



National Institute of Fashion Technology

NIFT Campus, GH-0 Road, Gandhinagar

EXPRESSION OF INTEREST

EOI No. 8061(3)/LGL-LLC/ADM/2020 Date 22.09.2020

Engagement of services as Labour Law Consultant

NIFT Gandhinagar is an Educational Institution of Design, Management & Technology. A statutory Body governed by NIFT Act 2006 and set up by the Ministry of Textiles Government of India. **National Institute of Fashion Technology, Gandhinagar Campus** invites **Expression of Interest from** consultants or service providers for providing services as **labour law consultants**.

EXPRESSION OF INTEREST (EOI)

The objective of this EOI is to invite proposals from the interested consultants or service providers for participation in a bid process for engagement of Labour Law Consultant for NIFT Gandhinagar Centre through bidding process.

EOI Issuing Authority

This expression of interest (EOI) is intended by the NIFT Gandhinagar. NIFT's decision with regard to the short-listing of bidders and award of work through this EOI shall be final and the Institute reserves the right to reject any or all the bids without assigning any reason.

a) EOI for	Engagement of Labour Law Consultant for NIFT Gandhinagar Centre.
b) Department	Administration
c) Contact Person	Mr. S. P. Singh, I/c. Joint Director
d) Contact Person (Alternate)	Mr. Chirag Solanki, Asst. Director
e) Website	www.nift.ac.in/gandhinagar



CALENDAR OF EVENTS

Important timelines of bidding process.

Sr. No.	Milestone	Date & Time
1.	Release of Expression of Interest (EOI)	<u>22 .09 .2020</u>
2.	Last date for submission of EOI	<u>14.10.2020</u>
3.	Opening of EOI	<u>14.10.2020</u>

AVAILABILITY OF THE EOI DOCUMENTS

EOI can be downloaded from the NIFT Gandhinagar website (www.nift.ac.in/gandhinagar). Labour Law Consultants are expected to examine all instructions, forms, terms, requirements and other details in the EOI document. Failure to furnish complete information of proposal documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the consultant's risk and may result in rejection of the proposal.

VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the **EOI, must be submitted at NIFT Gandhinagar Campus at the address specified above.** NIFT, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum (To be made available on the NIFT website) in which case all rights and obligations of NIFT and the Consultants previously subject to the original deadline will thereafter be subject to the deadline as extended.

SCOPE OF WORK :

It is proposed to have services of consultants or service providers as labour law consultant for NIFT Gandhinagar Campus, Gandhinagar. The works involves the following activities:

- **Updating of the various forms under the Contract Labour (Regulation & Abolition) Act, 1970 as under.**

1	Immediately apply for Registration of the Establishment	Form -1 (Triplicate)
2	Once the RC is received	Form-V & Form-II to be issued to the contractor for apply for licensing
3	As a Principal Employer to comply with	
	a. To send Notice of commencement/completion of work to the Registering Officer	Form-VI-B
	b. To maintain a Register of Contractors	Form XII
	c. To furnish Annual Return (before 15 th of February every year)	Form XXV
	As a Principal Employer to require Contractor to maintain	



following registers & records	
To obtain License & display the same at workplace	Form VI
a. To display Notice and Abstract of the Law	In Prescribed Format
b. To maintain Register of Workmen	Form XIII
c. To Issue Employment Card to contract employees	Form XIV
d. To issue Wage Slip	Form XIX
e. To issue Service Certificate to left employees	Form XV
f. To maintain Muster Roll	Form XVI
g. To maintain Register of Wages	Form XVII
h. To maintain Register of Deductions, Register of Fine, Register of Advances and Register of Overtime	Form XX,XXI,XXII&XXIII
i. To furnish Half-yearly Return in 31 st Jan & 31 st July	Form XXIV

1. Liaising with Central Labour Commissioner Office, Ahmedabad on behalf of Institute.
2. To advice for getting contract Labour Registration, Change of Registration on Priority basis. Intimation of change under Rule-18(4) of Contract Labour Act-1970.
3. To guide the Institute in various compliance of record under the Contract Labour Act. And also instruct to contractor to abide the rules and regulation.
4. To Maintain and also guide the staff of the Institute for preparing relevant records, Registers, Half Yearly Returns & Yearly Returns etc. under Contract Labour Act and also to help the Institute for compliance of the same before connect authorities. And also to guide the your comply with the guidance and instruction.
5. To see the complaisance, assessment & the return are sent to the concerned authorities Central Labour Commissioner, Ahmedabad within time.
6. To advice for drafting compliance report to the Letters/Notices issued by the authorities and resolving the same.
7. Contractor Audit on Monthly Basis to check the EPF, ESIC, Professional Tax, Minimum Wages Act, Contract Labour Act, Payment of Gratuity Act. Payment of Bonus Act.
8. Any other tasks and responsibilities as may be assigned to you by the undersigned from time to time in relation to this assignment.

A. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

1. NIFT reserves the right to withdraw the EOI and change or vary any part thereof at any stage.
2. NIFT reserves the right to withdraw this EOI if NIFT determines that such action is in the best interest of the NIFT.
3. Timing and sequence of events resulting from this EOI shall ultimately be determined by institute.



4. No oral conversations or agreements with any official, or employee of NIFT shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a Consultant with any department, agency, official or employee of NIFT, Gandhinagar Centre shall be superseded by the definitive agreement that results from this EOI process.
5. Consultants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
6. Each applicant shall submit only one Pre-qualification requirements proposal
7. Consultants are required to submit original filled EOI duly signed and stamps with supporting documents.
8. Vague and conditioned after shall not be considered.
9. In case of any dispute, the decision of the courts in Gandhinagar District Jurisdiction shall be binding and final. In case of dispute the matter of dispute can be referred to arbitrator appointed by Director NIFT Gandhinagar.
10. By submitting a proposal each consultant shall be deemed to acknowledge that it has carefully read all the paragraphs of this Bid including all forms schedules and annexure here to and fully informed itself as to all existing conditions and limitations.
11. The Consultants / service provider are required to submit EOI in two bid format (i.e. Technical Bid in Annexure A & Financial bid in Annexure – B.) The L1 will be decided on overall lowest monthly price quoted by the bidder.
12. The proposal and all correspondence and documents shall be written in English.

B. ELIGIBILITY CRITERIA

The Consultant or Service provider should have extensive and proven mix of skill and expertise in the field of Labour Law. Previous experience of similar work is essential. The consultant must meet the following minimum criteria.

- a) It is desirable that Consultant/service provider should have executed minimum 3 years in the Government / PSU sector / Educational Sector.
- b) Consultant / Service provider should have a minimum of 03 years of professional experience in Labour Law consulting

C. DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY

1. Detailed resume indicating the details of qualifications and professional experience
2. Experience certificate issued by the Institute to consultant / service provider or copy(ies) of work order / appointment letter etc.



3. Consultant's experience: as per "ELIGIBILITY CRITERIA"
4. Declaration of not Blacklisted by Government or its agencies (As per Annexure -I)
5. Certificate of PAN/GST No. (Self certified Xerox copy) OR Undertaking if bidder is not under purview of GST
6. Company Registration Certificate (if applicable). (Self certified Xerox copy)

D. PROPOSAL SUBMISSION IN PRESCRIBED ATTACHED FORMAT.

Interested consultant should submit both technical and financial proposals in two separate annexures namely.

- a. Technical Proposal -As per Annexure-A
- b. Financial Proposal-As per Annexure-B

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", Financial proposal super scribed with "FINANCIAL PROPOSAL". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall super scribed with "Expression of Interest for Labour Law Consultant for NIFT Gandhinagar".

i. TECHNICAL PROPOSAL (Annexure – A) CONTENT

Technical Proposal should contain Terms of Reference, any other information to highlight the capability of the consultant.

Consultant must sign each and every pages of this EOI document and submit the same (except Financial Proposal – Annexure B) in Technical Proposal Envelope.

Technical Proposal must be submitted as per Annexure "A" which includes all the documents as specified under point no: C (DOCUMENTARY EVIDENCE TO BE SUBMITTED TO SUPPORT ELIGIBILITY):

ii. FINANCIAL PROPOSAL (Annexure "B") which includes:

- Financial bid shall be quoted in a separate envelope marked " Financial Proposal" and should contain only prices. Any Conditions given in this part shall not be considered and if insisted upon by the consultant, shall render the EOI liable for rejection.
- Price Bid (in Indian Rupees) should be in the form of Monthly fee amount inclusive of all taxes for the entire Scope of Job.
- The monthly fee should be inclusive of all expenses which the consultant may incur while executing the assignment including Travel, Boarding & Lodging as required.



E. Terms of Payment:

Payment shall be made on monthly basis within 20 days after completion of job and submission of invoice. No advance or part payment shall be made.

F. Evaluation:

Evaluations will be based on documentary evidence submitted by the applicant.

The financial proposals of technically qualified consultants will be opened and the final selection will be made based upon the lowest cost quoted.

DATE FOR SUBMISSION OF PROPOSAL

The last date for submission of proposal is **14.10.2020**

Submission of proposals should be addressed to:

National Institute of Fashion Technology,
NIFT Campus, Gh 'O'Road, Near Infocity , Gandhinagar-382007



ANNEXURE-A

NATIONAL INSTITUTE OF FASHION TECHNOLOGY -GANDHINAGAR

TECHNICAL PROPOSAL (to be filled up by the Bidders)

EOI No. 8061(3)/LGL-LLC/ADM/2020 Date 22.09.2020

Name of Job: Providing Consultancy Services as Labour Law Consultant for NIFT GANDHINAGAR

1	Name of the Bidder	
2	Address	
3	Telephone / Mobile No (s)/E-mail	
4	Year of Establishment (for firm)	
5	Proprietor/ Partnership firm / Independent Consultant	
6	Name of Proprietor/ Partner / Consultant	
7	Permanent Account Number (PAN) (enclose self attested copy)	
8	GST Registration No: (enclose copy) If not under purview of GST, self declaration for the same	

In addition to this, bidder should attach following along with Annexure - A:

- Detailed resume indicating the details of qualifications and professional experience
- Experience certificate issued by the Institute to consultant / service provider or copy(ies) of work order / appointment letter etc.
- Consultant's experience: as per "ELIGIBILITY CRITERIA"
- Declaration of not Blacklisted by Government or its agencies (As per Annexure -I)

(Enclosed self-certified copies of all documents stated here above with technical proposal otherwise liable to be rejected.)

Date:

Place:



Name & Signature of

Proprietor/ Partner with Firm's Seal

ANNEXURE – I

DECLARATION

I/ We having our office at the following address have never been blacklisted by any state Government / Central Government /public sector Undertaking / Autonomous / statutory bodies or its agencies.

Authorized Signatory

Name

Designation

Name of the Agency

Address of the Agency

Seal of the Agency

Date

Place



ANNEXURE - B

NATIONAL INSTITUTE OF FASHION TECHNOLOGY –GANDHINAGAR

PRICE PROPOSAL/FINANCIAL PROPOSAL (to be filled up by the Bidders)

EOI No. 8061(3)/LGL-LLC/ADM/2020 Date 22.09.2020

Name of Job: Providing Consultancy Services as Labour Law Consultant for NIFT GANDHINAGAR

Sr. No.	Description	Monthly Fee Amount in (Rs.)
1.	Providing Consultancy Services as Labour Law Consultant for NIFT GANDHINAGAR (Price Bid (in Indian Rupees) should be in the form of a lump sum amount Inclusive of all taxes, travel boarding, lodging etc., for execution of the entire Scope of Job,)	

Total amount (in words):

Rupees.....

Date:



(SEAL, NAME & SIGNATURE OF CONSULTANT)

