



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, भोपाल

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट भोपाल में हाउसकीपिंग सेवाएं उपलब्ध करवाने हेतु निविदा
दस्तावेज़

निविदा संख्या : NIFT/BPL/HK/13102/08 – Vol-IV

पावती नं. एवं जारी करने की तिथि : _____

के पक्ष में जारी किया गया : _____

निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी:

निविदा सूचना प्रकाशित करने की तिथि	1 st June, 2017
निविदा दस्तावेज़ की बिक्री आरम्भ करने की तिथि	1 st June, 2017
निविदा दस्तावेज़ की बिक्री की अंतिम तिथि	15 th June, 2017 को 3.30 बजे पूर्वान्ह तक
विधिवत भरी हुई निविदाएँ प्राप्त करने की अंतिम तिथि	15 th June, 2017 को 4.00 बजे अपरान्ह तक
तकनीकी संविदाएं खोलने की तिथि एवं समय	15 th June, 2017 को 4.30 बजे अपरान्ह

नोट: निविदा प्रपत्र संस्थान की वेबसाइट से भी डाउनलोड किए जा सकता है जिसका भुगतान (रुपये 1000/-) मुहरबंद निविदा के साथ किया जा सकेगा। इस निविदा दस्तावेज़ में **26** पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर अलग अलग कवर में अच्छी तरह मुहरबंद करके एक बड़े कवर में डालकर मुहरबंद करके उस पर "निफ्ट भोपाल में साफ सफाई सेवाएं प्रदान करवाने हेतु" अथवा **"PROVIDING HOUSEKEEPING SERVICES AT NIFT BHOPAL CAMPUS "** लिख कर ही जमा करें।

निफ्ट ब्लॉक, MPBOU कैंपस, कोलार रोड, भोपाल - ४६२०१६ (मध्यप्रदेश)

दूरभाष: +91-755-2493385, 2493736, 2493636, फैक्स: +91-755-2493635

वेबसाइट : www.nift.ac.in/bhopal



NAME OF WORK: PROVIDING HOUSEKEEPING SERVICES AT NIFT
CAMPUS BHOPAL

I N D E X

Sr. No.	Description	Sr. Page. No.
1.	Index	02
2.	Tender Document	03 to 11
3.	Scope of Work, Area Statement, List of Consumables, Time Table, Details of Manpower (Annexures – I to V)	12 to 19
4.	Undertaking	20
5.	Technical Bid	21 to 23
6.	Financial Bid	24 to 26

Signature of Contractor

Date:



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
निफ्ट ब्लॉक, MPBOU कैम्पस, कोलार रोड, भोपाल - ४६२०१६ (मध्यप्रदेश)

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Bhopal Center is situated at NIFT Block, MPBOU Campus, Kolar Road, Bhopal – 4620116 (Madhya Pradesh). At present approx. 300 students are studying in this Institute and about 50 Officers/Faculty and employees are working in this Institute.

A. GENERAL TERMS AND CONDITIONS:-

1. Tender shall be submitted in official 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.
2. Tenders received without prescribed Earnest Money shall not be considered.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications / alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender.
5. The tenderer should not be blacklisted by any organization.
6. In deciding upon the Selection of bidders for the work, great emphasis will be put on the ability reputation, experience for similar type of work done, financial standing, technical competency of bidders to do good quality work according to the time schedule.
7. The name and address of the tenderer shall 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. The tender should be filled in and submitted in strict compliance with the instructions laid down herein; otherwise the tender is liable to be ignored.
8. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and date (if any) asked for in the schedule to the tender are not filled in.



7. Individual signing the tender or other documents connected with the tender must specify whether he signs as
- A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - In case of company Director or Principal Officer duly authorized by the Board of Directors of the company.
 - In case of (ii) a copy of the Partnership Agreement or General Power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.
8. **The Tenders should be submitted in Two Sealed Covers:**
- The first sealed cover should be superscribed **“Technical Bid”** duly filled in with supporting documents, the Acceptance Terms and conditions and Demand Draft for E.M.D.
 - The second sealed cover superscribed **“Financial Bid”** should contain only rates to be quoted.
 - Both the sealed covers should be placed in the main sealed envelope bearing name & address of the bidder and superscribed with **“Tender for the Providing Housekeeping Services”**. This should be addressed to the Joint Director, NIFT, Bhopal. The **Tender Box is available at Administration Section, NIFT Block, MPBOU Campus, Kolar Road, Bhopal – 4620116 (Madhya Pradesh). Tenders can be submitted on or before 15th June, 2017 at 4.00 P.M. and opened at 4.30 P.M. on the same day**
 - Late tenders (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offer should not be considered at all.
 - The Technical bids will be opened by the committee in the presence of bidders or their authorized representatives in the above mentioned place and time.
 - Financial Bid of qualified tenderers in technical bid will be opened later and the date will be informed accordingly
9. A Demand Draft of **Rs. 1,00,000/- (Rupees One Lakh Only)** is required to be deposited as Earnest Money Deposit in favour of **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Bhopal**. The Earnest Money Deposit of the successful Tender shall be liable to be forfeited if he does not fulfill any of the following conditions:



- i) An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.
 - ii) The agency is liable to obtain necessary permissions or approval for engaging the House Keeping Supervisors & House Keepers from the competent authority at their own cost.
 - iii) The House Keeping Services will commence within 10 (Ten) days of the receipt of the letter awarding the contract or as decided by the competent authority.
10. The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if any tenderers withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
11. Corrections, if any must be attested.
12. Late tenders will not be considered.
13. In case of any accident to the personnel employed by the agency during the 24 Hours the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the NIFT is not liable for any payment of such kind.
14. The contractor shall be responsible for engaging adequately trained manpower required for providing good House Keeping service in institute.
15. The agency should deploy energetic and experienced housekeeping personnel between the age group of 20-50 and preferably English / Hindi speakers. If any person is not suited to the duty, the house keeping agency must replace such person immediately.
16. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.
17. The Contractor 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 and permanent address of the employees should be enclosed.
18. Financial bid quoting wages lower than minimum wages will be rejected. Service Charges quoted in the Financial Bid should not be less than 2% of wages quoted failing which the Bid will be rejected.
19. The Contractor shall obtain adequate insurance policy/policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
20. The House Keeping Contract shall remain valid for a period of **One Year** and it may be renewed on mutually acceptable terms and conditions for further two terms of one year each. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.



21. **The Contractor shall be responsible for the safety and security of the Personnel deployed for duty in the office.**
22. The Contractor 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 both **Central & State in force in the State of Madhya Pradesh** including registrations with Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, Employees State Insurance (ESI) Act, Sales Tax, Municipal Registrations etc., copies of all such statutory registrations shall be enclosed to the tender.
23. The Contractor shall, keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Govt. and further shall furnish such other information/document as the Engineer-in-charge may require.
23. The Contractor shall be responsible to maintain the equipments and other articles supplied by the NIFT in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. The decision of the Designated Officer shall be final and binding on the contractor.
24. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of contractor.
25. Services to be provided by contractor are indicated in the **Annexure-I** attached.
26. Tender shall be accompanied by the relevant documents including the following:-
 - i) Certificate in support of experience for having undertaken this kind of business alongwith a list of organizations where the Contractor is currently providing / has provided House Keeping Services.
 - ii) Work-plan indicating the requirement of staff and the deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - iii) Certificates in support of all statutory registrations.
27. On termination of the agreement, the contractor will hand over all the equipments / articles as supplied by the NIFT in good working condition back to NIFT.
28. The work shall be carried out so as to keep the premises ready by the office opening time and keep the office clean till and after the closing time of office. (Normal working hours are 7 a.m. to 3.30 p.m. (including 30 minutes lunch break) for selected group of housekeeping staff).
29. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.



30. If any theft or loss of property is reported by any Department / Section due to the negligence or improper action of any trespass of unauthorized persons, the house keeping agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
31. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
32. The Contractor will work in close co-operation and co-ordination with other agencies working at site.
33. The Contractor has to deploy and work during holidays late hours and Sundays as well according to the requirement and convenience of NIFT and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
34. The contractor will not charge the additional payment to provide the cleaning services on holidays, Sunday and odd hours during NIFT functions
35. All the material to be used shall be got approved by the Designated Officer before starting the work.
36. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the contractor.
37. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
38. The Contractor shall submit to NIFT, along with the monthly bill, copies of attendance register duly certified by the NIFT in-charge officer. Copies of previous month's wage register as well as Bank Statement of Workmen, PF challans and ESI deposits should also be submitted with every bill. Photo copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.
39. The payment of wages shall be disbursed by the contractor in a form of Cheque or Electronic mode to his workmen **before 5th of every succeeding month**. No amount shall be deducted from the wages of the workmen by way of commission of any sort. Wages will be disbursed in the presence of NIFT Official.
40. If the Contractor fails to submit duly deposited ECR of DPF & ESIC along with bill for the months, 68% amount of monthly bill will be released and rest 32% bill amount will be released only after receiving of Electronic Challan Receipt (ECR) of EPF and ESIC copies for verification / checking purpose to ensure whether the Statutory benefits are extended to the security personnel or not as per the guidelines of Ministry of Labour and Employment, Govt. of India. If this practices repeated then contractor will be liable to the terminate of contract.



41. **The Contractor shall pay wages not less than prevailing minimum wages including the statutory obligations fixed by the authorized body enforced from time to time.** However, NIFT will compensate the increase in any statutory obligation due to such revision declared by authorized body. The information provided should be clear, specific and to the point.
42. For attendance purpose Housekeeping Staff have to enter the attendance as per NIFT Attendance system.
43. The contractor shall at all times indemnify and keep indemnified the Principal Employer the Head of the Office and its Officers Servants and Agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
44. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bills in duplicate by the contractor. The bills should be accompanied by same certificate as NIFT may prescribe from time to time. Income Tax (TDS) as applicable at prevailing rate will be deducted at source. Payments are required to be made within 30 days of the submission of any bill. However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved. The contractor will be entitled for payment of amount as agreed by NIFT per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract of one year beginning from the date of awarding the service contract. The payment due to the contractor will be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. The bills should be accompanied by such certificates as NIFT may prescribe from time to time. In the event of failure in maintaining the Housekeeping Services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ **Rs. 1,000/-** (Rupees One thousand only) per day which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of Director / Joint Director will be final and binding on the contractor and shall not be subject to dispute or arbitration.
45. The contractor shall deposit **Rs.2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) Security Deposit with NIFT. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to NIFT. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will



be refunded within a reasonable time after finalization of the contract.

46. The said EMD submitted by the contractor along with the bid shall be forfeited if he does not fulfill any of following conditions:
- (i) This Agreement/Awarding Letter is to be signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.
 - (ii) The Housekeeping service is to be commenced within 10 (Ten) days of the receipt of the letter awarding the contract.
47. 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.
48. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIFT for service or regularization of services by virtue of being employed at NIFT against any temporary or permanent posts at NIFT.
49. The work executed shall be to the satisfaction of the Director / Joint Director of NIFT Bhopal .
50. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.
51. The contractor undertakes to deposit all statutory payments such as EPF, ESI, Service Tax and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI & Service Tax Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities.
52. All the workers engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc., The Agency shall also provide its Workers photo-identity cards which shall be checked by the Security Staff as and when necessary.
53. NIFT will not be responsible for the release of benefits, such as Provident Fund, ESI, Pension benefits or allowances. Any changes in the minimum wages act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
54. NIFT shall in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify NIFT in case of any loss or damage or liability, which may arise on account of action of the contractor.



55. The Housekeeping contractor shall ensure that the staff engaged by him shall not smoke beedis, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, aracnut, tobacco items etc.
56. The staff of the contractor should posses' sound health and be free from any diseases, especially contagious and frequently recurring diseases. They should be in uniform while on duty.
57. The Director, NIFT, Bhopal 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 any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest. 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 at the discretion of the Service Contract Committee, as constituted by Director, NIFT, Bhopal. The recommendations of the Committee and the decision of NIFT, Bhopal shall be final in all respects and will be acceptable to all the tenderers.
58. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
59. **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.
60. The decision of the Director, NIFT Bhopal in any matter relating to this contract shall be final.
61. Being an Educational Institute under the Ministry of Textiles NIFT is exempted from Service Tax.
62. If any relative of the tenderer is an employee of the NIFT, Bhopal, the name, designation and relationship of such employee shall be intimated to the Director, NIFT, Bhopal in writing while submitting the tender.
63. The contractor shall be responsible for the payment of wages and allowances as per **Government of India Minimum Wages Act** (employment of sweeping and cleaning excluding activities prohibited under the employment of manual sewages and construction of dry latrines (prohibition) Act 1993 and all statutory dues to the persons employed by him for providing the housekeeping services. The contractor shall be further responsible for proper discipline of the



employees engaged by him and their work, besides observing other obligations.

64. Sub contracting of the contract is strictly prohibited.

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

I Accept the above terms & Conditions

(Full Signature of Contractor with Seal)

Name : _____

Address: _____

Tel. / Mobile No. _____

ANNEXURE-I**SCOPE OF WORK AND SPECIFIC CONDITIONS : HOUSEKEEPING SERVICES**

The scope of work to be carried out by the Housekeeping Agency for providing cleaning and allied services on day-to-day basis includes sweeping, swabbing, cleaning mopping-up the entire premises of the Institute Campus as per details of the area in **Annexure – “2”**

- 1) The Agency shall provide consumable items for cleaning as per **Annexure –“3”**
- 2) The Agency staff shall provide services as described in **Annexure – “4”**
- 3) The Agency shall deploy staff as per **Annexure -“5”**
- 4) Once a day cleaning is required in classrooms, studios, labs, faculty rooms and offices by using soft brooms and by swabbing with cloth drenched in water mixed with a portion of phenol. Wherever required cleaning work shall be carried out using vacuum cleaner & high jet pressure cleaner.
- 5) All corridors, lounges, passages internal roads of the main campus and staircases to be cleaned twice a day, once in the morning, once in the afternoon, using soft brooms and by swabbing with cloth drenched in water with a portion of phenol.
- 6) Toilet blocks, bathrooms, washbasins, sinks and areas where water coolers are placed to be cleaned thrice a day, once in the morning, once in the afternoon, once in the evening. However, frequent cleaning of toilet blocks shall be required depending upon uses in order to keep all the service areas clean and hygienic. Ladies toilets are to be cleaned only by women sweepers. Toilet blocks to be washed thoroughly and scrubbed by using the agents like Harpic. Also provision of naphthalene balls, liquid soap and air freshener (like Odonil) in the toilet block wash rooms are essential requirements. Mirrors will have to be cleaned twice a week with approved glass / mirror cleaning agents.
- 7) Hit / Baygon or other insecticides in toilet blocks, canteen and other specified areas to be sprayed every alternate day.
- 8) Fogging and fumigation of the entire campus during monsoon and winter i.e. June 15 to September 30 and November 1 to March 31(Twice in a Week)
- 9) Daily removal of dry refuse and wet refuse from the campus, as well as removal of garbage and waste from the waste paper bins to be removed in the garbage cart outside the campus. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
- 10) Blockages in the drainage pipes / other drain lines, choked w.c / urinal etc. would have to be attended immediately by a sweeper. Atleast one sweeper must have knowledge of drainage works.

- 11) All furniture including tables, chairs, cupboards, filling cabinets, sofas, book-racks, side tables and different types of machines etc. to be dusted and wiped clean every day and arranging the furniture in classrooms in order.
- 12) Once in a week item wise cleaning requirements are as follow:
 - (a) Vacuum cleaning of computer terminals, (b) Deodorizing of telephone instruments, (c) Cleaning of light fixtures, fans, etc., (d) Spotting of walls / floors, (e) Removing cob-webs from ceilings / walls, (f) Removal of honey combs as and when they appear on the campus, (g) Name plates and sign boards, (h) Window panes, door panes and channels etc. (I) Cleaning of all tarraces.
- 13) Cleaning & opening of choked & blocked drains & manholes of underground and vertical lines like waste water, storm water & sewer etc.
- 14) All Water Cooler`s storage tanks has to be cleaned once a week.
- 15) Cleaning of Overhead Water tanks / Water pump etc. at every fortnightly and should be certified by Supervisor and authorized official of the institute.
- 16) To collect all litter (plastic garbage, papers, and foreign materials) continuously and drop it in the dustbin.
- 17) Disinfectant like Gamaxin powder has to be spread after cleaning the wet mud, especially during the monsoon season.
- 18) The Agency staff has to take care and ensure that any useful materials found lying around during cleaning be handed over to the concerned Officials/ Security personal at main gate and report to the Supervisor.
- 19) The agency staff shall be used to shift furniture etc. within the campus as per requirement.
- 20) Supply of all materials / equipments for providing housekeeping services, such as ladders, transport, personnel, supervision etc. will have to be arranged by the Agency. All materials required for cleaning like broom sticks, acid, mopping cloth, hard broom-sticks, phenol, detergent powder, liquid soap, insecticides, coir/nylon brushes, stain removers, etc. would also be supplied for use by the Agency in adequate quantity at its own cost.
- 21) If sufficient quantity of approved quality of materials is not supplied by the Agency, supervisor of the institute will make arrangement to procure the materials from the market, the cost of which shall be recovered from the bill of the Agency at a penal rate of two times the actual cost.
- 22) The Agency will ensure that either he or one of his responsible supervisors is present fulltime during working hours on all days to supervise the work being done by his staff, as well as to attend to any specific instructions issued by the Institute authorities.
- 23) The Agency shall deploy adequate manpower required for efficient fulfillment of the contractual obligations. One supervisor of the Agency will be in charge of housekeeping service and his presence during working hours is must. In case the number of staff falls short due to illness, leave, transfer, social obligations or for any

other reason, the Agency will immediately provide substitutes, failing which, salary of the absent persons shall be deducted.

- 24) If in the opinion of the Institute authorities, the work done by the staff of Housekeeping agency is not satisfactory, the institute reserves the right to deduct pro-rata amount for that day out of the monthly contract bill and impose penalty. The amount of penalty so fixed by the authority shall be final and binding to the Agency.
- 25) The Agency shall take all precautions and observe adequate safety measures during execution of cleaning tasks, and shall not hamper movement of students/staff on passages, lobbies etc.
- 26) The contract shall also include any work of incidental and contingent nature, although not specified in the tender, but necessary for its completion in an efficient manner. For which, task based lumpsum payment shall be paid, on mutually agreeable rates.

Annexure – “2”

Area Statement

Sr.	Particulars	Area Sqm.(carpet)
A	Admin/Academic MAIN Block	
Ground Floor		
1	Waiting Area	16.1
2	Ms. Uma Shukla	12.6
3	Office Prof. Kislaya	7.2
4	Director Office	33.969
6	PA Director Office	30.1
7	Account Section	11.84
8	AO Office	8.88
9	Jt. Director Office	22.88
11	Admin Department	15.84
12	Staircase	17.64
13	Resource Centre	132.5
14	In-charge COE (Mr. Rajdeep)	8.88
16	Head Librarian	15.84
17	AD	12
18	Scanner	7.92
20	Corridor (RC)	25.5
Ground Floor TOTAL		379.689
First Floor		
1	Studio 4	66.5
2	Photography Room	15.84
3	Faculty Room S DAC	15.54
4	Studio 5	53.6
5	Corridor	34.5
6	Waiting Area	16.1

7	Studio 6	84.28
8	Faculty Room FP	15.54
9	Faculty Room TD	15.84
10	Faculty Room Ms. Vyas	15.84
11	toilet	7.04
12	toilet	7.04
13	Staircase	17.64
	TOTAL First Floor	365.3
Second Floor		
1	Faculty room CCFMS	18.72
2	Studio 3	84.24
3	Faculty Room Ms. Supriya	15.54
4	Store	15.84
5	Corridor	34.5
6	Waiting Area	16.1
7	Classroom 1	62.78
8	Studio 2	108
9	Faculty F & LA Dept.	31.68
10	Staircase	17.64
	TOTAL Second Floor	405.04
Third Floor		
1	Classroom 2	60.9
2	Studio 1	108.8
3	Music Room	15.84
4	Store Building	8.64
5	IT Lab 1	24.5
6	Corridor	25.5
7	IT Lab 2	57.62
8	VC Room	52.52
9	IT Lab	37.95
10	UPS Room	8.88
11	COE Cell	15.84
12	Staircase	17.64
	TOTAL Third Floor	434.63
	Open Space (NIFT Block)	3700
B	Workshops	
1	F & LA General Workshop	143.01
2	Leather Workshop	117.81
3	Dying & Printing	137.8
4	Weaving Lab	270
	TOTAL Workshop	668.62

C	Patanjali	
	Ground Floor	
	MFM Class room	96
	First Floor	
	CAD Lab	53.95
	Second Floor	
	MFM Class room	90
	CE Class room	50.4
	Computer Lab	46.8
	TOTAL Patanjali	337.15
D	Girls Hostel Shyamala Hills	
	Ground Floor	236
	First Floor	236
	Dining Kitchen	262.5
	Visitor Room	23.58
	Open Space	374
	TOTAL Shymla Hills Girls Hostel	1132.08
E	Girls Hostel (Satpuda)	
	Ground Floor	341.6
	First Floor	341.6
	Second Floor	341.6
	Third Floor	341.6
	Total Girls Hostel (Satpuda)	1366.4
	TOTAL	12587.9

- Note:**
1. The Area statement covered under House Keeping services during the month reckoned for building.
 2. If any of the above area is not being cleaned and maintained as per terms & conditions. The particulars area shall not be considered for billing.

B. SUPPLY OF MATERIAL AND CONSUMABLES:

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

ANNEXURE-3**List of Consumables:**

Sr. No.	ITEMS NAME	QUANTITY PER MONTH
1.	DETTOL HAND WASH / Equivalent Brand	20 lits
2.	HARPIC / Equivalent Brand	15 lts
3.	ACID	10 lts
4.	COLIN / Equivalent Brand	5 lts
5.	GARBAGE BAGS	5 Kgs.
6.	PRESSER PUMP	04 Nos
7.	TOILET BRUSH	08 Nos (Once in 2month)
8.	NEPHTLIN BOLLS	5 Kg
9.	SOFT BROOM	24 Nos
10.	WIPER (BIG & LONG SIZE)	6 + 4 =10 Nos (Once in 3 month)
11.	ODONIL (ORIGINAL) / Equivalent Brand	06 Box (Doz. In Box)
12.	WET MOPS	12 Nos
13.	WHITE DUSTER	2 Doz.
14.	ROOM FRESHNER	06 Nos
15.	SCOTCH BRITE / Equivalent Brand	12 Nos
16.	HIT (RED)	02 pics (1 Ltr.)
17.	HIT (BLACK)	04 pics (1 Ltr.)
18.	VIM/RIN/SURF	03 Kg
19.	DUST PAN (Supali)	1 Doz.
20.	DRY MOPS	1 Doz. (Once in 2month)
21.	BATHROOM WIPER	4 nos.
22.	GLASS DUSTER	1 Doz.
23.	HARD BROOM	02 Doz.
24.	HARD BROOM WITH BAMBOO	06 nos.
25.	BRASSO	200 ML.
26.	FLOOR CLEANER LIQUID	20 lts
27.	BUCKETS -15 LTS	15 Nos. (Once in 6 month)
28.	HAND GLOVES	1 Doz.
29.	MASK	1 Doz.
30.	Toilet Paper Roll	1 Doz.
31.	Hand Towel	12 Nos.
32.	Scrubber (Steel)	12 Nos.
33.	Scrubber (Nylon)	12 Nos.

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____

Annexure – “4”**TIME TABLE**

Sr. No.	Description of Days	Time	Area in which services are required
For Institute Campus and Patanjali Bhawan			
1	Monday to Saturday	8 hrs., (including lunch break) timing will be informed later as per requirement	Admin office building. All Classrooms /studios of F&T, F&LA, FP & FMS. General Workshop / Leather Workshop / Weaving Lab / Tie & Dye Lab , All passages / Corridors and Toilets on all floors, cleaning of backside of Admin Block, , Canteen (Dinning & kitchen)
	Sunday		As & when required by Institution.
For Girl`s Hostels (NIFT Campus, Shyamala Hills)			
1	Monday to Saturday	8 hrs., (including lunch break) timing will be informed later as per requirement	Warden office, foyer, all Corridors, all utilities, all stair cases, playground and other area twice a day. Warden room, service room, medical room, common room, room above common room, all mumty once a day or more as & when required. cleaning of backside of Hostel Block,
Admin Block & Hostels			
1.	Once a week (Saturday)	8 hrs., (including lunch break) timing will be informed later as per requirement	Cleaning of Water Tanks
Note:			
a) All the corridors shall have to be wiped continuously. b) The timings and days of work shall be subject to change depending on the exigencies of work. c) Any chocolate rapper or waste paper/other garbage found lying at floor or at any other area, they have to be removed & cleaned immediately.			

Annexure – “5”

Details of Manpower to be deployed by the Agency For Campus, Admin/ Academic Bldg., Girls Hostel at NIFT Campus, Patanjali Bldg.

<u>Details</u>	<u>Nos.</u>	<u>Locations</u>
Supervisor	01	Campus, Admin/ Academic Bldg., Girls Hostels (Campus), Patanjali Bldg
Sweeper (Male)	08	4-Academic Block /2-Workshops /Labs/ 01 Canteen / 01 Patanjali Bldg.
Sweeper (Female)	03	03- Girls Hostel NIFT Campus
High Skilled	02	IT Lab / Tie & Dye Lab
Skilled Personnel	05	COE/Admin/Electrician/ Plumber / Maali (Gardener)
Unskilled	02	TD/ Joint Director's Office
Total	21	

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

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

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

C. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Bhopal Municipal Corporation.

D. SUPPLY OF MATERIAL AND CONSUMABLES:

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



UNDERTAKING BY THE HOUSE KEEPING CONTRACTOR

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

Name & Signature of House Keeping Contractor:

Address: _____

Seal of Agency _____

Phone No. (O): _____

(R): _____

(M): _____

Place: _____

Dated: _____



TECHNICAL BID FOR PROVIDING HOUSEKEEPING SERVICES

1. Name of the Tenderers firm : _____

2. Office Address : _____

Telephone No. : _____

Fax No. : _____

E-mail Address : _____

3. Name & Design. of authorized representative(s) with Ph. No. : _____

4. Type of Firm : Private Ltd. / Public Ltd. / Cooperative / NGO / PSU (Please tick and enclose copy of Memorandum / Articles of Association / Certificate of Incorporation) _____ enclosed.
(Please Specify)

5. Certificate to the effect that the firm is : neither blacklisted by any government department nor any criminal case registered against the firms or its owner / partners anywhere in India.

6. Registration Certificate (Please enclose photo copies) :

i) E.P.F. Regn. No. :

ii) E.S.I. Regn. No. :

iii) Service Tax Regn. No. :

Labour License (Central) Regn. :

iv) No.

v) PAN CARD / GIR No. :

6. Annual Gross Turnover during the last 3 consecutive years should be minimum 50 Lakh in each financial year i.e. 50 Lakh in 2014-2015, 50 Lakh in 2015-2016 & 50 Lakh in 2016-2017. The Organisation should provide required documentary proof in support thereof such as IT Return, Audited Balance Sheet for the above:

Financial Year	Turnover	
	Nos.	Figures
2014-2015		
2015-2016		
2016-2017		

(Please enclose copies of ITR/Audited Balance Sheet and P&L A/c. etc.)



a. Earnest Money Deposit of Rs- ` _____ Only) is enclosed vide D.D. No. & Date _____ Bank _____, Drawn on _____

b. Letters of satisfactory performance from 3 of your biggest reputed clients must be attached for providing House Keeping Services certify that the services are professional.

c. Details of experience of similar works in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per the attached format **(Please use separate sheet)**.

(Pl. submit copies of evidence i.e. Work Orders, corresponding satisfactory job, completion certificates from clients specifying value and period of work order enclose) (Pl. specify) **(MANDATORY)**.

Year	Name of the Employer, Address, Contact Person Name with Tel. No. & Mobile No.	Type of Institution / Industry	Details of Experience, Similar works period of Contract with dates of Commencement and Termination covering last 3 years	Total No. of Supervisors	Total No. of Cleaners / Sweepers	Nature of Work (House Keeping Works Only)

10. Infrastructure Details:

i.	Workforce (Not less than 50) Please enclose the list giving employee wise i.e. Name, P.F. No. & ESI No.	:	
ii.	Industrial Mechanical Scrubbing Machine (At least 02 Sets)	:	
iii.	Vacuum Cleaner (at least 2 sets)	:	
iv.	Hand Trolley (at least 04 No.)	:	
v.	Ladders (at least 05 No.)	:	

11. Validity:

The Tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract of one year.

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

NOTE:-

- i) To be deposited along with Tender Document in separate sealed cover-I super scribed as **“Technical Bid”**.
- ii) All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.

Signature of Authorised person of the Firm/Agency with stamp

Dated: - _____

Place: - _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHOPAL
FINANCIAL BID
FOR HOUSE KEEPING SERVICES

To be deposited in the Financial Bid (in Separate sealed cover-II subscribed as Financial Bid) in Administration Section, NIFT, Bhopal on or before 15th June, 2017 AT 4.00 p.m.

- a) The total No. of House Keeping staff (High Skilled / Skilled / Semi-skilled / Unskilled) shall be deployed as per the requirement & deployment plan furnished.
- b) The company should quote for service charges separately in Rupees and %.
- c) The payment shall be made with reference to the actual Nos. of Manpower deployed / required on actual basis.
- d) Our quote for Housekeeping Services (High Skilled / Skilled & Unskilled personnel) at NIFT Bhopal are **as per the latest order issued by Labour Commissioner (Central), Govt. of India, Minimum Wages** for employment of housekeeping staff for 8 Hrs. Duty including EPF, ESI, Service Charges, all statutory leave as detailed below.

Particular	Basic Minimum Wages plus VDA (30 Days)	ESI (as applicable on date of publication)	EPF (as applicable on date of publication)	Total Amount Rs.	Service charges per month _____% Rs.	Total Rs.
High Skilled						
Skilled						
Unskilled						
Grand Total						

****currently as per prevailing law, NIFT is exempted from Service Tax on Housekeeping services, but it is further, if the liabilities arises due to change in law, it will be paid by the NIFT to the Contractor.***

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

B) MATERIAL LIST: List of materials (monthly Quantity) of reputed brands usually to be supplied to NIFT is as follows.

The rates are to be quoted as per the format below ***including all taxes, Transportation & etc.,.***

Sr. No.	ITEMS NAME	QUANTITY PER MONTH	Amount
1.	DETTOL HAND WASH / Equivalent Brand	20 lits	
2.	HARPIC / Equivalent Brand	15 lits	
3.	ACID	10 lits	
4.	COLIN / Equivalent Brand	5 lits	
5.	GARBAGE BAGS	5 Kgs.	
6.	PRESSER PUMP	04 Nos	
7.	TOILET BRUSH	08 Nos (Once in 2month)	
8.	NEPTHLIN BOLLS	5 Kg	
9.	SOFT BROOM	24 Nos	
10.	WIPER (BIG & LONG SIZE)	6 + 4 =10 Nos (Once in 3 month)	
11.	ODONIL (ORIGINAL) / Equivalent Brand	06 Box (Doz. In Box)	
12.	WET MOPS	12 Nos	
13.	WHITE DUSTER	2 Doz.	
14.	ROOM FRESHNER	06 Nos	
15.	SCOTCH BRITE / Equivalent Brand	12 Nos	
16.	HIT (RED)	02 pics (1 Ltr.)	
17.	HIT (BLACK)	04 pics (1 Ltr.)	
18.	VIM/RIN/SURF	03 Kg	
19.	DUST PAN (Supali)	1 Doz.	
20.	DRY MOPS	1 Doz. (Once in 2month)	
21.	BATHROOM WIPER	4 nos.	
22.	GLASS DUSTER	1 Doz.	

23.	HARD BROOM	02 Doz.	
24.	HARD BROOM WITH BAMBOO	06 nos.	
25.	BRASSO	200 Ml.	
26.	FLOOR CLEANER LIQUID	20 lts	
27.	BUCKETS -15 LTS	15 Nos. (Once in 6 month)	
28.	HAND GLOVES	1 Doz.	
29.	MASK	1 Doz.	
30.	Toilet Paper Roll	1 Doz.	
31.	Hand Towel	12 Nos.	
32.	Scrubber (Steel)	12 Nos.	
33.	Scrubber (Nylon)	12 Nos.	
		Total Amt.	

Total Amount (Wages + Materials) = Rs. _____

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

The service charges quoted at 1 (e) shall be inclusive of all applicable taxes & no separate payment towards taxes/other duties shall be borne by NIFT.

I Accept the above terms & Conditions

(Full Signature of Contractor with Seal)