



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर

(वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित और निफ्ट अधिनियम, 2006 के तहत एक सांविधिक निकाय)

### National Institute of Fashion Technology, Gandhinagar

(A Statutory body under the NIFT Act, 2006 and setup by Ministry of Textiles, Govt. of India)

निफ्ट गांधीनगर में प्लेसमेंट एजेंसी के माध्यम से कर्मचारियों की उपलब्धता करवाने हेतु इ-निविदा दस्तावेज़

निविदा सं : NIFTG/PD/41/Vol.-V/2019

निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी:

निविदा सूचना प्रकाशित करने की तिथि	10/06/2019
निविदा दस्तावेज़ की बिक्री आरम्भ करने की तिथि	10/06/2019
निविदा दस्तावेज़ की बिक्री की अंतिम तिथि	04/07/2019 को 11:00 बजे पूर्वान्ह तक
विधिवत भरी हुई निविदाएँ प्राप्त करने की अंतिम तिथि	04/07/2019 को 03:00 बजे अपरान्ह तक
तकनीकी संविदाएं खोलने की तिथि एवं समय	04/07/2019 को 04:00 बजे अपरान्ह
वित्तीय संविदाएं खोलने की तिथि एवं समय	पूर्व सूचित किया जायेगा

निफ्ट कैंपस, 'घ-0 रोड', इंफोसिटी के पीछे, गांधीनगर - 382007.

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वेबसाइट : [www.nift.ac.in/gandhinagar](http://www.nift.ac.in/gandhinagar)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A Statutory body under the NIFT Act, 2006 and setup by Ministry of Textiles, Govt. of India)  
NIFT Campus, GH - 0 Road, Nr. Infocity, Gandhinagar - 382007.

**e-TENDER FOR PROVIDING STAFF THROUGH PLACEMENT AGENCY AT NIFT-  
GANDHINAGAR.**

**Notice Inviting e-Tender:**

National Institute of Fashion Technology (A Statutory body under the NIFT Act, 2006 and setup by Ministry of Textiles, Govt. of India) Gandhinagar inviting e-tender for hiring of staff through Placement Agency for the NIFT-Gandhinagar & its sub centre at Surat in two bid system through e-Tender system. For this purpose, NIFT invites bids from bonafide and licensed Firms, Companies, Placement Agencies etc. having experience of at least three years in the same field.

1. The tenderer should invariably submit his tender in e-Tender.
2. **EMD: Rs: 1,65,000/- (Rupees One Lac Sixty Five Thousand only)** in the form of Demand Draft in Favor of "**National Institute of Fashion Technology, Gandhinagar**" payable at Gandhinagar / Ahmedabad.

EMD cover should contain EMD in form of Demand Draft or Banker's Cheque as mentioned in the Tender. Tender without EMD cover, Technical bid will not be opened.

3. **Closing date & time for submission of bid** : 04.07.2019 up to 03:00 p.m.
4. **Date & time of opening of Bid** : 04.07.2019 at 04:00 p.m.
  - i. Technical bid will be opened in presence of the tenderers or their authorized representatives.
  - ii. Financial bid will be open after evaluation of Technical Bid, date will be announced later.
  - iii. Bid validity upto : 90 days from the date of opening of bid.
5. **The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, Scanned copies of DD of EMD etc. in support of their bids from 10.06.2019 to 04.07.2019 up to 3:00 P.M. on e-Tender portal i.e. <https://nifttenders.eproc.in>**



6. Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & such application, if any will not be accepted. The tender EMD draft should be submitted in the sealed cover super scribing "EMD - Tender for hiring of staff through Placement Agency for the NIFT-Gandhinagar" and the same should be addressed to the "Officer on Special Duty, National Institute of Fashion Technology, NIFT Campus, GH-0 Road, Nr. Infocity, Gandhinagar – 382007 (Gujarat)".
7. Duly sealed and super scribed envelope of EMD should reach/drop at NIFT Office by 03:00 P.M. on or before 04.07.2019 in the tender drop box kept in the Establishment Department of this Centre.
8. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying following fee online:
- Annual Registration Charges of Rs. 2000/- + 360/- (GST @ 18%) = 2360/- (Two thousand three hundred and Sixty only - non-refundable).
  - Bid Processing Fee charges of Rs. 4400/- + 792/- (GST 18%) = 5192/- Five Thousand One Hundred Ninety Two Only - non-refundable)

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

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

- a. Mr. N. B. Vaishnav, OSD,  
Ph. 079-23265002, Email: [osd.gandhinagar@nift.ac.in](mailto:osd.gandhinagar@nift.ac.in)
- b. Mr. Chirag Solanki, Assistant Director  
Ph. 079-23265003, Email: [ad.gandhinagar@nift.ac.in](mailto:ad.gandhinagar@nift.ac.in)



9. **EMD** : Tender should be accompanied with **Earnest Money Deposit (EMD)** (as stated above) of Rs. 1,65,000/- (**Rupees One Lac Sixty Five Thousand only**) payable by way of Demand Draft drawn in favour of “**National Institute of Fashion Technology, Gandhinagar**”. No interest shall be paid on the Earnest Money Deposit.

**The EMD shall be forfeited:**

- If the bidder withdraws his bid during the period of bid validity.
- In the case of successful bidder, If tenderer fails to furnish the required performance security within specified time limit.

**10. The following documents shall be submitted along with tender :-**

- A. Attested copy of firm registration certificate.
- B. Attested copy of PAN Card.
- C. Attested copies of experience certificate as per **Format-I** of tender document certifying successful running of Placement Agency in other Govt. organizations / Institutes / Private / Corporate sector.
- D. Attested copy of PF/ESI Registration certificate
- E. Attested copy GST registration certificate.
- F. CA certified Turnover certificate of last three years (2015-16, 2016-17 & 2017-18).
- G. Declaration as per **Annexure-A** regarding never been blacklisted by any State Government/Central Government or any State/Central PSU.
- H. Undertaking & Acceptance letter by the Agency as per **Annexure-B**.
- I. Technical Bid form as per **Annexure-C**.
- J. Experience details to be furnished in **Annexure-D** with supporting documents.
- K. Financial Bid to be submitted in **Annexure-E** format only.

11. Telegraphic or conditional tender will not be considered.

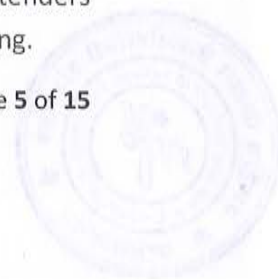
12. Other things being equal, preference will be given to the tenderer having highest experience of running Placement Agency and providing Staff in similar Govt./Semi Govt./PSU organizations.

13. Tenderer should indicate the details of the places/ organizations with telephone no. where they are at present running similar service and submit the same with supporting documents along with the tender papers.

14. Annual Turnover of the tenderer should not be less than 60 Lacs during each of last 03 financial years (i.e. 2015-16, 2016-17 & 2017-18). CA certified Turnover certificate of last three years to be attached by the tenderer along with tender document.



15. Tenderers will be required to quote the rates of administrative charges based on the emolument paid to the employees. The agency shall pay salary to the incumbents hired from the placement agency as per the Minimum Wages prescribed from Government of India from time to time as per the State or Central sphere whichever is higher or as decided by Competent Authority of NIFT-Gandhinagar. The tenderers are required to quote only the administrative charges for providing such manpower. They shall be responsible for strict compliance of all rules and regulations which are already enforced or which may be enforced from time to time by the Appropriate Authority.
16. The Contract for running the Placement 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 personnel.
17. 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.
18. Successful tenderer may be allowed to undertake the work for a period of **one year**. The contract will automatically terminate after expiry of the period of contract. However, based on requirement of NIFT to run the Placement Agency service and based on performance of the tender, the contract may be renewed for further periods up to two years on yearly basis at the discretion of NIFT subject to satisfactory performance.
19. The successful tenderer shall have to deposit a **Security Deposit of Rs. 5,00,000/- (Rupees Five Lakhs only)** in favour of "**NIFT, Gandhinagar**" in the form of Demand Draft for providing the Placement Agency services before signing of the agreement. The amount shall be returned to the tenderer on successful completion of the contract period. No interest shall be paid for the Security amount. Security amount shall be forfeited in full or part at the discretion of the NIFT in case of breach of any condition of the contract.
20. The successful tenderer shall be required to enter into an agreement before the work of Providing the Placement Agency service is entrusted to the tenderer.
21. The successful tenderer shall clearly indicate the time to be required by them from the date of work order to start the Placement Agency service.
22. NIFT Gandhinagar reserves the rights to accept and reject any tender or all the tenders at its discretion and discretion of the NIFT and the matter shall be final and binding.



**A. The successful Tenderer/Agency will have following obligations towards the Institute :**

1. Agency shall not engage any sub-agent or sub-contractor whatsoever for running the Placement Agency service.
2. Agency shall abide by the rules & regulations of the NIFT as may be relevant in respect of Placement Agency matters that may be enforced from time to time.
3. The agency shall comply with all existing **Central Government** labour legislation and Acts, such as Contract Labour Regulation Act, Workmen'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 Placement 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.
4. Agency shall be responsible for the acts and conducts of his personnel and the decision of the NIFT in the matter shall be final.
5. The agency will ensure deployment of required staff on all working days (Monday to Friday) of the week for the duration of the office hours and in case of holiday in exigency of work if needed. An attendance record of the staff working through Placement Agency should be maintained daily by the agency. Proportionate deduction in bill will be made in case of short deployment of staff on any day.
6. 2.5 day leave for each completed month will be given to employees engaged through placement agency which will be accumulated till end of calendar year if employee doesn't avail it. No other kind of leave / leave encashment will be admissible except this.
7. The character and antecedents of each individual enrolled by the agency for deputing on NIFT duty should be verified by the agency from the Competent Authority.
8. The agency will abide by the law of land, notification with regard to wage structure, condition of service, statutory obligation, PF, ESI and Bonus etc as per Govt. norms. NIFT will pay only the agreed amount per head per month. Agency will be fully responsible for payment of wages of staff working through Placement Agency as per Central Govt. Labour Laws.



9. The number of staff is to be deployed as approved by NIFT authority from time to time. The duty chart will have to be submitted to NIFT.
10. The agency will submit its bill to NIFT by the 3<sup>rd</sup> day of every month for the preceding month. NIFT will make the payment of the bills within 15-20 working days from the receipt of bill. Payment to the agency will be made through a crossed cheque/RTGS in favour of the Agency after deducting TDS as per rule. However, due to crisis / emergency there may be delay in releasing payment. Payment of wages to the staff by the Agency should not be linked with receiving payment by the Placement Agency from NIFT and the agency shall pay to incumbents deployed at NIFT Gandhinagar before 5<sup>th</sup> of every month.
11. While submitting bills for payment, the agency is required to furnish documents in support of disbursement of salary to concerns, payment/contribution of all statutory obligations like deposit of EPF, ESIC, Professional Tax, GST return, etc. duly signed & stamped in respect of personnel deployed at NIFT, specifically showing details name-wise. Order for revision of minimum wages, if any, should also be furnished.
12. The Agency personnel shall not claim any benefit/compensation/absorption/regularization of services from/in this institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the Institute.
13. The Agency personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.
14. The Agency personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Institute. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
15. The service provider shall ensure proper conduct of their persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
16. The agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.



17. The agency shall be contactable at all times and message sent by phone/e-mail/Fax/ Special Messenger from Institute to the service provider shall be acknowledged immediately on receipt, on the same day. The Service Provider shall strictly observe the instructions issued by the Institute in fulfilment of the contract from time to time.
18. The agreement can be terminated by the agency by giving three month's notice in advance. If the agency fails to give three month's notice in writing for termination of the Agreement then three month's wages etc. and any amount due to the agency from the Institute shall be forfeited by the Institute. However NIFT can terminate contract by giving one month's notice to the agency.
19. The number of Staff as approved by NIFT authorities from time to time will be placed for duty by the Agency. As per requirement, following staff will be provided by the Agency during office hours. However, the number of staff employed may vary at the discretion of NIFT at any time during the period of agreement. Eligibility of the candidate will be decided by NIFT.
- (I) Assistant Warden
  - (II) Plumber
  - (III) Electrician
  - (IV) Jr. Assistant/Assistant
  - (V) Lab. Assistant
  - (VI) Driver/ Multi-Tasking Staff
  - (VII) Machine Mechanic
  - (VIII) Stenographers
  - (IX) Any other personnel as per requirement of NIFT Gandhinagar.
20. Any unlawful activities by the employees of the agency within the campus will be liable for termination of the contract to be executed with the successful tenderer.





DECLARATION

I/We having our office at \_\_\_\_\_ declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :



**UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Tender Document (Technical & Financial Bid) for providing placement agency services at NIFT Gandhinagar & its sub-centre at Surat. I/We agree to abide to all these conditions and offer to provide placement agency service at NIFT Gandhinagar & Surat Sub-Centre. I/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. I/We have inspected the institute premises of NIFT Gandhinagar Campus and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender document.

\_\_\_\_\_  
Name & Signature of Authorized Person of the Agency

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No.: \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Email ID: \_\_\_\_\_



## TECHNICAL BID FOR PROVIDING PLACEMENT AGENCY SERVICES AT NIFT,GANDHINAGAR

## TENDERER TO FILL UP THIS PAGE

Sl. No.	Particulars	To be filled in by the Tender
1	Name of the Tenderer / Agency / Organization	
	Nature of the Agency / Organization (viz. Limited, Pvt. Ltd., Proprietor, Partnership firm, Co-operative soc., etc.)	
	Name of the Authorized Person	
	Address :	
	Contact No. : Email :	(O) : (M) : Email :
2	Details of EMD	
	(i) Amount	
	(ii) Demand Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered under Shops & Establishment. (Copies of all certificates of registration to be enclosed- mention page no. where it is enclosed)	(mention page no. where the doc. is attached)
6	PAN No. (copy PAN Card to be enclosed)	(mention page no. where the doc. is attached)
7	GST Number (copy to be enclosed)	(mention page no. where the doc. is attached)
8	Registration/License No. under Contract Labor (Regulation & Abolition) Act, 1970 (copy to be enclosed)	(mention page no. where the doc. is attached)
9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this	(mention page no. where the doc. is attached)



	effect is to be attached in this regard.)	
10	Length of experience in the field	
11	Experience in dealing with Govt. Departments with the minimum placements / deployment of 100 employees in each year of last three financial years (2015-16, 2016-17 & 2017-18). (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contract orders placed on the agency.) Provide this details in <b>(Annexure - D)</b> with supporting Certificate from concern Institute / Organization as per <b>format I.</b>	(mention page no. where the doc. is attached)
12	Whether agency profile is attached?	(mention page no. where the doc. is attached)
13	List of other clients	(mention page no. where the doc. is attached)
14	Whether agreed to abide by all the terms and conditions mentioned in the Tender Document?	



(Seal & Signature of the Tenderer)

## Annexure - 'D'

Sr. No	Name of the Client / Institutions	Work Order No. & Date	Nos. & Details of employees deployed	Gross Monthly Billing (Rs)	Supporting Document attached at Page No.

Note: The agency shall submit the copy of work orders /Experience Certificate along with this Tender Document mentioning Page No. where it is attached.



(Seal & Signature of the Tenderer)

**Format - I**  
**(on the letter head of Institute / Organization)**

**FORMAT FOR EXPERIENCE CERTIFICATE**

This is to certify that M/s \_\_\_\_\_

(Placement agency name) having its registered office at \_\_\_\_\_

\_\_\_\_\_ (address)

is/has provided/providing (strike whichever is not applicable) the services of supply of  
official / clerical staff / manpower from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Total numbers of official / clerical staff / manpower by the agency to our Institute /  
Organization in above mentioned period is of \_\_\_\_\_ (Numbers).

Authorised Signatory of Institute / Organization.

Name:

Designation:

Seal of the Institute / Organization



**FINANCIAL BID FOR PROVIDING PLACEMENT AGENCY SERVICES AT NIFT, GANDHINAGAR****Important Note :**

- This commercial bid should be filled in by Tendering Party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with "Financial Bid".
- After opening of technical bid the capability and suitability of the tenderers shall be evaluated and commercial bid of the qualified tenderers shall be opened later on and the date will be informed accordingly.

1. Name of the Tenderer : \_\_\_\_\_

2. Address of the Firm : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Phone No. : \_\_\_\_\_ Fax No. \_\_\_\_\_

4. Whether proprietary / partnership firm or company : \_\_\_\_\_

5. Name of the Proprietor or  
Partners of the firms: \_\_\_\_\_

6. Rates of Administrative charge may be quoted in the below mentioned space :

Charges for providing the Services :

Sr. No.	Particulars	% of amount Payable
1	Administrative Charges for providing personnel per month. (as % of total amount payable to personnel)	

**Note :**

1. Rate must be quoted in % only excluding GST.
2. GST shall be applicable as per prevailing rules of the Govt. from time to time.
3. The rate of Minimum Wages are subject to revision by Labour Commissioner, Govt. of India from time to time.

