was set-up by the Ministry of Textiles, Government of India in the year 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four year under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management and fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shilong and Srinagar.

About NIFT Raebareli Campus:

NIFT Raebareli campus started functioning from 13th February, 2007 on 11.46 acres of land in the premises of Indian Telephone Industries (ITI). Since 2007, the campus has been conducting four years Bachelor Programmes in Design in Fashion Design & Accessory Design disciplines. From 2011, the Centre also started to offer Leather Design as the third design discipline at the Raebareli centre. One new UG Programme, Fashion Communication and one PG programme; Master of Fashion Management was started from the Academic session 2015-16.

OPEN E-TENDER NOTICE FOR PROVIDING OF HOUSEKEEPING/GARDENING, GENERAL MAINTENANCE SERVICES AND SUPPLY OF MANPOWER FOR OFFICE & RELATED WORK at NIFT RAEBARELI CENTRE & ITS EXTENSION CENTRE AT VARANASI

National Institute of Fashion Technology (NIFT), Raebareli invites e-tenders for providing **housekeeping/gardening, general maintenance services and supply of manpower for office & related work** for a period of **one year which may be extended on yearly basis for further period of two years subject to satisfactory performance of the firm** for its campus, guest house, girls & boys hostels, newly constructed Academic Block, Newly constructed hostel & Faculty quarters of NIFT Raebareli Centre. The above services will also be required at extension Centre of NIFT Raebareli at **Varanasi** (Campus of IIHT, Chokha Ghat, Varanasi) in an approximate area measuring **1420.77 sq. meter**.

Time schedule for tender process :

निविदा अधिसूचना की तिथि Date of tender notification	29.07.2020
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ई निविदा के माध्यम से निविदा जमा करने की अंतिम तिथि:- Last date for submission of duly filled in tenders (Online)	21.08.2020, at 15:00 hrs
तकनीकी बोली खुलने का तिथि एवं समय (तकनीकी)- Date and time of the opening of Technical bid of tenders	21.08.2020, at 16:00 hrs
वित्तीय निविदा प्रपत्र खुलने का तिथि एवं समय – Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders
आवश्यक बयाना राशि- रु० 4,50,000/- Earnest Money Required	Rs. 4,50,000/- in the form of DD/FDR/Pay order in favour of NIFT, payable at Raebareli.

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges 1200 + applicable taxes.
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Note: The tenderer must submit duly self attested copies of all the relevant documents along with tender documents (Only Technical bid) in physical form also (which are being submitted with Online tender) along with required EMD on or before the opening date of the tender except PRICE BID. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice.

In case of any discrepancy (shortfall of documents etc), documents submitted online will only be considered for evaluation.

Joint Director
National Institute of Fashion Technology

1. Eligibility and Criteria for Selection

- 1.1) A firm or agency having experience of at least last three years(2019-20,2018-19,2017-18) in housekeeping services to any Government/ Semi-Government/Autonomous Bodies/ PSU's/Reputed national level Institutions/Universities (Experience/completion certificate issued by concerned organization must be attached).
Performance certificate from the institutions/organizations where contract is currently being running on must be enclosed with the technical bid.
- 1.2) The bidder should have the experience of completion of similar works (as stated at 1.1, i.e. Housekeeping Services) in any Government/ Semi-Government/Autonomous Bodies/ PSU's/ reputed national level Institutions etc during last 3 years (2019-20,2018-19,2017-18):
- (a) Three similar completed works each costing not less than **Rs. 1.30 crore /OR**
 - (b) Two similar completed works each costing not less than **Rs. 1.94 Crore /OR**
 - (c) One similar completed work each costing not less than **Rs. 2.59 Crore**
- 1.3) A firm or agency having experience of at least last three years(2019-20,2018-19,2017-18) in Supply of Manpower for various Services (such as manpower for office work & maintenance work to any Government/ Semi-Government/Autonomous Bodies/PSU's/Reputed national level Institutions/Universities. (Experience/completion certificate issued by concerned organization must be attached).
Performance certificate from the institutions/organizations where contract is currently being running on must be enclosed with the technical bid.
- 1.4) The bidder should have the experience of completion of similar works (as stated at 1.3, i.e. Supply of manpower) in any Government/ Semi-Government/ Autonomous Bodies/ PSU's/ reputed national level Institutions etc during last 3 years (2019-20,2018-19,2017-18):
- (d) Three similar completed works each costing not less than **Rs. 0.86 crore /OR**
 - (e) Two similar completed works each costing not less than **Rs. 1.30 Crore /OR**
 - (f) One similar completed work each costing not less than **Rs. 1.73 Crore**
- 1.5) The Agency should have annual turnover of **4 Crore** in each year for the last three Financial years (2018-19,2017-18,2016-17) (CA Certified Financial statement for turnover for last 3 years must be enclosed along with Technical Bids).
- 1.6) The tenderer shall enclose a demand draft/pay order/FDR of **Rs. 4,50,000/- (Four Lakh Fifty Thousands only)** drawn in favour of **“National Institute of Fashion Technology”** payable at Rae Bareli, as the non-interest bearing Earnest Money/ Security Money Deposit. “MSME/NSIC/Startups organization participating in the tender are exempted to submit EMD while submitting tender.
- 1.7) Valid and effective Quality Assurance ISO Certificates held by the Firm / Agency for providing Housekeeping Services & Supply of Manpower for various Services (Copy of certificate must be enclosed).
- 1.8) Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (**Not less than for 100 workers**)
- 1.9) The tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit in this effect must be enclosed.
- 1.10) Following documents must be enclosed along with Technical Bid
- Copy of PAN card
 - Copy of the GST no. of the Firm
 - Income Tax return for last 3 years (Assessment Year 2019-20,2018-19,2017-18)

- Registration certificate from EPF
- Registration certificate from ESI
- Proof of submission (i.e. copies of challans) of EPF and ESI with the concerned authorities for last 2 years (Financial Year 2019-20,2018-19)
- Bank Solvency certificate for an amount not less than Rs. 1 Crore. (not older than last six month from the date of opening of tender).
- Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.
- **Performance certificate** for the last 3 years for both the works (Housekeeping + Supply of manpower) (2019-20,2018-19,2017-18) from the institutions/organizations where contract is currently being running on/completed.
- Character Certificate duly certified by the District Magistrate not older than last six month from the date of opening of tender.
- Catalogue/Photograph of the tools and cleaning equipments/machines. These machines/equipments should be self owned by the tenderer and proof of ownership (i.e copy of sale invoice in the name of firm/Proprietor) must be enclosed.

The tenderers must submit copies of all documents required, duly self attested, along with technical bid of the tender. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice.

The tenderers shall comply with all the requirements under qualifying criteria. Proofs shall be attached with Technical Bid, failing of any of the criteria under Technical Bid will disqualify for opening of price bid.

Submission of Bids

- a. The interested agencies/contractors should apply online and submit their tender 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> till **15.00 Hrs. on 21.08.2020**. E-Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in>
- b. Applications to this tender will be accepted only in online mode through the website <https://nifttenders.eproc.in>.
- c. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
 - **Annual Registration Charges of Rs. 2000 + applicable taxes**
 - **Bid Processing Fee charges of 1200+ applicable taxes.**
- d. The interested agencies/contractors may contact C1 India for online registration at following email Id's : sandeep.bhandari@c1india.com and niftsupport@c1india.com or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- e. The Firm should ensure that it complies with the requirements as per works before applying for.
- f. 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.

Basic Requirements

The basic requirements for registration and applying for tender online are as under:

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- Operating System should be windows 7 or above.
- Java version: Java 8 update 25.
- Use Internet Explorer 11 version.
- All java add-ons must be enabled in the system.
- Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

For online procedure tenderer may contact on following Helpdesk officers:

- Email: niftsupport@c1india.com , sandeep.bhandari@c1india.com
- Phone: 0124-4302033/36/37

A. GENERAL TERMS AND CONDITIONS: -

1. *e-Tenders for Housekeeping and Supply of Manpower for various Services shall be received on or before the last date/time indicated above and shall be opened on the same day, in the presence of the tendering parties.*
2. *Tenders received after the specified date and time, due to whatever reason including postal delays, will not be considered.*
3. *Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned quotations are liable to be rejected.*
4. *NIFT reserves the right to accept or reject any tender without assigning any reason therefore.*
5. *The tender submitted by the Agency should remain valid for a period of 90 days from the date of opening of tenders.*
6. *EMD of tendering parties whose tenders are not accepted shall be refunded without interest within 60 days of opening of tenders.*
7. *If any agency which is awarded contract for housekeeping and other services refuses to undertake the work, the EMD of that agency shall be forfeited.*
8. *The prior experience in case of Startups firms/agency will be considered for last 2 years (2019-20,2018-19) and prior turnover will be considered 3 Crore for the last 2 years (i.e. FY 2018-19, 2017-18) . No other relaxation will be given in quality and technical specification*

B. LEGAL TERMS & CONDITIONS

1. *The contractor and his staff must abide by various rules & regulations of NIFT as prevalent from time to time.*
2. *The contractor shall comply with all existing Labour Legislation and Acts, such as Contract Labour Regulation Act, Workman's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, Service tax etc. For any lapse or breach on the part of the contractor in respect of non compliance of any labour legislation in force during the validity of the contract. The contractor would be fully responsible and would indemnify the Institute in case the Institute is held liable for the lapse on the part of the contractor.*

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3. *The Contractor shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualification etc. and would also intimate as and when any changes takes place. The contractor shall not at any time engage any minor to carry out the work under the contract.*
4. *The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.*
5. *NIFT would have the right to terminate the contract without the notice before the expiry of the term, in case the work performance is not up to the standard or in case there is any violation of NIFT Rules & Regulations or if there is any lapse in compliance of any Labour Legislation or if there is any incidence of indiscipline on the part of the contractor or his staff. The decision of NIFT's Management in this regard would be final and binding on the contractor. In such an event, NIFT shall have the right to engage any other contractor to carry out the task.*
6. *The contractor and his staff shall comply with all instructions and directions of the NIFT Authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the NIFT Authorities without waiting for confirmation by the contractor.*
7. *The arrangement shall be valid initially for the contract period of **one year** from the date of award of the contract **which may be extended on yearly basis for further period of two years subject to satisfactory performance of the firm.***
8. *All the workers engaged by the contractor for carrying out task 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 roaster, leave records, relievers etc.*
9. *Non-compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.*
10. *The contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks and nor they are allowed to chew paan, gutka, tobacco items etc. in the campus.*

C. FINANCIAL TERMS & CONDITIONS: -

1. *NIFT will pay to the contractor the contracted amount every month for the work done normally within 15 days on raising bill and proportionate amount will be deducted from the final bill due to day to day absence of manpower.*
2. **WAGES OF STAFF**
 - (a) *Contractor shall pay minimum wages to all workmen as per the **Central Government Minimum Wages Act** (as amended from time to time). The contractor/ Agency must be aware that minimum wages are revised on every six months in the month of April and October. If there shall be any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments to staff accordingly and*

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NIFT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) to contractor on the production of bill in subsequent month.

- (b) The Contractor shall compulsorily issue the salary slips to all his employees every month with complete details of wages being paid.
- (c) The contractor and its staff shall contribute towards all statutory obligations towards EPF, ESI etc., which are mandatory as per Government Act, Rules and Regulations issued from time to time. Separate challan and ECR for personnel deployed to NIFT shall be submitted along with the bills and it should not be combined with other members of the same Service Provider. After making the wage payment, remittance of statutory payments to the concerned authorities for the month, the Service Provider shall raise the bill in duplicate to NIFT for reimbursement on or before 15th of the month and the bill will be settled within 10 days. The bill should be submitted along with the attendance statement, ECS statement of wages remitted in respect of each personnel in the bank for the month and statutory payments i.e. EPF/ESI remittance challans, Form -7 etc. exclusively for NIFT.
- (d) **The Contractor must submit the proofs of payments towards PF, ESI and Tax dues of previous month for claiming subsequent month's payment. While submitting the bill, the service provider must file a certificate certifying the following:**
 - (i) **Wages of manpower/workers engaged were credited to their bank a/c on dt: _____ (copy of bank statement to be enclosed)**
 - (ii) **EPF contribution relating to engaged workers amounting to Rs. _____ were deposited on dt: _____. (copy of challan ECR Copy to be enclosed)**
 - (iii) **ESI contribution relating to engaged workers amounting to Rs. _____ were deposited on dt: _____. (Copy of Form-7 & challan to be enclosed)**
 - (iv) **We are complying with all statutory labour laws including minimum wage act.**
- (e) The contractor is required to open a bank account for each worker to be engaged by him and submit the report to the institute. While submitting the monthly bill, the contractor will clearly submit a salary statement of all the workers requesting that the wages to be credited into their individual accounts maintained in the bank.
- (f) All the workers will operate their account independently for withdrawing their salary/wages. Till the time, the account is open by the contractor for their worker, salary will be disbursed before a committee constituted by the Competent Authority of NIFT. Disbursement of salary as per minimum wages must be ensured by the contractor.
- (g) Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.
- (h) The Payment shall be made strictly on satisfactory work and on the basis of Daily attendance of manpower engaged.
- (i) The Contractor must submit the proofs of payments towards PF, ESI and Service Tax dues of previous month for claiming subsequent month's payment.

3. Income-Tax, as per prevalent Laws shall be deducted at source while making payment of contractor's bills.

4. The agency to whom order will be placed have to submit the **Performance security** (i.e. 10% of the value of contract of 12 months in the form of Demand Draft/FDR/BG drawn in favour of NIFT, payable at Rae Bareli & should be valid for a period of **60 days** beyond the date of completion of all contractual obligations of the agency. The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful Tenderer, Earnest Money Deposit if paid, may be adjusted towards Performance Security payable.

2. SCOPE OF WORK TO BE EXECUTED BY THE AGENCY (For Housekeeping, Gardening & Maintenance Services)

2.1 The Agency shall be fully responsible for the Housekeeping services in the National Institute of Fashion Technology, NIFT Campus, NIFT Hostels (Boys & Girls), Newly constructed Academic Block, Newly constructed hostel & Faculty quarters, NIFT Staff quarters, NIFT Guest house, NIFT Canteen, labs and the agency shall work under overall supervision and direction of the Administration Department/Engineer In charge. The agency shall seek instructions from the Department or any other officer authorized by the department for the above purpose. NIFT reserve the right to discontinue Housekeeping services at any of the above location or add new. The housekeeping services will also be required at extension Centre of NIFT Raebareli at Varanasi (Campus of IIHT, Chowka Ghat, Varanasi) in an approximate area measuring 1420.77 sq meter.

Details of Area including old campus and newly constructed area of NIFT Rae Bareli Centre:

Details of covered area and plinth area of the buildings (Newly constructed area and old)

Total available land 11.46 Acres i.e. **46367.16 Sqmtr**

SN	Details of Bldgs	Covered area (Sq.mtr)
1.	New Academic block	10968.00
2.	New Hostel Block	4104.40
3.	New Housing Block	500.00
	Existing Campus	
4.	Academic block	1679.00
5.	Hostel Block	3378.96
6.	Housing Block	1000.00
7.	Guest house	322.80
8.	Canteen	200.00
9.	Labs (FD,AD &LD)	775.00
10.	CFC Lab	140.00
	Total	23068.16 sq mtr
	Varanasi Extension Centre(VEC)	1420.77 sq mtr

Open area for cleaning in all respect at NIFT RBL: 46,367.16-23,068.16 =23,299 Sq mtr

2.2 The housekeeping work has to be generally done before 9.00 AM and the periodic works are to be carried out on Saturdays and/or Sundays. No extra payment shall be made by Department to the agency for working at odd hours as they are supposed to finish the tasks within specified time.

2.3 Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 9.00 AM on every working day. Some activities such as garbage removal shall be completed after 9:00 am onwards, on day-to-day basis. No spill over of the above work for the next day shall be permitted under any circumstances. However, regular cleaning of toilets (including fixtures such as WC's urinals, washbasins etc.) Lobby, Corridors and other areas shall be done continuously during office hours (at the regular interval of every two hours or less as per requirement).

2.4 The agency shall ensure to refill the sanitary cubes, odonil, naphthalene balls and other consumables like toilet roll, tissue box, liquid soap for hand wash, air freshener, soap-cakes for toilets and washbasins.

2.5 Periodicity with which the agency is to carry out the job at the site is broadly divided into three categories namely (i) Daily, (ii) Weekly (iii) Monthly.

2.6 The agency shall provide cleanliness/upkeep of the glass façade in the building on monthly basis besides cleaning of all glasses from outside.

2. The details of the area covered under this scope of work are as under:-

2.1.1 Ground floor, 1st floor, Terrace and open space on four sides of office building (Old & new), NIFT Boys& Girls Hostel (Old & New), NIFT Guest House, NIFT Canteen and labs, Faculty quarters, NIFT Staff Quarters, Extension Centre of NIFT Raebareli at Varanasi (Campus of IIHT, Chowka Ghat, Varanasi) in an approximate area measuring **1420.77 sq. mtr.** The bidders may inspect the site on any working day during working hours.

3. PROVIDING WORKFORCE (For Housekeeping, Gardening & Maintenance work)

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 (**For Housekeeping, Gardening & Maintenance work**) is given hereunder: -

Category	Male	Female	Total
Housekeeping Work			
Supervisors (Skilled/Semiskilled)	02 (01 Skilled & 01 Semi-skilled)	-	02
Sweepers (Unskilled)	21+ 02 at VEC=23	18+ 01 at VEC=19	39+03=42
Gardeners (Semi skilled)	05	-	05
Office Boys (Semi skilled)	06+03 at VEC	-	06+03=09

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Sub Total (A)			58
Maintenance Work			
Electricians (Skilled)	04	-	04
Plumber (Skilled)	02	-	02
Carpenter (Skilled)	01	-	01
Mason (Skilled)	01	-	01
Painter (Skilled)	01	-	01
Unskilled Labour/Helper (for Misc Jobs/maintenance job)	01	-	01
Sub Total (B)			10
Grand Total (A+B)			68

Categories	Eligibility Criteria for maintenance staff
Electricians (Skilled)	<ul style="list-style-type: none"> • Minimum 10th standard pass from any recognized Board / University. • Desirable: ITI with Electrician Trade • Minimum practical experience of 2 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.
Plumber (Skilled)	<ul style="list-style-type: none"> • At least 2 years practical experience in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. • Desirable: ITI with Plumbing Trade • Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. • Should be able to follow drawings and sketches and execute work according to lay out.
Carpenter (Skilled)	<ul style="list-style-type: none"> • At least 2 years practical experience in the carpentry work and be able to estimate requirements for any job entrusted to him. • Should have a working knowledge of various types of special tools used in the carpentry work. • Should be able to follow drawings and sketches and execute work according to layout. • Worker deployed needs to satisfy his/her Skill demonstration upto the satisfaction of concerned NIFT Authority.
Mason (Skilled)	<ul style="list-style-type: none"> • At least 2 years practical experience in the related work and be able to estimate requirements for any job entrusted to him. • Worker deployed needs to satisfy his/her Skill demonstration upto the satisfaction of concerned NIFT Authority.
Painter (Skilled)	<ul style="list-style-type: none"> • At least 2 years practical experience in the painting work and be able to estimate requirements for any job entrusted to him. • Worker deployed needs to satisfy his/her Skill demonstration upto the satisfaction of concerned NIFT Authority.

3.1.1 The actual no. of required workers may vary (increase/decrease) at the time of awarding the contract on the basis of actual requirement of the institute. Proportionate amount will be deducted from the monthly bill due to absence of worker on day-to-day basis.

3.1.2 NIFT reserves the right for deployment of workers of the agency as per situational requirements and the agency should be in a position to meet additional requirements, if any (Unskilled/Semi Skilled/Skilled manpower).

3.1.3 The workers of the Agency should be in proper uniform code.

3.1.4 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 intimation to NIFT.

3.1.5 The contractor shall ensure that the worker engaged at NIFT Raebareli Centre should not be above 60 years.

3.1.5.1 UNIFORM FOR WORKMEN (Housekeeping & Maintenance work)

The agency shall provide uniforms to all workers every year and 1st set shall be issued within 3 months of starting the contract. Uniforms includes (2-Shirts/2-Full Pants or Half Pants/1pair of Shoes/1-Sweater). It means that housekeeping staffs/maintenance staff shall perform duties at NIFT, Rae Bareli only in prescribed uniforms. If they fail to do that, agency shall be held responsible for that ignorance.

3.1.5.2 IDENTITY CARDS

The contractor shall issue Identity Cards to all staff with their photos within 3 months of starting the contract.

3.1.4.3 Scope of work for Maintenance staff

Campus Maintenance Workshop:

Manpower for the campus maintenance workshop is required for round the clock maintenance support to the campus wherein multiple tasks will be performed by the engaged technical staff with required skill. The manpower so engaged will be supporting to each other as per their respective technical skill & required coordination among themselves.

The maintenance staff as indicated will be responsible for round the clock day- to- day maintenance related work pertaining to electrical, plumbing and other maintenance related works in the entire campus as directed by Engineer in charge of NIFT Raebareli. Details of job to be carried out by the maintenance staff is as under:

➤ **Electrician (Skilled)**

The electricians will be fully responsible for the day to day maintenance works of 11.46 Acres of campus which includes approximately 320 rooms of girl's hostels and boy's hostels and 150 nos. of toilets and bathrooms, staff quarters consisting of 52 nos. of flats, Residential block consisting of 21 nos. of flats, Academic block consisting of 09 classrooms,19 labs, 01 resource centre, one faculty room, offices, mess area and other maintenance

offices, Administrative block consisting of 23 number of rooms, Guest house consisting of 12 rooms including toilet and bathrooms, street lights of the campus, day to day maintenance of 1500 KVA Substation and also maintenance of 03 DG Sets with the capacity of 625 KVA, 320 KVA and 125 KVA respectively. The electricians will also be responsible for day to day maintenance works of Geysers, Coolers, heaters, pumps, Ceiling fans and solar heaters. They will be responsible for supply of HT line from UPPCL substation to NIFT Substation power room for supply of uninterrupted electricity supply in the campus. They will be responsible for cable laying works in the campus. These electricians will be responsible for inspection, maintaining record of meter reading, monitoring of all emergency loads pertaining to electrical and non-electrical issues, checking & recording of Diesel stock, Break down maintenance & alteration works, Maintenance of smoke fire detector, Operation and maintenance of alarm panel and control panel. Operation and routine preventive and break down maintenance of the following electrical system in the campus including girls hostel, boys hostel, Academic block, Administrative block, staff quarter, Residential block, Guest house etc:

SN	Item name	Qty in Nos.
1.	Street light	188
2.	Building light and fitting	2500
3.	Operation and Preventive maintenance Ceiling fans	1300
4.	Operation and Preventive maintenance Exhaust fan	147
5.	Operation and Preventive maintenance Geyser	174
6.	Operation and Preventive maintenance of Air Cooler	318
7.	Solar panel water heater	07
8.	Water cooler electrical supply point	28
9.	Ro electrical supply point	28
10.	AC electrical supply point	313
11.	Router /charger electrical supply point	5500
12.	All other related power point (6AMP and 16 Amp)	4500
13.	Heater/blower	52
14.	Continuous monitoring and debugging of sub station	1500 KVA
15.	Electrical panel maintenance	24
16.	Operation and routine preventive maintenance of three number of DG set with fuel supply and maintenance of controlling /Protective activities.	03
17.	Operation and preventive maintenance of induction installed in hostels	08
18.	Operation and preventive maintenance of fountain	01
19.	Operation and preventive maintenance of Fire engine	01
20.	Operation and preventive maintenance of fire motor and water supply motor installed (Capacity-60 HP,65 HP,10 HP,05 HP)	14
21.	Operation and preventive maintenance of submersible pump of 01 HP	04
22.	Operation and preventive maintenance of boring of 10 HP	02
23.	Operation and preventive maintenance of Gym equipment	03
24.	Operation and preventive maintenance of solar panel installed above substation	40
25.	Operation and preventive maintenance of sanitary disposal machine	07
26.	Operation and preventive maintenance of fly tapper machine	20
27.	Operation and preventive maintenance of sign board	10
28.	Operation and preventive maintenance of the machines installed in all the department such as FD,LD,AD,FC , IT and CFC Labs.	
29.	Operation and preventive maintenance of the online UPS .	
30.	Operation and routine preventive maintenance of cable and wiring in the campus as per	

requirement.

➤ **Plumbers(Skilled):**

The plumbers will be responsible for proper maintenance of water supply in the campus which includes girls hostel, boys hostel, Academic block, Administrative block, Staff quarter, Residential block, Guest house etc which includes 150 numbers of toilets and bathrooms. Staff quarter consisting of 52 Number of flats, which requires frequent maintenance as buildings is quite shabby and need day-to-day operation in terms of furniture lights, water logging etc. Residential block consisting of twenty one number of flats, Academic block, Administrative block, Guest house. They will also be responsible for sanitary works of the entire campus (i.e. Transit of waste material, wash basin maintenance etc.) and seepage works. They will also be responsible to take care of periodical cleaning and clearing of existing water supply lines, sewerage disposal system including underground sewerage pipes and inspection chambers in the campus. They will also coordinate with pipe repairs and maintenance works related to plumbing pipes and fitting spindles, drainage as instructed by Engineer-in-charge. They will also be responsible for daily operation of various water pumps of bore wells and pumps installed in the pump house for filling underground sump well and overhead water receiver of the residential complex, hostels, Academic building and will also take care of water storage tanks at the buildings three times daily or as per the requirement. They will also be responsible to arrange all kind of minor maintenance of RO water purifiers. They will also be responsible for supply of water through three underground tanks to different parts of the building and supply water from ITI Ltd. to NIFT campus. They will also be responsible for the fire hydrant system and different day to day welding and other miscellaneous works in the campus. They will also be responsible for operation & maintenance of two number of boring installed in near to academic block and Residential blocks. The details of tanks installed at the different areas of the campus are as follows:

SN	Description of item	Capacity in liters	Qty
1.	Overhead cemented tank (Academic block)	50,000	01
2.	Overhead cemented tank (Hostel block)	50,000	01
3.	Overhead cemented tank (Residential block)	50,000	01
4.	Underground tank (Academic block)	1,00,000	03
5.	Overhead cemented tank /plastic	500	26
6.	Overhead cemented tank /plastic	501-1000	73
7.	Overhead cemented tank /plastic	1001-2000	11
8.	Overhead cemented tank /plastic	2001-5000	02
9.	Overhead cemented tank /plastic	5001-10000	01

➤ **Mason and labour (Skilled)/Helper(Unskilled):**

All type of repair works pertaining to masonry like plastering, welding etc. in the entire campus including girl's hostel, boy's hostel, Academic block, Administrative block, staff quarters, Residential block, Guest house. They can also be engaged in any type of masonry work such as cement, sand, stone, bricks etc. used for the maintenance of the campus. As already mentioned, staff quarters and New boys hostels, Girls hostel are old buildings is about thirty years old which required frequent maintenance for accommodation and lodging purpose.

➤ **Painter(Skilled):**

He will be responsible for painting wall varnish, stain enamel or decorate and protect exterior surface of rod in entire campus which includes girl's hostel, boy's hostel, Academic block, Administrative block, staff quarters, Residential block, Guest house etc. He will responsible to carry out all type of maintenance like feel nail holes cracks and joint with putty and other filler, tap, float and texture walls and ceilings etc as directed by Engineer In charge. Responsible for mixing paints, matching colors, preparing surfaces and applying paint to these surfaces. May perform touch-ups or coordinate large painting projects related to the Institute. Preparing painting surfaces by washing walls, repairing holes, or removing old paints. Mixing matching and applying paints and other finishes to various surfaces. Providing decorative and faux finishes as per the requirement. Handling planning and prep work in an efficient manner. Preparing the surrounding area by covering with cloth or plastic to prevent messes. Moving furniture and equipment as necessary to reach the entire surface of the project. Providing estimate for material and time required for said project. Removing fixtures such as doorknobs and light switch covers.

4. Details of jobs to be carried out for Housekeeping works:

a) NIFT Admin & Academic Block (Old and Newly Constructed), NIFT Hostel (Boys & Girls- old and newly constructed), NIFT Guest House & Varanasi Ext. Centre:-

Details of jobs to be carried out daily on working days are as under:

- i General cleaning (Sweeping, mopping, dusting and any other connected work) of the office rooms, reception, corridors, pantry area, stairs, space for water coolers & toilets, and all unspecified areas/location within the office building , Academic Block , labs ,hostel rooms, hostel balcony etc.
- ii Removal of garbage from dustbins on daily basis.
- iii Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.
- iv Cleaning of frames, panels, railings and cabin partitions with approved cleaning material.
- v Stain removal treatment of entire premises including stairs, area of office cabins, stores, reception, toilets and stain removing of the furniture and equipments.
- vi Cleaning and dusting of Tables, Chairs, computers, key boards, terminals, printers, Photostate machines, filing cabinets, telephones, fax telex and typewriters electric lamps and any other equipments .
- vii Restocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WC's urinals wash hand basins, floor area of toilets and cleaning and wet dusting/wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in public toilets and officers toilets), re-filling of toilet rolls/tissue papers etc.
- viii Air freshener spray in the rooms on requirement basis as directed by the officers/In charge.
- ix Cleaning and dusting of posters, notice boards etc.
- x Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc., as and when required.
- xi Watering and proper care of plants by the gardeners.

- xii Cleaning of lawns and entire grass area around the Block.
- Xiii In the hostels, the cleaning works in the toilets should be done by 8.00 a.m. Only Ladies should be deputed for cleaning and other related works in the girls Hostel.
- Xiii Any other related work as instructed by the NIFT Authorities

Details of Jobs to be carried out weekly are as under:

- i Machine and hand scrubbing and thorough cleaning/washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- ii Dusting/removal of cobweb/spider webs of walls, roofs etc. from top downward.
- iii Brass polishing of brass/copper fixtures/name plates etc.
- iv Cleaning of doors and windows of entire Block
- v Proper checking and cutting of grass and plants.
- vi Proper cleaning of the drains around the Blocks

Details of Jobs to be carried out monthly are as under:

- i Cleaning of floors by shifting and moving furniture's such as sofa, almira's, table etc.
- ii General cleaning/dusting of panels, light fittings, fans, tube lights and electrical fittings.
- iii Polishing of non-carpeted floor area, cleaning of sanitary/water supply fixtures, wall tiles etc.
- iv The agency has to ensure that the premises are kept spotlessly clean litter free and high state of hygiene is maintained at all times.
- v Cleanliness/upkeep of the glass façade in the building besides cleaning of all glasses from outside from an expert.
- vi Cleaning of the roof / terraces of the Block.
- Vii Removal of bee hive as per requirement

b) NIFT Staff Quarters and Newly constructed Faculty/Officers Quarters:-

Details of jobs to be carried out daily on working days are as under:

- i. General cleaning (Sweeping, mopping, dusting and any other connected work) of the stairs, common area, and all unspecified areas/location within the Staff Quarter Block & Faculty/Officers Quarters.
- ii Removal of garbage from dustbins .
- iii Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.
- iv Stain removal treatment of entire premises including stairs, common area .
- v. Restocking of toiletries in toilets and maintenance of toilets in case of any blockage of sewer line.
- vi. Watering and proper care of plants.
- vii. Cleaning of lawns and entire grass area around the Block.

Details of Jobs to be carried out weekly are as under:-

- i. Dusting/removal of cobwebs/spider webs of walls, roofs etc of common area from top downward.
- ii. Cleaning of the roof / terraces of the Block.
- iii. Proper checking and cutting of grass and plants.
- iv. Proper cleaning of the drains around the Blocks

Details of Jobs to be carried out monthly are as under:

- i The agency has to ensure that the premises are kept spotlessly clean litter free and high state of hygiene is maintained at all times.
- ii Removal of bee hive as per requirement

(c) Details of Jobs to be carried out by the gardeners are as under:

Gardeners deputed at NIFT Raebareli centre will be responsible for plantation & maintenance of the seasonal flowers, flowerpots, trees and green spaces of the campus. Gardeners responsibilities include monitoring the health of all plants and green spaces, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens, maintaining compost pit for organic manure and keeping green spaces and walkways clear of debris and litter. Gardeners should know how to use and maintain landscaping equipment, including mowers, trimmers and fertilizers, while following health and safety regulations.

Responsibilities:

- Install and maintain seasonal plants
- Mow, trim and fertilize green spaces
- Mulch, edge and weed gardens
- Prune and trim trees and bushes
- Maintaining all gardening equipment and machinery, like mowers, trimmers and leaf blowers
- Monitor and maintain the health of plants
- Deal with pest problems that could damage plants
- Keep gardens and green spaces clear of debris and litter
- Maintaining compost pit for organic manure

5. The indicative list of tools and cleaning equipments (Automated machines) to be arranged by the agency are as under:

- I. **Road Sweeping Machine (Ride On):** Capable of sweeping open areas / outside areas, parking lots, designed for tough applications and are sturdy to last many years of work. Battery operated.
- II. **Multipurpose Single Disc Scrubbing Machine:** Machine should be able to perform scrubbing task on hard and also on epoxy coating. The machine should be steered to the left and right side through moving the handle up and down. Machine should have automatic cut out system- Motor should shut off automatically by releasing the automatic level. Machine should have a

variable push handle to adjust the working height to the most convenient level. Battery operated.

- III. **Automatic Floor Scrubber Machine:** Battery operated. Machine should be capable of scrubbing and drying the floor (ceramic & kota) simultaneously. Machine should have disc type of brush and large curved suction beam for effective collection of water. Machine should be in strong corrosion proof plastic body, impact resistant and still have 2 tanks of sufficient quantity for fresh and dirty water. A powerful walk behind scrubber-drier is capable of covering approx 4500 sqm /hr and requires only one person to scrub as well as dry the floor simultaneously. Changing of the brush should be simple, fast and flexible through a single action.
- IV. **Heavy Duty Dry & Wet Vacuum Cleaner:** Electrically driven. Wet & Dry Vacuum cleaner for effective wet as well as dry vacuum cleaning with dirty tank capacity of 30 to 35 litres. Machine should have suction capacity of 215 mbar to 250 mbar.
- V. **High Jet Pressure Washer:** The machine should be able to operate on single phase, 230 V. The water flow rate should be 400 to 480 liter/hr. Operating pressure should be 145 bar approx. Weight of the machine should be below 30 kg for easy transportability. Machine should have a high pressure hose of min 8 meter length. Pump Type: Axial Pump
- VI. **Shoulder Mounted (Back Pack) vacuum cleaner.**
- VII. **Heavy duty Brush cutter/Grass Cutter:** Capable of cutting of grass, made for trimming the lawn where the mower is unable to reach. Capable to clear high grass, heavy brushwood and small trees. High Quality Brush cutters / Crop Harvester. Battery operated/fuel operated
- VIII. **Hedge Cutter:** Capable for trimming (cutting, pruning) hedges and shrubs. The machine should have long shaft that can be adjusted in length, and the cutting blade sits at the end of this. The blade can be tilted to cut the top of the hedge or the side. Battery operated/electric/Petrol hedge cutter.
- IX. **Electric Lawn mower**
- X. **Spray Machine**
- XI. E-Rickshaw with hydraulic trolley for disposal of garbage
- XII. Ladder (Big and small)
- XIII. Cycle and mobile for housekeeping Supervisor/s
- XIV. Storage system/Almirah for storage of materials
- XV. Any others as per situational requirements.

Note:

- (a) The machines (Sr. no. i to xi) should be self owned by the tenderer and proof of ownership (i.e. copy of sale invoice in the name of firm/Proprietor) need to be enclosed as a compulsory document, failing which tender will not be considered for further evaluation.
- (b) The photographs/catalogue of above cleaning equipments must be attached along with Technical Bids.
- (c) A common charging point will be provided by NIFT for charging of batteries (for battery operated machines) of above machines without imposing any electricity charges, however charges for fuel operated machines (if any) will be borne by the tenderer. Preventive as well as regular maintenance of the machines/equipments will be taken care of by the contractor at his own cost. Tenderers are desired to quote accordingly.
- (d) Cleaning machines need to be of reputed make with GOOD WORKING CONDITION. The tenderer who will be selected must ensure that all the machines/equipments are available in the campus

& properly operational in all time. The floor based machines must be capable for performing in ceramic & kota floors.

- (e) Firm/Agency to whom work will be awarded must ensure to provide the above cleaning machines as per technical specification mentioned above within **one month** from the date of issue of work order. The machines/equipments will be verified by duly approved committee strictly in accordance with the tender document.
- (f) In case agency fails to display the said items within stipulated time before the committee, the offer will stand withdrawn by NIFT & tender will be treated as cancelled.
- (g) All the machines/equipments should be in running conditions. After having been notified of the defects/service requirement, party has to complete the required service/rectification within 3 days time limit. If the party fails to complete service/rectification with defined time limit, a penalty of 0.5% of value of the machine/equipment shall be charged as penalty for each day of delay from the party.

6. The indicative list of material to be used by the agency at NIFT Rae Bareli and Varanasi Extension Centre.

Tentative list of materials, have to be used to maintain the housekeeping services (**Monthly**):

S. No	Name of Items	Tentative Quantity Per month
1	Floor Duster (size 36 x 36) of good quality	60 Nos. per month
2	Table Duster of good quality	50 Nos. per month
3	Old Dhoti 5 mtr. each cotton of good quality	5 Nos. per month
4	Soft broom 400 gr. Each of good quality	50 Nos. per month
5	Room spray of good quality	2 Nos. per month
6	Naphthalene balls (Balsara) of good quality	3 Kg. per month
7	Brasso Polish 200 ml. pach of good quality	2 Nos. per month
8	Air purifier - Odonil	100 Nos. per month
9	Detergent Vim/555/Equivalent (1 Kg each).	20 Kg. per month
10	Phenyl (White) sealed of good quality	100 ltrs. per month
11	Acid of good quality	50 ltrs. Per month
12	Harpic (500 ml)	30 Nos. per month
13	Paper roll of 25 mtr (toilet) of good quality	600 roll per month
14	Lizol	15 ltrs. pre month
15	Liquid soap for floor cleaning of good quality	15 ltrs per month
16	Liquid soap hand wash (1000 ml)- Dettol/savelon/Equivalent	15 ltrs. per month
17	Bleaching powder of good quality	50 Kg. per month
18	Wiper unique of good quality- small	10 Nos.
19	Hit (small)	2 Nos. per month
20	Dettol Dispenser/Liquid Dispenser soap	5 Nos. Per month
21	Glass cleaner (500ml.)each- Colin	20 Nos. per month
22	Urinal Cube (A-1) of good quality(containing 12 pieces)	40 packets per month
23	Jala Brush of good quality	5 Nos. per month
24	Hockey /Toilet brush of good quality	5 Nos. per month
25	Choke remover of good quality	5 nos. per month

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26	Heavy duty bags for outside dustbins (daily replaceable)	100 Nos. per month/ As required
27	Hand Gloves of good quality	12 Nos. per month
28	Tissue paper (Hand wash) of good quality	20 Boxes per month
29	Scrubber (Each pkt contains 12Pcs.)	2 Pkt per month
30	Room Spray – Godrej/other equivalent	2 per month
31	Wiper unique of good quality big size	4 pcs per month
32	Thinner	3 Ltr per month
33	Nirma / Rin powder -(1 kg)	6 pkt per month
34	Tile cleaner- Harpic/equivalent (500ml)	3 pcs per month
35	Refill for mosquito repellent (Such as good night)	12 pcs per month
36	Sodium Hypochlorite solution	10 ltr per month
37	Sanitizer of good quality	10 ltr per month
38	Monthly rent of the Automated machines/cleaning equipment	As mentioned in the tender(Clause 5)

Tentative list of materials, have to be used to maintain the housekeeping services (Half Yearly)

S. No	Name of Items	Tentative Quantity -Half yearly
1	Nariyal broom (heavy) of good quality	50 Kg./As required)
2	Mugs of good quality - Every six month	20 Nos./As required
3	Dust pans for toilet/office (medium size) of good quality	30 Nos/As required
4	Buckets of good quality	20 Nos./As required
5	Dustbin Jhula Big size - 80 ltr(Six month)	6 Nos. /As required
6	Register (Deluxe Long Book for six month)	12 Nos. /As required
7	Dustbin Small size (every six month/As required)	6 pcs. /As required
8	Drum trolley (every six month/As required)	2 Nos. /As required
9	Computer duster (every six month/As required)	20 Pcs. /As required
10	Lime of good quality	50 Kg. /As required

Note:

- The above listed material is tentative and can be increased/decreased as per the actual requirement of the institute, however it will be the responsibility of the agency to full fill the shortage of any material immediately.
- Any material brought without such prior written approval shall be entirely at the risk and cost of the contractor.
- It shall be contractor's responsibility to provide all above mentioned materials/equipments/Automated machines etc required for the cleaning purpose. The material must be supplied at NIFT Raebareli and its extension centre of Varanasi (VEC) on or before 5th day of every month failing which penalty of **Rs. 1000/-** will be charged for each day of delay. It will be the responsibility of the contractor to supply the material 'On time' at the institute, make its entry at the main gate security register and to verify the same with the institutes designated

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officials. All the material to be used must be approved by the designated official of the institute before starting the work. No delay due to non-availability of any materials / cleaning equipments/Automated machines will be entertained by NIFT.

- d. The agency will only claim the payment against the actual supply of materials in the monthly bill (Refer: **Annexure I (A) & (B) of Price bid.**). No payment will be paid for unsupplied materials.
- e. If the contractor brings defective/ sub- standard materials at site, it shall be the responsibility of the contractor for the removal and disposal of the same at his cost. NIFT shall not entertain any claim from the contractor on this account. Cleaning material not found to be satisfactory as per list above at Clause 6 will attract penalty of Rs. 500/- per instance with maximum ceiling of Rs. 10,000/- in a month.
- f. Detailed inspection of works may be carried out jointly by the contractor and the representative of NIFT at any point of time.
- g. **It is the responsibility of the agency to quote the rates for providing required materials & rent of cleaning equipments & tools/Automated machines (if any) in the Price Bid. No additional charge will be borne by the NIFT.**

7. SCOPE OF WORK FOR SUPPLY OF MANPOWER FOR OFFICE & RELATED WORK

Supply of manpower for various office & related work at NIFT Rae Bareli as well as its extension centre at Varanasi (VEC) as per details:

Category	Manpower required	Total
Junior Asst./ Lab Assistant or equivalent	13 06(Jr. Asst.-RBL)+ 04 (Lab Asst.-RBL)+ 01(Lab Asst.-VEC)+ 02(Jr. Asst.-VEC)	13
Multi skill support staff for assistance in various office works such as Driver, hostel, library etc.	05 01 (Multi Skill Support Staff at Hostel-RBL)+ 02 (Driver-RBL) + 01(Multi Skill Support Staff for various office works- VEC)+ 01 (Driver - VEC)	05
Total no. of manpower required at NIFT Raebareli & VEC		18

Categories	Eligibility Criteria
Junior Asst. or equivalent	<ul style="list-style-type: none"> Minimum 12th Standard pass from any recognized Board / University. Proficiency of typing speed not less than 25-30 wpm (Hindi / English). Proficient in MS Office & Drafting etc. <p>Desirable: Having 02 years experience in clerical job.</p>
Lab Assistant or equivalent	<ul style="list-style-type: none"> Minimum 12th Standard pass from any recognized Board / University. <p>Desirable: At least 01 year relevant experience as per requirement of the Deptt.</p>
Multi skill staff -Driver	<ul style="list-style-type: none"> Minimum 10th Standard pass from any recognized Board. Possession of the commercial driving license for Light & Heavy Motor Vehicle. Should be able to read and write in Hindi and English.
Multi skill staff for assistance in Hostel	<ul style="list-style-type: none"> Minimum 12th standard pass from any recognized Board / University. Experience of Minimum 02 Years in any reputed/ Government Organization for handling the day today matters relating to office works. Experience in Hostel works may be preferred.
Multi skill support staff for assistance in various office works such as library etc.	<ul style="list-style-type: none"> Minimum 12th standard pass from any recognized Board / University. Knowledge of Computer skills Experience of Minimum 02 Years in any reputed/ Government Organization for handling the day today matters relating to Office/Library works.

***The no. of manpower for all positions as mentioned above may be increased or decreased as per the situational requirement. The final no. of manpower personnel shall be placed as per the actual requirement at the time of awarding the order, after the approval of the Competent Authority.**

Important Note:

- i. The Agency shall provide Manpower Service as per NIFT's requirement with specified qualification and experience in accordance with conditions laid down by NIFT.
- ii. The Agency shall be paid service charge/Profit margin on the total remuneration payable to the personnel.
- iii. The contractor shall be responsible for the payment of wages and allowances as per DoPT orders (Govt. of India) and accepted by NIFT including variance in DA will be applicable as and when the Central Government notifies it and all other statutory dues to the persons employed by him for providing the manpower services.
- iv. The agency shall replace any of its personnel immediately who are found unacceptable to NIFT because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from NIFT. No association or trade union activities will be allowed by the manpower supplied by the agency.
- v. The agency shall immediately provide a substitute in the event of any person leaving the job due to any reason.
- vi. Interested agencies may quote their rates for engaging manpower on monthly basis be employed by them. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the agencies. The other statutory expenses like Payment of Wages, EPF, ESI, Workmen compensation, Bonus etc. will be the responsibility of the agency.
- vii. The agencies must fulfill all conditions required under Labour Contract Employment Act as amended from time to time. The agencies shall be governed by the laws of India and interpretations in accordance with such laws.
- viii. Any person deployed by the service provider will be purely employee of the Manpower Agency and cannot claim any master & servant relationship with NIFT. Also, the service provider's staff shall not claim any benefit / compensation / absorption / regularization of service with NIFT under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director.
- ix. The normal working time is 09.00 AM to 05.30 PM of all working days. The reporting time for duty and closing time shall however vary according to the nature of duties assigned.
- x. Before deploying the outsourced staff the successful Contractor shall arrange for the interview of the suitable candidates by the Director / Joint Director, NIFT, Raebareli OR panel approved by the Director, NIFT RBL. The photocopies of the documents of the selected candidates will be retained for the record of NIFT Raebareli.
- xi. Statutory deductions shall be promptly remitted to the statutory agencies as per law. Service charges alone shall be retained by the service provider for provision of services to NIFT.
- xii. The agency shall be responsible for their conduct and observance of normal discipline at NIFT. The Contractor shall also provide its workers photo-identity cards which shall be checked by the NIFT as and when necessary.

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- xiii. Any violation of discipline or irregularity in attendance or indulgence in misconduct on part of personnel deployed, the personnel deployed shall be immediately withdrawn as per instruction of Director, NIFT, Raebareli.
- xiv. No remuneration is payable for unauthorized leave / absence. The agency will inform NIFT of paid leave the agency has allowed to employees.
- xv. Agency would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF / ESI contribution. The Agency shall also be responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act, The Employees Provident Fund Act, Central Government Minimum Wages Act, The Payment of Wages Act 1956, Payment of Bonus Act, E.S.I. Act, or any such Act applicable to carry out the work assigned by NIFT.
- xvi. Payment to the service provider would be strictly on the certificate by the Department of Establishment, NIFT, Raebareli on satisfactory provision of the services and attendance of staff deployed by the service provider.
- xvii. TDS will be deducted at source as per Income Tax rules & regulation in force from time to time.
- xviii. No amount should be collected or deducted from the employees' salary apart from statutory deductions. If this clause is violated, the contract is liable to be cancelled.
- xix. The agency should make suitable arrangement for supervision of the manpower supplied and other related works.
- xx. The agency shall be responsible for all injuries and accidents to persons employed by him. The workers shall be insured against personal accidents arising out of and during the course of their duties.
- xxi. In the event of injury, illness or accidents to any worker, NIFT will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act.
- xxii. The agency shall have to engage the required number of manpower and in case required number is not available on any day, NIFT Rae Bareli can impose the penalty, if proper and acceptable reason is not given by the agency.
- xxiii. The agency shall in no case pay its employees less than the minimum mandatory rates per day in accordance with the DoPT orders/ Minimum Wages fixed by Central Government.
- xxiv. The wages in tune to the guidelines of DoPT orders issued from time to time, may be applied to manpower to be engaged through outsourced agency subject to the approval of the Director, NIFT Raebareli.
- xxv. The agency shall not appoint sub contract/sublet/ any sub company / agency to carry out any obligation under the contract.
- xxvi. The agency shall maintain a daily attendance register including the number and names of the workers engaged in the office for works as per scope of the contract. Also it shall maintain a complaint book, which should be made available as and when required.

8. Penalty

A maximum penalty of Rs. 1000/- shall be levied in case deficiencies are observed in cleanliness in the office. However, a penalty of Rs.100/- per day shall be levied for Agency's failure to undertake

cleanliness on any particular floor/office. The penalty shall be deducted from the monthly bill of the agency.

9. Tender form, Earnest Money and Security Deposit

9.1 Tenderer will submit the e-tender in National Institute of Fashion Technology alongwith Earnest Money Deposit amounting to **Rs. 4,50,000/-** to be paid in the form of Pay order/Demand Draft/FDR in favour of NIFT payable at NIFT Rae Bareli. In no case, the cheque and/or cash will be accepted. No tender shall be accepted if it is not accompanied by Earnest Money Deposit. . “MSME/NSIC/Startups organization participating in the tender are exempted to submit EMD while submitting tender.

9.2 The Earnest Money Deposit of successful bidder shall be treated as a Security Deposit till the submission of performance Security. No interest shall be paid by the Department on earnest money or security deposit.

9.3 Original notice inviting tender (to be signed by the tenderer/authorized signatory)

10. Financial Bid

10.1 Tenderer shall quote the price per month for the management of **housekeeping, gardening, maintenance services and supply of manpower for office & related work** in such a manner that should cover following components for the entire contract period with cost of the materials has to be used:

- (a) Wages as per Central Minimum Wages Act to be applicable for housekeeping staff, maintenance staff (Skilled, Semiskilled and Unskilled) and wages applicable to supply of manpower as per DOPT & accepted by NIFT. Referred tables mentioned in the Price Bid.
- (b) Employer contribution towards PF, ESIC, PF admin Charge, etc.
- (c) Service Provider Service Charge/Profit margin of Agency **(Both in % & Rupees on minimum wages/DOPT as decided by NIFT)**
- (d) Materials cost (for housekeeping Services)
- (e) Rent (if any) for Tools & cleaning equipments (Automated machines)
- (f) Set of uniforms as mentioned in 3.1.5.1

10.2 YEARLY ESCLATION ON QUOTED RATE

- (a) Yearly escalation of **Five Percent (5%) for 2nd and 3rd year** may be considered on initially quoted **Service Provider Service Charge/Profit margin (in Rs.)** of the agency for the management of for various services subject to satisfactory performance of the agency duly evaluated by the NIFT Authority.

10.3 The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No blanks/overwriting in the Financial Bid will be allowed and such type of mistake shall make the tender liable for rejection straightway. Each and every column may be filled in the financial bid.

10.4 In case two or more tenderers quoting same rates, preference will be given to the tenderer having maximum experience of providing housekeeping services & supply of manpower in similar Govt. organizations as per the records submitted by the bidder at the time of submitting

the tender. Please note that the experience for a specific period will be counted once only irrespective of no. of institutes/universities.

10.5 The prospective bidders should also note that the documents submitted at the time of e-tendering process will only be considered for the evaluation in technical bid. Thus bidders are required to be ensured to submit all the relevant documents as per terms & conditions of the tender document at the time of submitting the tender. The decision of Competent Authority will be final in this regard.

11. Payment of Bills

11.1 The department will make the payments of monthly bills within 15 days from the date of submission of the bill. However, this shall not apply to disputed items of the bill.

11.2 Wherever any over payment comes to the notice of department, the same shall be deducted by the department from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract and failing that under any other tender/contract/agreement with department or from the security deposit of the tenderer.

11.3 NIFT reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstracts. Department further reserve right to enforce recovery of any overpayment whenever detected.

11.4 NIFT reserves the right to ask for Bank statement in order to verify the payment of wages released to the staff by the contractor.

11.5 If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/ contract, it shall be recovered by any or all the methods prescribed above by the department from the agency.

12. PAYMENT OF DIFFERENTIAL AMOUNT

(a) Generally, Central Labour Commissioner, Ministry of Labour and Employment, Government of India revises the minimum wages upwardly twice in a year (April and October). If it occurs, contractor shall make the increased payments to staff accordingly with arrears and NIFT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) in subsequent month bill to contractor.

(b) After the upward revision in the minimum wages, it may also impact the Employer PF contribution, ESI, PF Admin Charges etc. If it happens too, NIFT shall pay the differential amounts towards under these heads.

13. Notice of NIFT

13.1 Subject to as otherwise provided in this tender, all notices to be given on behalf of NIFT and all other actions to be taken on its behalf may be given or taken by any authorized official by the NIFT.

14. Legal Liability and Responsibility of Agency

14.1 It will be the responsibility of the agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations.

14.2 The agency shall comply with all the statutory provisions as laid down under various Labour Laws/ Act/ Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act, and other Labour Laws/ Acts/ Rules in force from time to time at its own cost. The NIFT shall bear no liability towards violation of any statutory provisions under Labour Laws and/or any other laws applicable.

14.3 In every case in which by virtue of the provisions of the Workman's Compensation Act or any other Act, the NIFT, if obliged to pay compensation to such person employed by the tenderer in execution of the work, then the NIFT will be entitled to recover the amount of NIFT so paid from the agency.

14.4 The agency has to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Fund Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.

14.5 The agency shall indemnify to the Corporation against any payments to be made under and for the observance of the above mentioned various laws and rules.

15. Liability of the NIFT

15.1 The NIFT shall not provide any residential accommodation to the any personnel employed by the agency. No cooking or lodging shall be allowed in the NIFT's building for the staff engaged by the agency.

15.2 The NIFT will be under no legal obligation to provide employment to any of the personnel of the agency after expiry of tender/agreement/contract period and the NIFT recognizes no employer employee relationship between NIFT and the personnel deployed by the agency.

15.3 The NIFT shall not be responsible financially or otherwise for any injury to the housekeeping personnel in the course of performing the housekeeping functions described in this tender in the NIFT's building.

16. Termination of Tender

16.1 If the agency at any time makes default in executing the job with due diligence and continues to do so, and/or the agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per tender terms and conditions and does not complete them within the period specified in the notice given to him in writing, the NIFT may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the agency, shall terminate the tender/contract /agreement, after one calendar month notice and security deposit will also be liable to be forfeited by the NIFT. NIFT shall on

such cancellation have powers to carryout/execute the work through other agencies by any means at the risk and cost of the agency.

16.2 The NIFT reserves the right to terminate the contract without assigning any reason by giving to the tenderer one calendar month notice of its intention to do so and on the expiry of the said period of notice, the tender/ contract / agreement shall come to an end without prejudice to any right to remedy that may be accrued to the agency.

16.3 If any information furnished by tenderer is found to be incorrect any time, the tender/ contract/agreement will be liable to be terminated, after one calendar month notice and the security deposit will also be liable to be forfeited by the NIFT.

16.4 In case the agency wants to terminate the tender/contract/ agreement, it shall have to give three calendar months notice in advance to this effect to the NIFT.

17. Arbitration

In the event of any dispute arising out of this tender/ contract/ agreement or in connection with the interpretation of any clause in the terms and conditions of the tender / agreement/ contract or otherwise, the matter shall be referred to the arbitrator appointed by the NIFT. Courts at Rae Bareli shall only have jurisdiction in connection with any dispute/ litigation arising out this tender/ agreement/ contract.

18. Other conditions of the tender:

18.1 The tender form should be clearly filled in ink legibly or typed.

18.2 Change in the name of the tenderer shall not be allowed under any circumstances.

18.3 Each paper of the tender document should be signed by the tenderer /Authorised Signatory with seal of the Agency/ Firm/ Company.

18.4 No change in constitution/ share holding of the successful tenderer will be done under any circumstances without the prior approval of the NIFT in writing.

18.5 The NIFT will deduct tax at source as per Income Tax Act 1961 as applicable from time to time.

18.6 The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

18.7 The individual signing the tender form or any document forming part of the tender/agreement/ contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such person of the firm as the case may be in all matter pertaining to the tender/ contract/ agreement including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the NIFT may, without prejudice to other civil and criminal

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remedies shall cancel the tender/ contract/ agreement after one calendar month notice and hold the signatory liable to all costs and damages. In case any person signing the tender/ contract/ agreement on behalf of the limited company or firm, he will produce letter of authority / resolution passed by the company/ firm empowering him to sign the tender / agreement / contract on behalf of the company or firm.

18.8 The agency shall indemnify the department/ government against all other Damages / changes and expenses for which the NIFT held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

18.9 If any damage/ theft is caused to the assets/ property/ equipment by any personnel and/or supervisor of the agency, then the tenderer shall bear the cost of repair or replacement as applicable.

18.10 Any person who is in Government service or any employee of the NIFT should not be made a partner to the tenderer by the agency directly or indirectly in any manner whatsoever.

18.11 The agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/ firm/ agency or cannot associate with a firm / company without taking prior approval of the NIFT.

18.12 Any other provisions as advised by the NIFT shall be incorporated in the agreement to be executed by the agency and the same shall be binding on the tenderer.

18.13 The agency shall provide a non-judicial stamp paper of Rs. 100/- for preparing a contract/ agreement. The successful tenderer shall enter into a contract/ agreement with the NIFT as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the NIFT, whichever is earlier.

18.14 That the agency shall have to provide any additional personnel for allocating any additional housekeeping/other duty as directed by the NIFT or any authorized officer of the NIFT in addition to those duties/personnel covered in this tender.

18.15 Agency will have to ensure, cleanliness of the site by using the requisite quantity and quality of materials to the full satisfaction of NIFT. If the NIFT indicates that the cleanliness is not adequate on account of insufficient tools and/or manpower, then additional tools and/ or manpower, as the case may be, will have to be brought in by the agency without any extra cost or the item/manpower will be purchased / managed directly by the NIFT and its cost will be deducted / recovered while making the payment of bills to the agency.

18.16 The tools and materials to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and/or other articles lying at the site.

18.17 The NIFT reserves the right to cancel the tender/ contract/ agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality NIFT further reserves the right to get the work done from some other agencies and also

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shall cancel the tender/ agreement / contract at one month notice. Agency will be black listed by the NIFT for a period of 4 years from participating in such type of tender of the government and its earnest money/ security deposit shall also be forfeited.

18.18 The tenderer shall not employ any person who has not completed eighteen years of age.

18.19 The agency before execution of the work shall specify the actual number of workers to be engaged for housekeeping job. The agency shall also employ Supervisor/s to supervise the job and the supervisor shall have minimum three years experience in the housekeeping services. He must be able to watch and supervise the work after making the checklist and to test and examine materials to be used. He must ensure the maintenance of performance standards and periodicity of cleaning. The supervisor who should be deployed by the agency round the clock shall also receive instruction from the Department and/or any authorized officer of the NIFT from time to time for carrying out the housekeeping services. As and when any extra work is to be carried out, the agency shall plan and increase the number of workers. The supervisor should reside in the vicinity of the campus so that he may be called as and when required by the institute.

18.20 A complete list of the staff/manpower, engaged by the agency for deployment on the site shall be furnished by the agency to the NIFT along-with their complete addresses and other antecedents as verified by the Police Authority and the agency should give a certificate to that effect to the department.

18.21 The tenderer is required to submit details alongwith the Bio data of all the Promoters / Partners/Directors etc. along with the documentary proof as the case may be (copy of partnership deed/ dissolution deed/ Memorandum of Articles/Registration from Registrar of companies & other documents etc.)

18.22 Every housekeeping services staff engaged by the agency shall wear the prescribed uniform meant for housekeeping and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided and maintained by the agency at its own cost.

18.23 NIFT shall be at liberty to direct and to require the Agency to remove from the works, any person employed by the Agency, who in the opinion of NIFT misconducts himself or is incompetent or negligent in the proper performance of his duties or infirm and invalid/or indulged in unlawful activity or the like and such person shall not be again employed on the work without written permission of the NIFT.

18.24 All the terms and conditions contained in this tender document will be a part and parcel of the agreement/ contract to be executed by the agency with the NIFT.

18.25 Canvassing in connection with the tender are strictly prohibited. The submission of the tender will be deemed as unconditional.

18.26 Tender not conforming to any of the requirements under Technical Bid as per the terms and conditions will be rejected and no correspondence shall be entertained whatsoever.

18.27 For any clarification regarding the scope of work and/or any terms and condition of tender, the intending tenderer can seek clarification from EE (Civil)/RA (Admin) on any working day in person up to 3.00 p.m.

18.28 Contractor will also be responsible to carry out the work not mentioned in the scope of work assigned by the NIFT authority as per the situational requirement. If both the parties feel any necessity to modify or add any condition even at a later point of time during the period of contract, the same would be deemed as a part of the contract and be binding upon both the parties.

18.29 NIFT reserves the right to cancel the tender at any stage without assigning any reason. The Director NIFT Raebareli 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.

18.30 Sub contracting of the contract is strictly prohibited.

Technical Bid

ANNUAL RATE CONTRACT FOR PROVIDING HOUSEKEEPING & OTHER SERVICES AT NIFT RAEBARELI AND ITS EXTENSION CENTRE AT VARANASI

1. Name of the Agency : _____
2. Address of the Agency : _____
3. Phone No.: _____ (Mob.) _____ (e-mail) _____
4. Whether proprietor/ partnership Firm / Company: _____

Sl.No.	Required Documents	Attached / Not Attached	Sr. No. of Proof
1.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship(attached a certified copy for proof)		
2.	Earnest Money deposit of Rs. 4,50,000/- (Four Lakh fifty thousand only)	DD / Pay Order /FDR No. Date:	
3.	Last 3 years (2019-20,2018-19,2017-18) experience/completion certificate for successful completion of work for housekeeping services issued by the concerned organization (Please attach attested copies of the certificate along with details as per Annexure II)		
3.1	Proof in support of experience of completion of similar works (i.e. Housekeeping Services) in any Government/ Semi-Government/ Autonomous Bodies/ PSU's/ reputed national level Institutions etc during last 3 years (2019-20,2018-19,2017-18): (a) Three similar completed works each costing not less than Rs. 1.30 crore /OR (b) Two similar completed works each costing not less than Rs. 1.94 Crore /OR (c) One similar completed work each costing not less than Rs. 2.59 Crore		
4.	Last 3 years (2019-20,2018-19,2017-18) experience/completion certificate for successful completion of work for supply of manpower for various services (such as office work & maintenance work) issued by the concerned organization (Please attach attested copies of the certificate along with details as Annexure III)		
4.1	Proof in support of experience of completion of similar works (i.e. Supply of manpower) in any Government/ Semi-Government/ Autonomous Bodies/ PSU's/ reputed national level Institutions etc during last 3 years (2019-20,2018-19,2017-18): (a) Three similar completed works each costing not less than Rs. 0.86 crore /OR (b) Two similar completed works each costing not less than Rs. 1.30 Crore /OR (c) One similar completed work each costing not less than Rs. 1.73 Crore		
5.	Certified document in support of annual turnover of Rs. 4 Crore in		

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	each year for the last 3 Financial years (2018-19,2017-18,2016-17) of the agency (CA Certified statement for turnover for last 3 years must be enclosed along with Technical Bids).		
6.	Valid and effective Quality Assurance ISO Certificates held by the Firm / Agency for providing Housekeeping Services & Supply of Manpower for various Services (Copy of certificate must be enclosed)		
7.	Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (Not less than for 100 workers)		
8.	Copy of PAN card		
9.	Copy of the GST no. of the Firm		
10.	Income Tax return for last 3 years (Assessment Year 2019-20, 2018-19,2017-18)		
11.	Registration certificate from EPF		
12.	Registration certificate from ESI		
13.	Proof of submission(i.e. copies of challans) of EPF and ESI with the concerned authorities for last 2 years (Financial Year 2019-20,2018-19)		
14.	Bank Solvency certificate for an amount not less than Rs. 1 Crore (not older than last six month from the date of opening of tender).		
15.	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance of terms and conditions of tender.		
16.	Performance certificate (only for similar nature works) for the last 3 years (2019-20,2018-19,2017-18) from the institutions/organizations where contract is currently being running on/ completed.		
17.	Character Certificate duly certified by the District Magistrate not older than last six month from the date of opening of tender.		
18.	Tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit (Latest) in this effect must be enclosed.		
19.	Catalogue/Photograph of the tools and cleaning equipments/machines. These machines/equipments should be self owned by the tenderer and proof of ownership (i.e copy of sale invoice in the name of firm/Proprietor) must be enclosed.		

Note: All the documents must be self attested

Dated: _____

Place: _____

PRICE BID

(The Price bid shall be submitted in separate second envelope in sealed cover superscripting "Price Bid" for Housekeeping Services and Supply of manpower for various services)

A: For providing Housekeeping, Gardening & Maintenance Services: (43 Unskilled & 15 Semiskilled & 10 Skilled)

Sl. No	Type of Workers	Minimum Wages (Basic + VDA) for a month (i.e.26 days)	EPF@13%		ESI (@ 3.25%)	Sub Total (in Rs.) (3+4+5+6)	Service Provider service Charge/ Profit margin on minimum wages as indicated in Column no. 3		Materials cost (monthly basis) As per Annexure-I (A) + Annexure- I (B) (in Rs.)	Total Amount- in Rs. (7+9 + 10)
			EPF along with Admin charges i.e. 12.5% (max ceiling limit of wages is Rs. 15000)	EDLI i.e. 0.5% Upto ceiling of Rs. 75 per person			(In %)	(in Rs.) (i.e. X * % of Profit margin)		
1	2	3	4	5	6	7	8	9	10	11
(A)	Skilled – 10 No. (1+9)	154180 (@593 per day)	18750.00	750.00	5010.85	178690.85				
(B)	Semi-skilled – 12 No. (11+1)	153504 (@492 per day)	19188.00	767.52	4988.88	178448.40				
(C)	Unskilled -40 Nos. (39+1)	436800 (@420 per day)	54600.00	2184.00	14196.00	507780.00				
(D)	Semi-skilled – 3 Nos.) (NIFT VEC) (Area B)	46254 (@593 per day)	5625.00	225.00	1503.26	53607.26				
(E)	Unskilled -03 Nos. (NIFT VEC) (Area B)	40950 (@525 per day)	5118.75	204.75	1330.88	47604.38				
X=Total Minimum wages (i.e. Column no. 3) =8,31,688.00						9,66,130.89				

Note: The service charge must be same for Skilled, Semiskilled and Unskilled worker.

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Sub Total (A- i.e. column 7+9+10): Amount (in Rs.) for providing housekeeping, gardening & maintenance services per month including all liabilities is Rs...../- (In words:.....)

B: For Supply of Manpower for Various Services (i.e. Office & related work):

Sl. No	Type of Workers	Wage (Basic + Applicable DA/30) (26 days)	EPF@13%		ESI (@ 3.25%)	Sub Total in Rs. (3+4+5+6)	Service Provider Charge/ Profit margin on wages as indicated in Column no. 3		Total Amount- in Rs. (7+9)
			EPF along with Admin charges i.e. 12.5% (max ceiling limit of wages is Rs. 15000)	EDLI i.e. 0.5% Upto ceiling of Rs. 75 per person			(In %)	(in Rs.) (i.e. Y * % of Profit margin)	
1	2	3	4	5	6	7	8	9	10
(A)	Junior Assistant / Lab Assistant (Level-2)- 13 Nos.(10+3)	262321.80 (@776.10 per day)	24375.00	975.00	8525.46	296197.26			
(B)	Multi skill support staff for assistance in various office works such as Driver, hostel, library etc. (Level-1) 05 Nos. (03+02)	91260.00 (@702 per day)	9375.00	375.00	2965.95	103975.95			
Y=Total wages (i.e. Column no. 3) = 3,53,581.80						4,00,173.21			

Note: The service charge must be same for all categories of workers.

Sub Total (B- i.e. column 7+9): Amount (in Rs.) for supply of manpower for various services per month including all liabilities is Rs...../- (In words:.....)

Note:

- The calculations must be made as per above tables. If required, the agency may provide the breakup on separate sheet.
- The service charge must be same for above categories.
- The no. of **workforce/** manpower mentioned above may be increased or decreased as per the situational requirement of NIFT Raebareli Centre & its extension centre at Varanasi. The final no. of manpower shall be placed as per the actual requirement at the time of awarding the order, after the approval of the Competent Authority.

Grand Total (A+B): in Rs...../- per month

(In words:)

1. The contract will be awarded on the basis of Grand total quoted by the bidder.
2. The rates of wages (stated at Table A) shall be applicable as per Central Minimum Wages Act on the basis of the classification of the cities as prescribed by the Ministry of Labour & Employment and the place of posting of the housekeeping staff/Maintenance staff. For example: Varanasi falls in Area B city accordingly the rates of minimum wages will be applicable for the housekeeping staff/ Maintenance staff deputed at Varanasi Extension Centre (VEC).
3. If the service charge/Profit margin quoted by the firm is Nil or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all statutory components while offering the rates.
4. If material cost (Column no. 10) quoted by the firm is Nil, the same will not be acceptable and the tender will be summarily rejected.
5. Any other payments likewise Uniform, Shoe, Leave Salary, Bonus etc., should be met by the contractor only. NIFT has no liability towards the above.
6. Yearly escalation of **Five Percent (5%) for 2nd and 3rd year** may be considered on existing quoted existing **Service Provider Service Charge/Profit margin (in Rs.)** of the agency for the management of Housekeeping Services & Supply of manpower for various services subject to satisfactory performance of the agency duly evaluated by the NIFT Authority.
7. Column No.4, 5 & 6 (i.e. EPF and ESI) as per Rule / Act. The max ceiling limit of wages for EPF & EDLI contribution is **Rs. 15000/-** OR as notified by the GoI from time to time.
8. *Tax/GST as per prevalent rules shall be paid by NIFT in addition to the contract amount.*
9. Payment to the agency will be made as per actual deployment of manpower for various services based on requirement of working days of the Institute (**i.e. NIFT Rae Bareli and its extension centre at Varanasi**).

Annexure-I (A)**List of consumable & non-consumable- Monthly (For NIFT Raebareli & Varanasi Campus)**

S. No	Name of Items	Tentative Quantity Per month Required	Quoted Rates per unit(Rs.)	Amount (Rs.)
1	Floor Duster (size 36 x 36) of good quality	60 Nos. per month		
2	Table Duster of good quality	50 Nos. per month		
3	Old Dhoti 5 mtr. each cotton of good quality	5 Nos. per month		
4	Soft broom 400 gr. Each of good quality	50 Nos. per month		
5	Room spray of good quality	2 Nos. per month		
6	Naphthalene balls (Balsara) of good quality	3 Kg. per month		
7	Brasso Polish 200 ml. pach of good quality	2 Nos. per month		
8	Air purifier - Odonil	100 Nos. per month		
9	Detergent Vim/555/Equivalent (1 Kg each).	20 Kg. per month		
10	Phenyl (White) sealed of good quality	100 ltrs. per month		
11	Acid of good quality	50 ltrs. Per month		
12	Harpic (500 ml)	30 Nos. per month		
13	Paper roll of 25 mtr (toilet) of good quality	600 roll per month		
14	Lizol	15 ltrs. pre month		
15	Liquid soap of good quality-branded	15 ltrs per month		
16	Liquid soap hand wash (1000 ml)-Dettol/savelon/Equivalent	15 ltrs. per month		
17	Bleaching powder of good quality	50 Kg. per month		
18	Wiper unique of good quality-small	10 Nos.		
19	Hit (small)	2 Nos. per month		
20	Dettol Dispenser/Liquid Dispenser soap	5 Nos. Per month		
21	Glass cleaner (500ml.)each- Colin	20 Nos. per month		
22	Urinal Cube (A-1) of good quality(containing 12 pieces)	40 packets per month		
23	Jala Brush of good quality	5 Nos. per month		
24	Hockey /Toilet brush of good quality	5 Nos. per month		
25	Choke remover of good quality	5 nos. per month		
26	Heavy duty bags for outside dustbins (daily replaceable)	100 Nos. per month/ As per required		

I accept the above terms & conditions

27	Hand Gloves of good quality	12 Nos. per month		
28	Tissue paper (Hand wash) of good quality	20 Boxes per month		
29	Scrubber (Each pkt contains 12Pcs.)	2 Pkt per month		
30	Room Spray – Godrej/other equivalent	2 Per month		
31	Wiper unique of good quality big size	4 pcs		
32	Thinner	3 Ltr per month		
33	Nirma / Rin powder -(1 kg)	6 pkt per month		
34	Tile cleaner- Harpic/equivalent (500ml)	3 pcs per month		
35	Refill for mosquito repellent (Such as good night)	12 pcs per month		
36	Sodium Hypochlorite solution	10 ltr per month		
37	Sanitizer of good quality	10 ltr per month		
38	Monthly rent of the Automated machines/cleaning equipment	As mentioned in the tender		
Charges for providing of house-keeping materials/monthly rent (Monthly)				

Annexure-I (B)

List of consumable & non-consumable- **Half Yearly (For NIFT Raebareli & Varanasi Campus)**

S. No	Name of Items	Tentative Quantity Half yearly	Quoted Rates per unit(Rs.)	Amount (Rs.)
1	Nariyal broom (heavy) of good quality	50 Kg./As required)		
2	Mugs of good quality	20 Nos./As required		
3	Dust pans for toilet/office (medium size) of good quality	30 Nos/As required		
4	Buckets of good quality	20 Nos./As required		
5	Dustbin Jhula Big size - 80 ltr	6 Nos. /As required		
6	Register (Deluxe Long Book)	12 Nos. /As required		
7	Dustbin Small size	6 pcs.		
8	Drum trolley	2 Nos.		
9	Computer duster	20 Pcs.		
10	Lime of good quality	50 Kg. /As required		
(A) Charges for providing of house-keeping materials (Half yearly)				
(B) Final Charges in one month (i.e. (A/6) - Amount quoted for six month/6)				

Note: The consolidated quoted charges mentioned at Annexure I (A) and Annexure I (B) must be indicated in material cost (i.e. column no. 10) of Price Bid 'A'.

UNDERTAKING BY THE CONTRACTOR

I have carefully gone through the various terms and conditions mentioned in the tender document. I agree to all the conditions and offer to provide **housekeeping services** and **supply of manpower for various services at NIFT Rae Bareli and its extension centre at Varanasi**. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions listed above. I also certify that the documents submitted by me are true and correct in order to the best of my knowledge and belief. In case any of the documents submitted by me is found false, I understand that institute has the right to reject my offer/tender at any point of time. I am also certifying that I will supply all the material, machinery equipments and uniforms to workman in accordance with the tender terms & conditions.

Place:

Date:

Signatures of Tendered with Stamp

Annexure –II

**Statement of the clients for providing Housekeeping Services during last three consecutive years (2019-20,2018-19,2017-18).
(Experience/Completion certificate as a proof must be attached failing which tender will not be considered)**

S. No.	Name and Address of the Company/organization	Name, Designation and Contact Phone no. of the official in-charge for the company/organization	Total Value of Contract	Monthly contract amount (Rs.)	Period of Contract From - To	Total Year of Experience	Sr. no. of proof attached (Experience/Completion certificate)

I accept the above terms & conditions

Annexure- III

Statement of the clients for supply of Manpower during last three consecutive years (2019-20,2018-19,2017-18).

(Experience/Completion certificate as a proof must be attached failing which tender will not be considered)

S. No.	Name and Address of the Company/organization	Name, Designation and Contact Phone no. of the official in-charge for the company/organization	Total Value of Contract	Monthly contract amount (Rs.)	Period of Contract From - To	Total Year of Experience	Sr. no. of proof attached (Experience/Completion certificate)

I accept the above terms & conditions

I accept the above terms & conditions

Full Signature of tenderer