

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**NIFT Campus, Opp. Cyber Towers,**  
**Madhapur, Cyberabad, Hyderabad - 500 081.**  
**Ph. Nos. 040-23110841 - 43; Extn. 226 & 227, Fax: 040 - 23114536**

**:: NOTICE INVITING TENDER::**

No. NIFT/HYD/Estt./PLACEMENT TENDERS/2018

Dated: 07.09.2018

Sealed tenders are invited by the undersigned from Experienced & Professionally competent Contractors / Firms having valid licenses and requisite credentials for providing manpower services and also having a minimum experience of 3 years in running the manpower services in reputed Government Organisations / Academic Institutions / MNC's in sealed covers. The Tender Applications are on sale *from: 08.09.2018 to 28.09.2018. The last date for submission of tender is 28.09.2018 before 12 P.M. and technical bids will be opened at 02.00 P.M. on the same day.* The tender form will be available for sale from **08.09.2018** onwards against payment of **Rs.1180/- (Rupees: One Thousand one hundred and eighty only) (Non-Refundable)** Demand Draft/Pay Order/Union Bank of India Challan in favor of NIFT, HYDERABAD. The Tender document can also be downloaded and tender document fee may be submitted by way of Demand Draft/Pay Order.

**Description of work:** The Service Provider shall provide Manpower Services as per NIFT's requirement with specified qualification and experience in accordance with conditions laid down by NIFT.

**NIFT reserves right to reject any or all the tenderers at any stage without assigning any reason.**

**Terms and conditions:**

Each tenderer must enclose a Demand Draft *of Rs.1,50,000/- (Rupees: One Lakh fifty thousand Only) drawn in favour of NIFT, HYDERABAD* payable at Hyderabad as **EMD** for the above Manpower Services and the same will be refunded to the unsuccessful tenderers within a reasonable time after finalization of the contract and the same will be converted into security deposit for successful tenderer.

**Note: EMD must be in form of demand draft only; in case of valid NSIC certificate, successful tenderer must deposit the complete security deposit in form of Demand draft/valid bank guarantee within 07 days from the date of awarding of the services.**

2. **Cost of Tender Document (Non-Refundable):** *Rs. 1180/- (Rupees: One Thousand one hundred and eighty only)* by way of Demand Draft / Pay Order / Union Bank Challan in favour of NIFT, Hyderabad.

3. Period of Contract initially is for a period of one year from the date of Award/Agreement; however, the contract can be renewed for one year each time and maximum up to two years.

**Director,  
NIFT, Hyderabad**

I accept the above terms & Conditions

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**Page 0 of 20**

**Rs.1,180/-**

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**TENDER DOCUMENT**

**FOR**

**MANPOWER SERVICE PROVIDER**

Ref. No.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Tender Form issued to: \_\_\_\_\_

1. Date & Time for submission of Tender Document **08.09.2018 to 28.09.2018 up to 12.00 p.m.**
2. Date & Time for opening of Technical Bid: **28.09.2018 at 02.00 p.m.**
3. Date & Time for opening of Financial Bid: **Only informed to technical bid qualified tenderers.**
4. This tender document contains 22 pages and tenderers are required to sign all pages.
5. This tender document can be downloaded from the website [www.nift.ac.in/hyderabad](http://www.nift.ac.in/hyderabad)
6. The Technical Bid & the Financial Bid must be sealed by the tenderer in two separate covers duly superscribed & both these sealed covers are to be put in a bigger cover which should also be sealed and bear the name & address of the tenderer and super scribed "Tender for Manpower Service Provider".
7. Both the demand drafts one for tender document fee and another for EMD must be enclosed with technical bid only.
8. The tender should be addressed to the Director, NIFT, Hyderabad and should be drop in the tender box which is available at the Joint Director office at NIFT, Hyderabad before **12.00p.m. on 28.09.2018**

I accept the above terms & Conditions

**(Full signature & Seal of the Service Provider/Firm/Company**  
**Page 1 of 20**

## **CONTENTS**

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.</b>
1.	NIT	0
2.	Tender Document and Terms & Conditions	1 to 10
3.	Undertaking/declaration	11
4.	Technical Bid	12 – 16
5.	Financial Bid	17 – 18
6.	Qualification & Experience of personnel	19-20

### **Tender for Manpower Service Provider at NIFT, Hyderabad**

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 professional 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, Hyderabad Center is situated at Opp: Hi-tech City, Madhapur Village, and Hyderabad. At present approx 800 students are studying in this Institute and about 85 Officers/Faculty and Employees are working in this Institute.

NIFT, Hyderabad invites Tenders under the Two Bid System from interested parties, who have atleast 5 years experience in providing Manpower Services to reputed Organizations to bid in sealed covers for Manpower Service Provided at various level at NIFT Centre, Hyderabad. The first part is the Technical Bid, consists of technical requirements and general terms & conditions and the second part is Financial Bid.

### **General Instructions:**

1. **The cost of the tender document (processing fee) is Rs.1180/-. A copy of tender document shall be downloaded from NIFT web site i.e. [www.nift.ac.in/hyderabad](http://www.nift.ac.in/hyderabad) on payment by Demand Draft of Rs.1180/- (non-refundable) in favour of NIFT, Hyderabad payable at Hyderabad and separate DD/ Pay Order may be submitted alongwith tender document.**
2. Tender shall be submitted in prescribed tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
3. In case the day of tender opening declared Holiday, the tender will be opened on the next working day at the same time.

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**Page 2 of 20**

4. The schedule provided with the form of tender; listing the services to be rendered, must not be altered by the tenderer. Any modification/alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender. No paper shall be detached from the tender.
5. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
6. The tender is liable to be ignored if complete information is not given there-in or if the particulars of date (if any) asked for in the schedule to the tender are not filled in.
7. Tenders received after the specified date and time, due to whatever reason, will not be considered under any circumstances.

**Technical requirement for the Tendering Manpower Service Provider:**

1. The Manpower Service Provider should fulfill the following technical specifications at the time of bidding and produce documents as proof of each:
  - a. They should be registered with the appropriate Statutory Authorities (under the statutes mentioned at Sl. No. 7 Annexure-I).
  - b. They should have at least 3 years' experience as Service Provider to reputed Institutes (The information may be provided in the prescribed format given at Sl. No. 8 of Annexure – I).
  - c. They should have their own Bank Account (Enclose a proof of it).
  - d. **The minimum annual gross turnover for past two consecutive each financial years i.e. 2016-17 & 2017-18 should not be less than Rupees One Crore (Rs.1.00 Cores), which should be substantiated by Audit report and IT returns.**
    - i) One similar work costing not less than Rs. 60.00 Lakhs per annum (OR)
    - ii) Two similar works costing not less than Rs.40.00 Lakhs each per annum
2. The Tender should be submitted in two sealed covers:
  - a. The first sealed cover should be superscribed “**Technical Bid**” and should contain the proforma as at Annexure-I duly filled in with supporting documents. The acceptance of Terms and Conditions as at Annexure – I(A) and Demand Draft for **Earnest Money Deposit (EMD) Rs.1,50,000/-**. In case of valid NSIC certificate, successful tenderers must submit the full amount of security deposit in form of demand draft or valid bank guarantee within one week from the date of award.
  - b. The second sealed cover superscribed “**Financial Bid**” should contain detailed **charges for providing the services for providing the services of manpower** to be quoted on monthly basis (Annexure-II).
  - c. “**Tender for Manpower Service Provider**”. This should be addressed to **The Director, NIFT Campus, Madhapur, Cyberabad, Hyderabad – 500081** and dropped in the Tender Box only placed at Joint Director office at NIFT, Hyderabad on or before **28.09.2018** by 12.00PM. The Tender Documents received by post/Courier and by other means will not be entertained. **Last date/time of submission of Tender is 28.09.2018 up to 12.00 pm.**
  - d. Technical bids will be opened by the Committee in the presence of bidders at **2.00 pm on 28.09.2018** and Financial Bid of technically qualified tenderers/bidders will be opened later on, and the date and time will be informed to them accordingly.

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e. The services of the following categories/posts are required:

S. N	Category	No. Required	Qualifications & Experience
(1)	(2)	(3)	(4)
1.	Machine Mechanic ( <b>Highly Skilled</b> )	1	<i>As given in Annexure-III (Page No.19 to 20)</i>
2.	Hostel Warden ( <b>Highly Skilled</b> )	2	
3.	Assistant (Accounts) ( <b>Highly Skilled</b> )	2	
4.	Junior Assistant ( <b>Highly Skilled</b> )	10	
5.	Lab Assistant ( <b>Highly Skilled</b> )	3	
6.	Electrician ( <b>Highly Skilled</b> )	2	
7.	Driver ( <b>Highly Skilled</b> )	1	
8.	Attendant (Multi Task Service) ( <b>Un-Skilled</b> )	10	

**However, the above numbers will be increased or decreased as per requirement.**

3. A separate Demand Draft/Pay Order of Rs.1180/- (non-refundable) in favour of **NIFT, Hyderabad payable at Hyderabad** against **Tender Form Fee** shall be attached with technical bid, in case the tender documents are downloaded from the website.
4. Financial bids of only the bidders who qualify technically will be opened.
5. EMD of the unsuccessful bidders will be returned after finalization of contract without interest.

**Terms and Conditions:**

1. The Service Provider shall provide Manpower Services as per NIFT's requirement with specified qualification and experience in accordance with conditions laid down by NIFT.
2. The monthly bill will be payable as per statutory laws and NIFT rules, for the Services provided by the Manpower Service Provider. No other amounts would be payable unless specifically approved by the Director, NIFT, Hyderabad.
3. The Manpower Service Provider shall be paid service charge on the total bill payable to the personnel.
4. Personnel provided by the Manpower Service Provider will have to attend their duties at specified timings from Monday to Saturday from 9.00 am to 5.30 pm at NIFT, Hyderabad. Late coming, leaving early, absenteeism shall not be accepted and action will be taken as per law.
5. Manpower Service Provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the authority of NIFT, Hyderabad. NIFT, Hyderabad may require the service provider to immediately remove from the place of work any such staff deployed by the service provider and service provider shall forthwith comply with such requirements.
6. The manpower service provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his/her own personal reasons. The Service Provider has to inform one month in advance regarding any personnel leaving the organization and is responsible for replacement with a suitable personnel before the individual leaves, so the proper handing over and continuity is maintained.

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The payment in respect of overlapping period of the substitute shall be the responsibility of the service provider. The persons engaged through the Service Provider will be positioned in various sections of NIFT as per the requirement of NIFT and at times they may have to attend to confidential nature of work also. For the sake of continuity and also to ensure confidentiality, it is required that the persons shall not be changed at frequent intervals. This will lead to possible leakage of confidential information apart from duplication or pendency of work in various sections of NIFT. Therefore, it may be ensured that the persons placed at the disposal of NIFT in pursuance to the present Agreement shall not be changed without the prior approval from NIFT. Further, the persons placed at the disposal of NIFT shall be only to the satisfaction of NIFT and the replacement without the satisfaction of NIFT will be treated as shortfall in the number of persons placed at the disposal of NIFT.

7. The manpower service provider shall not assign, transfer, pledge or subcontract the performance of service.
8. Staff deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters etc.
9. The personnel engaged for the services in NIFT through Service Provider shall be the employees of the Service Provider and will take their remuneration/wages from the Service Provider.
10. That the Service Provider shall pay wages to its employees deployed with NIFT as per law and submit the proof of payment including Payment of Wages, ESI and PF Contributions, Submission of Returns to NIFT along with the Bill claimed for the subsequent month. On satisfaction of the said payments only, NIFT will clear the bill submitted by the Service Provider for subsequent month.
11. The service provider shall arrange ESI cards to his employees within a month from the date of commencement of contract.
12. That the employees deployed by Service Provider shall not claim regularization and they have no privity of contract between NIFT and them and there is no employee employer relationship between the said employees deployed by Service Provider and NIFT. The Service Provider shall take complete responsibility.
13. That the Service Provider shall depute one supervisor to supervise the employees deputed by it with NIFT including all payments, performance of the employees, attendance, timings etc.,
14. Any staff deployed by the Manpower Service Provider 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 its 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, and Hyderabad.
15. The service provider shall ensure proper conduct of staff of the service provider in office premises and avoidance of any in-disciplined act on their part and strictly enforce prohibition of substance abuse i.e. consumption of alcohol, drugs, drinks, paan and smoking etc.,
16. **The Service Provider should make payment of wages to the personal on or before 5<sup>th</sup> of every succeeding month through ECS in Bank Account only along with the pay slips to individual**

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**Page 5 of 20**

**employees. No remuneration is payable for leave/absence. The service provider shall also comply with the Minimum Wages Act for each category of services provided.**

- 17. The Service Provider and its staff shall contribute towards all statutory obligations towards EPF, ESI etc., which are mandatory as per Government Act, Rules and Regulations issued from time to time. Separate challan and ECRI for personnel outsourced to NIFT to be submitted while submitting the bills and it should not be combined with other members of the same Service Provider. After making the wage payment, remittance of statutory payments to the concerned authorities for the month, the Service Provider shall raise the bill in duplicate to NIFT for payment/reimbursement on or before 15<sup>th</sup> of the month and the bill will be settled within 10 days. The bill should be submitted alongwith the attendance statement, ECS statement of wages remitted in respect of outsourcing personnel in the bank for the month and statutory payments i.e. EPF/ESI/PT remittance challans exclusively for NIFT.**
- 18. The Manpower Service Provider shall be responsible for payment of Wages as per Govt. of India, Minimum Wages issued by Regional Labour Commissioner (Central), Vidyanagar, Hyderabad-07 (vide Memorandum No.47(1)/2018-C2, Dated:09.4.18, Page No.1, Notification No.S.O.188(E), dated:19.01.2017 read with Order No.1/1-(3)/2018-LS-II, dated:3.4.18 w.e.f. 01.04.2018, Minimum wages rates for employees employed in “Employment of Manpower Services. Service Provider should provide a copy of notification along with the arrear statement of payment released to personnel and statutory payments made to the concerned authorities. NIFT will pay only the agreed amount per head per month.**
- 19. Statutory deductions shall be promptly remitted to the statutory agencies as per law. Service charges alone shall be retained by the service provider for provision of services to NIFT.**
- 20. The decision of the Director, NIFT, and Hyderabad in any matter relating to this contract shall be final.**
- 21. NIFT reserves the right to accept or reject or cancel 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 to this effect shall final and binding. No further correspondence in this regard will be entertained.**
- 22. The Service provider who are involved in court cases/Labour office cases with regard to NIFT-Hyderabad are not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected. No further correspondence in this regard will be entertained.**
- 23. That the Manpower Service Provider will furnish to the NIFT the full particulars of the personnel deputed including details like Name, Father’s Name, Age, Photograph, Permanent Address etc., and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/ Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the services of NIFT.**
- 24. Any violation of discipline or irregularity in attendance or indulgence in misconduct on part of personnel deployed shall be immediately withdrawn as per instructions of Director, NIFT, Hyderabad.**
- 25. Even though the Service Provider will be deputed initially for a period of one year from the date of award of the contract, however, the contract can be renewed for one year each time and maximum upto two years on mutually agreed terms & conditions depending upon satisfactory services of the Service Provider and permissible under NIFT rules existing at that time and the same shall be intimated through a letter. The**

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Director, NIFT, Hyderabad reserves the right to terminate any particular personnel at any time or all of them engaged through Service Provider without assigning any reason thereof.

26. Sub – contracts of the contract shall not be permitted.
27. Arrangement made with the Manpower Service Provider for engaging personnel, would not entitle any of those personnel for regular or contract appointment at NIFT on any post at any point of time.
28. Manpower Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF/ESI contribution. The Service Provider shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act, the Employees Provident Fund Act, Minimum Wages Act, the payment of Wages Act 1956, Payment of Bonus Act, E.S.I Act or any such Act applicable to carry out the work assigned by NIFT. The Security deposit/EMD and final bill will be released after submitting the member passbook/annual statement towards PF, ESI, PT etc.,
29. The Manpower Service Provider shall undertake to indemnify NIFT for any liability under any law arising out of the entered manpower contract.
30. The Manpower Service Provider shall comply with all the rules and regulations regarding safety and security of its supplied/provided employees and NIFT will in no way be responsible in any manner in case of any mis-happening with their personnel at any place.
31. Biometric Machine with UPS backup should be installed at NIFT by the Manpower Service Provider for all their employees at his own cost and responsibility and should be connected to Establishment Section. If there is any fault in the machine, it should be replaced within 48 hours, otherwise a penalty of Rs.500/- per day shall be deducted from the monthly bill of the service provider in the following month. However, manual attendance register should also be maintained by the Service Provider and should be produced on demand.
32. TDS will be deducted at source as per Income Tax rules & regulation in force from time to time.
33. During the subsistence of the contract, NIFT shall not undertake any monetary liability other than the amount payable to the Manpower Service Provider for the services of the personnel provided by them. Other liabilities, if any, shall be solely rest with the Service Provider. Even if, NIFT has to bear such liabilities on unforeseen circumstances/occasions. NIFT will recover such amount from the Service Provider by adjusting the amount payable to them.
34. Any loss, theft, negligence, damage and fire to the property or the life of the employees of NIFT and or property of NIFT, shall be compensated by the Service Provider if the cause of such loss, theft or damage is on account of default, negligence and or lapse of the employees of the Service Provider. Manpower deployed will maintain full secrecy of the official working and records etc., failing which action will be initiated against the concerned persons and concerned Service Provider under applicable rules and laws etc.,
35. The tender process 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.
36. NIFT would have the right to terminate the contract without 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 in compliance of any labour legislation, or if there is any incident of indiscipline on

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the part of the contract or his staff. The decision of NIFT's management in this regard would final and binding on the Contractor. In such an event NIFT shall have the right to engage any other contractor to carry out the task.

37. In case of any dispute arises during the process, the decision of Director, NIFT, Hyderabad is final and shall be binding to both the parties.
38. No amount should be collected or deducted from the employee's salary apart from statutory deduction. If this clause is violated, the contract is liable to be cancelled.
39. **Earnest Money Deposit (EMD)**: The tenderer shall be required to deposit an interest free amount of Rs.1,50,000/- (Rupees One Lakh and fifty thousand only) towards **Earnest Money Deposit (EMD)** along with the Technical bid in the form of Demand Draft in favour of "NIFT, Hyderabad payable at Hyderabad. The EMD of unsuccessful tenderers shall be refunded within a reasonable time after finalization of the contract. In case of valid NSIC certificate, successful tenderers must submit the full amount of security deposit in form of demand draft or valid bank guarantee within one week from the date of award.
  - a) No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only after the expiry/termination of the contract, subject to clearance of all dues by contractor i.e. Annual statement of PF, ESI & PT by the Service Provider etc.,
40. **Security Deposit**: The successful tenderer has to submit the security deposit in the form of Demand Draft in favour of NIFT, Hyderabad payable at Hyderabad i.e., 8% of the annual contract value to be awarded. The EMD value may be adjusted as the security deposit. The balance amount as security shall be deposited in the form of Demand Draft in favour of NIFT, Hyderabad payable at Hyderabad **within 07 days of receiving awarding letter**. The security deposit will be refunded to the service provider on the termination/completion of the contract without any interest. In case of breach of any terms & conditions, the Security Deposit of the Service Provider will be liable to be forfeited by the NIFT besides annulment of the contract.
41. **Arbitration**: All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed thereunder from time to time. The arbitrator shall have powers to award only such remedy as is contemplate by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Hyderabad. The language of arbitration shall be English.
42. **Jurisdiction**: Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings 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 Hyderabad and only the said courts shall have jurisdiction to entertain and try such action (s) and/or proceedings to the exclusion of all the other courts. The Place, Venue and seat of the Arbitration shall be at Hyderabad only.
43. Any attempt at negation 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 mean the acceptance of a particular tender will render the tender liable to exclusion from consideration.
44. The manpower service provider shall be liable to all statutory obligations to deposit all Govt. taxes etc. on account of services rendered by it to NIFT to the concerned tax authorities from time to time.

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45. The service provider has to maintain attendance of manpower provided and monthly attendance statement should be attached with the bill duly certified by the designated officer of the Establishment Section.
46. The Director, NIFT, Hyderabad reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject or cancel any or all the tenders without giving any notice or assigning any reason.
47. **If the service charge quoted by the contractor is NIL or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all statutory components while offering the rates.**
48. **Service Charges should be same for all types of requirements like highly skilled and unskilled persons. In case of different service charges for different requirements, the tender will be cancelled.**
49. **In case of default**, Contractors who violate the terms 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 Service Provider should submit any documents required by NIFT at any time with insisting for any reason.
51. **The man days are 26 man days per month. The normal duty hours will be 9.00 am to 5.30 pm from Monday to Saturday and shall be given one day weekly off (generally Sunday). However, the same may be altered as per the requirement of the Institute. Duty may be required even on holiday(s) also. Proportionate wages will be deducted for no. of days absent.**
52. **The agency will ensure deployment of required staff for 06 days in a week, for the duration of the office hours. Manual attendance record of the staff working through manpower agency should be maintained daily by the agency.**
53. **Penalty:**

Sl.No.	Event	Penalty
1.	Non Payment of wages to Employees	The service provider has to pay monthly wages on or before 05 <sup>th</sup> every month to its employees, failing which outstanding wages shall be recovered in full along with 2% penal interest subject to maximum of 5% will be imposed and after that the agency may be black listed not to participate in any NIFT Tenders.
2.	Non-remittance of statutory obligations such as PF/ESI etc.,	The amount of remittance shall be recovered in full along with 2% penal interest for non-compliance beyond 2 months contract shall be liable for termination without notice and after that the agency may be black listed not to participate in any NIFT Tenders.
3	Not providing required staff to NIFT	The service provider fails to provide the required manpower /replacement within one week Rs. 500/- per day per person will be imposed.

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Page 9 of 20

4.	Biometric machine	The service provider fails to rectify/repair biometric attendance machine within 24 hours Rs.500/- per day will be imposed.
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**Imposing of penalty:** The decision of the Director/Joint Director will be final and binding.

54. The service provider shall abide by the rules & regulations of the NIFT as may be relevant in respect of Manpower Agency matters that may be enforced from time to time.
55. **The service provider shall responsible for the acts and conducts of his personnel and decision of the NIFT in the matter shall be final.**
56. **Any unlawful activities by the employees of the agency within campus will be liable for termination of the contract to be executed with the successful tenderer.**
57. **In case L-1 is more than one, the tender committee will take decision on the basis of 1) the value of work contract 2) years of experience 3) satisfactory performance certificate from existing clients 4) Annual Turnover of the company etc. In this regard the decision of the Director, NIFT, Hyderabad shall be final in all respect and shall be acceptable to all the tenderers.**
58. **The proprietor of the service provider should attend immediately before competent authority NIFT as and when directed by the NIFT authorities.**
59. **If the Service Provider failed to release the wages by 5th of every month for consecutive two months or randomly three months during the contract period would leads to termination of contract without further notice and will be place in blacklist for not to participate in any NIFT Tenders in future.**

**Annexure - I(A)**

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**Page 10 of 20**

## **Declaration**

### **UNDERTAKING BY THE MANPOWER SERVICE PROVIDER/CONTRACTOR**

1. I ..... Son/Daughter/Wife of Sri. .... Signatory of the service provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. We have inspected the institute/ premises/hostel and have acquainted ourselves with the tasks, requirements required to be carried out, before making this offer.
4. We hereby sign this undertaking in token of our acceptance of various conditions listed above.
5. Any corrections/alterations will not be accepted.
6. I affirm that all the rates quoted above are correct and I am aware that my bid cancelled in case of any variation in total value.
7. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
8. I shall not bring any external legal/political influence to continue beyond the contract period or any appointment of staff through placement. NIFT Hyderabad will not be entitled for such cases.
9. NIFT 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 to this effect shall final and binding. No further correspondence in this regard will be entertained.
10. I have not involved in court cases/ labor office cases with regard to NIFT- Hyderabad are not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected at the same time and NIFT Hyderabad will not be responsible for any writ petition in any court and the whole expenses will borne by tenderer itself.
11. I have submitted all the DD's along with the Technical Bid only and Not with the Financial Bid
12. If the Technical and Financial are submitted together in the same single envelop the tender will not be considered and rejected.
13. The tender is two bid systems Technical Bid and Financial Bid. Both the bids are submitted in separate envelops mentioning on the top the envelops as "Technical Bid" and "Financial Bid"
14. In case of NSIC certificate and got the L1 position I undertake to submit the full amount of security deposit within 07 days from the date of awarding in form of demand draft/ valid bank guarantee.
15. **In case of my agency is L1, I shall submit the Security Deposit amount Demand Draft in the name of NIFT, Hyderabad and payable at Hyderabad within 07days.**
16. L-1 will be decided based on price quoted for service charge/agency commission. In case of L-1 is more than one, the selection criteria (viz., the past performance, etc.) would be at the discretion of the service contract committee, and the decision of Director, NIFT, Hyderabad Director, NIFT, Hyderabad shall be final in all respect and will be acceptable to all the tenderers.
17. **I am aware the penalty clause mentioned in the tender document the organization to take any action to I/we abide by them.**
18. **In case of awarding the contract, the awardee has to start their operations w.e.f. 01.10.2018.**

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Page 11 of 20

**Technical Bid for providing Manpower Services at NIFT, Hyderabad**

This Technical Bid for providing Manpower Services shall be filled in by the tendering party, duly signed, stamped and sealed along with an EMD of Rs.1,50,000/- in form of Demand Draft in favour of NIFT, Hyderabad in a separate cover superscribed with “Technical Bid”.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details please mention</b>
1.	Name of the Tendering Company/Firm/ Service Provider	
2.	Full Address of the Registered Office/ Branch Office (if any)	
3.	Phone No. Fax No. Mobile No; Email Id:	
4.	Date of incorporation of the Firm State whether firm is Proprietary/ Partnership firm / Company	
5.	Name(s) of the Director/ Proprietor/ Partners of the firms	
5 a)	Tender Document Fee If downloaded	
	Amount in Rupees	
	Bank Challan/DD No. & Date	
	Issuing Bank	
6.	<b>Details of EMD</b>	
	Amount in Rupees	
	DD No. and Date	
	Issuing Bank	
7	Copy of Shop and Establishment certificate	
8	Copy of GST registration Certificate	
9	Copy of License under Contract Labor Act	
10	Copy of EPF Registration with Regional PF	
11	Copy of PAN Card	

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**Page 12 of 20**

12	<p><b><u>Present Experience:</u></b> (Attach the Statement I)</p> <p>At Present the agency should have similar running agreement/Works in any <b>Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ corporates/ Educational Institute</b> as detailed below</p> <p>a) one similar work costing not less than Rs. 60.00 Lakhs per annum OR</p> <p>b) Two similar works costing not less than Rs.40.00 Lakhs each per annum</p>	
13	<p><b><u>Previous Experience:</u></b> (Attach the Statement 2)</p> <p>Last 2 consecutive years (15-16&amp;14-15) experience certificate from the concerned organization i.e, any <b>Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ reputed corporates/ Educational Institute</b> as detailed below</p> <p>a) Completed one similar work costing not less than Rs. 60.00 Lakhs per annum (work order, agreement and form 16 form the agencies)</p> <p>OR</p> <p>b) Completed Two similar works costing not less than Rs.40.00 Lakhs each per annum (work order, agreement and form 16 form the agencies)</p>	
14	Audited Certified document / Balance sheet duly certified by the CA in support of annual gross turnover of Rs.100.00 lakhs (Rs.1.00 Crore) per year for last 2 years. Assessment year i.e. 2017-2018 & 2018-19 of the agency along with all relevant copies Income Tax returns(ITR).	
15	Tenderer should not blacklisted by any department of the Central or state Government or any PSU (State/Central) or any other organization. An affidavit in this effect must be enclosed.	
16	Signed all the pages of tender documents and enclosed	

**(All the attached documents must be attested)**

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**NOTE :**

1. Give details of major similar contract handled by the tendering Manpower service provider during last two similar contracts in the last two years with minimum turnover of Rs.1.00 Crore per annum in the following format along with copy of the same are attached (if the space provided is insufficient, a separate sheet may be attached:
2. Letters of satisfactory performance from 2/3 of your biggest reputed clients must be attached for providing Man power services certify that the services are professional and Letters of satisfactory performance from the client(s) must be attached.
3. Details of experience of similar works in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / reputed corporates /IT Industries as per the attached format (Please use separate sheet)
4. Pl. submit copies of evidence i.e. Work Orders, Experience certificates, corresponding satisfactory job, completion certificates from clients specifying value and period of work order

S. No	Name and Address of the Company/ Organization	Name, Designation and Contact Phone No. of the official – in-charge	Man power services provided			Duration of contract		Total Year of Experience	Sr. No. of Proof attached
			Total value of contract	No. of persons deputed	Monthly contract amount Rs.	From	To		

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Page 14 of 20

**Present Experience (Statement – I): (All the attached documents must be attested**

**List of similar works IN HAND costing Rs.60 Lakhs and above:**

Sl. No.	Name of work and location	Nature of work involved in the contract	Name of client. Whether Central/ State Govt./ Semi. Govt./Public Sector Undertaking/ Autonomous Body/Universities/ Private Body/ reputed corporates/ Educational Institute/ IT industries with address and name of the official from the client's side (with phone No.	Contract Amount	Period of the contract	Any other relevant Information regarding details of penalty imposed/litigations, if any,

**Note: In case the space is insufficient a separate annexure may be attached.**

**Previous Experience (Statement – II) : (All the attached documents must be attested)**

**List of similar works undertaken by the firm during last 2 consecutive years (15-16&16-17) costing**

**Rs.60 Lakhs and above: (Must enclose the work order, agreement and form 16 from the agencies)**

Sl. No.	Name of work and location	Nature of work involved in the contract	Name of client. Whether Central/ State Govt./ Semi. Govt./Public Sector Undertaking/ Autonomous Body/Universities/ Private Body/ reputed corporates/ Educational Institute/ IT industries with address and name of the official from the client's side (with phone No.	Contract Amount	Period of the contract	Any other relevant Information regarding details of penalty imposed/litigations, if any,

**Note: In case the space is insufficient a separate annexure may be attached.**

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**5. Financial turnover of the tendering Outsourcing service provider for the last two years**

<b>Assessment Year</b>	<b>Amount (₹ in lakhs)</b>	<b>Remarks</b>
2016-17		
2017-18		

8. Additional information, if any (attach separate sheet, if required)

**Note:**

1. NIFT reserves the all 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 to this effect shall final and binding. No further correspondence in this regard will be entertained.

2. If the service charges quoted by the contractor are NIL or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all statutory components while offering the rates.

3. In case L-1 is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be a at the discretion of the Service Contract Committee, and the decision of Director, NIFT, Hyderabad shall be final in all respect and will be acceptable to all the tenderers.

4.The contractors who are involved in court cases/ labour office cases with regard to NIFT- Hyderabad are not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected at the same time and NIFT Hyderabad will not be responsible for any writ petition in any court and the whole expenses will borne by tenderer itself

5.The contractor/staff shall not bring any external legal/political influence to continue beyond the contract period or any appointment of staff through placement. NIFT Hyderabad will not be entitled for such cases.

6.All the DD (s) are to be submitted along with the Technical Bid only and Not with the Financial Bid

7.If the Technical and Financial are submitted together in the same single envelop the tender will not be considered and rejected.

8.The tender is two bid system Technical Bid and Financial Bid. Both the bids are submitted in separate envelops mentioning on the top the envelops as “Technical Bid” and “Financial Bid”

9.The tender will be responsible for mentioning from Address on the envelop of Technical Bid” and “Financial Bid” with complete seal/ Stamp.

16. In case of my agency is L1; I shall submit the Security Deposit amount Demand Draft in the name of NIFT, Hyderabad and payable at Hyderabad within 7 days.

17. L-1 will be decided based on price quoted for service charge/agency commission. In case of L-1 is more than one, the selection criteria (viz., the past performance, etc.) would be at the discretion of the service contract committee, and the decision of Director, NIFT, Hyderabad Director, NIFT, Hyderabad shall be final in all respect and will be acceptable to all the tenderer

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**Annexure-II****Financial Bid for providing Manpower Services at NIFT, Hyderabad  
(Govt. of India – Minimum Wages Act)**

- This Financial 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 Financial Bid of the qualified tenderers shall be opened on the date informed accordingly in presence of bidders

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

**Charges for providing the services**

Rates to be quoted as per Govt. of India, Minimum Wages as per Govt. of India, Minimum Wages issued by Regional Labour Commissioner (Central), Vidyanagar, Hyderabad-07 as per Govt. of India, Minimum Wages issued by Regional Labor Commissioner (Central), Vidyanagar, Hyderabad-07 (vide Memorandum No.47(1)/2018-C2, Dated:09.04.2018, Page No.1, Notification No.S.O.188(E), dated:19.01.2017 read with Order No.1/10(3)/2018-LS-II, dated:03.04.2018 w.e.f. 01.04.2018, Minimum wages rates for employees employed in “Employment of Manpower Services.

Sl. No	Component of rate	Amount (in ₹) on monthly basis for 26 days. (Highly skilled & unskilled) as per RLC (Central), Hyderabad w.e.f. 01.4.2018			
		a) Highly – skilled ( i.e., Hostel Warden, Machine Mechanic, J.As, Lab Assistants, Electricians and Drivers)		b) Un – Skilled i.e., MTs ( Attendants)	
		Per day	Per month (26 days)	Per day	Per month (26days)
1.	Basic Minimum Wages + VDA (per day per 1 No.)	732.00	19,032.00	553.00	14,378.00
2.	Employees Provident Fund @ 13.00% on Basic + VDA	95.16	2,474.16	71.89	1,869.14
3.	Employees State Insurance @ 4.75% on Basic + VDA	34.77	904.02	26.26	682.95
3. a.	<b>Amount Rs.</b>	<b>861.93</b>	<b>22410.18</b>	<b>651.15</b>	<b>16,930.09</b>
4.	<b>Service Charges ( %)</b> <b>on monthly (26days)</b> <b>amount on Sl. No. 3.a.</b>				
5	<b>Grand Total Rs.</b>				
6.	<b>Grand Total ( Rupees in words)</b>				

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Page 17 of 20

Note:

1. Service Tax will be applicable extra on invoice amount as per Govt. rules from time to time, under reverse tax mechanism.
2. **If the service charge quoted by the contractor is NIL or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all statutory components while offering the rates.**
3. I affirm that all the rates quoted above are correct and I am aware that my bid cancelled in case of any variation in total value.
4. Any corrections/alterations will not be accepted.
5. NIFT reserves the right to accept or reject or cancel 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 to this effect shall final and binding. No further correspondence in this regard will be entertained.
6. L-1 will be decided based on price quoted for service charge/agency commission. In case L-1 is more than one, then the past performance of the tenderer will be the criteria for selection and it would be a at the discretion of the Service Contract Committee, and the decision of Director, NIFT, Hyderabad shall be final in all respect and will be acceptable to all the tenderers.
7. Service Charges should be same for all types of requirements like highly skilled and Unskilled persons. In case of different service charges for different requirements, the tender will be cancelled.
8. In case of NSIC certificate and got the L1 position I undertake to submit the full amount of security deposit within 07 days from the date of awarding in form of demand draft/ valid bank guarantee.
9. In case of my agency is L1, I shall submit the Security Deposit amount Demand Draft in the name of NIFT, Hyderabad and payable at Hyderabad within 07 days.
10. L-1 will be decided based on price quoted for service charge/agency commission. In case of L-1 is more than one, the selection criteria (viz., the past performance, etc.) would be at the discretion of the service contract committee, and the decision of Director, NIFT, Hyderabad Director, NIFT, Hyderabad shall be final in all respect and will be acceptable to all the tenderers

In case of awarding the contract, the awardee has to start their operations w.e.f. 01.10.2018

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**Place:**

**Address.....**

**Date:**

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**Annexure-III**

1.	<b>Name of the Post</b>	Asst. Warden ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	30-45 years
3.	<b>Educational Qualifications &amp; experience</b>	i) Graduate from a recognised University <b>Desirable :</b> ii) One year experience as Asst. Warden or in any analogous post in Government educational Institutions /PSUs / Autonomous Bodies /Reputed institutions.

1.	<b>Name of the Post</b>	Assistant (Accounts) ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	21-40 years
3.	<b>Educational Qualifications &amp; experience</b>	i) Graduate in Commerce/ Economics/ Statistics/ Mathematics from a University/ Institute of repute. ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel /PowerPoint), Accounts related software and proficiency in computer applications. iii) 2 years experience in Audit/ Accounts. iv) Typing speed of at least 40 w.p.m. in English/ Hindi.

1.	<b>Name of the Post</b>	Machine Mechanic ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	18-35 years
3.	<b>Educational Qualifications &amp; experience</b>	Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/ Certificate recognized by the Government. ii) At least 3 years experience in repair and Maintenance of cutting / sewing / finishing machines in garment production concerns.

1.	<b>Name of the Post</b>	Junior Assistant ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	18-25 years
3.	<b>Educational Qualifications &amp; experience</b>	i) Passed 10 +2 examination from a Board or its equivalent recognised by the Govt. ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel /PowerPoint) and proficiency in computer operations. (iii) Have a speed of 30 wpm in English / Hindi Typing. iv) Proficiency in Computer Application with Lotus, Word Star, MS Word, MS office, excel

1.	<b>Name of the Post</b>	Lab Assistant ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	18-25 years
3.	<b>Educational Qualifications &amp; experience</b>	<b>TD:</b> i) Diploma in Handloom Technology / Post Graduate Diploma in Textile Chemistry / Textile Processing from Indian Institute of Handloom Technology. ii) At least 1 year experience as a lab Asstt. In any recognised institution / weavers service Centre / Research Organization. Desirable.

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		<b>FD:</b> 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) 10 <sup>th</sup> 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.
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1.	<b>Name of the Post</b>	Dispatch Rider/staff car Driver/ Bus Driver ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	21-35 years
3.	<b>Educational Qualifications &amp; experience</b>	i) At least 10th class pass from a Board or its equivalent recognized by the Government. ii) Possession of the requisite driving license for two wheeler/ three wheeler / Heavy Motor Vehicle. iii) Should be fully conversant with traffic regulations. iv) Should have at least 2 years experience in driving Heavy Motor Vehicle. v) Should be able to read and write in Hindi and English.

1.	<b>Name of the Post</b>	Electrician ( <b>High-Skilled</b> )
2.	<b>Age limit</b>	21-30 years
3.	<b>Educational Qualifications &amp; experience</b>	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.

1.	<b>Name of the Post</b>	Attendant (Multi-Tasking Staff) ( <b>Un-Skilled</b> )
2.	<b>Age limit</b>	18-25 years
3.	<b>Educational Qualifications &amp; experience</b>	(i) Must have passed 10th class from a Board or its equivalent recognised by the Government. (ii) ITI passed or its equivalent in a particular trade wherever identified by the Establishment as per the multi-tasking profile from the recognised Institute. (iii) Should be able to read both English and Hindi/Telugu.

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Page 20 of 20