



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

वस्त्र मंत्रालय, भारत सरकार

(निफ्ट अधिनियम 2006 के तहत एक सांविधिक संस्थान)

हौज़ खास, निकट गुल मोहर पार्क, नई दिल्ली -110016

**National Institute of Fashion Technology**

Ministry of Textile, Government of India

(A statutory Institute under the NIFT Act 2006)

Hauz Khas, Near- Gulmohar Park, New Delhi- 110016

2300(222)/NIFT/DC/Admin/Hiring of Placement Agency/2020

Dated: 19.10.2020

### E-TENDER NOTICE FOR PROVIDING MANPOWER SERVICES

National Institute of Fashion Technology (NIFT), Delhi Campus, New Delhi invites e-tenders for providing **MANPOWER SERVICES** for its Campus & Head Office.

Time schedule for tender process :

Date of tender notification	19.10.2020
Last date for receipt of duly filled in tenders (Online)	18.11.2020, at 15:00 hrs
Date and time of the opening of Technical bid of tenders	18.11.2020, at 16:00 hrs
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders
Earnest Money Required	Rs. 754000- in the form of DD/Pay Order/FDR in favour of NIFT Delhi, payable at New Delhi.

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

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges 4460 + applicable taxes.

**Note:** The tenderer must submit duly self attested copies of all the relevant documents along with tender documents (Only Technical bid) in physical form also (which are being submitted with online tender) along with required EMD on or before the last date of the tender except PRICE BID. Hard copies of Technical Bid & EMD should reach to Director Office, NIFT, Delhi Campus, Hauz Khas, Near- Gulmohar Park, New Delhi- 110016 by or before 18.11.2020 at 15:00 hrs. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice. In case of any clarification, the bidders can send their query on [admin.delhi@nift.ac.in](mailto:admin.delhi@nift.ac.in) or contact at 011-26542170, 26542161.

Director

National Institute of Fashion Technology  
Delhi Campus, New Delhi

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### **Eligibility and Criteria for Selection:**

- 1.1) A firm or agency having experience of at least last three consecutive financial years (2017-18, 2018-19, 2019-20) in providing Manpower 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 deposit of GST in Govt account) from the institutions/organizations where contract was taken up must be enclosed with the technical bid.
- 1.2) The bidder should have the experience of completion of similar works in any Govt/semi Govt/reputed Pvt Organizations etc during the last three years (2017-18, 2018-19, 2019-20 Financial Years) with at least one such contract as per the details mentioned below must be in hand.
  - a) Three similar completed service costing not less than Rs 61 lac OR
  - b) Two similar completed works costing not less than Rs 76 lac OR
  - c) One similar completed works costing not less than Rs 121 lac
- 1.3) The agency should have annual minimum turnover of **Rs. 46 Lakh or above** in each of the last three financial years i.e. **2018-19, 2017-18 & 2016-17**. (CA certified statement/certificate for turn over for last three years as mentioned must be enclosed along with technical bids).
- 1.4) The tenderer shall enclose a demand draft/pay order/FDR of **Rs. 754000/- (Rupees Seven lakh Fifty-four thousand only)** drawn in favor of **“National Institute of Fashion Technology”** payable at New Delhi as the non-interest bearing Earnest Money Deposit.
- 1.5) The agency must have a Branch Office at New Delhi/Delhi for proper supervision, reasonable access in case of day to day requirement, for better coordination with the agency at the site etc. In case the agency does not have an office in New Delhi/Delhi, the bidder has to give an undertaking that the office shall be opened in New Delhi/Delhi within one month of allotment of contract.
- 1.5) The tenderer should not be blacklisted 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.
- 1.6) following documents must be enclosed along with **Technical Bid:**
  - Copy of License under Contract Labor Act issued from an Assistant Labour Commissioner/Regional Labour Commissioner.
  - Copy of PAN card
  - Copy of the GST Registration of the Firm.
  - Income Tax return for last 3 years (AY 2019-20, 2018-19, 2017-18).
  - Registration certificate/Code No. from EPF
  - Registration certificate from ESI
  - Proof of submission (i.e copies of challans) of EPF, ESI, with the concerned authorities for the financial year, 2019 -20
  - GST return for the financial year 2019-20
  - Bank solvency certificate for an amount not less than Rs 61 lakh
  - Valid and effective Quality assurance ISO certificates held by the firm/agency for providing Men power services as mentioned above (copy of certificate must be enclosed).
  - Experience Certificates in support of point no. 1.1 & 1.2.
  - Turn over- Copy of CA certified statement/certificate for turnover for last 3 years (i.e FY . **2018-19, 2017-18, & 2016-2017**
  - EMD Instrument.,

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- Address proof of Registered Office as well as Branch office at New Delhi/Delhi of the firm/agencies. In case, no branch office/register office situated in New Delhi/Delhi, an undertaking shall be submitted that the office shall be opened in New Delhi/Delhi within one month of allotment of contract.
- **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.*

On the basis of information provided in the technical bid, the NIFT may verify the details, cross examine, visit the premises and constitute a Committee to recommend the authorities to short list the bidders. The decision of the Campus Director for short listing only 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**

- a. The interested agencies/contractors should apply online and submit their tender along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> till **15.00 Hrs. on 18.11.2020**, E-Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in/delhi/>
- b. Applications to this tender will be accepted only in online mode through the website <https://nifttenders.eproc.in>.
- c. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
  - **Annual Registration Charges of Rs. 2000 + applicable taxes**
  - **Bid Processing Fee charges of Rs. 4460+ applicable taxes.**
- d. The interested agencies/contractors may contact CI India for online registration at following email Id's : [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com) and [niftsupport@c1india.com](mailto:niftsupport@c1india.com) or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- e. The Firm should ensure that it complies with the requirements as per works before applying for.
- f. The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

### **Basic Requirements**

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

- Operating System should be windows 7 or above.
  - Java version: Java 8 update 25.
  - Use Internet Explorer 11 version.
  - All java add-ons must be enabled in the system.
  - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- For online procedure tenderer may contact on following Helpdesk officers:**
- Email: [niftsupport@c1india.com](mailto:niftsupport@c1india.com) , [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com)
  - Phone: 0124-4302033/36/37

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## NATURE OF SERVICES

The bidder shall have to provide manpower services for following categories/staff:

Sl. No.	Category	Qualifications & Experience
(1)	(2)	(3)
1.	Junior Assistant (Skilled)	As given in Annexure-III
2.	Library Assistant (Skilled)	
3.	Lab Assistant (Skilled)	
4.	Assistant Warden (Highly Skilled)	
5.	Plumber (Skilled)	
6.	Multi-Tasking Staff (Semi Skilled)	
7.	Driver (Skilled)	

- The NIFT reserves the right to fix the number of persons to be engaged on outsource basis at its discretion. It implies, the number of staff required by the Institute may increase or decrease as per the actual requirement of the Institute from time to time. The employees deployed by the agency/contractor shall be of good character, sound health. NIFT Delhi Campus/Head Office may consider the relaxation in educational qualification/ age of manpower services who have already working at NIFT , Head Office & Delhi Campus. Any person having any criminal case pending against him/her shall not be deployed by the agency in the Institute.

## GENERAL TERMS & CONDITIONS

The tenders are requested to through the following terms & conditions before submitting their tender documents:

- 1) Tender shall be submitted in official tender form only as indicated above. If submitted in any other form the same shall be summarily rejected.
- 2) The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
- 3) No paper shall be detached from the tender form.
- 4) Tenders for manpower services shall be received on or before the last date/time indicated above and shall be opened on the same day in presence of the tendering parties if they wish to attend.
- 5) Bidders are requested to visit at NIFT, Head Office & Delhi Campus, situated at Hauz Khas, Near Gulmohar Park, New Delhi, 110016 to survey the site before offering rates. NIFT reserves the right to instruct the selected agency to provide manpower services at any location in New Delhi/Delhi, where it may require so.
- 6) Tenders received after the specified date and time, due to whatever reason will not be considered.
- 7) Any conditional offer made by the Agency or any alteration/correction made in the tender form shall not be considered. **Similarly, incomplete and unsigned quotations are liable to be rejected.**
- 8) NIFT reserves the right to accept or reject any tender without assigning any reason therefor.
- 9) The Financial Bid submitted by the Agency should be valid for a period of 90 days from the date of opening of tenders.

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- 10) Tender must be accompanied by non-interest bearing Earnest Money Deposit of **Rs. 754000/- (Rupees Seven Lakh Fifty-four Thousand only) by way of Demand Draft/Pay order/FDR in favor of NIFT which is payable at New Delhi**, without which the tender shall be summarily rejected. EMD of tendering parties whose tenders are not accepted shall be refunded without interest within 90 days of opening of tenders. Bidders who have valid NSIC/MSME Exemption Certificate are not required to deposit the amount towards Earnest Money Deposit. However, firm would be required to submit documentary evidence / certificate to claim exemption.
- 11) If any agency which is awarded contract for Manpower Services refuses to undertake the work, the EMD of that agency shall be forfeited & shall also be black listed.
- 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:
  - a. Made misleading or false representation in the form(s), statements(s) and attachments(s) submitted.
  - b. Found to have been backlisted for having litigation history and financial failures.
  - c. Found to have been involved in any illegal activity like collection of revenue from the prospective employees and deducting any charges from their monthly salary.
- 14) For further updates/ amendments, the bidders are advised to visit the NIFT Delhi Website. The 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 and statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of GNCT of Delhi 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 tender shall be rejected, if complete information is not given there-in, or if the particulars and data (if any) asked for in the tender are not filled.
- 17) Individual signing the tender or other documents connected with the tender must specify whether he/ she signs as:-
  - i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - ii. A partner of the firm if it is a partnership firm, in which case he/she 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 or the 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.
- 18) Please note that offers not accompanied by the required EMD shall be out rightly rejected.
- 19) The tenderer will have to provide Man power services immediately on receipt of the work order. **If the agency fails to execute, the Earnest Money deposit shall be forfeited and agency shall be black-listed.**

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- 20) The bids should be valid for at least **90 days** from the date of opening of the financial bid of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by NIFT.
- 21) Any conditional offer made by the agency or any alteration/ correction made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
- 22) NIFT Delhi Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
- 23) The Manpower Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
- 24) The Manpower Agency shall maintain a Bio Metric machine with complete set up at main gate of NIFT, Delhi Campus for record of attendance of outsourced manpower deputed at NIFT Head Office & Delhi Campus. The expenses for installation & maintenance will be borne by the agency. NIFT Delhi Campus will not bear any expenses on installation & maintenance of Bio Metric. In case of non-working of the bio metric machine, the agency has to rectify or replace it within 24 hrs.
- 25) The Man power Agency shall be fully responsible for timely monthly payment of wages on the last working day of the month and payment of any other dues to the personnel deployed in the Institute. A wages book may be maintained by the Agency in respect of each personnel deputed to NIFT Head Office & Delhi Campus. After releasing the wages from its own financial resources, the agency will raise the bill to NIFT along with all required documents for reimbursement.
- 26) The contract under this tender should be profit making for the successful bidder. The Institute has no concern with other businesses and profits of the successful bidder. In case the contract under this tender is not profit making for the successful bidder, the bid shall be rejected. Bids with NIL Charges and/or unreasonable low charges shall be summarily rejected. And in above cases the tender shall be awarded to the lowest reasonable bidder irrespective of his /her number on the financial comparative statement.
- 27) If the service charge/Profit margin quoted by the firm is Nil or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all components as described in the tender document (such as profit margins, uniform, supervisor wages, tax etc) while offering the rates under the Column 9 of Appendix –I
- 28) While quoting the Service Charges under Column 9 of Appendix -I, the bidder must note that following expenses are to be borne by it from the quoted amount:
  - a. *Profit of the agency*
  - b. *Salary and other benefits of one supervisor*
  - c. *Admin charges to run EPF, ESIC, etc. accounts of the outsourced employees*
  - d. *Any other expenses that are incidental to contract.*
  - e. *Also, to take in account the TDS on the whole amount of the bill on account of Income Tax as per prevalent norms.*
- 29) Tenderers will be required to quote the rates of Service Charges/ Profit Margin on Minimum Wages or any other Cost if any in % (Percentage). NIFT- HEAD OFFICE/DELHI CAMPUS will decide the wages of the incumbents hired from the Man Power agency from time to time. The agency shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the Appropriate Authority.
- 30) The Contract for running the Manpower Agency shall be commercial contract between the NIFT and the tenderer. There shall be no employer-employee relationship between the NIFT and the contractor and/or his/her personnel.
- 31) Contract with the agency may be terminated by the NIFT at its discretion by giving 30 days notice to the Contractor in case of failure to maintain the services to the satisfaction of the NIFT and/or for violation of terms of the agreement and/or for any unlawful activities of personnel within the campus and the contractor shall have to vacate the NIFT premises on the expiry of the date of notice and/or the contract.
- 32) The selected agency will be required to enter into an Agreement with the Institute on a non-judicial stamp paper of Rs.100/- which shall include the relevant clauses of this tender document and other clauses finalized after discussion and mutual consent.

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- 33) NIFT- Head Office / Delhi Campus will decide wages of the incumbent which is not less than minimum wages as per the Central government norm or GNCT of Delhi (Whichever is higher). In the event wages fixed by NIFT Head Office/Delhi Campus found less than the minimum wages of Central Government, the agency should request for revision accordingly. The "Onus" for producing the copy of notification will be of Man Power Agency.
- 34) The Agency shall in no case pay its employees less than the prescribed rates specified by NIFT/Govt of India, per month. The payment should be made to the through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI & EPF, the Agency shall produce original challans/ receipts to the Institute for the records.
- 35) The Agency shall strictly follow the applicable labour laws.
- 36) The Agency shall be responsible for engaging adequately trained, good Manpower to NIFT as specified eligibility and qualification norms by NIFT.
- 37) The Agency shall depute the personnel of specified category as and when requested. NIFT has right to increase or decrease the requirement of Man power on the basis of requirement.
- 38) The employees of the Man Power Agency 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. Medical certificate in respect of fitness of employees deputed may be produced.
- 39) The Agency 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.
- 40) The agency shall comply with all existing Central Government labour legislation and Acts, such as Contract Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident fund Act, Bonus Act, ESI Act, Maternity Benefit Act etc., For any lapse or breach on the part of the Manpower Agency 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, in this regard. The Agency shall be further responsible for proper discipline of the employees engaged by him/her and their work besides observing other obligation. No child labourers shall be permitted by NIFT under this contract. Further the Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel/ labour, the Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Agency 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 Agency while releasing the payments.
- 41) In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to NIFT and maintain liaison with the Police. FIR will be lodged by NIFT, wherever necessary. If needed joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employees deputed at NIFT must be trained in respect of operation in respective area.
- 42) In case of any loss that might be caused to NIFT due to lapse on the part of personnel discharging responsibilities will be borne by the Agency and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to NIFT besides imposition of penalty as decided by NIFT authority. In case of frequent lapses on the part of the personnel deployed by the Agency, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 43) The Man Power contract shall remain valid for a period of One year from the date of award of the contract however, it may be renewed on yearly basis for a period of two years (Total Three Years) on mutually acceptable terms and conditions depending upon satisfactory services/ performance of the contractor. In case services of the agency are not found satisfactory, the contract shall be

terminated by the institute even before the completion of the contract period which should binding to the agency.

- 44) As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
- 45) The workmen deployed by the Agency shall be directly supervised and controlled by the Agency, 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.
- 46) The services rendered shall be to the satisfaction of the NIFT authorities.
- 47) The Agency shall 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, labour laws (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to NIFT each month along with claim for payment. If the personnel deputed is having ECHS (Ex-servicemen Contributor Health Scheme) benefit or any other kind of free medical benefit which included their family, no ESI need to be remitted this will be considered only when the employee produced ECHS cards or any other scheme cards which is valid and attested by both employees and Agency (attested copy as proof for records).
- 48) On termination of the agreement the person/s deputed by the Agency should hand over the all the equipment's/ articles as supplied by the NIFT in good working condition as it was given to them and if any damages found ,the charges should be recovered from the contractor.
- 49) NIFT would have the right to terminate the contract with 30 days' notice before the expiry of the term, in case the work performance is not up to the standard or in case there is any violation of NIFT Rules & Regulations or if there is any lapse observed in compliance of any Labour Legislation/workman compensation or minimum wages/payment of wages act or if there is any incident of indiscipline on the part of the contractor or his staff. The decision of NIFT's Management in this regard would be final and binding to the contractor. In such an event, NIFT shall have the right to engage any other contractor to carry out the task.
- 50) The Man Power Agency and the person(s) deputed will work in close co-operation and co-ordination with other agencies working at site.
- 51) The Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the all the residents in office (ex: students, officers, staff etc.) is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Agency is unsatisfactory, the Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Agency.
- 52) NIFT is not bound to provide any mode of transport in respect of personnel deputed.
- 53) The personnel engaged through the agency will have no right whatsoever to the permanent / contractual employment/ regularization/ absorption in National Institute of Fashion Technology Delhi Campus or NIFT HO or any of its Centers.
- 54) The payment of wages shall be made directly by the Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
- 55) All statutory obligations under various laws from time to time will have to be met by Agency for which payment shall be made to him/her during the contractual period, as per Minimum wages Act.
- 56) The Agency shall at all times indemnify the owner 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 Agency any sub-Agency (s) and or the owner and the Agency shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

- 57) All payments will be on reimbursement basis, the monthly bill(s) should be submitted in duplicate by the contractor along with necessary documents as proof of payment towards wages, EPF remittance, ESI remittance / any other payments. All payments to the Man Power personnel shall be through their Bank account only and the proof of remittance shall be invariable attached with the monthly bills. The payment will be made by the Institute after verification of the bill(s) by NEFT/ RTGS within 15days time from the date of receipt of bill(s). Statutory deductions shall be made from all payments as per the provisions in the Income Tax Act. The Institute reserves the right to recover any amount due for whatsoever reason from the bill(s) submitted by the contractor. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NIFT may prescribe from time to time for proof of payment to workers and statutory liabilities.
- 58) The Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the GNCT of Delhi and GOI.
- 59) The Agency shall be responsible for the deputed person to keep discipline in and outside the campus. The Agency shall be responsible if the personnel deputed mishandling/ misusing the articles/ items / Machineries etc., provided for maintenance. In case of any damage the Agency 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 Agency itself.
- 60) NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Agency will indemnify NIFT in case of any damage or liability, which may arise on account of action of Agency.
- 61) Services to be provided by Agency is indicated in the Scope of Work.
- 62) The agency has to provide the man power as per the establishment manual / latest circular issued.
- 63) The bidder should not have been blacklisted or debarred by any Govt. Ministry/Department of the government of India or any state /UT govt or any PSU or any other. Organization. An affidavit duly attested by the notary needs to be attached with the technical bid.
- 64) In adequate or incomplete tender or tenders without the prescribed conditions are liable to be rejected.
- 65) 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 and Bonus 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.
- 66) From among the bidders short listed after the evaluation of the Technical Bid, the Lowest - 1 bid will be decided at the time of finalization of E-tender on the basis of rates given in the Financial Bid for providing manpower services. The tenderer quoting lowest rate will be considered as L-1. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum Average Annual financial turnover during the last three years (Example: Sum of Last three years turnover/3) of providing manpower service 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 Delhi Campus shall be final in all respect and will be acceptable to all the tenderers.
- 67) Any staff deployed by the Manpower Agency cannot claim any master & servant relationship with NIFT. Also, the service provider's staff shall not claim any benefit/ compensation/ absorption/ regularization of service with NIFT or it's Centre under the provisions of Industrial Disputes Act,

- 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director, NIFT, Delhi Campus.
- 68) If at any time any of the personnel deputed are found to be guilty of misconduct in any manner, the agency shall be asked to replace that person immediately.
  - 69) The deployed person shall not be changed by the agency on their own until and unless so warranted and the same time no person will repeat more than one year unless performance satisfaction from office.
  - 70) NIFT will not be responsible to provide any residential accommodation, Transport Allowance or any other allowance to person deployed by Agency.
  - 71) In case the workers engaged by the Agency have any grievance, they shall take it up with the Agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of the Campus. 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 create problems.
  - 72) The Selected Agency & the prospective staff deployed through agency will strictly follow the NIFT policy of the institute.
  - 73) The agency shall deploy one Supervisor, who shall attend the Institute on daily basis. He shall also act as Liaison Officer for the matters pertaining to the manpower and other issues. Salary and other expenses of such Supervisors shall be borne by the agency from its Service Charges.
  - 74) Compulsory weekly off as per rule will be applicable to all manpower deployed by the agency.
  - 75) The agency shall grant appropriate leave to its staff as per the norms of Govt. For this purpose the services of leave reserve (One person per Ten Employee) shall be deployed by the Agency full time for the complete month without any additional cost to NIFT. Bidder shall keep this into consideration while quoting the amount under Financial Bid.
  - 76) In exceptional case, the Director, NIFT Delhi Campus / DG, NIFT at its discretion may relax any of the eligibility condition of the staff prescribed in this tender documents.
  - 77) For each three late comings, the Institute will deduct one-day salary from monthly wages of concerned outsource employee.
  - 78) All outsource employees shall sign a Service Contract with the agency. Copy of which shall be submitted to the Institute.
  - 79) If the deployed staff is/ are not found suitable for the job, the contractor shall have to replace that staff immediately. A penalty of Rs 500 per day per person will be imposed in case if 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.
  - 80) The agency will scrutiny the CV of candidates as per the eligibility mentioned in the tender document. Before deploying the outsourced staff the successful contractor shall arrange for the interview of the suitable candidates by the Director/Joint Director NIFT Delhi Campus/Head Office. The selected candidates will be intimated to the Agency. The photo copies of the documents of the selected candidates will be retained for the record of NIFT Delhi Campus. The normal duty Hours is 09:00 Am to 5:30 PM of all working days.
  - 81) 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.
  - 82) As and when required for any other works related to the Institute, the contractor/agency has to supply the required manpower on day to day basis or on lump sum basis for the additional jobs/ works for which the Institute shall make payments separately on submission of the bills on successful completion of the jobs/ works by the contractor.
  - 83) The Agency shall, wherever applicable, comply with the provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund and Miscellaneous Provisions Act 1952,

ESI Act 1948, Employer's Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act, 1947, Maternity Benefit Act 1961, and Contractor's Labour (Regulations and Abolition Act) 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. Overtime shall be paid to manpower as per Central Govt. Norms.

- 84) The agency shall provide staff as may be required by the Institute for which prior information shall be provided.
- 85) **Non Compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.**
- 86) The agency shall have to engage the required no of manpower and in case if the required manpower is not available on any day, NIFT Delhi Campus can impose a penalty.
- 87) The contractor shall submit to NIFT, 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.
- 88) The selected firm will install the complete set up of Biometric machine by his/her own for marking the attendance for the persons deputed. NIFT will not bear any cost either in terms of installation or regular maintenance of the complete set up of the biometric machine.

#### **ARBITRATION:**

1. Dispute, if any, arising out of the services contract shall be settled amicably by mutual discussion between the senior officers of both 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, Delhi Campus in consultation with the other party. If the party does not give consent, in that event the arbitration proceeding will be initiated as per the provisions of the Arbitration and Conciliation Act, 1996(as amended from time to time and in force when the proposal is made) and the Rules framed thereunder.
3. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award. The venue of the Arbitration proceedings will at New Delhi
4. The Seat of arbitration shall be Delhi.
5. Incase of failure of arbitration as explained above, appropriate courts at New Delhi (GNCT of Delhi) will have the jurisdiction to adjudicate upon the matter.

#### **SECURITY DEPOSIT:**

1. The Selected Agency shall furnish a Security Deposit in the form of Bank Guarantee (from any one of the Nationalized Bank or SBI) or by Demand Draft for **10%** of the total Contract value of one year. This Security Deposit should be furnished within 10 days of the issue of the contract order. This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Bank Guarantee, it should be valid for 2 months beyond the contract period for lodging the claims, if any. The Bank Guarantee should be furnished in the format prescribed by NIFT Delhi Campus.
2. The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The security deposit shall also be liable to appropriation against any dues payable to the NIFT, under the agreement or any expenses that may be incurred by NIFT, as a result of negligence or such acts and omissions on the part of the contractor or the persons deployed by him at NIFT. In the event of appropriation of security deposit fully or partly the contractor shall immediately make good the amount so appropriated from the security deposit in the form of demand draft failing which it shall be adjusted from the amount payable to the contractor.
3. The whole amount of the security deposit will be liable to forfeiture in the event of the contractor not being able to continue the contract for the entire duration of the contract at the same rates,

terms and conditions.

4. If any theft or loss of property is reported by any department / section due to the negligence or improper action of any trespass of unauthorized persons, the Man Power agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the security deposit of the agency

**DURATION:**

5. The agreement will be valid initially for a period of one year which may be extended by further two years (Total Three Years) on year to year basis subject to review at the discretion of NIFT authorities at same terms and conditions.
6. The contract once awarded can be terminated by either party after giving 30 days notice to the other party. Nevertheless, NIFT may terminate the contract without any notice in case the contractor commits breach of any of the terms of the contract. NIFT's decision that breach has occurred will be final and shall be accepted without demur by the contractor.
7. Contractor shall be required to submit an application for continuance of the contract before three months of expiry of the contract if so desired and if such extension is within the scope of the terms of contract.
8. If the contractor does not receive the extension letter before expiry of the contract in spite of his/her request, the contract shall be automatically treated as expired and no extension shall be granted in any circumstances.

**SCOPE OF WORK: MAN POWER SERVICE CONTRACT**

- 1) The Agency / Firm / Company shall provide Manpower at NIFT Head Office & Delhi Campus by deploying adequately trained and well-discipline personnel as mentioned above having fair command on Hindi & English in respect categories as provided under contract.

**ELIGIBILITY CONDITIONS AND QUALIFICATIONS:**

- 1) The manpower requirement may vary depending upon the volume of work, functional requirements etc. during the course of the contract.
- 2) The Agency shall ensure that the engaged manpower, as per the description, The Agency will be held responsible to any illegal action by the deployed personnel. Their deployment will be in general shift. The Agency will provide to all deployed personnel identity Cards. The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the period of contract also.
- 3) The person assigned duties at the NIFT, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any staff is found to misbehave or indulges in misconduct of any nature, the agency shall be asked to replace that person.
- 4) The agency shall verify character, attendance of Man Power personnel before deployment in NIFT, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc., engaged by the Agency should be submitted to the NIFT authorities. NIFT reserves the right to verify the antecedents of the person engaged on duty through local police officials. For this purpose, the agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.

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## FORM I

### TECHNICAL BID FOR PROVIDING MANPOWER SERVICES AT NIFT HEAD OFFICE & DELHI CAMPUS

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.	<b>Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship (attached a certified copy for proof)</b>		
2.	<b>Earnest Money Deposit of Rs.754000 /- (Rupees Seven lakh and Fifty-four thousand only) (If registered under NSIC/MSME then submit copy of Registration)</b>	DD/FDR/Pay order No. Date:	
3.	A) Last 3 consecutive years (2019-2020,2018-19,2017-18) 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 )  B) Proof in support of experience of completion of similar works in any GOVT/semi Govt/Reputed Pvt Cos etc during last three years (FY 2019-2020,2018-19,2017-18 as per the clause 1.1 and 1.2 above.		
4	<b>Certified document in support of annual turnover of Rs. 46 lacs or above in each of the last three years FY 2016-17, 2017-18 and 2018-19 (CA Certified statement/certificate for turnover for last 3 years of similar work must be enclosed along with Technical Bids).</b>		
5	<b>Registration certificate/License under Contract Labor Act issued from Assistant Labour Commissioner/Regional Labour Commissioner / Labour Commissioner</b>		
6.	<b>Copy of PAN card of the firm</b>		
7.	<b>Copy of the GST no. of the Firm</b>		
8	<b>Proof of GST Return ((Financial Year 2019-20)</b>		
9.	<b>Income Tax return for last 3 years (Financial Year 2018-19,2017-18,2016-17) i.e AY-2019-20, 18-19 , 17-18</b>		
10.	<b>Registration certificate from EPF</b>		
11.	Proof of Submission of Challan EPF (Financial Year 2019-20)		
12.	<b>Registration certificate from ESI</b>		
13.	Proof of Submission of Challan ESI (Financial Year 2019-20)		

SIGNATURE OF TENDERER

14.	Address Proof of Registered Office as well Branch office at New Delhi, GNCT of Delhi of the firm agencies.		
15.	<b>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)</b>		
16.	<b>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.</b>		
17.	Valid and effective Quality Assurance ISO certificate held by the firm /Agency for providing Manpower Agencies (copy of the certificate must be attached)		
18	Bank solvency certificate for an amount of Rs 61 lacs (not older then last months from the date of opening of the tender)		
19	Copy of the terms and condition and every page of the tender document duly signed with seal of the firm, in token of the acceptance of terms and condition of the tender. (Yes /NO)		

**5. Financial turnover of the firm ONLY FOR MANPOWER SUPPLY SERVICES for the last 3 years (Annual Report and Audited Balance Sheet & Profit Loss Account for the last three financial years to be attached)**

Sr. No.	Financial Years	Annual Turnover (In Rs.)	Net Profit (In Rs.)
1	2018-19		
2	2017-18		
3	2016-17		

**Note:** The tenderer must submit duly self-attested copies of all the relevant documents along with tender documents (Only Technical bid) in physical form also (which are being submitted with Online tender) along with required EMD on or before the opening date of the tender except PRICE BID. Hard copy of technical bid along with EMD should be sent to the Address of NIFT, Directors Office, "Director, National Institute of Fashion Technology, NIFT Delhi Campus, Hauz Khas, Near-Gulmohar Park, New Delhi – 110016, Delhi" by or before **18.11.2020 at 15:00 hrs.** NIFT shall not be responsible for postal delay. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice.

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

Full Name, Signature & seal of the  
Authorized person

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

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SIGNATURE OF TENDERER

**FORM II (FINANCIAL BID)**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,  
HAUZ KHAS, NEAR GULMOHAR PARK, NEW DELHI, 110016**

**Financial Bid**

**For providing Manpower Services**

- This Financial Bid should be filled in by tendering party duly through online mode only.
- After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened on the date informed accordingly in presence of bidders if they wish to be present.

1.	Name of the Tenderer	
2.	Address of the Tenderer	
3.	Phone No. Fax No.	
4.	Whether proprietary/partnership firm or company	
5.	Name (s) of the Proprietor or Partners of the firms	

**Seal & Sign  
Contractor/ Agency**

**Dated:**

**Place:**

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SIGNATURE OF TENDERER

Name of the Firm/Agency: .....

S. No.	Overheads	Amount
1	Manpower salary	As per Central Minimum wage rates <b>(Don't write anything in this column)</b>
2	EPF and ESI contribution	As per EPF Act and ESIC Act <b>(Don't write anything in this column)</b>
3	Bonus	8.33% (As per the payment of Bonus Act, 1965)

Sl. No	Type of Workers	Daily Wages rate (In Rs.)	Minimum Wages Monthly Charges	EPF (13 %) including Admin & EDLI Charge (In Rs.)	ESI (3.25%) (In Rs.)	Bonus (8.33%) (In Rs.)	Sub Total in Rs. (4+5+6+7)	Service Charges/ Profit Margin on Minimum Wages, or any other cost if any in		Grand Total Rs./ Person /Month (8+10)
								%/Person/ Month	Rs/Person/ Month	
1	2	3	4	5	6	7	8	9	10	11
(A)	Unskilled	629	16,354	1950	532	1362	20198	In Percentage(%)/Person/ Month Comm on for All		
(B)	Semi-Skilled	695	18,070	1950	587	1505	22112			
(C)	Skilled	764	19,864	1950	646	1655	24115			
(D)	Highly Skilled	831	21,606	1950	-	-	23556			

**Note:**

- While quoting the Service Charges under Column 9 of Appendix -I, the bidder must note that following expenses are to be borne by it from the quoted amount:
  - Profit of the agency
  - Salary and other benefits of one supervisor
  - Admin charges to run EPF and ESIC etc. accounts of the outsourced employees
  - Any other expenses that are incidental to contract.
  - Also, to take in account the TDS on the whole amount of the bill on account of Income Tax as per prevalent norms.
- The minimum wages mentioned above have been taken into consideration on the basis of OM issued by Government of India Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi. However, any increase in rates by the Central Government or

SIGNATURE OF TENDERER

**GNCT of Delhi will be paid by NIFT, Delhi Campus/Head Office to the contractor on production of bill and relevant Circular.**

- 3. L-1 would be decided on the basis of amount of service charges/profit margin quoted in % by the tenderer under Column 9 of Appendix –I. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum Average Annual financial turnover during the last three years (Example: Sum of Last three years financial turnover/3) of providing manpower service 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, Delhi Campus/Head Office shall be final in all respect and shall be binding on bidders.**
- 4. The Service Provider service Charge/ Profit margin must be same for all categories.**
- 5. The no. of manpower's mentioned above may be increased or decreased as per the situational requirement. The final number of staff shall be placed as per the actual requirement at the time of awarding the contract, after approval of the Competent Authority. As of now, 46 Number of staff have been hired on outsource basis under Manpower Category.**
- 6. GST as per prevalent rules shall be paid by NIFT over and above quoted amount. TDS on GST shall be deducted as per norms.**
- 7. The VDA as notified by GOI from time to time.**
- 8. Over time to Manpower will be paid as per minimum wages Act/Govt. of India/GNCT of Delhi (Whichever is higher).**
- 9. The final number of manpower services shall be placed as per the actual requirement at the time of awarding the contract, after approval of the Competent Authority. Payment to the agency will be made as per actual deployment of manpower based on requirement working days of the Institute (i.e. NIFT Delhi Campus & NIFT, Head Office situated at Hauz Khas Near Gulmohar Park New Delhi)**

Signature of the tenderer

Place:  
Date:

Address.....

.....

Phone No.....

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SIGNATURE OF TENDERER

**UNDERTAKING BY THE CONTRACTOR**

I have carefully gone through the various terms and conditions mentioned in the tender document. I agree to all the conditions and offer to provide **Manpower Services at NIFT Delhi Campus & Head Office at Hauz Khas Near Gulmohar Park New Delhi**). I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions listed above. I also certify that the documents submitted by me are true and correct in order to the best of my knowledge and belief. In case any of the documents submitted by me is found false, I understand that institute has the right to reject my offer/tender at any point of time.

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

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

**Seal & Sign  
Bidder/Authorized official**

**Contact No:**

**Email:**

**Address**

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SIGNATURE OF TENDERER

**ANNEXURE – I**

**Statement of the clients during last three years**

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

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Statement of the existing / present clients of the firm.

ANNEXURE-II

S.No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of Manpower deployed	Period of Contract From - To	Monthly 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

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SIGNATURE OF TENDERER

**Eligibility Criteria (Post wise):****ANNEXURE- III**

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Junior Assistant</b>
2.	Classification	Group – C
3.	Age Limit	18-25 years.
4.	Educational Qualifications and experience	<p>i) Passed 10+2 examination from a Board or its equivalent recognized by the Govt.</p> <p>ii) Diploma – Certificate in Computer Applications Operations latest softwares i.e., MS Office (Word / Excel / Power Point) and proficiency in computer operations.</p> <p>iii) Have a speed of 30 wpm in English / Hindi typing</p> <p>iv) Proficiency in Computer Application with Lotus.</p>

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Library Assistant</b>
2.	Classification	Group – C
3.	Age Limit	21-30
4.	Educational Qualifications and experience	<p>i) Graduate from a recognized University / Institution.</p> <p>ii) Diploma in Library Science.</p> <p>iii) Atleast 1 year assistance in a well-established library.</p>

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Lab Assistant</b>
2.	Classification	Group – C
3.	Age Limit	21-40
4.	Educational Qualifications and experience for Direct	<b>As per the Annexure – IV attached.</b>

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Assistant Warden</b>
2.	Classification	Group – C
3.	Age Limit	30-45
4.	Educational Qualifications and experience for Direct Recruitment	i) Graduate from a recognised University Desirable : ii) One year experience as Asst. Warden or in any analogous post in Government educational Institutions / PSUs / Autonomous Bodies / Reputed institutions.

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>Machine Mechanic</b>
2.	Classification	Group – C
3.	Age Limit	18-35
4.	Educational Qualifications and experience for Direct Recruitment	<p>i) Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognized by the Government.</p> <p>ii) At least 3 years experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.</p>

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>Steno Grade III</b>
2.	Classification	Group – C
3.	Age Limit	18-25
4.	Educational Qualifications and experience for Direct Recruitment	<p>i) Graduate from a University/ Institute of repute</p> <p>ii) Minimum speed of 80 wpm in shorthand and 40 wpm In typing</p> <p>iii) Minimum 2 years experience in Govt. / Semi-Govt./ PSU/ reputed organizations.</p> <p>iv) Proficiency in Computer Operation</p>

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Assistant (Accounts)</b>
2.	Classification	Group – C
3.	Age Limit	18-35
4.	Educational Qualifications and experience for Direct Recruitment	<p>i) Graduate in Commerce / Economics / Statistics / Mathematics from a University / Institute of repute</p> <p>ii) Diploma / Certificate in Computer Applications Operations latest software i.e. MS Office (Word / Excel / PowerPoint), Accounts related software and proficiency in computer operations.</p> <p>iii) 2 years experience in Audit / Accounts</p> <p>iv) Typing speed of at least 40 w.p.m. in English / Hindi</p>

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Assistant</b>
2.	Classification	Group – C
3.	Age Limit	21-40
4.	Educational Qualifications and experience for Direct Recruitment	<p>i) Graduate from a recognized university/ institution.</p> <p>ii) Diploma / Certificate in Computer Applications Operations latest software. i.e. MS Office (Word / Excel / PowerPoint) and proficiency in computer operations.</p> <p>iii) At least 2 year experience in Administration.</p> <p>iv) Typing speed of at least 40 wpm in English / Hindi.</p>

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>Electrician</b>
2.	Classification	Group – C
3.	Age Limit	21-30
4.	Educational Qualifications and experience for Direct Recruitment	i) 10th class standard ii) ITI Diploma in Electricians Trade iii) Must possess electrical supervisory certificate of competency. iv) Must have minimum practical experience of 5 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>Plumber</b>
2.	Classification	Group – C
3.	Age Limit	21-30
4.	Educational Qualifications and experience for Direct Recruitment	i) Should possess ITI trade certification OR equivalent in the trade with at least 5 years practical experience in the trade. ii) Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. iii) Should be able to follow drawings and sketches and execute work according to lay out. iv) Should possess plumbing licenses tax where such licenses are issued by local authorities.

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>AC Technician</b>
2.	Classification	Group – C
3.	Age Limit	21-30
4.	Educational Qualifications and experience for Direct Recruitment	i) Matriculation from Recognised Board ii) ITI Diploma in Refrigeration & Air Conditioning Mechanic Trade recognized by NCVT/ SCVT. iii) Must have practical experience of minimum 5 years in day-today operation, maintenance, procurement of different types of Air Conditioners/Refrigeration Units, Fire Fighting systems, Boilers, day to day supervision of works etc.

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>Multi-Tasking Staff (MTS)</b>
2.	Classification	Group – C
3.	Age Limit	18-25 years.
4.	Educational Qualifications and experience	i) Matriculation or equivalent pass from a Board or its equivalent recognized by the Govt.  OR  ii) ITI Pass*.  * May be adopted as per special requirement of the post, if any.

S. NO	CATEGORIES	DETAILS
1.	Name of the Post	<b>Driver</b>
2.	Classification	Group – C
3.	Age Limit	21-35 years.
4.	Educational Qualifications and experience	i) At least 10th class pass from a Board or its equivalent recognized by the Govern- ment. ii) Possession of the requisite driving license for two wheeler/ three wheeler / Light / Heavy Motor Vehicle. iii) Should be fully conversant with traffic regulations. iv) Should have at least 2 years experience in driving Light / Heavy Motor Vehicle. v) Should be able to read and write in Hindi and English.

## Educational Qualification and Experience for Lab Assistant

### **FOR LADT**

- I. Class 10
- II. Diploma (of min 3 years) in Leather Technology from any Govt. / Board of Technical Education recognized Institute
- III. Minimum Experience of 5 years in Leather Finishing unit of Tammer.

(OR)

- I. 10+2
- II. Diploma / Certificate programme of minimum 3 years in Leather Apparel Construction / Pattern Making from any Govt. / Board of Technical Education recognized institute.
- III. Minimum Experience of 2 years in Leather Garments Factory.

(OR)

- I. Graduate
- II. DOE / ACC Certificate / NIIT Certificate in Computer Application
- III. Minimum Experience of one year in garment related industry.

### **FOR FD**

- I. 10 + 2 plus Diploma/ Certificate of 3 years duration in cutting & Tailoring / Dress Designing from any Govt. / Board of Technical education Recognised institute with 03 years of relevant experience in industry.

(OR)

- II. 10th Standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognised institute with 5 years of experience as Sewing machine operator with embroidery knowledge & skills and  
/ or sewing supervisor in industry.

### **FOR FP**

- i. Diploma in Mechanical Engineering with 3 yrs of Experience and a Certificate Course in Computer Application (MS Office etc)

(OR)

- ii. ITI Fitter & Apprenticeship Certificate with 5 yrs of Experience and a Certificate Course in Computer Application (MS Office etc).

### **FOR FC**

- I. Graduate from a recognised University / Institution
- II. Should have one year Certificate/ Diploma in Photography from a reputed Institute.

### **FOR AD**

10th standard with one-year full time Certificate/ Diploma in leather goods pattern making & construction /leather technology from any recognised institute with 7 years industry/ teaching experience in sampling with skills & knowledge of leather goods pattern making & construction, components, costing, processes materials in leather goods industry.

**(OR)**

10th standard with at least with 10 years industry/ teaching experience in sampling with skills & knowledge of Leather Goods pattern making & construction , components, costing, processes, materials in leather goods industry.

**Competency:** Understanding of pattern making and construction techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, leather & non leather materials & processes used in Leather Goods Industry.

### **FOR IT**

- I. Bachelor's Degree in Computer Application / B. Sc. (Computer Science)
- II. Knowledge of Graphics and Multimedia software or Garment CAD.
- III. 1-2 years working experience in woven and print design software in reputed industries is desirable.