



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

16823/NIFT/Sgr/Estates/Housekeeping Services/2021/1118

Dated: 02-12-2021

**E-TENDER NOTICE FOR HIRING OF HOUSEKEEPING SERVICES AT NIFT,
SRINAGAR**

National Institute of Fashion Technology (NIFT), Srinagar invites e-tenders for providing Housekeeping services 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 agency** for its Campus/s etc.

Time schedule for tender process:

Date of tender notification	02-12-2021
Last date for receipt of duly filled in tenders (Online)	25-12-2021, at 17:00 hrs
Date and time of the opening of Technical bid of tenders	27-12-2021, at 11:00 hrs
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified Bidders
Earnest Money Deposit	"NIL" Bid Security Declaration shall be kept by the bidder in the BID Documents

For applying online, the bidder should go through the details contained in the Tender Document available at <https://eprocure.gov.in> before submitting the bids. Tender document is also available for viewing on the "Tenders" link of the NIFT Srinagar website i.e. <https://www.nift.ac.in/srinagar/>

Note: In case of any clarification, the bidders can send their queries at estates.srinagar@nift.ac.in or contact +91-7006149501.

Director
National Institute of Fashion Technology,
Srinagar

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट

श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

Eligibility and Criteria for Selection:

- 1.1) A firm or agency having experience of at least last three consecutive financial years (2018-19, 2019-20, 2020-21) in Housekeeping services to any Government/ Semi-Government/Autonomous Bodies/National level educational Institutions of high repute like IIT, NIFT, NIT CU's/reputed Pvt cos. etc. Satisfactory Performance certificate (mentioning successful completion in terms of compliances of all the statutory obligations including the timely deposition of GST in Govt account) from the institutions/organizations where contract was taken up must be enclosed with the technical bid.
 - 1.2) The agency should have annual minimum turnover of **Rs.20 Lakhs or above** in each of the last three financial years i.e. 2017-18, 2018-19, 2019-20 (CA certified statement/certificate for turn over for last three years as mentioned must be enclosed along with technical bids)
 - 1.3) The tenderer shall enclose a **Bid Security Declaration towards EMD** along with BID Documents.
 - 1.4) The agency must have a Branch Office at Srinagar for proper supervision, reasonable access in case of day to day requirement, for better coordination with the Housekeeping Agency at the site etc. In case the agency does not have an office in Srinagar, the bidder has to give an undertaking that the office shall be opened in Srinagar within one month of allotment of contract.
 - 1.5) The tenderer should not be blacklisted/banned by any Department of the Central or State Government or any PSU or any other organization. A notarized affidavit in this effect must be enclosed along with bid.
 - 2.0) Following documents must be enclosed along with Technical Bid
 - Copy of PAN card
 - Copy of the GST Registration of the Firm.
 - Income Tax return for last 3 years (AY 2017-18, 2018-19, 2019-20).
 - License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner (not less than 15 workers).
 - Registration certificate/Code No. from EPF
 - Registration certificate from ESI
 - Certificates in support of point no. 1.1 & 1.2.
 - Turn over- Copy of CA certified statement/certificate for turnover for last 3 years **2017-18, 2018-19, 2019-20.**
 - Bid Security Declaration
 - Address proof of Registered Office as well as Branch office at Srinagar/Budgam, J&K of the firm/agencies.
- **Note:** Documentary proof of above must be furnished with the technical bid. Absence of any of the above will render the agency in-eligible for opening of the financial bid.

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

On the basis of information provided in the technical bid, NIFT may verify the details, cross examine, visit the premises and constitute a Committee to recommend the authorities to shortlist the bidders. The decision of the Campus Director for short listing competent and capable to supply required personnel will be final. Price Bids of only shortlisted bidders will be opened for consideration.

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

- Bids to this tender will be accepted only through the online mode through Central Public Procurement Portal (CPP portal) <https://eprocure.gov.in>. No other mode of application will be considered and application will not be accepted.
- For applying online, the firm should get itself registered at <https://eprocure.gov.in>.
- The tender document can be downloaded from the official website of NIFT Srinagar i.e. <https://www.nift.ac.in/srinagar/> and also from CPP portal i.e. <https://eprocure.gov.in>
- The bidder should ensure that it complies with the above requirements before applying for tender. In the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

A) GENERAL TERMS AND CONDITIONS:-

- Tender shall be submitted in official tender form only as indicated above. If submitted in any other form the same shall be summarily rejected.
- The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
- No paper shall be detached from the tender.
- Tenders received after the specified date and time, due to whatever reason will not be entertained.
- 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.
- As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016 relaxation to Startups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications shall be applicable.
- NIFT reserves the right to accept or reject any tender without assigning any reason thereof.
- The rates quoted by the agency should be the reasonable for the scope of work indicated. Any other charges that are leviable should be clearly mentioned.
- The quotation submitted by the Agency should remain valid for a period of 90 days from

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

the date of opening of financial bids.

10. Each tender must be accompanied by Bid Security Declaration towards EMD.
11. If any agency which is awarded contract for Housekeeping Services refuses to undertake the work, NIFT Srinagar reserves the right to suspend/ban the bidder for a period of three years. Similarly, if the selected agency fails to complete the tenure of the contract satisfactorily, it shall be banned from engagement with NIFT for a period of three years.
12. In the event of the date specified for receipt, opening of bids being closed or declared as holiday for the NIFT Office, the due date for submission of bids, and opening of bids will be the following working day at the time fixed above.
13. The Bidders fulfilling the eligibility criteria, are subject to disqualifications if they have:
 - i) Made misleading or false representation in the form(s), statements(s) and attachments(s) submitted.
 - ii) Found to have been backlisted/banned/barred by a department/organization.
14. For further updates/ amendments, the bidders are advised to visit the NIFT Srinagar Website. NIFT is not bound to issue the notifications in the newspapers or enter into personal correspondence.
15. The Agency shall be liable to compliance of all laws, regulations, rules and directions given by statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the UT of J&K including registrations with the Provident Fund, Employees State Insurance, Commercial Tax, Municipal Corporations etc. Self -attested copies of all such statutory registrations shall have to be enclosed with the tender.
16. The Housekeeping Staff should be provided with 2 Sets of Uniforms for Winter and Summer. Necessary provisions of such costs/ expenditure shall be kept by bidder while quoting service charges in financial bid.
17. The Agency shall liaise with the Officer in charge Estates at NIFT Campus & report to him as and when required to make checks on day-to-day activities of the Housekeeping services. The Agency shall extend full cooperation to the designated officer from time to time.
18. The contractor and his staff must abide by various rules & regulations of NIFT as prevalent from time to time.
19. The selected agency shall deploy the Housekeeping Staff at NIFT Srinagar after screening the candidates through a Joint Committee of NIFT Srinagar and agency (Two members from NIFT Srinagar and one member from agency).
20. 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 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.
21. 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 will intimate as and when any change takes place. The contractor shall not at any time engage any minor to carry out

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

- the work under the contract.
22. 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.
 23. Either party (NIFT Srinagar or Agency) shall have the right to terminate the contract by giving 30 days' notice to the other party.
 24. Notwithstanding above, NIFT reserves the right to terminate the Contract without notice period of the agency breaches/ violates the contract agreement or any Govt of India norm.
 25. If at any time, it is detected that the contract has been sublet or assigned to any other entity by the successful bidder, the Institute shall be at liberty to terminate the contract forthwith without giving any time to the successful bidder.
 26. The contractor and his staff shall compile 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.
 27. The contract shall be valid for a period of one year from the date of completing all the formalities with respect to signing of agreement, deposition of Performance Security. However, the contract may be renewed on yearly basis for further period of two years on mutually agreed terms depending upon satisfactory services / performance of the contractor. In case services of the agency are not found satisfactory, the contract can be terminated by the institute even before the completion of the contract period which should be binding to the Agency.
 28. 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 roster, leave records, relievers etc.
 29. The agency shall also provide its workers photo identity card which shall be checked by the Security Guards as and when necessary.
 30. Non-compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.
 31. The Housekeeping contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks nor they are allowed to chew paan, gutka, tobacco items etc. at the campus.
 32. The selected agency will be required to enter into an Agreement with the NIFT Srinagar on a non-judicial stamp paper of Rs 100/- which shall also include the relevant clauses of this NIT as well as other mutually agreed conditions.
 33. Notwithstanding the punitive provisions contained in the contract for breach of contract the contractor shall not be liable for any such sanction so long as the failure of the contractor in fulfilling its obligations under the contract is the result of an event covered under Force Majeure clause.
 34. NIFT Srinagar shall have the powers to remove any difficulty/anomaly for successful running of Contract.

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट

श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

Special Terms and Conditions:

35. The rates for different category of housekeeping services that may be required for the proposed service(s) shall not be less than the rates of minimum wages prescribed by the Central Government. At present minimum wages for sweepers is Rs. 546/ per day under Unskilled Category for the AREA B, as per Minimum Wages on the basis of OM No. 1/26/(5)/2019-LS-II of dated 28/10/2021 issued by Government of India Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi. Hence, monthly basic wages (for 26 Days) for Sweepers is given Rs 14,196/- (546 x 26 Days)
36. The rate is to be quoted per square feet of carpet area. The carpet area for this purpose shall be limited to the internal covered spaces like rooms, washrooms, corridors, stairs etc. The open areas like Parking lots, Lawns, gardens, peripheries, roads, pathways etc. of the NIFT Campus & Hostel shall not be included for calculation of carpet area. However, the selected agency has to clean/sweep and maintain these open areas also without any additional charges. Bidders may keep the provision for same while quoting the rates.
37. The service provider shall have to deploy at least one sweeper for maximum of 4000 sq.ft. Carpet area. However, the NIFT reserves the right to change the deployment of person(s) for area at its discretion.
38. Appropriate quantities of all material and machinery for cleaning/sweeping purpose shall have to be provided by the service provider. The list of material and machinery is at Appendix-I. However, in case of dispute in arriving at appropriateness of material, the decision of the NIFT shall be final.
39. In their own interest the bidders are advised to visit NIFT Campus & Hostel for getting firsthand information regarding area, before participating in the e-Tendering process.
40. The selected Agency / Company has to complete the all formalities including execution of Legal Agreement, furnishing of Performance Security Deposit etc within 10 days after the issuance of Letter of Acceptance / Intent (LOA / LOI) and the Agency shall have to deploy the housekeeping services within 15 days of award of the contract.
41. All services shall be executed by persons skilled in performing such services. All consumable, detergents, chemicals, like (Naphthalene balls, Room fresheners, mosquito/insect repellents, liquid soaps, Colin, phenyl) equipment's, machineries etc. shall be arranged by the bidder.
42. Cleaning should be completed in office cited premises (except common places) prior to opening of office hours i.e. before 9.30 AM / 10.00 AM so that work in office does not get interrupted in the middle for cleaning purpose. The normal duty Hours is 09 Am to 5 :30 PM of all working days.
43. The housekeeping person deployed by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they engage and such character and antecedents of persons will be verified by the Service Provider before their deployment



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to the NIFT. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the NIFT for any Reasons immediately on receipt of such a request. Such requirements shall also be applicable to the Housekeeping staff re-registered.

44. The service provider shall engage necessary persons as required by the NIFT from time to time. The deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The contractor/service provider shall have to bear cost of providing personnel for this work load/ duty hours or weekly offs. The persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
45. In case the workers engaged by the Agency have any grievances, they shall take it up with the Agency without creating any disturbance on the campus. Under no circumstance's agitation means are to be resorted to by workers of the Agency, on the premises of the NIFT. On the expiry of the contract the Agency shall undertake to leave the premises in peace with all the workers without creating any disturbance. The Agency shall be solely responsible if the workers engaged by it misbehave or creates problems.
46. The service provider shall provide two sets of proper uniform to the housekeeping person deployed to the NIFT for both winter and summer seasons. Cost of Uniform shall be borne by Agency.
47. There is no Master and Servant relationship between the employees of the service provider and the NIFT. Further, the employee of the service provider shall not claim any absorption in the NIFT.
48. The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services from/in the NIFT.
49. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature.
50. Registers need to be kept available in the premises of the NIFT for Inspection of any statutory authority as and when required. For example, register of Persons, Employed, Muster Roll, Register of Wages, Register of Deductions, Register of OT, Register of Fines, Register of Advances etc.
51. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any manner detrimental or prejudicial to the interest of the NIFT. The decision of the officer - In - charge upon any matter arising under the clause shall be final and binding on the agency.
52. That the persons engaged shall be at least 8th pass and not below the age of 18 years or



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

- above the age of 60 years and they shall not interfere with the duties of the employees of the NIFT. This shall not however be insisted in those cases having one-year experiences in NIFT set-up.
53. Compulsory weekly off as per rule will be applicable to all housekeeping person deployed by the agency.
 54. The agency shall grant appropriate leave to its staff as per the norms of Govt. For this purpose, the services of leave reserve shall be deployed by the Agency without any additional cost to NIFT.
 55. In case the outsourced staff provided by the selected agency does not seem to be fit for the job despite of holding the requisite qualifications/experience, the agency shall immediately replace the staff with the new one.
 56. The functional control over the personnel deployed by the Agency shall rest with the NIFT and the disciplinary administrative/Technical control shall be with the Agency.
 57. The NIFT may request the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
 58. The Tenderer shall comply with all existing Central Govt. Labour Acts, such as Contract Labour Regulation Act. Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act etc. For any lapse or breach on the part of the Agency in respect of non - compliance of any Labour Legislation in force during the validity of the contract, the Agency would be solely responsible and would indemnify the NIFT in case the NIFT is held liable for the lapse on the part of the Agency in this regard.
 59. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
 60. That the Agency shall deploy their own supervisors to each campus of the NIFT to monitor and supervise over all housekeeping services together with performance of each house keeper. The NIFT shall not pay any extra amount for such supervisors.
 61. That the supervisors so deployed must ensure that all housekeeping services are being provided meticulously and shall obtain performance certificate from all concerned sections which shall form a part of monthly bill preferred by the agency.
 62. That the agency shall be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the NIFT shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency shall be required to provide particulars of EPF, ESI of its employees engaged in the NIFT. The Agency need comply all statutory provisions of law, rules and regulations of Act and keep the NIFT informed about any amendment in the law from time to time.
 63. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from the NIFT shall be acknowledged immediately on receipt on the

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट

श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

same day. The Service Provider shall strictly observe the instructions issued by the NIFT in fulfillment of the contract from time to time.

64. The NIFT shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
65. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the NIFT suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the NIFT for the same. The agency shall keep the NIFT fully indemnified against any such loss or damage. Any accident/ casualty occurring during the course of working to any staff engaged by the Agency, the responsibility shall rest with the Agency. For any accident or casualty occurring during the course of working to any staff deployed by the Agency, the liability that arises out of the accident shall be borne by the Agency. The responsibility shall rest with Agency and the NIFT shall in no way be responsible for it or for any other clause mentioned above.
66. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of the NIFT.
67. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in the NIFT
68. That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to the NIFT property, the same shall be adjusted from the security deposit to the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
69. The NIFT reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the NIFT shall be final and binding on all the bidders.
70. If the deployed staff is/ are not found suitable for the job, the contractor shall have to replace that staff within immediately. A penalty of Rs 500 per day per person will be imposed in case the agency is not deputing person as of required competencies/incapable person /indiscipline person etc. maximum within a week time of receiving a written communication from the Joint Director or his representative.
71. The selected firm will install the complete set up of Biometric machine by his own for marking the attendances for the housekeeping person. NIFT will not bear any cost either in terms of installation or regular maintenance of the complete set up of the biometric machine
72. Non-Compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract
73. Abnormally low bid submitted by the bidder shall be rejected. Before doing so, NIFT Srinagar at its discretion may seek written clarifications from the Bidder, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risk & responsibilities, and any other requirements of the bid

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट

श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

document. If, after evaluating the price analyses, NIFT Srinagar determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price bid, the bid shall be rejected forthwith & the contract shall be awarded to next L1 quoting a financially balanced Bid.

B) ARBITRATION:

1. Dispute, if any, arising out of the services contract shall be settled by mutual discussion between the parties within 30 days.
2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.
3. Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
4. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
5. In case of failure of arbitration as explained above, appropriate courts at Srinagar/Budgam (J&K) will have the jurisdiction to adjudicate upon the matter.

C) FINANCIAL TERMS & CONDITIONS: -

1. The contractor shall submit to NIFT Srinagar, copies of Biometric attendance sheet duly certified by the designated officer of NIFT along with the monthly bill. Copies of the previous month wage register along with certified copy of challan of ECS, ESI, EPF deposits along with the GST returns must also be submitted with every bill.
2. NIFT will not be responsible for the release of benefits such as Provident Fund, ESI, workmen compensation, bonus, pensionary benefits or allowances. However, any increase in Basic Wages under the minimum Wages Act or in any other Labour Legislation or other statutory obligations including EPF, ESI etc during the validity period of the contract shall be borne by the NIFT after considering relevant instructions of Govt of India. Similarly, if the rate of statutory obligations decreases, the corresponding amount shall also be decreased in monthly bills of agency.
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. 3% of the value of contract for 12 months in the form of Demand Draft/ BG drawn in favor of NIFT Srinagar, payable at Srinagar, J&K & should be valid for a period of 90 days beyond the date of completion of all contractual obligations of the agency. However, in case of unsatisfactory service provided by the agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the NIFT in this regard shall be final.

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

5. From among the bidders short listed after the evaluation of the Technical Bid. The Lowest -L1 bid will be decided at the time of finalization of E-tender on the basis of rate quoted under Service Charges/ Profit Margin given in the Financial Bid for providing Housekeeping services. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing Housekeeping services in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT Srinagar shall be final in all respect and will be acceptable to all the tenderers.

D) WAGES OF STAFF

1. Contractor shall pay minimum wages to all workmen as per the Central Government Minimum Wages Act (as amended from time to time). However, any increase in Basic Wages under the minimum Wages Act or in any other Labour Legislation or other statutory obligations including EPF, ESI etc during the validity period of the contract shall be borne by the NIFT after considering relevant instructions of Govt of India. Similarly, if the rate of statutory obligations decreases, the corresponding amount shall also be decreased in monthly bills of agency.
2. Contractor shall compulsorily issue the salary slips to all his employees every month with complete details of wages being paid. Salary statement shall also be put on notice board at NIFT Srinagar Campus.
3. The Service Provider 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 Housekeeping personnel in the bank for the month and statutory payments i.e. EPF/ESI remittance challans, Form -7 etc. exclusively for NIFT.
4. The Contractor must submit the proofs of payments towards PF & ESI dues of previous month for claiming subsequent month's payment. While submitting the bill, the service provider must file a certificate certifying the following:
 - Wages of Housekeeping personnel were credited to their bank a/c on dt: (copy of bank statement to be enclosed)
 - EPF contribution relating to Housekeeping personnel's amounting to Rs. were deposited on dt: . (copy of challan ECR Copy to be enclosed)
 - ESI contribution relating to Housekeeping personnel's amounting to Rs. were deposited on dt: . (Copy of Form-7 & challan to be enclosed).
 - We are complying with all statutory labour laws including minimum wage act.

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

5. 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. NIFT reserves the right to verify the salary paid to the workers from the bank.
6. Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.
7. The Payment shall be made strictly on satisfactory work and on the basis of Daily attendance of workers engaged.
8. The Contractor must submit the proofs of payments towards PF, & ESI along with monthly bills.

E) SCOPE OF WORK

To provide cleaning services at NIFT Campus during the period of contract as per the description given here under:

A. Daily Services:

- i. Daily cleaning and dusting of books and book racks present in the Library.
- ii. Proper and effective cleaning, booming and mopping of floors, corridors, staircases, pantries including sweeping and swabbing all floors, toilets, office chambers, and approaches of all premises with water and approved detergent, before opening of office.
- iii. Proper and effective cleaning, disinfecting, deodorizing of toilets including removal of choragus at regular intervals throughout the day.
- iv. Daily upkeep and cleaning of floor areas, including rooms, corridors, grills, doors, window fixtures and fittings including lights, fans etc. on daily and need basis, by providing all required items including proper tools, cleaning equipment's, detergents/cleaning agents, disinfectants, scrubbers, naphthalene balls, repellents, sprayers, liquid soap buckets, baskets, brooms, etc. of reputed brands.
- v. Dusting of all items of furniture, windows and glass panes both from inside and outside, doors, computers equipment's, telephone instruments, notice boards, flower vases, art objects, pictures, paintings, and machines in the premises.
- vi. Vacuum cleaning of carpet floorings and mats.
- vii. Spraying of air fresheners at daily regular basis.
- viii. Providing of Liquid soap in toilets and placing of sufficient quantity of naphthalene balls/cakes in the urinals as per requirement. At no time the liquid soap dispenser shall be kept empty. All toilets should be washed twice a day using phenyl.
- ix. Scrubbing of WC's, wash basins, sanitary fittings and toilet floors should be done as per requirement.
- x. Removal of wastes from dustbins and disposing it off through a proper arrangement.
- xi. Wet mopping of the floors thrice a day and on need basis.
- xii. Vacuum Cleaning of areas wherever computers are located and installed.
- xiii. Cleaning of Baskets, waste paper baskets, cob-webs and disposing off all the collected

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

refuse/garbage/rubbish and other unserviceable materials to the notified dumping areas, on daily basis. Under No circumstances these shall be stacked /dumped even temporarily within the building or the surrounding premises.

- xiv. Cleaning and dusting of Electrical Switchboards, Light fixtures, doormats, and nameplates.
- xv. Clearing of any choking's in the drainages, manholes etc.
- xvi. Removal of beehives and cobwebs/honey webs from the office building and its premises.
- xvii. Cleaning and sweeping of open area including balconies and roof tops with brooms.

B) Weekly Services:

- I. Proper and effective cleaning of glass doors, wooden doors, sign boards, name plates, fans, lamp shades, overhead light fixtures.
- II. Washing and scrubbing of floor area with reputed detergents.
- III. Vacuum cleaning of sofa sets, Auditorium Chairs, Vertical Blinds.
- IV. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic moppets /scrubbing machine to be used at least once in a week.

C) Monthly Services:

- I. Washing /cleaning of carpets wherever provided.
 - II. Washing /cleaning of curtains wherever provided.
 - III. Washing /cleaning of fabric chairs.
 - IV. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of the Officer-In-charge
 - V. All floors in common area floors including staircases shall be cleaned thoroughly by floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
 - VI. Moving of articles like tables, chairs, admirals, display boards, etc. as and when such shifting is necessary.
 - VII. Cleaning and maintenance staff should be present at least eight (08) Hours / day.
 - VIII. The present campus - wise tentative carpet area works out to 16800/- sqft which is subject to increase or decrease. However, the exact area shall be communicated at the time of award of contract to the successful bidder.
36. The selected Agency shall also be responsible for maintenance & cleaning of internal roads, lawns, gardens etc. For this purpose, the agency shall deploy sweeper from the main building. This service shall not be charged separately by the Agency. However, they may keep a scope of such expenses while quoting the rate at Column 5 of Financial Bid (Appendix-1)

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कॉम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

UNDERTAKING BY THE HOUSEKEEPING CONTRACTOR

We have carefully gone through the various terms and conditions listed in sections 'A', 'B', 'C', 'D' & 'E' above for provision of Housekeeping services at NIFT, Srinagar. We agree to all these conditions and offer to provide Housekeeping services at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Institute premises and have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking as token of our acceptance of various conditions listed above.

Place: _____

Date: _____

Signature of Housekeeping Agency/Contractor

Address: - _____

Phone No. _____

E-mail: _____

Seal of the Agency

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कॉम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर
National Institute of Fashion Technology
Ministry of Textiles, Govt. of India
SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

Form of Bid-Securing Declaration

Date: [insert date (as day, month and year)]_____

Bid No.: [... ..]

To
NIFT
Ministry of Textiles, Govt. of India
SIDCO Electronic Complex
Rangreth, Srinagar-191132 J&K

I/we undersigned and declare that:

I/we understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/we, accept that we will automatically be suspended from being eligible for bidding in any contract with the NIFT Srinagar for the period of 3 years, if we are in breach of our obligation(s) under the bid conditions, as listed below:

- (a) Have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the NIFT Srinagar during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with NIT.**

Signed _____

Name: _____

Dated: _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partnersto the Joint Venture that submits the bid.]

SIGNATURE OF TENDERER



FORM I
Technical Bid

ANNUAL RATE CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES AT NIFT SRINAGAR

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

S. No.	Required Documents	Attached /Not Attached	Sr. No. of Proof (Must be indicated)
1.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship (attached a certified copy for proof)		
2.	Bid Security Declaration towards EMD (Duly Stamped & Signed on Company/ Firm Letter Head)		
3.	A) Last 3 consecutive years (2018-19, 2019-20, 2020-21) experience certificate for successful completion of work issued by the concerned organization (Please attach attested copies of the same along with details as per Annexure I & Annexure II)		
4.	Certified document in support of annual turnover of Rs. 20 Lakh or above in each of the last three years 2017-18, 2018-19, 2019-20) (CA Certified statement/certificate for turnover/IT returns for last 3 years must be enclosed along with Technical Bids).		
5.	Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner		
6.	Copy of the GST no. of the Firm		



राष्ट्रीय फैशन टेक्नोलॉजी संसथान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

7.	Income Tax return for last 3 years (Financial Years 2017-18, 2018-19, 2019-20)		
8.	Registration certificate from EPF		
9.	Registration certificate from ESI		
10.	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. (Yes/No)		
11.	Tenderer should not be blacklisted by any Department of the Central or State Government or any PSU or any other organization. An affidavit (notarized) in this effect must be enclosed.		
13.	Address Proof of Registered Office as well Branch office at Srinagar, J&K of the firm agencies.		

Dated: _____

Full Name, Signature & seal of
the Authorized person

Place: _____

SIGNATURE OF TENDERER



Appendix-I

PROFORMA FOR FINANCIAL BID (FORM -II)

Name of the Bidder:.....

Tel No./s.....

GSTN No

Note: Quantity of cleaning material and machine equipment is as per existing carpet area of 16800 sq. ft. In case, the area increases due to addition of buildings or shifting of Campuses or due to any other reason, the quantity of cleaning material and machine equipment shall be increased by the Agency proportionately.

Housekeeping / Service (Column 1)	Cleaning Material (Column 2)		Machine Equipment /Qty (Column 3)	Tentative Carpet Area (in square feet) (Column 4)	Rate per Square feet of Carpet Area (Column 5)
	Material	Monthly requirement			
Appropriate housekeeping services to be worked out as per the carpet area of the NIFT Campus One Sweeper for maximum of 4000 sq.ft.	1. Liquid Hand wash-Dettol (200 ml) 2. Odonil Cubes - SandalWood 3. Toilet Cleaner - Harpic /Lizol/Cleanzo - 1 litre 4. Phenyl for Toilets wetMopping (1 ltr) 5. Acid for acid cleaning(250 ml) 6. Colin for Dry Mopping(250 ml) 7. Washing Powder ½ kg Pkts for	25 Bottles 25 Nos 15 Bottles 20 Bottles 20 Bottles 15 Bottles 20 Pkts.	1. Vacuum Cleaner 2000 watts or above (one per floor/10000 sq. ft.area) 2. Wet Vacuum 2000 watts or above (one per floor/10000 sq. ft.area) 3. Vacuum sweepers Heavy Duty (One per floor/10000	16800 sqft, However, the actual carpet area shall be measured after the issuance of LOA/LOI or the award of contract.	

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
 वस्त्र मंत्रालय, भारत सरकार
 सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट
 श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

	washbasins/sinks	05 Dozen		
	8. Naphthalene Balls	20 No.		
	9. Room Freshener of different flavors (470 ml) (Odonil, Godrej)			
	10. Cotton Dusters Soft	100 No.		
	11. Toilet Brush - medium size	10 No.		
	12. Cobweb Brush Rod	10 No.	sq. ft. area)	
	13. Scrubbers	20 Nos	4. Ringer Trolley (one	
	14. Wipers Larger (18-inch base)	15 No.	per floor/1000 sq. ft. area)	
	15. Floor Mops (standard size)	30 No.	5. Dust Blowers heavy duty (one	
	16. Rough Brooms with handle for road cleaning	20 Nos	per floor/1000 sq. ft. area)	
	17. Toilet Paper Rolls (Double Layer)			
	18. Face Tissue	15 Rolls 10 Boxes		
	19. Hand Sanitizers	20 Bottles		

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक कॉम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

	20. Sanitizer Spray	(100ml each) 05 Litres	Aluminum Ladders 06 feet 06 no. 7. Bamboo Ladder 30 feet 06 no. 8. Spray/Fumiga tion Machines 02 No. 9. Any other machine/equipment as may be required for completion of assigned task.		
--	---------------------	---------------------------	--	--	--

SIGNATURE OF TENDERER



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

Notes:

While quoting the Rate under Column 5 of Appendix -1, the bidder must note that following expenses are to be borne by it from the quoted amount:

- a. *Wages of Staff*
 - b. *Employees Share of EPF, ESI, EDLI etc*
 - c. *Cost of Material/ Equipment mentioned above in the Column 2*
 - d. *Uniform of Sweepers*
 - e. *TDS under Income Tax*
 - f. *Wage of Leave Reserve.*
2. *Items supplied should be of reputed brand and make as decided by NIFT.*
 3. *The agency shall deduct the employee's contribution for EPF & ESI from the wages of the staff and deposit the same with the concerned quarters.*
 4. **L-1 would be decided on the basis of amount of Rate Quoted in INR under Column 5 of Appendix -1 by the tenderer. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing housekeeping services in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT Srinagar shall be final in all respect and shall be binding on bidders.**
 5. **GST as per prevalent rules shall be paid by NIFT over and above quoted amount.**

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the E-Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

SIGNATURE OF TENDERER

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....



राष्ट्रीय फैशन टेक्नोलॉजी संसथान
वस्त्र मंत्रालय, भारत सरकार
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट
श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

ANNEXURE - II

Statement of the existing / present clients of the firm.

S.No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of Sweeper deployed	Period of Contract From - To	Monthl y contract amount (Rs.)	Total value of Contract (Rs.)	Total Year of Experience	Sr. no. of proof attached
1	2	3	4	5	6	7	8	9

SIGNATURE OF TENDERER