



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट गांधीनगर में हाउसकीपिंग सेवाएं उपलब्ध करवाने हेतु निविदा दस्तावेज़

Tender document for providing Housekeeping services at NIFT Gandhinagar Campus

ई-निविदा संख्या / e-Tender No.: 8055(51)/AMC-HKS-A/ADM/2023

निविदा कार्यक्रम / TENDER EVENTS	दिनांक / DATES
ई-निविदा जारी करने की तिथि: Date of Issue of e-Tender	19.06.2023 at 5.00 PM
ई-निविदा के माध्यम से बोली जमा करने की अंतिम तिथि: Last date of bid submission through e-Tender	11.07.2023 at 12.00 Noon
तकनीकी बोली खोलने की तिथि और समय: Date and Time of Opening of Technical Bid	12.07.2023 at 2.00 PM
मूल्य बोली खोलने की तिथि और समय Date and Time of Opening of Price Bid	After evaluation of Technical Bid

निविदा शुल्क / Tender Fee : NIL

Exemption of EMD : The Micro and Small scale industrial units, Startups (recognized by Department of Industrial Policy and Promotion(DIPP) registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part-II/udhyog adhar memorandum) & CSPO/NSC/DGS&D registration certificate in Technical Bid.

निफ्ट कैंपस, घ-0 रोड, इंफोसिटी के पीछे, गांधीनगर, गुजरात – 382007

दूरभाष: +91-079-23240832, 23265009 / 12.

वेबसाइट : www.nift.ac.in/gandhinagar



NAME OF WORK : PROVIDING HOUSEKEEPING SERVICES AT NIFT GANDHINAGAR CAMPUS

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY

NIFT – Campus, B/h. Infocity, Gandhinagar – 382007 (Gujarat).

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Gandhinagar Campus is situated at B/h. Infocity, Gh-0 Road, Gandhinagar (Gujarat) Pin 382007. At present approx. 850 students are studying in this Institute and about 100 Officers/Faculty and employees are working in this Institute.

(A) TENDER NOTICE

NIFT Gandhinagar invites online tender under two bid systems for “**Providing Housekeeping Services**” from the eligible reputed Firms/ Agencies / Service providers.

(B) SUBMISSION OF BID

- (a) **The interested agencies/contractors should submit their tender along with the copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed through Online mode only.**

e-Tender document is available on Central Public Procurement (CPP) Portal (URL: <http://eprocure.gov.in/eprocure/app>)

Tender document is also available for viewing on the “tenders” link of the website of NIFT Gandhinagar i.e. <http://www.nift.ac.in/gandhinagar/tender>.

- (b) **The Firm should ensure that it complies with the requirements as per tender document before applying for this tender. Also, the interested agencies should submit filled tender along with all supporting documents duly signed on NIFT e-Tender portal through Online mode only by 11.07.2023 up to 12.00 Hrs.**

The submission of e-Bids will be only through the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). Bids will not be accepted in any other form. The prospective bidders should adhere to deadlines specified in tender details on the portal

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.

Any further clarifications can be sought from the NIFT office at NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, GH - 0 Road, Near Infocity, Gandhinagar (Gujarat) 382007 Or on Telephone No. 079-23265009, 23265012.

Closing date & time for submission of bids: 11.07.2023 up to 12.00 Noon.

Date & time of opening of Bid:

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Gandhinagar

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर

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- i. **Technical bid: 12.07.2023** in presence of the tenderers or their authorized representatives.
- ii. **Financial bid** : After evaluation of Technical Bid. Bidders who qualify technically will be considered for Financial bid opening.
- iii. **Bid validity** : up to: 90 days from the date of opening of financial bid

(C) The technical bid must contain the prescribed Performa as per **Annexure - A, B & C** along with the scanned copy of all supporting documents in support of eligibility and experience criteria.

(D) Earnest Money Deposit (EMD) :

Bidders are required to submit EMD of **Rs. 3,00,000/- (Three Lakh Only)** in form of Demand Draft in favour of **National Institute of Fashion Technology, Gandhinagar, payable at Ahmedabad / Gandhinagar OR** by transferring the EMD amount in **NIFT Gandhinagar General Account no: 359302050000198 (IFSC Code : UBIN0535931)** (Fifth Character in IFSC code is **"Zero"**).

In case of making online payment of EMD Amount, Bidders are required to upload self-certified copy of UTR in place of DD.

Hard copy of DD of EMD must be submitted in sealed envelope super scribed with **"EMD for Tender of Providing Housekeeping Services"** and submitted to

**The Joint Director,
National Institute of Fashion Technology, Gandhinagar
NIFT Campus, GH-0 Road,
Near Infocity,
Gandhinagar (Gujarat) 382007**

The EMD Cover should reach on above address on or before last date of bid submission.

The Earnest Money Deposit of the successful Bidder shall be liable to be forfeited if he does not fulfill any of the following conditions:

- i) If information declared/document submitted found false/fake/forged.
- ii) If the successful bidder does not accept the Purchase Order., or, unable to supply the services
- iii) If the bidder withdraws his bid/quote during tender process.
- iv) An Agreement is to be signed by the contractor in the prescribed form with in 10 (Ten) days of the receipt of letter awarding the contract.

Exemption of EMD : The Micro and Small scale industrial units, Startups (recognized by Department of Industrial Policy and Promotion(DIPP) registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/udhyog adhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.

DD of EMD / Exemption Certificate / Copy of UTR is to be submitted in Technical bid Documents.

(E) The financial bid must contain only the financial part shall include service charges including all taxes etc. to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.



ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

FOLLOWINGS ARE THE QUALIFYING CRITERIA:

1. Past experience:

The bidder must have undertaken at least

- i) One contract of Housekeeping services with contract value of Rs; 84 Lakh OR
- ii) Two contract of Housekeeping services with contract value of Rs; 42 Lakh OR
- iii) Three contract of Housekeeping services with contract value of Rs; 28 Lakh in last three years of experience (2019-20, 2020-21 & 2021-22) for providing Housekeeping services in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries.

2. Current Experience:

Should currently have at least one ongoing contract for providing Housekeeping services with minimum 50 Nos. of Housekeeping manpower and having value of at least Rs. 90 Lakh at Government Institute / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries.

3. The bidder should have turnover of not less than Rs. 45.00 Lakh during last 03 financial years (i.e. 2019-20, 2020-21 & 2021-22) and should submit certified copies of balance sheet duly verified by Chartered Accountant as proof of turnover.
4. The bidder should have all the necessary registrations of Firm, GST & PAN
5. Bidder must have Registered Office in the state of Gujarat and Branch Office in Gandhinagar / Ahmedabad.
6. The Micro and Small scale industrial units, Startups registered under Department of Industrial Policy and promotion (DIPP) are exempted from prior experience and turnover. Documentary proof for the same is to be provided in the technical bid for claiming exemption.

The technical bid of Tenderer must be accompanied by the relevant supporting documents in respect of above qualifying criteria.



GENERAL TERMS AND CONDITIONS:-

- 1) The tender is liable to be rejected if:
 - a) Not submitted the bid in online mode through e-Tender system only.
 - b) Bid submitted in any other form except e-Tender.
 - c) Complete information not filled in and not submitted in strict compliance with the instructions laid down herein;
 - d) EMD / EMD Exemption certificate not submitted.
- 2) Individual signing the tender or other documents connected with the tender must specify whether he signs as
 - i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - iii) 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 shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The 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 attested by the Principal Officer should be submitted.
 - iv) In case of Company, Director or Principal Officer duly authorized by the Board of Directors of the company. Copy of authorization to be submitted.
- 3) The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
- 4) Corrections, if any must be attested.
- 5) Late tenders will not be considered.
- 6) The Contractor shall be responsible for engaging adequately trained manpower required for providing good House Keeping service in institute.
- 7) In case of any accident to the personnel employed by the contractor while performing duty at Campus, the Contractor alone is liable to pay workmen's compensation and any other statutory dues or payments, etc., if any and the NIFT is not liable for any payment of such kind.
- 8) The agency should deploy energetic and experienced housekeeping personnel and preferably English / Hindi / Gujarati speakers. If any person is not suited to the duty, the house keeping agency must replace such person immediately.
- 9) The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.



- 10) Before deputing housekeeping staff at the Institute, Contractor will submit necessary duly verified documents such as Police verification, Age Proof, Address Proof of housekeeping staff.
- 11) The Contractor shall obtain adequate insurance policy/policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
- 12) The Contractor shall be responsible for the safety and security of the Personnel deployed for duty at the Institute.
- 13) NIFT reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of services provided by the Tenderer. Decision of NIFT with regard to award of the contract will depend upon the feedback received from the previous/ present clients and also from its team(s) deputed for the purpose. In case of non-satisfactory / negative feedback, bidder will not be considered for further process. The decision of the Institute in this regard will be final and binding on all bidders.
- 14) The House Keeping Contract shall remain valid for a period of **One Year** and it may be renewed further for 2 years on yearly basis based on the satisfactory performance and Institute's requirement. The contract once awarded can be terminated by either party after giving three months' notice to the other party. Nevertheless, NIFT may terminate the contract with immediate effect with forfeiture of Security Deposit in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 15) The Contractor shall be liable with regard to the compliance of all the laws, rules & regulation and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of Gujarat including registrations with Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, Employees State Insurance (ESI) Act, Municipal Registrations, GST etc.
- 16) The Contractor shall be responsible to maintain the equipment and other articles supplied by the NIFT in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self. The decision of the Designated Officer shall be final and binding on the contractor.
- 17) NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of contractor.
- 18) Scope of Service of the contract is indicated & attached with this bid at **Annexure-I**.
- 19) L-1 will be decided on the basis of lowest percentage quoted by the bidder for "**Monthly Agency Service Charge**". In case L-1 is more than one, then experience of the Bidder OR Physical Inspection report of ongoing contracts of bidder OR both will be the criteria for selection. Discretion of the NIFT authority will be final and abiding.

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- 20) Bids with "Nil" Monthly Agency Service Charge will not be considered as responsive bid and hence will not be considered.
- 21) On termination of the contract agreement, the contractor will hand over all the equipments / articles as supplied by the NIFT in good working condition back to NIFT or else indemnity NIFT in case of any damage, loss or liability, which may arise on account of action of the contractor.
- 22) The work shall be carried out so as to keep the premises ready by the office opening time and keep the office clean till and after the closing time of office. For Girl's Hostel, one Housekeeping staff will be available in night shift.
- 23) Care must be taken to ensure while carrying out the work so that no furniture, fixtures, fittings, furnishings, etc. are damaged. Any damages done to the same or any other property, the same will have to be repaired / replaced by the contractor at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
- 24) 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 house keeping agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
- 25) All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
- 26) The Contractor will work in close co-operation and co-ordination with other agencies working at the Campus.
- 27) The Contractor has to deploy and work during holidays late hours and Sundays as well according to the requirement and convenience/requirement of NIFT and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
- 28) In case of additional requirement of manpower for cleaning, sweeping of additional areas other than scope of work (Annexure - 1), any labour work, etc. Contractor will supply such manpower as and when required. Additional manpower engaged will be paid as per prevailing minimum wages of Housekeeping services.
- 29) The contractor will not charge the additional payment to provide the cleaning services on holidays, Sunday and odd hours during NIFT functions.
- 30) All the material to be used must be approved by the Designated Officer before starting the work.
- 31) The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.
- 32) NIFT is not bound to provide any mode of transport in respect of housekeeping staff or material required for the contract.

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- 33) Attendance of housekeeping staff will be maintained through Biometric attendance system.
- 34) The Contractor shall submit his monthly bills to NIFT on or before 10th of every month along with all necessary supporting documents viz. copies of attendance register duly certified & Bio-Matric Attendance report, wage register, Bank Statement for deposit of monthly wages of Workmen in their bank account, Challans & ECR of EPF and ESIC, GST payment challans, etc. Photo copies of annual insurance policy under the Workmen's Compensation Act should also be submitted in the first month of award of contract.
- 35) The payment of wages shall be disbursed by the contractor in a form of Cheque or Electronic mode to his workmen *before 7th of every succeeding month* and a record of that should be kept in a register which may be examined by the Institute at any time. No amount shall be deducted from the wages of the workmen by way of commission of any sort.
- 36) The contractor shall be responsible for the payment of wages and allowances as per **Government of India Minimum Wages Act / Minimum Wages of State Govt.** (Whichever is higher) employment of sweeping and cleaning excluding activities prohibited under the employment of manual sewages and construction of dry latrines (prohibition) Act 1993 and all statutory dues to the persons employed by him for providing the housekeeping services. The contractor shall in no case pay its employees less than the minimum mandatory rates as specified by the government per month.
- 37) The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Office and its Officers Servants and Agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death/damage of/to any personnel of his staff and/or any personnel at the Campus due to negligence/ or improper action of the house keeping agency/staff or agents and if it is so the contractor shall at his own cost indemnify the same and shall take initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
- 38) The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on actual attendance basis which includes prevailing Minimum wages & statutory payments only on submission of bills by the contractor. Income Tax (TDS) as applicable at prevailing rate will be deducted at source. Payments are required to be made within 30 days of the submission of any bill. However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved.
- 39) The contractor shall deposit **Rs. 9,00,000/-** (Rupees Nine Lakh Only) as Security Deposit with NIFT in form of Demand Draft or by NEFT/RTGS. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful bidders will be returned within a reasonable time after finalization of the contract.
- 40) The workmen employed by the contractor shall be directly supervised and controlled by the Contractor and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or regularization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.



- 41) The work executed shall be to the satisfaction of the Authorities of NIFT Gandhinagar.
- 42) The contractor undertakes to deposit all statutory payments such as EPF, ESIC, GST and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI, GST Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities.
- 43) All the workers engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall also provide its Workers photo-identity cards which shall be checked by the Security Staff as and when necessary.
- 44) NIFT will not be responsible for the release of benefits, such as Provident Fund, ESIC, Pension benefits or any other allowances. Any changes in the minimum wages act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
- 45) NIFT shall in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify NIFT in case of any loss or damage or liability, which may arise on account of action of the contractor.
- 46) The Housekeeping contractor shall ensure that the staff engaged by him shall not smoke beedis, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, aracnut, tobacco items etc. while performing duty at the Campus.
- 47) The Director, NIFT, Gandhinagar reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.
- 48) Any attempt of negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will liable to exclusion from consideration.
- 49) **In case of default**, Contractors who violate the terms & conditions of the contract and whose contracts are terminated should be considered for blacklisting by the Competent Authority for a significant time before they are considered again.
- 50) The decision of the Director, NIFT Gandhinagar in any matter relating to this contract shall be final.
- 51) If any relative of the tenderer is an employee of the NIFT, Gandhinagar, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Gandhinagar in writing while submitting the tender.

52) Sub contracting of the contract is strictly prohibited.

53) Any other payments likewise Uniform, Shoe, Leave Salary, Bonus, etc. should be met by the contractor only. NIFT has no liability towards the above.

54) Penalty Clauses:

Sr. No.	Events	Penalty
1	Event of assigning sub-agent or sub-contractor whatsoever for running the Housekeeping service.	Termination of contract with forfeiture of Security deposit
2	In the event of failure in maintaining the strength of Housekeeping staff on any day	Penalty @ Rs. 1,000/- (Rupees One thousand only) per day with maximum ceiling of Rs: 10,000/-.
3	Non adherence of instructions issued / rules & regulations of the NIFT as may be relevant in respect of Housekeeping Agency that may be enforced from time to time.	Rs. 2000/- per such occasion, in case of repetition of such event more than 3 times, Rs. 4000/- per such event.
4	Nonfulfillment / adherence of statutory norms, Failure of any compliances in terms of Labour laws / any statutory regulations	Rs: 2000/- per such event. In case of repetition of such event more than 3 times, Rs. 4000/- per such event.
5	Delay in release of salary / wages on or before 7 th of every month.	Rs. 2,000/- per day of such delay with maximum ceiling of Rs. 10,000/- including termination of the contract with forfeiture of Security deposit & debarment from public procurement if found frequent repetition of such event.
6	Delay in submission of Invoice with all supporting documents i.e. 10 th day of every month for the preceding month	Rs. 1000/- per day till submission of invoice with all supporting documents.
7	Delay in providing / deployment of Housekeeping manpower. Failure to deploy personnel within 5 days from the order issued by the institute	Rs. 1000/- per day till actual deployment.
8	Observance of any deceitful act of agency with the institute or with manpower deputed at the Institute.	Double the amount which found in question due to such act. Immediate termination of the contract with debarment for 03 years from public procurement / blacklisting.
9	NIFT officers may carryout surprise checks at any time. During the duty hours if any Housekeeping staff is found absent.	Rs. 1000/- per such occasions.
10	If in the opinion of the Institute authorities, the work done by the staff of Housekeeping agency is not satisfactory,	Institute reserves the right to deduct pro-rata amount for that day out of the monthly contract bill as penalty. Such days should not exceed maximum limit of 4 days in each month.

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11	Housekeeping material must be made available at Campus on the first day of each month. It will be responsibility of the contractor to supply material in time at the institute, make its entry at Main gate security register and to verify the same with institutes designated officials.	In case of non-supply of housekeeping material (as per Annexure - 2) penalty of Rs. 2000/- per day with maximum ceiling of Rs. 30,000/- in a month.
12	Cleaning Material not found to be satisfactory (as per Annexure - 2),	Penalty of Rs. 2500/- per instance will be imposed with maximum ceiling of Rs: 10,000/- in a month.
13	In case of any incident not covered in above	Decision of the Competent Authority will be final and abide to the contractor.

55) Jurisdiction:

Any and all actions and proceeding arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction at Gandhinagar and only said courts shall have jurisdiction to entertain and try such action (s) proceeding to the exclusion of all the other courts. All matters connected with this tender shall be governed by the Indian Law both substantive & procedural for the time being in force.



ANNEXURE-1

SCOPE OF WORK AND SPECIFIC CONDITIONS: HOUSEKEEPING SERVICES

The scope of work to be carried out by the Housekeeping Agency for providing cleaning and allied services on day-to-day basis includes sweeping, swabbing, cleaning mopping-up the entire premises of the Institute Campus as per details of the bid document.

- 1) Necessary signs such as “Wet Floor”, “Cleaning in progress” etc. to be put during carrying out work.
- 2) The Agency shall provide consumable items for cleaning as per **Annexure –“2”**
- 3) The Agency shall provide High End Machines as described in **Annexure – “3”**
- 4) Cleaning thrice a day is required in classrooms, studios, labs, faculty rooms and offices by using soft brooms and by swabbing with cloth drenched in water mixed with a portion of phenol. Wherever required cleaning work shall be carried out using vacuum cleaner & high jet pressure cleaner.
- 5) All corridors, lounges, passages internal roads of the main campus and staircases to be cleaned thrice a day, once in the morning, once in the afternoon, using soft brooms and by swabbing with cloth drenched in water with a portion of phenol.
- 6) Toilet blocks, bathrooms, washbasins, sinks and areas where water coolers are placed to be cleaned thrice a day, once in the morning, once in the afternoon, once in the evening. However, frequent cleaning of toilet blocks shall be required depending upon uses in order to keep all the service areas clean and hygienic. Ladies toilets are to be cleaned only by women sweepers. Toilet blocks to be washed thoroughly and scrubbed by using the agents like Harpic. Also provision of naphthalene balls, liquid soap and air freshener (like Odonil) in the toilet block wash rooms are essential requirements. Mirrors will have to be cleaned twice a week with approved glass / mirror cleaning agents.
- 7) Provide Feminine Hygiene Bins in all female washrooms and replace the filled bins with sanitized empty bins.
- 8) Fogging and fumigation of the entire Campus during monsoon, winter and as & when needed from time to time as per the instructions.
- 9) Daily removal of dry refuse and wet refuse from the campus, as well as removal of garbage and waste from the waste paper bins to be removed in the garbage cart outside the campus. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
- 10) Blockages in the drainage pipes / other drain lines, choked w.c / urinal etc. would have to be attended immediately by a sweeper. At least one sweeper must have knowledge of drainage works.
- 11) All furniture including tables, chairs, cupboards, filling cabinets, sofas, book-racks, side tables and different types of machines etc. to be dusted and wiped clean every day and arranging the furniture in classrooms in order.
- 12) Once in a week item wise cleaning requirements are as follow:
 - (a) Vacuum cleaning of computer terminals, (b) Deodorizing of telephone instruments, (c) Cleaning of light fixtures, fans, etc., (d) Spotting of walls / floors, (e) Removing cob-webs from ceilings / walls, (f) Removal of honey combs as and when they appear on the campus, (g) Name plates and sign boards, (h) Window panels, door panels and channels etc. (l) Cleaning of all terraces.
- 13) Cleaning & opening of choked & blocked drains & manholes of underground and vertical lines like waste water, storm water & sewer etc.
- 14) All Water Cooler`s storage tanks has to be cleaned once a week.

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- 15) Cleaning of Overhead Water tanks / Water pump etc. at every fortnightly and should be certified by Supervisor and authorized official of the institute.
- 16) To collect all litter (plastic garbage, papers, and foreign materials) continuously and drop it in the dustbin.
- 17) Disinfectant like Gamaxin powder has to be spread after cleaning the wet mud, especially during the monsoon season.
- 18) The Housekeeping personnel has to take care and ensure that any useful materials found lying around during cleaning be handed over to the concerned Officials/ Security personal at main gate and report to the Supervisor.
- 19) The Housekeeping personnel shall be used to shift furniture etc. within the Campus as per requirement.
- 20) Supply of all materials / equipment for providing housekeeping services, such as ladders, transport, personnel, supervision etc. will have to be arranged by the contractor. All materials required for cleaning like broom sticks, acid, mopping cloth, hard broom-sticks, phenyl, detergent powder, liquid soap, insecticides, coir/nylon brushes, stain removers, etc. would also be supplied for use by the Agency in adequate quantity at its own cost.
- 21) If sufficient quantity of approved quality of materials is not supplied by the Agency, supervisor of the institute will make arrangement to procure the materials from the market, the cost of which shall be recovered from the bill of the Agency at a penal rate of two times the actual cost.
- 22) The Contractor will ensure that either he or one of his responsible supervisor is present fulltime at the Campus during working hours on all days to supervise the work being done by his staff, as well as to attend to any specific instructions issued by the Institute authorities.
- 23) The Contractor shall deploy adequate manpower required for efficient fulfillment of the contractual obligations. One supervisor of the contractor will be in charge of housekeeping service and his presence during working hours is must. In case the number of staff falls short due to illness, leave, transfer, social obligations or for any other reason, the Contractor will immediately provide substitutes, failing which, salary of the absent persons shall be deducted.
- 24) The Contractor shall take all precautions and observe adequate safety measures during execution of cleaning tasks, and shall not hamper movement of students/staff on passages, lobbies etc.
- 25) The contract shall also include any work of incidental and contingent nature, although not specified in the tender, but necessary for its completion in an efficient manner. For which, task based lumpsum payment shall be paid, on mutually agreeable rates.

26) WASTE DISPOSAL MANAGEMENT:

The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the Contractor will arrange for disposal of garbage at such a place as may be permissible by Gandhinagar Municipal Corporation. Contractor will use and maintain Institute's Compost Machine installed at the Campus for recycling Green waste every day.

27) SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related item are to be provided by the Contractor and the same have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. Contractor shall assess the quantity of consumables to be used and supply them in advance and store them at NIFT on fortnightly basis.

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Area Statement

Building	Area Inclusions (area in Sq.mt.)												
	Indoor						Outdoor						Basement
	Cabin/ work station area/ OPD/ Conference halls	Common area/ Lobby/ Reception/ Waiting Area	Staircase/ Lifts/ Escalators	Pantry / Cafeteria/ Kitchen	Restrooms/ Washrooms	Control Room (HVAC/ Electrical/ STP etc.)	Garden	Parking	Road	outside road	Roof	Facade	Common area/ Lobby/ Reception / Waiting Area
Main Building													
Ground Floor	3295.73				77.62							44.67	
First Floor	3034.46				69.55							44.67	
Second Floor	3053.76				69.55							44.67	
Stair – Case			382.42										
Third Floor	2491.03				69.55								
Fourth Floor	1862.49				34.78								
Roof										3373.35			
Basement													979.08
Electrical Sub Station					76.2								
Pump Control Room & adjoining area					724.5								
Garden						5500							
Lift / stair Cabin			176.34										
Internal Roads of campus										3390			
Pathway & Playground										523.55			
RDT Centre													
Ground floor	395.47				38.09							30	
First Floor	395.47				38.09							30	
Second Floor	395.47				38.09							30	
Roof										433.56			
Stair – Case/Lift			57.06										

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Hostel Block													
Ground Floor	775.59				152.37								
First Floor	602.69				155.5								
Second Floor	498.09				155.5								
Roof											927.96		
Garden								1680					
Area of Roads/ Pathway/ Play Ground													
Internal Roads of Hostel Block & Guest House										2235.18			
Staff Quarter / Guest House /Type-1 Qtr.													
Ground Floor	97.82				11.34								
First Floor	97.82				11.34								
Type-V Quarter/Gulmohar Bunglow													
Ground Floor (including Garage)	167.57				4								
First Floor (including servant Qtr.)	165.84				7.71								
Road and surrounding area										355			
Mess / Canteen													
Ground Floor					164.35								
First Floor					162.35								
Second Floor					153.08								
Cabin	38.14												
Auditorium													
Basement													226.61
Ground Floor	226.61												
First Floor	100												
Hall	550												
Student Activity Centre													
Basement													296.71
Ground Floor		860.82			32.11								
First Floor		34.97			32.11								
Roof/ Canopy											892.93		
Parking								150					
Water Tanks					365.88								

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Front Road										1973.72			
Road in front of Gate									333.2				
Side Road TCS										4752			
Total in Sq.mt.	18244.05	895.79	615.82	845.66	997.30	800.70	7180.00	150.00	6836.93	6725.72	5627.80	224.01	1502.40
Total in Sq.ft.	196377.32	9642.20	6628.63	9102.61	10734.85	8618.66	77284.88	1614.59	73592.10	72395.05	60577.14	2411.22	16171.70

Note : The Area statement covered under House Keeping services during the month reckoned for building.

ANNEXURE-2

SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables, other related item is to be provided by the Contractor and have to be of reputed brands or in conformity with the specification/makes keeping in view the good quality/standard. The contractor shall assess the quantity of consumables to be used and supply them in advance and store them at NIFT on monthly basis.

List of Consumables:

Sr. No.	ITEMS NAME WITH PERMISSIBLE BRAND	APPROX. QUANTITY PER MONTH
1.	HAND WASH : Dettol/ Lifebuoy/Savlon/ Santoor Palmolive/ Godrej / Equivalent Brand	20 ltr.
2.	WASHROOM CLEANER : R1 / R6 Harpic / Lizol /Dettol /Dr. Walker/ Domex /Mr. Muscle / Taski / Aquashine / Lizol / Harpic / Diversey / Equivalent Brand	15 ltr.
3.	D7 Multi purpose cleaning agent / Bleaching	5 ltr.
4.	R3 GLASS CLEANER : (Colin / Mr. Muscle / Cif / Windex / Equivalent Brand)	5 ltr.
5.	PHENYL (Peacock / Lizol / Dr. Walker Equivalent brand)	20 ltr.
6.	GARBAGE BAGS – BIG : SMALL	05Kgs.: 07Kgs.
7.	PRESSER PUMP	04 Nos
8.	TOILET BRUSH	08 Nos (Once in 2month)
9.	URINAL CUBES/SANI CUBES (Odonil / Sunny / Equivalent brand)	50 Pkts (250 gm)
10.	NEPHTLIN BOLLS & Cubes Sunny / Mega / Equivalent Brand	5 Kg
11.	SOFT BROOM	30 Nos
12.	WIPER (BIG & LONG SIZE)	6 + 4 =10 Nos (Once in 3 month)
13.	WASH ROOM FRESHNERS (Odonil / Godrej Aer/ Airwick / Taski / Premium / Lovin / Equivalent Brand)	06 Box (Doz. In Box)
14.	WET MOPS : Gala/ Taj/ Diversey/ Equivalent Brand	18 Nos
15.	WHITE DUSTER	2 Doz.
16.	R5 ROOM FRESHNER (Odonil / Godrej Aer/ Airwick / Taski / Premium / Lovin / Equivalent Brand)	06 Nos
17.	SCOTCH BRITE / 3 M/ Equivalent Brand	12 Nos
18.	COCKROACH SPRAY (HIT (RED) / Mortein / Equivalent Brand)	05 pics (1 Ltr.)
19.	INSECT SPRAY (HIT (BLACK) Mortein / Equivalent Brand)	05 pics (1 Ltr.)
20.	BAR : VIM/RIN/SURF/TIDE/WHEEL / NIRMA	03 Kg
21.	DUST PAN (Supadi)	1 Doz.

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22.	DRY MOPS : JD Blue or equivalent	1 Doz.
23.	BATHROOM WIPER	4 nos.
24.	GLASS DUSTER	1 Doz.
25.	HARD BROOM	02 Doz.
26.	HARD BROOM WITH BAMBOO	06 nos.
27.	METAL POLISH : (BRASSO / Equivalent Brand)	200 Ml.
28.	R2 FLOOR CLEANER LIQUID Lizol/Dettol/ Domex /Mr. Muscle/ Taski/ Aquashine/ Lizol/ Harpic/ Diversey/ Equivalent Brand)	20 ltr.
29.	BUCKETS -15 LTS	04 Nos.
30.	HAND GLOVES	1 Doz.
31.	MASK	1 Doz.
32.	Toilet Paper Roll	1 Doz.
33.	Tissue Paper Box – Origami/Premium/or equivalent	10 Nos.
34.	Hand Towel	12 Nos.
35.	Scrubber (Steel)	12 Nos.
36.	Scrubber (Nylon)	12 Nos.
37.	Disinfectant such as Sodium Hypochlorite solutions	As and when required
38.	Fogging Gas Can	02 Nos.
39.	Feminine Hygiene Bins	24 Nos

Note: In case of non-availability of brand mentioned in above table, Contractor will seek written permission of the institute to use other equivalent brand which not covered in above table.



Annexure – “3”

List of High End Machinery and equipment to be provided by the Agency for housekeeping services:

- 1) Industrial Vacuum Cleaner
- 2) Wet and Dry Vacuum Cleaner – 02 Nos.
- 3) Road Sweeper Machine
- 4) Single Disc Scrubbing Machine
- 5) High Pressure Jet
- 6) Walk behind scrubber drive
- 7) Carpet Cleaning Machine
- 8) Carpet Blower
- 9) Dorsilano backpack vacuum
- 10) Laundry/Washing Machine
- 11) Washroom Foam Sterilization Machine
- 12) Ergo Disc + Dry Foam Generator
- 13) Fogging machine
- 14) Trolley
- 15) Manual Flipper
- 16) Steam Cleaner
- 17) Portable back mounted high pressure jet machine
- 18) Hand Trolley
- 19) Ladders – 20 ft., 10 ft., etc.



Annexure – “4”

Details of Manpower to be deployed by the Agency For Campus, RDT Centre, Guest House, Girls Hostel, Student Activity Centre, Auditorium.

1. Supervisor	- 02 Nos. (1 Male & 1 Female)
2. Sweeper (Male)	- 15 Nos.
3. Sweeper (Female)	- 15 Nos.

Total - 32 Nos.

- ❖ **If the work is not satisfactory in view of NIFT Management with above manpower, Additional manpower shall be engaged by the Agency with proper justification to serve the whole area with the prior approval of the Campus Director. The decision of NIFT would be binding in respect of manpower requirement in circumstances without objection by the Agency.**
- ❖ **In addition to the above staff, for certain events, programmes, additional manpower may be required which shall be provided by the contractor at the Minimum Wages rates & the same shall be claimed through subsequent month bill.**

The bidder must employ adult and skilled manpower only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the Contractor may rotate the staff once in six months with prior written intimation to NIFT.

The contractor shall ensure that all the workforce deployed wear uniform while on duty.



Annexure - A

TECHNICAL BID FOR PROVIDING HOUSEKEEPING SERVICES

1.	Name of the Tenderers firm	:	_____
2.	Office Address	:	_____
	Telephone No.	:	_____
	Fax No.	:	_____
	E-mail Address	:	_____
3.	Name & Design. of authorized representative(s) with Ph. No.	:	_____
		:	_____
		:	_____
4.	Type of Firm	:	Private Ltd./Public Ltd./Cooperative/NGO/PSU (Please tick and enclose copy of Memorandum / Articles of Association/Certificate of Incorporation) _____ & enclose. (Please Specify)
5.	Registration Certificate of Establishment (Please enclose photo copies)		
	i) E.P.F. Regn. No.	:	_____
	ii) E.S.I.C. Regn. No.	:	_____
	iii) GST Regn. No.	:	_____
	iv) PAN No.	:	_____
6.	Earnest Money Deposit :		
	Amount:		
	DD No: _____ Date : _____		
	Bank : _____,		
	Drawn on : _____		

7. Annual Turnover during the last 3 consecutive years should be minimum 45.00 Lakh in each financial year i.e. in 2019-20, 2020-21 and 2021-22. The bidder should provide required documentary proof in support thereof such as copies of Audited Balance sheet / Audited Annual Report etc.:

Financial Year	Turnover	
	Figures	Words
2019-20		
2020-21		
2021-22		



7. Experience: Must as mentioned in prequalification criteria.

NOTE:- All the supporting documents should be uploaded in e-Tender in Technical bid. If not enclosed the bid will not be considered.

Signature of Authorised person of the Firm/Agency with stamp

Dated: - _____

Place: - _____



ANNEXURE – B

UNDERTAKING BY THE TENDERER

We have carefully gone through the various terms and conditions listed in the above for provision of Contract for House Keeping Services at NIFT Gandhinagar Campus on monthly basis. We agree to all these conditions and offer to provide House Keeping Services at NIFT Gandhinagar Campus. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____

Phone No. : (O): _____

(R): _____

(M): _____

Place: _____

Dated: _____



Annexure – C

Declaration by the Tenderer

I/We hereby declare that I/We, _____

Have not been blacklisted by any government institute / Department / PSU etc. and our contract has never been terminated on the grounds of unfair practices, deceitful act etc.

I/We hereby undertake that the information provided with this tender are true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____

Phone No. : (O): _____

(R): _____

(M): _____

Place: _____

Dated: _____



Annexure – D

FINANCIAL BID

(SERVICE CHARGE FOR HOUSE KEEPING SERVICE CONTRACT)

A	B	C	M	O	BA	BB
1	<p>Validate Print Help e BoQ</p>					
4	Tender Inviting Authority: Director, NIFT Gandhinagar					
5	Name of Work: Providing Housekeeping Services at NIFT, Gandhinagar Campus					
6	Contract No: 8055(51)/AMC-HKS-A/ADM/2023					
8	<p>Name of the Bidder/ Bidding Firm / Company :</p>					
9	<p>PRICE SCHEDULE</p> <p>This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>					
10	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #
11	Sl. No.	Item Description	Item Code / Make	SERVICE CHARGE In Percentage To be entered by the Bidder	GST in Percentage	Service Charge without GST in percentage
12	1	2	3	7	9	13
13	1	Monthly Agency Service Charge in percentage (please refer more details in tender document before quoting charges)	Service charge			0.00
						0.00