

नेशनल इंस्टिट्यूट ऑफ फैशन टेक्नोलॉजी, कन्नूर
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
कन्नूर कैंपस
KANNUR CAMPUS

(राष्ट्रीय फैशन प्रौद्योगिकी संस्थान के तहत एक संस्थान जो निफ्ट अधिनियम 2006 द्वारा शासित एक सांविधिक निकाय है और कपड़ा मंत्रालय, भारत सरकार द्वारा स्थापित है)

(An institution under National Institute of Fashion Technology, a statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

हाउस कीपिंग एंड एलाइड सर्विसेज के लिए
निविदा दस्तावेज

**TENDER DOCUMENT FOR
HOUSE KEEPING & ALLIED SERVICES**

निफ्ट कन्नूर / NIFT KANNUR

NIFT Campus, Dharmasala, Mangattuparamba,
Kannur, Kerala. Pin - 670 562

1. INTRODUCTION:

- 1.1 National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 17 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Panchkula, Patna, Raibareli, Shillong and Srinagar.
- 1.2 NIFT, Kannur centre was established in the year 2008 with undergraduate and post graduate programmes. NIFT, Kannur invites online tender from interested agencies with all necessary statutory registrations, having experience in providing "HOUSE KEEPING & ALLIED SERVICE AT NIFT KANNUR" having experience at least minimum 3 years in the same field.

2. TENDER Conditions: -

- 2.1 Bidders must go through the Tender Document for details before submission of their Bids.
- 2.2 NIFT KANNUR Centre invites sealed tenders under "TWO BIDS SYSTEM" for selection of an expert service provider for the purpose of hiring House Keeping & Gardener Service at the NIFT Campus situated at Dharmasala, Mangattuparamba, Kannur, Kerala - 670 562, in order to maintain the proper cleanness at all over at NIFT campus and at its hostels. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids NIFT KANNUR TENDER DOCUMENT FOR HOUSE KEEPING & ALLIED SERVICE AT NIFT KANNUR" complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, GeM terms and condition, Additional terms and Condition, Special terms and condition, General terms and conditions and compliance to the Scope of Work requirement etc.

- 2.3 The tender document is not transferable to any other person.
- 2.4 Applications to this tender will be accepted only through the Gem portal only. No other mode of application will be considered & application will not be accepted
- 2.5 Tender documents details are also available for viewing on the NIFT website <http://www.nift.ac.in/kannur/tenders.html>.
- 2.6 The Service provider should ensure that it complies with the requirements as per works before applying for tender.
- 2.7 The **TECHNICAL BID** must contain the technical bid in prescribed Performa along with:
- i. Earnest Money Deposit (As indicate in GeM Bid)
 - ii. The service provider should submit the copy of the document as reference in Annexure- I
 - iii. Any other detail/ confirmation asked in specifications.
 - iv. In case of any clarification required relating to this tender, the same can be sought from the following officers of NIFT: Joint Director/Assistant Director, 0497-2784785
3. **GENERAL TERMS AND CONDITIONS:** The Service Provider are requested to go through the following terms and conditions before submitting their tender documents:
- 3.1 The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
- 3.2 Any conditional offers made by the service provider or any alterations/corrections made in the tender form shall not be considered.
- 3.3 The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled.
- 3.4 Individual signing the tender or other documents connected with the tender must specify whether he/ she signs as:-
- i. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - ii. A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - iii. Director or Principal Officer duly authorized by the Board of Directors of the company.
 - iv. In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
- 3.5 Please note that offers not accompanied by the required EMD shall be out rightly rejected (exempted in case of bidders having valid NSIC/MSME certification).
- 3.6 The tender shall be awarded to the lowest financial bidder. The EMD of unsuccessful bidders will be refunded in due course of time. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed Annexure - I) required will alone be considered as qualified Tenderers and alone will be considered for "Opening the Financial Bid". For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
- 3.7 **An Agreement is signed by the awarded service provider in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract. The tenderer will have to provide House Keeping & Allied services immediately on receipt of the work order. If the Service provider fails to execute the Earnest Money deposit shall be liable to be forfeited.**
- 3.8 The bids should be valid for at least 90 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by NIFT.
- 3.9 Any conditional offers made by the service provider or any alterations/ corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender shall also not be considered.
- 3.10 National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
- 3.11 The Service provider shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
- 3.12 The Service provider shall maintain an Occurrence Book which will be made available to the supervisory staff of the Service provider deployed at NIFT Kannur.
- 3.13 The payment for each month shall be made within seven working days of the succeeding month. If the payments are

- delayed for more than 30 days beyond the prescribed seven working days in any month, NIFT reserves its right not to pay the administrative/service charges for that month, without seeking any further clarification from the Service Provider.
- 3.14 The Service provider shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The payment should be made through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and any other statutory commitments paid to individual employees, the Service provider shall produce attested copy of challans/ receipts to the Institute for the records.
 - 3.15 NIFT- Kannur will decide wages of the incumbent which shall be not less than minimum wages prescribed by the Central government. In the event wages fixed by NIFT Kannur is found less than the minimum wages of central government, the Service Provider should request for revision accordingly. The “Onus” for producing the copy of notification of Minimum Wages will be of the Service Provider.
 - 3.16 The service provider shall strictly follow the applicable labour laws with respect to maximum hours for which a deputed person can work.
 - 3.17 The Service provider shall be responsible for engaging adequately manpower required for providing good service in the Institute.
 - 3.18 The employees of the Service provider should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/ employees deputed may be produced.
 - 3.19 The Service provider will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed. The age of the deputed personnel should not exceed 60 years.
 - 3.20 The Service Provider shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or (all statutory payable) any other law in force.
 - 3.21 The selected Service Provider shall be solely responsible for redressal of grievances/resolution of disputes relating to the persons supplied to NIFT. NIFT shall in no way responsible for settlement of such issues whatsoever. NIFT will not be responsible for any damages, losses, financial or other injury claims to any person supplied by the Service Provider as part of the contract, in performing the functions/duties, or for payment towards any compensation.
 - 3.22 The Service Provider shall be solely and exclusively responsible to adhere to meet all statutory obligations under Indian laws in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, etc.), Tax laws (Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time, Companies Act etc., and also in respect of Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws.
 - 3.23 The Service provider shall be further responsible for proper discipline of the employees engaged by them and their work besides observing other obligation. No child labourers shall be permitted by NIFT under this contract
 - 3.24 The Service Provider shall be responsible for the workforce supplied to keep discipline in and outside the campus. The Service Provider shall be responsible if the personnel deputed are found mishandling/ misusing the articles/ items / Machineries etc., provided for maintenance. In case of any damage the Service Provider 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 Service Provider itself.
 - 3.25 The Service provider shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel/ labour, the Service provider shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Service provider shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the Service provider while releasing the payments.
 - 3.26 NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Service provider will indemnify NIFT in case of any damage or liability, which may arise on account of action of Service provider.
 - 3.27 The Service provider shall maintain an Attendance Book(Manual & Biometric), which should be made available at entrance desk along with in and out time of personnel supplied by the Service Provider at NIFT Kannur and the same should be counter signed by the officer in-charge. Monthly attendance should be get vetted by the NIFT Authorities before process the monthly claim. The Service provider should provide Bank mandate details (ECS) for online transaction and the same will be maintained till the end of tenure of the contract period.
 - 3.28 In case of any theft or pilferages, loss or others offences, the Service provider will investigate and submit a report to NIFT and maintain liaison with the Police. FIR will be lodged by NIFT, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed if found in need. Further the employees deputed at NIFT must be trained in respect of operation in respective area.

- 3.29 In case of any loss that might be caused to NIFT due to lapse on the part of personnel discharging responsibilities will be borne by the Service provider and in this connection, NIFT shall have the right to deduct appropriate amount from the bill of contracting Service provider to make good such loss to NIFT besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the Service provider, NIFT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- 3.30 Period of Contract: The contract shall remain valid for a period of one year and it may be renewed on the same terms and conditions on mutual consent basis as per NIFT policy based on the periodical performance review, feedback from the CC's/HOD/other stake holders report. The contract once awarded can be terminated by NIFT after giving one-month notice to the other party. Nevertheless, NIFT may terminate the contract with the Service Provider without any notice in case the Service Provider/the personnel supplied by the Service Provider commit 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 Service Provider. In case the Service Provider wants to discontinue the contract, he shall give three months advance notice to NIFT in writing stating reasons for the same.
- 3.31 In case the contractor wants to discontinue the contract, he shall give 3 months advance notice to NIFT in writing stating reasons for the same. Contractor shall be required to submit an application for continuance of the contract before three months of expiry of the contract if so desired and if such extension is within the scope of the terms of contract. If the contractor does not receive the extension letter before expiry of the contract in spite of his request the contract shall be automatically treated as expired and no extension shall be granted in any circumstances.
- 3.32 As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
- 3.33 The workmen employed by the Service provider shall be directly supervised and controlled by the Service provider, 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.
- 3.34 The Service provider will liaise with the designated officer of NIFT and report on daily basis to make checks on day-to-day activities.
- 3.35 On Completion/termination of the agreement the person/s deputed by the Service Provider should hand over all the equipment's/ articles as supplied by the NIFT in good working condition as it was given to them and if any damages are found, the cost/charges thereof shall be recovered from the Service Provider.
- 3.36 None of the personnel deployed to NIFT by the Service Provider as part of the contract shall enter into any kind of private work at any other locations during NIFT working hours.
- 3.37 The Service provider will work in close co-operation and co-ordination with other agencies working at site.
- 3.38 The Service Provider shall be fully responsible about the conduct of his employees and shall ensure that their behavior with all other persons in the office and campus (ex: students, officers, staff etc.) is always good and cordial. If any such person is found to have misbehaved or misconduct or have indulged in any kind of activities against the interest of NIFT, or efficiency of any person employed by the Service Provider is found unsatisfactory, the Service Provider shall have to remove such person immediately. The decision of the Designated Officer in this regard shall be final and binding on the Service Provider. The Service Provider will be responsible for supplying suitable replacement in such cases
- 3.39 Except in the aforesaid situation, the Service Provider shall not withdraw any personnel supplied by it as part of the contract without due notice of one month and supply of substitute immediately.
- 3.40 NIFT is not bound to provide any mode of transport or accommodation or material required in respect of personnel deputed for the contract.
- 3.41 The Service Provider shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labor and industrial enactment at his own risk and cost in respect of all personnel supplied by the Service Provider to NIFT Kannur and shall keep NIFT Kannur indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the Acts etc. The Service Provider will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above-mentioned rules and regulations and authorized representative of NIFT Kannur shall be entitled to inspect all such records at any time.
- 3.42 The payment of wages shall be made directly by the Service provider to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
- 3.43 The Service provider shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/ or property or person of any sub-contract and or the servants or agents of the Agency any sub-Agency (s) and or the owner and the service provider shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
- 3.44 NIFT shall in no way be responsible for any default with regard to any statutory obligation in regard to supply of

workforce and the Service Provider shall at all-time indemnify NIFT and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/ or property or person of any sub-contract and or the servants or agents of the Service Provider any sub-Agency (s) and or the owner and the Service Provider shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

- 3.45 The Service Provider shall maintain 'wage register' in respect of each personnel deputed to NIFT KANNUR.
- 3.46 All payments to the Service Provider will be on reimbursement basis.
- 3.47 The monthly bill(s) should be submitted in duplicate by the Service Provider along with necessary documents as proof of payment towards wages, EPF remittance, ESI remittance / any other payments as envisaged in the contract and necessary certificates that NIFT may prescribe from time to time. The payment shall be released on monthly basis after satisfactory completion of the services duly certified by competent authority.
- 3.48 All payments to the personnel supplied shall be through their Bank account only and the proof of remittance shall be invariably attached with the monthly bills.
- 3.49 The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as NIFT may prescribe from time to time for proof of payment to workers and statutory liabilities.
- 3.50 NIFT will make payments to the Service Provider through NEFT/ RTGS within 15days from the date of receipt of bill(s) and due verification of the bill(s). The Service Provider shall furnish the mandatory details for making payments.
- 3.51 All Statutory deductions as per Government orders issued from time to time shall be made from the bill amounts. NIFT reserves the right to recover any amount due for whatsoever reason from the bill(s) submitted by the Service provider.
- 3.52 Grievance/complaints if any received from the personnel or group of personnel or from any other Government/statutory authorities in regard to payments/remittance of statutory dues will be viewed seriously and penalty as stated above will be imposed. In such cases, NIFT reserves the right to black list the Service Provider from participating in any tender invited by NIFT in future.
- 3.53 The Service provider shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The Service provider shall furnish the subscription details of EPF/ESI of each individual employee deployed on outsource basis. If the personnel supplied is having ECHS (Ex-servicemen Contributor Health Scheme) benefit or any other kind of free medical benefit which included their family, no ESI contribution need to be remitted. This will be considered only when the employee produced ECHS cards or any other scheme cards which is valid and attested by both employees and Service Provider (attested copy as proof for records).
- 3.54 The service provider company or firm will provide monthly challan for payment of GST along with bill
- 3.55 Except the statutory recoveries such as contribution towards EPF and ESI, no other amount in whatever name (such as charities, relief fund) shall be recovered from the wages of the personnel supplied.
- 3.56 The Service provider shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Kerala and GOI.
- 3.57 The payment of wages shall be made directly by the Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars
- 3.58 A service to be provided by Agency is indicated in the Scope of Work.
- 3.59 All the terms and conditions are as per GeM GTC/ATC/STC will be consider for bidding evaluation and contract execution
- 3.60 **Eligibility to participate and preference:**
 - Service provider should have registered office at Consignee state (Kerala)
 - Proof of Rental agreement cannot be considered for office at Consignee state
 - If there is one or more L1 offers found in Financial Bid, the decision of NIFT authority is final (to give Preference Local service providers or to choose by Running GeM options)
 - Preference will be given to service provider with experience in any service NIFT Centers, and/or with reputed institutes (like /IIT/ NIT/ NID or any other National Importance educational institution and/or service provider), and/ or with State /Central Government/ PSU/ statutory bodies/Autonomous bodies etc.,
 - Service charges/Administrative charges (**Other Charges Including Allowances Over And Above Minimum Wage (% Per Month) Inclusive Of GST**) quoted less than 3% in the price bid shall be summarily rejected.

4. ARBITRATION:

- 4.1 Dispute, if any, arising out of the House Keeping & Allied services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
- 4.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT/ Director General of NIFT as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules

framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

- 4.3 Decision of NIFT with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
- 4.4 The Arbitration proceedings shall be held at Kannur Jurisdiction only.
- 4.5 The language of the arbitration proceedings shall be in English/Hindi. The Arbitrator shall give a speaking and reasonable award.
- 4.6 Interpretation of Clauses: In case of ambiguity in the interpretation of any of the clauses in the tender/contract document, the Tendering authority's interpretation of the clause shall be final and binding the Service Provider.

5. SECURITY DEPOSIT:

- 5.1 Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of THE DIRECTOR, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KANNUR, KERALA (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 10 to 15 days of award of contract.
- 5.2 This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract.
- 5.3 The whole amount of the security deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The security deposit shall also be liable to appropriation against any dues payable to the NIFT, under the agreement or any expenses that may be incurred by NIFT, as a result of negligence or such acts and omissions on the part of the contractor or the persons deployed by him at NIFT. In the event of appropriation of security deposit fully or partly the contractor shall immediately make good the amount so appropriated from the security deposit in the form of demand draft failing which it shall be adjusted from the amount payable to the contractor.
- 5.4 The whole amount of the security deposit will be liable to forfeiture in the event of the contractor not being able to continue the contract for the entire duration of the contract at the same rates, terms and conditions.
- 5.5 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 agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the security deposit of the agency

6. SCOPE OF WORK: HOUSE KEEPING & ALLIED SERVICE

- 6.1 The Service provider shall provide Manpower at NIFT Kannur by deploying adequately trained and well-discipline personnel.
- 6.2 The Service Provider shall be fully responsible for the sanitation/ housekeeping services and allied service in the NIFT Campus as laid down in the tender and the service provider shall work under overall supervision and direction of the authorized official of NIFT.
- 6.3 The service provider should deploy totally around 30 staffs, the number of labour will be increased or decreased at the discretion of NIFT Mangement based on requirement.
 - i. Supervisor - 1 Nos: should have experience in all kinds of maintenance work like - fire & safety maintenance, plumbing work, Mason work
 - ii. Sweeper - 25 Nos: (preferable female): should be local worker who are especially in sweeping and cleaning out of 25 sweeper 4 to 5 experienced personal will be deputed as caretaker in the specified area (like Faculty lounge, Guest room area, Admin block etc.,)
 - iii. Garden maintenance - 2 Nos: should have experience in maintenance of garden, cutting of Bushes, Decorating the bushes etc.,
 - iv. Plumber maintenance - 2 No: should have experience in all type of plumbing work and maintenance work
- 6.4 However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc..) Lobby, corridors and other areas shall be done continuously during office hours **(at the regular interval as per requirement, usage and instruction given by NIFT authority during office hours).**
- 6.5 Adequate number of dustbins as also refill the sanitary cubes, deodorizer, and other consumable like air fresheners, phenyl, toilet roll, tissue box and liquid soap for hand wash in all the attached toilets of officers, toilets attached to auditorium and conference hall and officers' toilets, will be issued by NIFT.
- 6.6 Service Provider shall arrange to spray air fresheners in officer's rooms, conference halls, auditorium, on daily basis and whenever required.
- 6.7 Mechanical device/ Machine for cleaning shall be used only after obtaining approval from NIFT authority. All the machineries used should be appropriate for cleaning the surfaces existing on the site and in no way damage the surface/ fixtures/ fittings/ furniture beyond normal wear and tear. In case the Service Provider or its employee damages the surface/ fixtures/ fittings/ furniture, the Institute will be well within its right to recover the cost of restoring the damaged

area and/ or impose a penalty on the Service Provider. The decision of NIFT authority will be final and binding on the Service Provider.

- 6.8 WORKING HOURS: may be on shift basis with working hours as prescribed by Labour laws. Working hours can be extend on emergency and occasion.
- 6.9 The cleaning of Toilets (including fixtures such as the cleaning of toilets (including fixture such as WC's, urinals, wash basin, etc.,) lobby, corridors and other area shall be done continuously and regularly during office hours as per required usage and instruction given by the NIFT official, from 09.00am to 06.00pm i.e. during the office hours & beyond (option of two shifts may also proposed by the service provider)
- 6.10 Work-plan or duty allocated to the personnel deputed will be communicated by authority as and when required. The personnel deployed should be proactive for all the work assignment by the NIFT authority
- 6.11 The services rendered shall be to the satisfaction of the NIFT authorities.

6.12 DETAILS OF JOBS TO BE CARRIED OUT DAILY IN A DAY ARE AS UNDER:-

- 6.12.1 General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, classrooms/ labs, conference rooms (halls), auditorium, library, reception, corridors, stairs, two hostels space for water coolers & toilets etc.,
- 6.12.2 Removal of garbage from dustbins in plastic bags. Replacing old plastic bags with new plastic bags. **Carrying of garbage in trolley with high quality rubber wheels. No garbage will be left in the site overnight.**
- 6.12.3 Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, corridors, labs, open area etc.
- 6.12.4 Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
- 6.12.5 Air-freshener spray in conference room (if required), auditorium, Video Conference Room, Officers Rooms once in a day and also on requirement basis as directed by NIFT Authority.
- 6.12.6 Cleaning and dusting of lab equipments, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the site.
- 6.12.7 Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon, cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
- 6.12.8 Cleaning and dusting of planters, paintings, posters, notice-boards etc.
- 6.12.9 Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators, glass etc. as and when required.
- 6.12.10 The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting Service Provider on day-to-day basis. The Service provider should follow the government guidelines/ Act in this regard.
- 6.12.11 Dry waste shall be burnt by using incarnation available in the campus.
- 6.12.12 Plumber should be support all plumbing activities required for the above and take care to minimize the wastage of water in all areas under intimation to the Building section

6.13 DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER:

- 6.13.1 Hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- 6.13.2 Dusting of walls, roofs etc. from top downward and removal of cobweb.
- 6.13.3 Cleaning of windowpanes and partition door.
- 6.13.4 Cleaning of drinking water coolers area, dust bins, dust baskets etc. with detergents.
- 6.13.5 Cleaning and dusting of ventilator blinds and brushing of upholstered chairs and sofas.
- 6.13.6 Removal of out dated poster, banners and hoardings inside and outside the institute.
- 6.13.7 First floor of the canteen road in the campus area, car park, hall etc., at underground area, other compound areas, all unspecified area/ location within the institute.
- 6.13.8 Plumber should check all the toilets taps/ General Taps/ Tanks to ensure smooth flow of water without waste

6.14 DETAILS OF JOBS TO BE CARRIED OUT BY THE GARDENER:

- 6.14.1 Regular Maintenance: The Service Provider has to perform following activities on daily basis or as and when required:
- Daily watering
 - Weed removing
 - Trimming & pruning
 - Soil mulching
 - Lawn mowing

- Hedges cutting etc.
 - Shrubs cutting
 - Cleaning garden areas
 - Applying fertilizer or compost manure / vermiculture manure alternate month or as and when required
 - Applying pesticides like insecticide and fungicide alternate month or as and when required
 - Maintenance of Vermi Compost pits
 - Disposal of dry / fallen leaves etc.,
 - Remove weeds from planters and maintenance of all garden areas
 - Remove and dispose of trash and debris from planters, parking areas, and along fence lines (inside and outside).
 - Remove broken or damaged plant material
 - Trim plant material that has or may become a hazard
 - Inspect and treat plants and trees, as needed, for disease and insect infestations
 - Hoeing the ground, removing and disposal of weeds/ wild growth from the surroundings
 - Remove cob webs and debris from building structures and signs
 - Removal of rubbish and debris
 - Remove graffiti or report to Authority if unable to remove
 - Mowing of all grassed areas including nature strips
 - Sweeping/blowing of all pathways, ground gutters & driveways of all refuse
 - Removal and replacement of dead trees/shrubs/plants within the campus with due permission
 - Weeds are to be removed from all areas within branch and weed control to be maintained
- 6.14.2 All maintenance is to be performed as per the schedule arranged between the maintenance department and the Service Provider, based on the volume of work required, seasonal changes and requirements
- 6.14.3 REPLACEMENT GUARANTEE: Any plant or shrubs or Ground covers died due to any reasons, will be replaced with the items with same species immediately. (Size of plant may vary as per availability).
- 6.14.4 GENERAL MAINTENANCE: Clipping and trimming of hedges and edges, trimming of shrub plants, trees creepers, tree branches, bougainvillea's, etc. at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants immediately anywhere in the Campus or outside, as directed or according to local Municipality/ Council regulations
- 6.14.5 Any areas, if added at later stage in future in any specified items of schedule of items & rate would be minted under the maintenance on the quoted rates.
- 6.15 The remuneration indicated above is the remuneration payable by NIFT excluding Employer's share of EPF/ESI which would be paid in accordance with instructions issued by the GOI from time to time. Service Tax as applicable shall also be paid. However, employee's share of EPF / ESI contribution shall be deducted and paid to EPF and ESI authorities by the Service Provider. Income Tax shall be deducted as per rule.
- 6.16 The Service Provider shall ensure that the engaged personnel are having good conduct, The Service Provider will be held responsible to any illegal action by the deployed personnel. Their deployment will be in general shift or shift basis. The Service Provider will provide to all deployed personnel identity Cards. The Service Provider will also ensure distribution of capes for all the engaged personals.
- 6.17 The personnel supplied by the Service Provider shall not be treated as the staff of NIFT for any purpose whatsoever. The personnel engaged through the Service Provider will have no right whatsoever for permanent / contractual employment/ regularization/ absorption in National Institute of Fashion Technology or any of its Centers. The personnel deployed by the Service Provider shall be directly supervised and controlled by the Service Provider, and shall have no relation whatsoever with NIFT. However, NIFT shall have power to control or supervise such personnel or to take any action against them as permissible under law. The services rendered shall be to the satisfaction of the NIFT authorities.
- 6.18 If at any time any of the personnel deputed are found to be guilty of misconduct in any manner, the Service Provider shall be asked to replace that person immediately.
- 6.19 The person assigned duties at the NIFT, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any staff is found to misbehave or indulges in misconduct of any nature, the Service Provider shall be asked to replace that person.
- 6.20 The Service Provider and personnel deployed shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the Appropriate Authority.
- 6.21 Work-plan or duty allocated to the personnel deployed will be communicated by authority as and when required. The personnel deployed should be proactive for all the work assignment by the NIFT authority.
- 6.22 The Service Provider shall verify character, attendance of personnel before deployment in NIFT, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc., engaged by the Service Provider should be submitted to the NIFT authorities. NIFT reserves the right to verify the antecedents of the person engaged on duty through local police officials. For this purpose, the Service Provider should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
- 6.23 The deployed person shall not be changed by the Service Provider on their own until and unless so warranted.
- 6.24 NIFT is not bound to provide any mode of transport, food, accommodation or medical facilities in respect of the

personnel supplied.

7. PENELTY:

- 7.1 The Service Provider is required to supply suitable persons immediately on demand/intend. In case of delay for more than one week, penalty of Rs.200/- per day per person shall be deducted from the monthly bill of the Service Provider subject to maximum of 10% of the total of wages and administrative/service charge of the personnel unsupplied. In such cases, NIFT reserves the right to black list the Service Provider from participating in any further tender invited by NIFT in future.
- 7.2 The selected Service Provider shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Service Provider without the prior written consent of NIFT. Granting such consent will be at the sole discretion of NIFT authorities.
- 7.3 In case, the Service provider fails to supply the aforesaid strength of the labour NIFT shall deduct appropriate damage as determined by authorized officer of NIFT.
- 7.4 PERFORMANCE EVALUATION: The performance evaluation of the sanitation/ housekeeping and gardener services shall be carried out by the NIFT on daily, weekly, fortnightly or monthly basis depending upon the discretion of NIFT.
- 7.5 Sweeping, mopping, dusting, cleaning and all other allied works in designated places will have to be completed before 8.30 AM on all working days including Saturday or as per requirement of NIFT. In case the work is not completed before 09.00 am on any day, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day and damages of **Rs.500/- per day** for such delay shall also be imposed on the Contractor and will be deducted from the Contractor bills. Some activities such as garbage removal, etc., shall be completed in the evening after office hours, on day to day basis. NO spillover of the above work for the next day shall be permitted under any circumstances.

UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY

(to be submitted in original stationery)

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing Housekeeping & Gardener services at NIFT-Centre Kannur. I/ We agree to all these conditions and offer to provide Housekeeping & Gardener services at NIFT. I/ We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/ We have inspected the institute premises (NIFT) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/ We hereby sign this undertaking in token of our acceptance of various conditions listed above.

I/We am/are responsible to check that in no case, wage of personnel supplied should be less than the minimum mandatory rates/wages per month per person as prescribed by Central government

Except statutory recoveries such as EPF and ESI no additional amount in whatever name (ex: charities, relief fund etc.) will be recovered from the wages of the personnel supplied. I/We having our office at declare that I/We have never been blacklisted/ debarred from participating in contracts by any state Government/Central Government or any State/ Central PSU and no vigilance/ CBI /Court cases are pending against the firm has been registered/is pending against us.

I/We am/are/have not quoted less than 3% Service charges/Administrative charges (**Other Charges Including Allowances Over And Above Minimum Wage (% Per Month) Inclusive Of GST**) in the financial bid.

Place:

Signature of authorized person of the firm/
Agency with stamp

Date:

CHECK LIST FOR SUBMISSION OF BID

Service provider is requested to fill this check list and ensure that all details/documents have been furnished as called for in this tender duly filled in, signed & stamped

Please tick (√) the box and ensure compliance:

S. No:	Details			If Yes Page No(s).
		Yes	No	
1	EMD OR exception details submitted			
2	Undertaking & acceptance letter by the service provider (on original stationery)			
3	Copy of PF A/c No.			
4	Copy of ESI A/c. No.			
5	Copy of GSTIN Registration No.			
6	Copy of PAN Card No.			
	Copy of Audited Balance Sheets and Profit & Loss Statements for last three Years			
	2018-19			
	2019-20			
	(If not audited provision should be submitted) 2020-21			
7	Evidence of successful completion of at least 3 (three) projects			
	NIFT projects			
	Projects under taken with reputed institutes like (IIT, NIT, NID, etc.,)			
	Projects with Govt. sectors, PSU etc.,			
8	Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work. Submitted?			
9	Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate OR Incorporation for change in name, if any, for limited/private limited company Submitted?			
10	Labour License & license for running similar Service			
11	(Any other detail Specify)			

Date:-

Place:-

Signature of authorized person of the firm/agency with stamp

MINIMUM WAGES BIFURCATION

S. No	Description	Wage component																								
1.	As per the suggestion of the authority and demand for requirement of the maintenance works at NIFT Kannur campus, items or nomenclature available in GeM portal categories under Hiring of Sanitation service are addend i. Sanitation Officer - 1 Nos., ii. Sweeper - 25 Nos., and iii. Labourer - 4 Nos. NIFT will provide PF Contribution to an extent of Rs.15000/- per month																									
	Sanitation Officer - 1 person (preference will be given to experience)	<p>Sanitation Officer: should have experience in all kinds of maintenance work like - fire & safety maintenance, plumbing work, Mason work, etc., (Retired service person will be given chance if experience in relevant field is more than 30 years) (since the work is under supervisory level the wages were fixed from the heading of Construction or Maintenance of roads/building operations/water supply lines and sewerage pipelines - similar work)</p> <p>a) With experience it will be treated as Supervisor level having Experience more than 10 years below 20 years Wages component of semi-skilled Rs.609/- may be considered Total wages per day works out to</p> <table border="1" data-bbox="534 757 1118 884"> <thead> <tr> <th>Minimum Wage</th> <th>PF 13%</th> <th>ESI 3.25%</th> <th>Total Expenses per day</th> </tr> </thead> <tbody> <tr> <td>609</td> <td>79.17</td> <td>19.79</td> <td>707.96</td> </tr> </tbody> </table> <p>b) With experience it will be treated as Supervisor level having Experience more than 20 years below 30 years Wages component skilled of Rs.714/- may be considered Total wages per day works out to</p> <table border="1" data-bbox="534 1037 1118 1164"> <thead> <tr> <th>Minimum Wage</th> <th>PF 13%</th> <th>ESI 3.25%</th> <th>Total Expenses per day</th> </tr> </thead> <tbody> <tr> <td>714</td> <td>92.82</td> <td>23.21</td> <td>830.03</td> </tr> </tbody> </table> <p>c) With experience it will be treated as Supervisor level having Experience more than 30 years and above Wages component Highly skilled of Rs.784/- may be considered Total wages per day works out to</p> <table border="1" data-bbox="534 1317 1118 1444"> <thead> <tr> <th>Minimum Wage</th> <th>PF 13%</th> <th>ESI 3.25%</th> <th>Total Expenses per day</th> </tr> </thead> <tbody> <tr> <td>784</td> <td>101.92</td> <td>25.48</td> <td>911.40</td> </tr> </tbody> </table> <p>NIFT will provide PF Contribution to an extent of Rs.15000/- per month</p>	Minimum Wage	PF 13%	ESI 3.25%	Total Expenses per day	609	79.17	19.79	707.96	Minimum Wage	PF 13%	ESI 3.25%	Total Expenses per day	714	92.82	23.21	830.03	Minimum Wage	PF 13%	ESI 3.25%	Total Expenses per day	784	101.92	25.48	911.40
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	Sweeper - 25 Nos. (Female)	<p>Should be local worker who are especially in sweeping and cleaning out of 25 sweeper 4 to 5 experienced personal will be deputed as caretaker in the specified area (like Faculty lounge, Guest room area, Admin block etc.,) Maximum age 60 years Wages component un-skilled of Rs.539/- may be considered Total wages per day works out to</p> <table border="1" data-bbox="584 1653 1168 1780"> <thead> <tr> <th>Minimum Wage</th> <th>PF 13%</th> <th>ESI 3.25%</th> <th>Total Expenses per day</th> </tr> </thead> <tbody> <tr> <td>539</td> <td>70.07</td> <td>17.52</td> <td>626.59</td> </tr> </tbody> </table>	Minimum Wage	PF 13%	ESI 3.25%	Total Expenses per day	539	70.07	17.52	626.59																
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	<p>Labourer - 4 Nos.</p>	<p>Should be local worker out of 4 labour 2 of them have knowledge in Garden maintenance, and another 2 have knowledge in plumbing work and need to support in all type of plumbing maintenance work For Garden Maintenance and Plumbing maintenance work Wages component un-skilled of Rs.534/- may be considered Total wages per day works out to</p> <table border="1" data-bbox="584 349 1166 477"> <thead> <tr> <th>Minimum Wage</th> <th>PF 13%</th> <th>ESI 3.25%</th> <th>Total Expenses per day</th> </tr> </thead> <tbody> <tr> <td>539</td> <td>70.07</td> <td>17.52</td> <td>626.59</td> </tr> </tbody> </table> <p>Only in case Plumber with Experience of more than 15 years along with workman/Skill/Trade Certificate of Plumbing workman ship Wages component of semi-skilled Rs.603/- may be considered (desecration of the NIFT Authority) Total wages per day works out to</p> <table border="1" data-bbox="568 658 1150 786"> <thead> <tr> <th>Minimum Wage</th> <th>PF 13%</th> <th>ESI 3.25%</th> <th>Total Expenses per day</th> </tr> </thead> <tbody> <tr> <td>609</td> <td>79.17</td> <td>19.79</td> <td>707.96</td> </tr> </tbody> </table>	Minimum Wage	PF 13%	ESI 3.25%	Total Expenses per day	539	70.07	17.52	626.59	Minimum Wage	PF 13%	ESI 3.25%	Total Expenses per day	609	79.17	19.79	707.96
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F.No.1/20(3)/2021-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 23/4/2021

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated 19th January, 2017 of the Ministry of Labour and Employment the undersigned, hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers for the month of July, 2020 is 336 and August, 2020 is 338 (Base 2001-100) and (Base Year 2016-100) for the month of September, 2020 is 118.1, October, 2020 is 119.5, November, 2020 is 119.9 and December, 2020 is 118.8 and thereby resulting in an increase of 2.88 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2021:-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

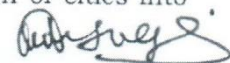
Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	122	102	81
Semi-Skilled/Unskilled Supervisory	135	115	95
Skilled/Clerical	147	135	115
Highly Skilled	160	147	135

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2021 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+122=645	437+102=539	350+81=431
Semi-Skilled/Unskilled Supervisory	579+135=714	494+115=609	410+95=505
Skilled/ Clerical	637+147=784	579+135=714	494+115=609
Highly Skilled	693+160=853	637+147=784	579+135=714

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.



(D.P.S.Negi)
Chief Labour Commissioner(C)

No.1/16(5)/2021-LS-II
 Government of India
 Ministry of Labour & Employment
 Office of the Chief Labour Commissioner(C)
 New Delhi

Dated: 23/4/2021

ORDER

In exercise of the powers conferred by the Central Government Vide Notification No. S.O.190(E) dated 19th January, 2017 of the Ministry of Labour & Employment, the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers for the month of July, 2020 is 336 and August, 2020 is 338 (Base 2001-100) and (Base Year 2016-100) for the month of September, 2020 is 118.1, October, 2020 is 119.5, November, 2020 is 119.9 and December, 2020 is 118.8 and thereby resulting in an increase of 2.88 points. The revised Variable Dearness Allowance as under shall be payable from 01.04.2021:-

RATES OF V.D.A.FOR EMPLOYEES EMPLOYED IN "Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993".

AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	122
B	102
C	81

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.04.2021 shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY		
	Basic Wages (Rs.)	V.D.A (Rs.)	Total (Rs.)
A	523 +	122 =	645
B	437 +	102 =	539
C	350 +	81 =	431

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.



(D.P.S.Negi)
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