



Tender Cost:-
500+18% GST= 590/-

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

SHILLONG CAMPUS

A Statutory Institute governed by the NIFT Act, 2006
(Ministry of Textiles, Govt. of India)

E-TENDERING

TWO BID SYSTEM

TENDER DOCUMENT FOR HOUSEKEEPING SERVICES
INCLUDING MANPOWER SERVICES

ANNUAL RATE CONTRACT FOR HOUSEKEEPING & MANPOWER SERVICES

Tender No: - NIFT/SHL/PO/2018-19/E08-House-Keeping Date of Issue: - 26/11/2018

Tender Rate: - 58, 12,560/-

EMD to be deposit along with the Tender: - 2, 90,000/-

SECURITY DEPOSIT: - 5, 81,000/-

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| 1. Date of Online Publication of Tender :- | 26/11/2018 at 01:00 p m. |
| 2. Date of Closing of Online Tender: - | 17-12-2018 at 02.30 p.m. |
| 3. Date of Opening of technical bid: - | 17/12/2018 at 03:00 PM |
| 4. Date of Opening of Financial bid: - | will be notified to the short listed bidders |

Note:-

1. This tender document contains 24 pages and bidders are requested to sign on all the pages
2. This tender document can also be downloaded from the website – www.nift.ac.in/Shillong and tender fee ` 590 /- may be remitted at the time of submission of tender in form of DD/PO in favor of “NIFT, Shillong”.
3. The technical bid & the commercial bid should be sealed by the bidder in separate covers duly Super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and super-scribed “Tender for Housekeeping & Manpower Services” to The Director, NIFT, Shillong Campus.
4. EMD should be kept on separate cover super-scribed as EMD and should not be kept in Commercial / Technical bid cover

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1. INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 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 years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & 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, Raibareli, Shillong and Srinagar.

2. NOTICE INVITING E- TENDER:

The NIFT Shillong Centre invites sealed tenders under "**TWO BID SYSTEM**" are invited for selection of an expert agency for the purpose of hiring security services at the Campus in order to maintain the proper security at NIFT campus and at its hostels.

The details of the tender are given below:-

- a. Description of Services: selection of an expert agency for the purpose of hiring security services at the NIFT (Shillong centre) in order to maintain the proper security at NIFT campus and at its hostels.
- b. Closing date & time for submission of bids: 17.12.2018 by 2.30 pm
- c. Date & time of opening of Bid:
 - i. Technical bid: 17.12.2018 by 3:00PM (in presence of the tenderers or their authorized representatives.
 - ii. Financial bid : will be notified to the short listed bidders
 - iii. Bid validity upto: 90 days from the date of opening of financial bid

Correspondence Address: Purchase Officer, National Institute of Fashion Technology, NIFT Campus, NIFT Shillong Campus, (old NEIGRIHMS), 'C' Block Pstear Hills, Lawmali, Shillong-793001. Contact No: 0364-2590971/2590240.

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Seal & Signature

(Full signature of the Contractor with seal)

INVITING E- TENDER

- a) The NIFT Shillong Campus invites sealed tenders under **"TWO BID SYSTEM"** for Hiring of Security Service at NIFT Shillong Centre Lawmali, Near- Ganesh Das Hospital, Shillong -793001 for students and staff for a period of **one year** and may be extend upto two more years (total 03 years) subject to the satisfactory performance (on yearly basis).
- b) The interested bidders should apply online and submit their tender and the bids along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids - all duly signed - on the <https://nift.ac.in/tenders/shillong> from 26th Nov, 2018 to 17th Dec 2018 upto 2:30 pm Tender document are also available for viewing on the "tenders" link of the NIFT's official website i.e. <https://www.nift.ac.in/shillong/tenders> and NIFT's E- tendering site i.e. <https://nifttenders.eproc.in>.
- c) Application to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- d) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
- Annual Registration Charges of Rs. 2000+18% GST (Non-refundable)
 - Bid Processing Fee charges of Rs. 4650+18% GST (Non-refundable)
- e) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the e-tender.
- f) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast window 7.
 - Java version: Java 7 update 51.
 - Use Internet Explorer 11.
 - All java add-on must be enable in the system.
 - Always use Class III B Digital Signature Certificate (DSC) having Signing and Encryption both.

For online Participation:

For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,

E-mail:- sandeep.bhandari@clindia.com

Phone No.:- 0124-4302033/36/ +918826814007

g) The bidders should ensure that it complies with the above requirement before applying for online tender. Also, the bidder should submit a hard copy of the Technical Bid submitted online with all relevant supporting documents **by 11th Dec, 2018 upto 3:00pm** which is to be addressed to Purchase Officer, National Institute of Fashion Technology, NIFT Campus, NIFT Shillong Campus, (old NEIGRIHMS), 'C' Block Pasteur Hills, Lawmali, Shillong-793001

h) Applications to this tender will be accepted only through the online mode through the [website https://nifttenders.eproc.in](https://nifttenders.eproc.in) No other mode of application will be considered & application will not be accepted. The tender fee and the EMD draft should be submitted in the sealed cover with technical bid super scribing **"Tender Fee – Tender for Providing_HOUSEKEEPING SERVICES INCLUDING MANPOWER SERVICES"** to:

**Purchase officer,
National Institute of Fashion Technology,
NIFT Campus, OLD NEIGHRIHMS, Near Ganesh Das Hospital Pasteur Hills Lawmali
Shillong- 793001.**

Seal & Signature

(Full signature of the Contractor with seal)

The tender document is not transferable to any other person. The tender document can also be downloaded from the NIFT's official website www.nift.ac.in/Shillong/tenders also from NIFT e- tender website <https://nifttenders.eproc.in> The tenderers who have downloaded the tender document should send a Demand Draft of Rs.500/- + 18% GST Total :590/-(non refundable) drawn in favour of National Institute of Fashion Technology (Shillong) towards the cost of tender document in Technical cum Financial Bid.

EMD: Rs: 2, 90,000/- (Two Laks Ninety Thousand only) form of Demand Draft in Favor of “**National Institute of Fashion Technology, Shillong**” payable at Shillong .

The tender fee and the EMD draft should be kept in the hard copy of the Technical Bid Cover. The Technical bid should be sealed by the tenderer in separate covers duly super scribed as “Technical Bid”. Online as well as sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as ‘Tender for Providing of House-Keeping and manpower Services at NIFT,Shillong Campus.

In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT:

- a. Purchase Officer 0364-2590971/2590240 ad.shillong@nift.ac.in

OR

purchase.shillong@nift.ac.in.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG.

GENERAL TERMS AND CONDITIONS

1. Tender shall be submitted in E-tender form only. If submitted in any other form the same shall be summarily rejected.
2. Tenders received without prescribed earnest money shall not be considered.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender document.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down here-in, otherwise the tender is liable to be ignored.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.

(Full signature of the Contractor with seal)

(ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.

(iii) Director or Principal Officer duly authorized by the Board of Directors of the company.

(iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement duly registered or the registered general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

8. Last date for receipt of Hard Copy tenders in the office of the Purchase Officer. **NIFT, Shillong - 793001**, will be **2.30 p.m. on 17-12-2018**. The Technical Bid **will be opened at 3:00 p.m. on the same day** in the presence of the tenderers or their representatives present and opening of the Commercial Bid will be notified to the short listed bidders.

9. A Demand Draft/Pay Order of **Rs 2,90,000/-** (Two Laks Ninety Thousand only) is required to be deposited as Earnest Money Deposit in favor of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG Payable at Shillong . The EMD will be refunded for all the unsuccessful tenderers within a month.

10. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not sign an agreement in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.

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

12. The date of commence of Housekeeping and Manpower services will be notified in the award of contract.

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

14. Corrections if any must be attested.

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

16. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly, and is not bound to accept the lowest bid.

17. The Contractor shall be responsible for engaging adequately trained manpower required

(Full signature of the Contractor with seal)

for providing House Keeping and Manpower Service in the Institute satisfactorily.

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

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

20. The Contractor will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees, should be enclosed. The contractor shall not change the workers / Technicians/gardeners frequently without the prior consent of NIFT. Sufficient numbers of relief workers shall be employed, in case any worker goes on leave, or taken weekly off, so that the day to day functioning of housekeeping work is not affected.

21. The Contractor shall be responsible for the payment of wages and allowances as per Minimum Wages Act of Meghalaya /Central Govt. wages whichever is higher as PF, ESI etc., in force and all statutory dues to the persons employed by him for providing the House Keeping and Manpower Services. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child laborers shall be permitted by NIFT under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable insurance benefits under labor laws. In the event, there is any violation of any contractual or statutory obligation regarding the personnel/labor; the contractor shall be responsible and liable for the same. Further, in the event of any claim, action or suit is instituted against NIFT, the Contractor shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.

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

23. The Contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws both central and state in force in the State of Meghalaya including registrations with Provident. Fund, Employees State Insurance, Meghalaya sales tax, Trading License from KHADC,(for Non-tribal agency) /Municipal registrations etc. An attested copy of all such statutory registrations shall be enclosed to the tender. Contractor should have to enclose copied of valid labour license in the technical bid.

24. The Contractor shall be responsible to maintain the equipment's and other articles

(Full signature of the Contractor with seal)

available in NIFT or supplied by NIFT in good condition. In case of any damage, he/she shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.

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

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

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

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

I) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided Housekeeping /Manpower Services. They should have at least 10 years' experience in doing housekeeping services/ Manpower services as a mandatory conditions and they should have done services at least in Five Government organizations. Contractor should keep certificates or work orders in support of the same, failing which their tenders would be summarily rejected.

II) Certificates in support of all statutory registrations.

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

30. **a) Working hours for housekeeping for NIFT premises (Shillong Campus) and Girls Hostel:** The work shall be carried out so as to keep the premises ready by office opening time and keep the office clean till and after the closing time of office. (Normal working hours is 8.30 a.m. to 5.00 p.m. for majority of housekeeping staff and beyond 5:00 p.m. up to 6.00 p.m. for selected group of housekeeping staff if and when required) (For supervisor:- 8.30 a.m. to 5.30 p.m.) (For plumber:- 8.30 a.m. to 5.00 p.m.).

Man power requirement for housekeeping is restricted up to maximum of 21 nos. of Housekeeping staffs 15 (6 male preferable), 1 Nurse ,2 Supervisor, 1 plumber ,1 Electrician, 1 MTS, on regular basis. However, the supervisor attendance will be calculated on agreed rate of total hour's basis. However, it may increase as per our urgent requirement. a) Academic blocks b) Girls hostel c) Auditorium d) Admin block e) and other open areas. Working for Landscaping (As and when required) staff: 3 gardeners (Normal working hours 8.00 A.m. up to 4.00 p.m.) (one male preferable). It may vary according to the needs. However, the supervisor attendance will be calculated on agreed rate of total hour's basis.

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

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

(Full signature of the Contractor with seal)

11148(3)/Accts/NIFT SHL/Tender/Housekeeping Services/2013

32. The Number of Man-power for providing of Housekeeping staff in NIFT, Shillong Campus may increase or decrease from time to time.

33. As NIFT, Shillong Campus which is in Lawmali are going to be shifted to the Permanent campus at Umsawli ,Mawdiangdiang,New shillong , So the contractor should be able to shift along with sufficient house-keeping staff as required by NIFT Shillong campus .

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

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

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

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

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

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

40. Once payment of wages are disbursed by the contractor to his workmen, Payment slip or Acknowledgement Slip shall be submitted to the Accounts Officer/Purchase Officer or any other designated officer of NIFT every month on the specified day. Probable date of wage disbursement shall be indicated in the tender by the contractor. No amount shall be deducted from the wages of the workmen by way of commission of any sort.

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

42. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the office and its officers, servants and agents for and against all third party claims whatsoever(including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act /Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and/or their Industrial Legislation from time to time in force. Valid labour license should be available throughout the tenure of service, in respect of NIFT if selected/work awarded.

43. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bills in duplicate by the contractor. The bills should be accompanied by same certificate as NIFT may prescribe from time to time. Income

(Full signature of the Contractor with seal)

Tax (TDS) as applicable at prevailing rate will be deducted at source. Payments are required to be made within 30 days of the submission of any bill. However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved. The contractor will be entitled for payment of amount as agreed by NIFT per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract of one year beginning from the date of awarding the service contract. The payment shall be made by NIFT every month of the related amount on presentation of bill for such payment by the contractor in the first week of each succeeding month. The payment due to the contractor will be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. In the event of failure in maintaining the Cleaning/Landscaping Service on any day up to the desired standard in part or full, the contractor is liable to be penalized @ ` 1000/- (Rupees One Thousand only) per day which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of Director/Designated Officer will be final and binding on the contractor and shall not be subject to dispute or arbitration. Payment for short attendance of workers will be deducted proportionately apart from the fine of ` 1000/- per day.

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

45. The EMD of Rs 2,90,000/- (Two Laks Ninety Thousand only) submitted by the Contractor along with the bid shall be forfeited if he does not fulfill any of following conditions:

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

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

46. As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.

47. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor, and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or regularization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.

48. The work executed shall be to the satisfaction of the Director/ Designated Officer of NIFT Shillong.

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

50. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labor laws or any other

prevalent laws both of central and the state enactments and submit an undertaking and proof of payment to its employees as per minimum wages rates PF & ESI remittances to NIFT each month along with claim bills for payment.

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

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

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

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

55. In case of any dispute the disputes will be settled in Meghalaya jurisdiction only.

56. The quotation will be based on Meghalaya Minimum Wages Act or Central Govt. minimum wages Act, towards the remuneration of the Nurse, MTS, Supervisor, Plumbers, Electrician, gardeners and Cleaners. The bidders should quote separately for the requirement of staff. Proper attendance on Biometric will be maintained for both the works. Contractor shall disburse wages to its workers deployed in NIFT Campus as per the prevalent minimum wages fixed by Meghalaya Govt/Central Govt and in the presence of a designated representative of NIFT.

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

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

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

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

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

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

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

57. Rule, 160(ii) of the General Financial Rules, 2017 is applicable for all vendors.

SPECIFIC CONDITONS FOR HOUSE KEEPING SERVICES:

A. Bio-Metric attendance will be use for the housekeeping staff and register will be use for the housekeeping materials. In case any discrepancy is found during the inspection one day salary may be deducted from the housekeeping supervisor salary and duty time would be **8.30 a.m to 5.00 p.m for all the six days (Monday to Saturday) for NIFT,premises (Shillong Campus) and duty time would be 8.00 a.m to 5.00 p.m for all the six days (Monday to Saturday) for Girls Hostel premises (Shillong Campus)** including all holidays except on Sunday. All the housekeepers and supervisor shall be present during the entire period of NIFT working hours on all the 6 days with exception of Sunday including all holidays the contracts shall provide suitable substitute for all staff on holidays / during off the rate shall be quoted accordingly.

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

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

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

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

F. Housekeeping should wear uniform provided by the contractor with approval from NIFT, while in duty.

I accept the above condition

(Full signature of the Contractor with seal)

SPECIFIC CONDITIONS OF LANDSCAPING (As and When required):-

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

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

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

13. NIFT will not be responsible to provide any residential accommodation to Landscaping personal deployed by the Landscaping contractor.

14. In addition to the existing plants, trees to improve the landscaping view, you may quote separately for additional requirement of plants, different sizes of pot and other material etc like fibre pots, foliage plants, red soil, manure, flowering plants.

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

Annexure – I
SCOPE OF WORK FOR HOUSE KEEPING SERVICES

Rendering continuous service in NIFT, Shillong Centre as per the area indicated below including Buildings, Boys and Girls Hostels, Resource Centre (comprising Library, Materials and Audio Visual Wings), Academic Departments, Class rooms, Labs, Admn/Accounts departments, Canteen, Open Common areas, sporting areas, Machinery & Equipment areas like DG sets, Auditorium, Emergency Room fire hydrants contained therein. The timings of Housekeeping services shall be 08.00 a.m. to 5.000 p.m. every day from Monday to Saturday.

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

- a) Cleaning of windowpanes, doors and firefighting equipment's at least once in a week to keep them dust free.
- b) Washing of floors of corridors with appropriate floor cleaning materials at least once a week preferably on Saturdays / polishing machine.
- c) All toilets shall be cleaned a minimum of two times a day and as and when required adequate number of naphthalene balls and air freshener to be provided in each toilet. All toilets to be cleaned once in a week (on Friday) by using acid, providing phenyl/cleanzo pocha in the toilets, water cooler areas and wherever/whenever necessary. Wherever needed the joints in floors/traps which gets damaged due to washing shall be filled with white cement or stand and branded ceramic fillers to arrest leakage through joints.
- d) Removal of cobwebs at least once a week with necessary surface / floor cleaning equipment's or machineries without any extra charge (Power Operated Machine).
- e) Cleaning of rooms with Phenyl / Cleanzo every day.
- f) Cleaning i.e., sweeping and scrubbing in Main and Annexure Building of all the rooms, stairs and corridors of floors, hostel premises, Registrar/Director's Office, Class rooms, Labs, RC, A/c, & Admn. Block including Terrace and roof daily twice before 9.00 a.m in the morning and 3.00 p.m in the afternoon.
- g) Cleaning and scrubbing Inside and outside of canteen premises with phenyl/cleanzo inside at least three times a day i.e., at 9.00 a.m., 12.30 p.m. and 3.30 p.m. Cleaning of the canteen kitchen once in a month.
- h) Removal of garbage from outside the premises of canteen, rainwater outlets in terraces, cleaning sewer lines storm water drains etc.
- i) Cleaning of compound including front and backside of the Main and Annexure Building and hostel premises daily in the morning including removing unwanted vegetation's dust, leafs etc. and neatly sweeping the area.
- j) Cleaning of Fans, Tube Lights Electrical fixtures etc. every week. Vacuum cleaners shall be used wherever needed.
- k) Cleaning of Sofas with vacuum cleaners every day.
- l) The computers in IT Department, Other Departments, and Faculty rooms shall be cleaned in the presence of Lab Technicians / Assistants, by properly using the vacuum cleaners if needed.

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

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

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

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

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

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

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

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

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

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

9. The contractor will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees.

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

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

I accept the above condition

(Full signature of the Contractor with seal)

binding on the contractor.

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

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

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

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

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

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

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

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

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

21. The tenderer may be required to coordinate and liaise with local authorities as Shillong Municipal Authority (SMB), in connection with cleaning services as per requirements of prevailing legislation on such matters, as called for.

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

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

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

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

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

27. Contractor should do Pest control in the Campus and in Hostels (Boys,Girls), thrice in a month and can claim enumeration by producing the bills.

SCOPE OF WORK OF LANDSCAPING (As an when Required)

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

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

1. Name of the Tenderer's firm :
2. Office Address :
Telephone No. :
Fax No. :
E-mail Address :
3. Name of authorized representative(s):
4. Registration Certificate copies enclosed for **
- i) P.F. Regn.No. : _____
ii) E.S.I. Regn.No. : _____
iii) GST Regn.No. : _____
iv) Labour License Regn.No.: : _____
v) PAN CARD No. : _____
vi) Trading License (KHADC) : _____
vi) Municipal Registration: (For Non tribal):.....

5. Average Gross Turnover during the last 3 consecutive years should be minimum 1 Crore .The Organization should provide required documentary proof in support thereof such as IT – Return, Audited Balance Sheet for the below:

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

6. Earnest Money Deposit of Rs 2, 90,000/- (Rupees: Two laks Ninety Thousand Only) is enclosed vide Demand Draft No. __, Dated _____ Bank _____

Note:

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

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7. Details of experience in State and Central Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries / Private Sectors as per the attached format (Please use separate sheet). (Minimum 5 years' experience is essential).

Year	Name of the Employer & Address with Telephone Nos.	Type of Institution/ Industry	Details of Experience, Period of Contract with dates of Commencement and termination covering last 3 years	Total No. of Housekeeping supervisor	Total No. of Housekeepers	Nature of Work

The agency must provide the certificates from at least 4 heads of Institutions where they are providing Housekeeping/landscaping / work orders of various institutions certifying that their services are professional and to their satisfaction.

8. Validity:

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

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

10. Income Tax Return for last 3 years with gross taxable income of individual / firm / companies / cooperative Societies.

11. The Number of Man-power for providing of Housekeeping staff in NIFT, Shillong Campus may increase or decrease from time to time.

12. As NIFT, Shillong Campus which is in Lawmali are going to be shifted to the Permanent campus at Umsawli ,Mawdiangdiang,New shillong , So the contractor should be able to shift along with sufficient house-keeping staff as required by NIFT Shillong campus .

(Full signature of the Contractor with seal)

NOTE:-

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

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

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Shillong
FINANCIAL BID

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

Particulars	Supervisor (rates in `)/ per month)	Housekeeper (rates in `)/per month)	Gardeners (rates in `)/per month)	Plumber (rates in `/ per month)	Electrician (rates per Month)	Nurse(rat es in/per month)	MTS(rates in per month)	Remark
	1	2	3	4	5	6	7	8
1. Basic Rate								
2.Provident Fund								
3.Employees State Insurance								
4. Bonus								
5. Others (to Specify)								
Total								

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

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

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

Materials List

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

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

List of Items:

Sl. No.	Items	Quantity	Unit Rate	GST(As Applicable)	Amount (`)
1.	Toilet / Urinal Cleaning liquid – HARPICK / any reputed brand				
2.	URINAL CUBES				
3.	Bathroom refreshers – Odonil / Dr Clean or any reputed brands				
4.	Disinfectant chemicals – Dettol Big/small				
5.	Hand wash – spray(Dettol / any reputed brand				
6.	SPONGES (HARD / SOFT TO BE SPECIFIED)				
7.	SOFT BROOMS				
8.	HARD BROOMS				
9.	HARD BRUSH				
10.	LONG BRUSH				
11.	NYLON SCRUBBER				
12.	BIG SQUEEZER				
13.	SMALL SQUEEZER				
14.	PLUMBING PUMP				
15.	DUSTERS – WHITE				
16.	YELLOW CLOTH				
17.	COTTON CLOTH				
18.	Deodorant & Disinfectant – liquid and Spray / Room spray / Jasmine				
19.	MOPS - MEDIUM				
20.	Metal Cleaning – BRASSO				
21.	DRY MOPS				
22.	Wiper				
23.	WC BRUSH				
24.	CARPET BRUSH				
25.	NAPHTHELENE BALLS (½ Kg / 1 Kg Packet)				
26.	LAPPAM PATTI				
27.	Toilet TISSUE ROLLS (any reputed brand)				
28.	COB WEB STICK				

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29.	INSECT KILLER SPRAY (HIT) / any				
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	reputed brand				
30.	CARRY BAGS – BIG (BOSS MAKE)				
31.	DISH WASHER (VIM BAR)				
32.	LIQUID SOAP – RIN				
33.	GLASS CLEANER (COLIN MAKE) / any reputed brand				
34.	NYLON BRUSH				
35.	MINI CLEANE				
36.	CARRY BAGS – SMALL (BOSS MAKE)				
37.	CLEAN FLESH				
38.	FLOOR AND TOILET CLEANING LIQUID PHYNYLE / CLEANGO / CRESOL				
39.	TOILET / URINAL CLEANING ACID				
40.	DETERGENT POWDER / LIQUID				
41.	TYPICAL STAIN REMOVAL MATERIAL				
42.	CARBOLIC ACID				
43.	Soap bar (Dettol / any reputed brand)				
44.	Hand tissue paper				
45.	Gala Mop				
46.	Dust cleaning stick				
	TOTAL				
	ADD:- TAX				
	GRAND TOTAL				

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

I accept the above condition

(Full signature of the Contractor with seal)