



National Institute of Fashion Technology, Hyderabad

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, हैदराबाद

NIFT/Hyd./Admin./Housekeeping e-Tender/6002/2020(3)

**निविदादस्तावेज शुल्क:**  
(Rs. 1500 + GST 18% = Rs. 1770/-)

National Institute of Fashion Technology, Hyderabad

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, हैदराबाद

(Ministry of Textiles, Govt. of India)

Opp: Cyber Towers, Hitech City, Madhapur, Hyderabad - 500081.

Ph. No. 040 - 23110630, Website: <https://niftetenders.eproc.in>

**E-TENDER DOCUMENT FOR HOUSEKEEPING SERVICES**

**Dated: 19.10.2020**

**E-Tender No. NIFT/Hyd./Admin./Housekeeping/Tender/6002/2020/03**

**Estimated value: Rs.1,50,00,000/- PA approx. (Rupees One Crore Fifty Lakhs only)**

**Time schedule for e-tender process:**

Date of publication of e-tender notification on official website /e-procurement portal	19.10.2020
Last date for online submission of e-tender document	10.11.2020 by 12.00 Noon
Last date for receipt of Tender Document Fee and EMD hardcopy (duly filled in tender) at NIFT, Hyderabad	11.11.2020 by 12.30 PM
Date and Time of the opening of Technical Bids	<b>11.11.2020 by 2.00 pm</b>
Date and Time of the opening of Financial Bids	will be notified to the technically qualified bidders

Note: 1. This tender document contains 29 pages (total no. of pages including Annexures) and bidders are requested to sign on all the pages before uploading in above e-portal.

2. The e-tender should be submitted in two separate sealed envelopes superscripted with E-Tender for "Housekeeping Services on Contractual Basis"- for Technical Bid and Financial Bid. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with E-Tender for "Housekeeping Services on Contractual Basis" and addressed to: The Director, NIFT Campus, Opp: Hitech City, Madhapur, Cyberabad, Hyderabad-500081.

I accept the above Terms & Conditions

(Full Signature with seal of the Service Provider/Contractor)



**INDEX**

Sl. No	Particulars	Page No.
1	Introduction	3
2	Notice Inviting e-Tender	3
3	Eligibility Criteria	6
4	Terms & Conditions	9
5	Scope of Work	15
6	Technical Bid	19
	Financial Bid	26
7	Material List	23
8	Undertaking by the Bidder	25

I accept the above Terms & Conditions

(Full Signature with seal of the Service Provider/Contractor)

**INTRODUCTION:**

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 16 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 programme 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, Patna, Raibareli, Shillong, Srinagar and Panchkula.

**INTRODUCTION OF NIFT, HYDERABAD CAMPUS**

NIFT, Hyderabad has started its operation in the year 1995 initially in temporary campus, Cheneta Bhawan, Nampally and later shifted to its permanent campus near Hi-tech City, Madhapur, Hyderabad in 1999, which is noted for its architectural grandeur and versatility. NIFT Hyderabad campus sits between India's IT hub – Hi-tech City and the state craft village, Shilparamam; appropriately epitomizing one of its core mottos, tradition meets modernity. With such close proximity to the IT industries and a vibrant city sphere, the campus boasts of modern amenities while still closely rooted to its cultural diversity. The campus facilities provide an ideal environment for an all rounded learning experience and holistic growth. Presently NIFT, Hyderabad is having 900 students and about 100 working employees.

**1. NOTICE INVITING e-TENDER**

NIFT-Hyderabad Centre invites e-tenders under "**TWO BID SYSTEM**" to provide "Housekeeping Services" on Contract Basis to clean the total office buildings, office rooms, classrooms, labs, mess and hostel buildings. Dusting of electrical appliances i.e. fans, air-conditioners, lights etc. for an initial period of Two years at NIFT, Hyderabad campus (Opp: Cyber Towers, Madhapur, Cyberabad, Hyderabad-500081).

Housekeeping Services Tender consisting of two parts, first part is the Technical Bid which consists of technical requirements and general terms & conditions and the second part is Financial Bid which requires financial quoting by the Bidders.

Bidders should have valid license with minimum 03 years of experience & professionally competent service in any Central/ State Govt./Semi. Govt./Public Sector Undertaking/ Autonomous Body/ Private Body/Reputed Corporates/Educational Institute. The Bidders should have the annual turnover of **Rs.1.00Crore**. Submission of last 3 years IT returns is mandatory.

"**TWO BID SYSTEM**" shall be followed for this tender. Bidder should take due care to submit the tender in accordance with requirement in sealed covers. 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 complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General Terms and Conditions and compliance to the Scope of Work requirement etc.

- a) The interested bidders should apply online only and submit their e-tender along with scanned copies of all relevant certificates, documents, etc. in support of their technical & financial bids (all duly signed) on the <https://nifttenders.eproc.in> from 19<sup>th</sup> Oct. to 10<sup>th</sup> Nov. 2020 up to 12:00 pm. E-tender documents are also **available for viewing** on the “tenders” link of NIFT’s official website i.e. <https://www.nift.ac.in/hyderabad/tenders>.
- b) Application to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- c) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
- **Annual Registration Charges of Rs.2,360/- (Including 18%GST, Non-refundable)**
  - **Bid Processing Fee charges of Rs.5,900/- (5000+ GST-18%, i.e. 900/-)**
- For online enquires regarding registration, may contact Mr. Sandeep Bhandari, Email: [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com), Ph: 0124-4302033 & 36. (8826814007).*
- d) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the tender.

The bidders should ensure that it complies with the above requirement before applying for online tender. Also, the bidder should drop DD’s in the box at NIFT, Hyderabad Campus for Tender Document and EMD **by 11.11.2020 up to 12.30pm**, which is to be addressed to The Director, National Institute of Fashion Technology, Hyderabad. Non-submission of DD’s as directed will lead to rejection of the tender application.

*A demand draft of Rs.1,770/- (1500/- + GST 18%, non-refundable) drawn in favour of National Institute of Fashion Technology (NIFT - Hyderabad) Payable at Hyderabad towards the cost of e-tender document.*

**Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submitting EMD, previous experience and turnover. Valid copy of Recognition Certificate (as Startup) to be attached, failing which the agency cannot be considered as a Startup.**

The tender fee and the EMD draft should be kept in the hard copy of Technical Bid Cover. The Technical bid should be sealed by the Bidder in cover duly super scribed as "Technical Bid" should then be kept in a bigger cover which should also be sealed & duly super scribed as "e-Tender documents for Housekeeping Services on Contractual Basis" at NIFT, Hyderabad.

In case of any clarification required relating to this tender, the same can be sought from the following officer of NIFT: Mr. Y. Chandrasekhar, Assistant Director, Administration, Tel: 040-23110630.



**Description of Services:** To ensure and be responsible for neatness and immaculate cleanliness of premises comprising of built up areas, lawns, mess area, hostels and open areas of NIFT Campus, and all allied works as described in the document.

**Tenure of Contract:** The Housekeeping contract initially for a period of **Two Years** from the date of award of the contract. However, the contract may be renewed one year upon satisfactory services of the service provider on mutually agreed terms and conditions. NIFT shall be at full liberty to call for fresh tender at the expiry of the present agreement. The Decision of the NIFT is final in this regard.

**Pre-Bid Meeting:** A pre-bid meeting is scheduled on **29.10.2020 at 2.00pm in NIFT, Hyderabad Campus**. Bidders are advised to visit NIFT-Hyderabad campus for ascertain the nature and quantum of work before tendering.

**ELIGIBILITY CRITERIA:**

Bidders should have valid license with minimum 03 years of experience & professionally competent service in any Educational Institute or Repute/Government/Semi. Govt./Public Sector Undertaking/ Autonomous Body/Reputed Corporate is eligible to apply.

**Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submitting EMD, previous experience and turnover. Valid copy of Recognition Certificate (as Startup) to be attached, failing which the agency cannot be considered as a Startup.**

**Technical requirement for the Tendering Housekeeping Service Provider:****(Technical Bid Annexure –I)**

- I. The Service Provider should fulfill the following technical specifications at the time of bidding and produce documents as proof of each:
  - a. They should be registered with the appropriate Statutory Authorities
  - b. They should have their own Bank Account (Enclose a proof, certified by the Gezatted officer).
  - c. **The minimum annual gross turnover (in Housekeeping Services) for past three consecutive each financial years i.e. 2016-17, 2017-18& 2018-19 should not be less than Rupees One Crore (Rs.1.00 Cores), which should be substantiated by Audit report and IT returns.**
    - i) One similar work costing not less than Rs. 60.00 Lakhs per annum (OR)
    - ii) Two similar works costing not less than Rs.40.00 Lakhs each per annum
- II. Certificate of Experience: The Bidder must produce certificate of experience from the clients. The certificate should clearly mention the following details:

Sl. No.	Description
1	Name of the client and full address
2	Telephone No. and email ID of the client
3	Details of work performed
4	Number and type of labour supplied
5	Period of work (starting and ending)
6	Value of work completed in Contract for supply of labour

**III. An affidavit, in original: Duly certified by a Notary that**

- a) The Partners of the firm or Sole Proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
- b) That there is no police case/vigilance enquiry pending against the Partners of the firm or Sole Proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
- c) That there are no dues towards income tax as on the date of the affidavit.
- d) Attestation of documents by the contractor: All the copies of mandatory documents, except affidavit mentioned above, submitted by the bidder should be attested by the contractor. The affidavit mentioned should be attested by a Notary Public. Failure to comply with any of these conditions renders the tender/bid automatically disqualified.

IV. EPF, ESIC and GST Registration: The Bidder must have valid EPF, ESIC and GST Registration number as per the rules to contribute to EPF, ESIC and GST.

V. Production of originals for verification: The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification.

VI. The bidder should be submitted in two sealed covers,

The first sealed cover should be super scribed "**Technical Bid**" and should contain the proforma as at Annexure-I duly filled in with supporting documents. The acceptance of Terms and Conditions (Technical Bid, Annex.-I) and Demand Draft for **Earnest Money Deposit (EMD-2%) Rs. 3,00,000/-**.

*Note: EMD must be in form of demand draft only; in case of having valid NSIC/MSME certificate, successful bidder must deposit the complete Performance Security in form of Demand draft/valid bank guarantee within 07 days from the date of awarding of work order. Bank guarantee period should be beyond 60 days of contract end date.*

- a. A separate Demand Drafts of Rs.1,770/- including GST (non-refundable) towards Tender Form Fee and Rs. 3,00,000/- towards EMD in favour of **NIFT payable at Hyderabad** to be dropped in the Box placed at NIFT, Hyderabad on or before 11.11.2020 upto 12.30 pm.
- b. Technical bids will be opened by the Committee at 2.00 p.m. 11.11.2020. Financial Bids of technically qualified bidders' will be opened on later date.
- c. In case the day of tender opening declared Holiday or due to any exigency the tender will be opened on the next working day at the same time.

d. The services of the following categories are required:-

Sl. No.	Category	No. Required
1	Semi-skilled workers	02 nos. (supervisors, 1-male & 1-female)
2	Unskilled workers	42 Nos.  42 workers = 21 Female + 21 Male (Telugu and Hindi spoken personnel preferable)
3	Personnel distribution:	
	Supervisor (6.30am – 2.30pm)	1 Female
	Supervisor (1.00pm – 9.00pm)	1 Male
	Campus & Hostel (6.30am – 2.30pm)	9 Female + 9 Male
	Campus (9.00am – 5.30pm)	6 Male
	Hostel (12.00pm – 08.00pm)	6 Female
	Mess (6.00am – 2.30pm)	3 Female + 3 Male
	Mess (2.00pm – 10.00pm)	3 Female + 3 Male

*\* The above members will be increased or decreased as per requirement/workload.*

## General Terms & Conditions

1. Period of Contract is initially for two years from the date of Award/Agreement, further the contract may be renewed for one more year on mutual consent.
2. Financial bids will be opened that the parties who have qualified technically.
3. Uniform - Each worker must wear uniform, designed and approved by NIFT. Entire expenditure for the uniforms should be borne by the contractor.
4. Quoting unduly lower rate of Service Charge: The contractor has to quote service charge that takes care of GST, expenditure towards identity card, uniform, all the statutory charges etc. and reasonable margin thereafter. The decision of the Director, NIFT, Hyderabad in this regard shall be final and binding. No representation will be entertained and replied to.
5. Evaluation of Financial Bid: The price bid will be evaluated for compliance with statutes like Minimum Wages Act, ESI Act, EPF Act, Bonus Act etc. Only those bids that comply with all the applicable statutes will then be considered for evaluation of reasonability of service charge.
6. The tenders shall be valid for a period of 90 days from the date of their opening. In case the day of tender opening declared Holiday or due to any exigency the tender will be opened on the next working day at the same time.
7. In case of L- I is more than one, the committee will take the decision on the basis of 1) the value of work contracts 2) more no. of experience, 3) satisfactory performance certificates 4) annual turnover of the agency. In this regard, the decision of the Director, NIFT, Hyderabad shall be final in all respect and will be acceptable to all the Bidders.
8. Preference will be given to Startup agency subject to their coming as L-1.
9. NIFT has the right to alter conditions of the tender in appropriate cases in the interest of NIFT.
10. Canvassing in connection with tender/quotation is strictly prohibited.
11. NIFT reserves all rights to reject any or all the tenders at any stage without assigning any reason.
12. Tender shall be submitted in prescribed tender form only. If submitted in any other form the same shall be summarily rejected.
13. The Bidder shall be required to deposit an interest free amount of Rs.3,00,000/- (Rupees Three lakhs only) towards Earnest Money Deposit (EMD) along with the Technical bid in the form of Demand Draft in favour of "NIFT, Hyderabad payable at Hyderabad". The EMD of unsuccessful Bidders shall be refunded within a reasonable time after finalization of the contract.
14. Tenders received without prescribed Earnest Money Deposit shall not be considered.
15. The Housekeeping Service Provider will furnish full particulars of the personnel deputed to NIFT.
16. If in case, any incident occurs in the campus, concerned housekeeping individual should report to NIFT higher officials.
17. Penalty of Rs. 500/- will be levied per operation in case of short / non-operation or inferior quality of operation.
18. Deputed Housekeeping personnel shall be polite, courteous, well behaved and honest. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff. The contractor will be under an obligation to change the worker concerned when instructed by NIFT authority.
19. In case the Contractor fails in fulfilling the obligations fully and in time, NIFT shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Performance Security. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill and/or Performance Security.
20. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor should meet the claims. The Contractor shall alone be liable to pay compensation for any



death/damage/injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work/duty at the institute during the tenure of the contract.

21. NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage at its sole discretion without assigning any reason whatsoever and decision of NIFT to this effect shall final and binding. No further correspondence in this regard will be entertained.
22. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify NIFT from any claims in this regard.
23. It is the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
  - Minimum Wages Act
  - Workmen compensation Act
  - Contract Labour (Regulation & Abolition) Act 1970.
  - Employee Provident Fund Act & Misc. Provisions Act
  - ESI Act, Payment of Bonus Act
  - Employment of Children Act
  - Any other act or legislation as may be in force from time to time.
24. Any liability arising on NIFT shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the Performance Security of the contractor. There would be no liabilities towards the workers of the contractor by NIFT.
25. In case of items/fixtures stolen/broken due to any fault of the housekeeping personnel, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & as per approval from nodal officer appointed by the Director, NIFT.
26. No accommodation will be provided in the campus for the Housekeeping personnel /supervisor and the agency shall make its own arrangements for its personnel.
27. The contractor shall supply all necessary tools required by his personnel for carrying out work. The repairs and maintenance of tools and machinery will be borne by the contractor.
28. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Performance Security forfeited. The Contractor will have no claims what so ever on NIFT.
29. Sub-Contracting: Sub-contracting of the job whole or any part of the contract will not be allowed at any cost.
30. 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. Director or Principal Officer duly authorized by the Board of Directors of the company.
31. In case of partnership firm 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 the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.
32. 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 quotations are liable to be rejected.
33. The minimum annual gross turnover for past three consecutive financial years i.e. 2016-2017, 2017-18& 2018-19 should not be less than Rupees One Crore (Rs.1.00 Cores), which should be substantiated by Audit report and IT returns.

34. GST and applicable taxes, as per prevalent laws, etc., will be deducted at source while making payment of service provider's bills as per Income Tax rules & regulation in force from time to time.
35. Dispute, if any, arising out of the House Keeping Services contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, NIFT at Hyderabad as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed there under.
36. **Arbitration:** All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. The Arbitrator shall be appointed as per the provisions of Arbitration and Conciliation Act, 1996.
37. The arbitrator shall have powers to award only such remedy as is contemplate by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Hyderabad only. The language of arbitration shall be English.
38. **Jurisdiction:** Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction at Hyderabad and only the said courts shall have jurisdiction to entertain and try.
39. Applicant / Contractor should not be involved in any court case / Labour case and he must submit court clearance certificate from the authorized signatory at the time of participation in the tender otherwise his tender stands cancel.
40. Contractor/Agency should not be black listed by any organization.
41. No e-tender will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited. In case the successful Bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
42. Enclosed documents self-attended by the bidder also to be attested by the Gezatted officer.
43. The Successful Bidder will have to enter into a detailed contract agreement with NIFT, Hyderabad on Non-Judicial stamp paper of Rs.100/-.
44. If the service charges quoted by the contractor are NIL or 0%, the same will not be acceptable and the tender will be summarily rejected. The contractor must cover all statutory components while offering the rates.
45. In case of default, service provider who violates the terms of the contract and contract will be terminated, further considered for blacklisting by the Institute.
46. The Service Provider shall provide Housekeeping Services as per NIFT's requirement. Personnel deployed by the Housekeeping Service Provider will have to attend their duties at specified timings on all working days at NIFT, Hyderabad. Late coming, leaving early, absenteeism shall not be accepted.
47. Remuneration will be payable as per statutory laws for the services provided by the Housekeeping Service Provider. No other remuneration would be payable unless specifically approved by the Director, NIFT, Hyderabad.
48. Housekeeping Service Provider shall provide substitute to any of its staff deployed if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the authority of NIFT, Hyderabad. NIFT, Hyderabad may require the service provider to immediately remove from the place of work any such staff and service provider shall forthwith comply with such requirements.
49. Staff deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, housekeeping personnel arrangement, administrative/organizational matters etc.
50. Any staff deployed by the contractor cannot claim any master & servant relationship with NIFT. Also, the staff shall not claim any benefit/ compensation/ absorption/ regularization of service with NIFT or it's Centre under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order.



51. The service provider shall ensure proper conduct of his staff in office premises and avoidance of any in-disciplined act on their part and strictly enforce prohibition of consumption of alcohol drinks, pan and smoking.
52. 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 with ID card while on duty.
53. The Service Provider shall not tap any fire hydrant / water point for obtaining water for his work without obtaining prior approval of the officer concerned.
54. On termination of the agreement, the service provider will hand over all the equipment/ articles as supplied by NIFT in good working condition back to NIFT.
55. 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 6.30 a.m. to 3.00 p.m., including lunch time of 30mins.*)
56. If the service provider considers it necessary to bring his own additional material as being necessary for the smooth running of the cleaning services at NIFT, they shall be brought by the service provider at his own cost.
57. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
58. The service provider will work in close co-operation and co-ordination with other agencies working at site.
59. The service provider 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.
60. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
61. The service provider shall ensure that either he himself or his representative is available for proper Administration and Supervision of the works.
62. The service provider may be required to coordinate with local authorities as Municipal Corporation of Hyderabad etc., in connection with cleaning services as per requirements of prevailing legislation on such matters, as called for.
63. The service provider will liaise with the designated officers of NIFT and report to him every month to make checks on day to day activities of the Housekeeping service. The Service provider shall extend full cooperation to the designated officer from time to time.
64. The Housekeeping Service Provider shall be responsible for the payment of Wages (Sweepers/House Keeper) and Allowances as per Govt. of India, Minimum Wages issued by Office of the Deputy Chief Labour Commissioner (Central), Vidyanagar, Hyderabad-07 or any other notifications to be issued, Minimum wages rates 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" & other statutes in force and all statutory dues to the persons employed by him for providing House Keeping Services. Further the service provider shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws.
65. The Housekeeping service provider should make payment of wages to the personnel on or before 5<sup>th</sup> of every succeeding month through ECS in Bank Account only along with the pay slips to individual employees. No remuneration is payable for leave/absence. The service provider shall also comply with the Minimum Wages Act for each category of services provided.
66. The Service Provider and its staff shall contribute towards all statutory obligations towards EPF, ESI etc., which are mandatory as per Government Act, Rules and Regulations issued from time to time. Separate challan and ECR for personnel deployed to NIFT shall be submitted along with the bills and it should not be combined with other members of the same Service Provider.
67. After making the wage payment, remittance of statutory payments to the concerned authorities for the current month, the Service Provider shall raise the bill to NIFT for reimbursement on or before 15<sup>th</sup> of the month and the bill will be settled within 10 days. The bill should be submitted along with the attendance statement, ECS statement of wages



remitted in respect of housekeeping personnel in the bank for the month and statutory payments i.e. **EPF/ESI/PT remittance challans, Form -7 etc. exclusively for NIFT.**

68. For the material supplied/consumed the service provider will submit invoice along with delivery challans.
69. While submitting the bill, the service provider must submit certificate, certifying that Wages of housekeeping personnel were credited into their bank a/c on dt: \_\_\_\_\_(fill in the blanks )(copy of bank statement, EPF contribution amounting to Rs. \_\_\_\_\_ (fill in the blanks )(were deposited on dt: \_\_\_\_\_.(fill in the blanks )( copy of ECR challan to be enclosed) and ESI contribution amounting to Rs. \_\_\_\_\_(fill in the blanks )( were deposited on dt: \_\_\_\_\_.(fill in the blanks )( Copy of Form-7 & challan to be enclosed). Further also submit that the agency is complying with all statutory labour laws including minimum wage act from time to time.
70. The Housekeeping Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF/ESI contribution. The Service Provider shall also be responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act, the Employees Provident Fund Act, Minimum Wages Act, the payment of Wages Act 1956, Payment of Bonus Act, E.S.I Act or any such Act applicable to carry out the work assigned by NIFT. The Performance Security/EMD and final bill will be released after submitting the member passbook/annual statement towards PF, ESI, PT etc., and other dues if any.
71. **New Biometric Machines (Face & Thumb Reading)** with UPS backup should be installed at NIFT Campus by the Housekeeping Service Provider for all their employees at his own cost and should be connected to Administration Section. However, manual attendance register should also be maintained by the Service Provider.
72. Penalty: i) In the event of failure of discharge of duties of Housekeeping staff on any day up to the desired standard in part or full, the service provider is liable to be penalized Rs.500/- per day per person which shall be recovered from the bills or otherwise from the Performance Security. A penalty of Rs.500/- will be imposed if the failing biometric attendance machine is not rectified within 24 hours. For purpose of imposing penalty, the decision of the Director will be final and binding on the service provider and shall not be subject to dispute or arbitration.
73. 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 settling the payments.
74. The service provider shall be responsible for engaging adequately manpower required for providing good housekeeping service in institute i.e. 44 nos. approx. (42-unskilled workers and 2-(semi-skilled) supervisors, (44 nos. x 24/26/27 days) working days in a month.
75. Separate Male and Female housekeeping staff should be deployed for the cleaning of Gents and Ladies toilets.
76. Performance Security: The successful Bidder (including valid NSIC / MSME Certificate holders) must submit the full amount of Performance Security i.e. 8% of annual contract value (i.e. Rs. 12 lakhs) in the form of Demand Draft or valid Bank Guarantee in favour of NIFT, Hyderabad payable at Hyderabad within 07 days of receiving awarding letter. The Performance Security will be refunded to the service provider on the termination / completion of the contract without any interest. In case of breach of any terms and conditions, the Performance Security of service provider to be forfeited by the NIFT besides annulment of the contract
77. The service provider shall, keep necessary books of accounts and other documents for the purpose of inspection 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.
78. The service provider shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but 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-contractor(s) and or the owner and the service provider shall at his own cost and initiative at all times, maintain all liabilities under Workmen's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

79. Manage collection, mechanized screening/segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an ecofriendly manner. The service provider will arrange for required resources, including manpower. The service provider will also ensure that the garbage collection/disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves, masks etc., shall be provided by the service provider to the housekeeping staff.
80. The Service Provider should submit any documents required by NIFT at any time. However, NIFT has a right to add any amendment/clause in the interest of NIFT and will be intimated to the Housekeeping Service Provider.
81. The service provider should ensure to keep a logbook/chart at every clean area i.e., labs, classrooms, office rooms, toilets, etc., and get a certification from the concerned/authorized persons on daily basis by the respective housekeeping staff.
82. Housekeeping Monitoring and Control: For better management and smooth services, the following monitoring mechanism will be adopted by the service provider.
- a) Toilets Checklist: This is to be attached on the back of the toilet door, it should be filled by the supervising staff on duty daily, which will be monitored by the officials of NIFT.
  - b) Management/Housekeeping Service Requirement/Complaints Register: All suggestions, complaints related to services or staff deployed by the service provider will be registered at site. The service provider will take immediate action to resolve the same failing which penalty will be imposed.
83. The service provider shall not bring any external legal/political influence to continue services beyond the contract period or any appointment of staff through agency. NIFT Hyderabad will not be entitled for such cases.
84. Any deviation in the house keeping tools/materials quality and quantity quoted will invoke penalty as decided by the competent authority. In case the service provider has not provided the sufficient material in time, NIFT may procure it and deduct the cost from the management fee/ bills of the service provider.
85. The Service provider shall maintain a Register of persons employed on work on contract in prescribed format. The Service provider shall maintain Muster Roll. The service provider shall maintain the wages registers as per labour act.
86. GST, TDS and applicable taxes if any will be deducted at source as per Income Tax rules & regulation in force from time to time.
87. Housekeeping Monitoring and Control: For better management and smooth services, the following monitoring mechanism will be adopted by the service provider.
- a) Toilets Checklist: This is to be attached on the back of the toilet door. It is to be filled up daily by the service provider supervising staff on duty daily.
  - b) Management/Housekeeping Service Requirement/Complaints Report: This is to be filled up by the management of the service provider who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the service provider will be registered at site. The service provider will take immediate action to resolve the same failing which penalty will be imposed.
  - c) Housekeeping Service Complaint Register: This register is to be completed on the basis of information received by the housekeeping personnel from NIFT officials, through the inspection of the site, material on site, attendance sheet on the staff, weekly report, verbal complaints from NIFT officials etc., and necessary action is to be taken immediately.

**Note:** *The contractors who are involved in court cases/Labour office cases with NIFT- Hyderabad and other organizations are not eligible for participation in the tender process. Also black listed contractors/agencies are not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected. No further correspondence in this regard will be entertained.*

## SCOPE OF WORK

The Service provider will provide the following services to NIFT, Hyderabad on every day/weekly/fortnight/monthly consisting of 9.25 acres of land total construction area of 2,44,000 sq. ft., which includes Buildings, Hostels, Mess, Gym, Resource Centre (Comprising Library, Materials and Audio Visual Wings), Academic Departments, Class rooms, Labs, Admin./Accounts Departments, Open Common areas, sporting areas, Machinery & Equipment areas like DG sets, Main Building, Annex Building, Fire Hydrants, Auditorium, Playground etc.

### **A. Daily Scope of work**

1. Sweeping, cleaning with broom and wet mopping of all building floors including open spaces, corridors, staircase mess using phenyl and debris including removal of tree branches all campus premises, office buildings, electrical & generator rooms, tool room and production rooms and its surrounding areas, main control room, substation, main gate, security office and its surrounding areas, hostels and its surrounding areas, mess and its surrounding areas, generator and its surrounding areas, or any other activity areas like common area in campus, roads etc. all over the 9.25 acres of campus area are to be covered in this operation. The details as below mentioned:

Sl. No.	Area	No. of rooms	Work
1	Academic – Faculty Rooms	08	Dusting, cleaning and mopping
2	Academic – Labs/Workshops	32	
3	Academic – Classrooms	30	
4	Non-Academics – Office Rooms	10	
5	Guest House & Gymnasium	8 + 1 (9 rooms)	
6	Open corridors – Main building and Annex. Building	Main & Annex. Bldgs., Hostels	3 times daily
7	Office toilets	26 units	2 times daily
8	Hostel toilets	50 units	2 times daily
9	Mess	Mess area	Cleaning and mopping after each meal (i.e. at 10.00am, 2.00pm, 8.00pm). Cleaning and washing of vessels, plates, utensils and cutlery.
10	Mess Kitchen	Kitchen	Vegetable cutting, filling & re-filling of food items
11	Mess	Vegetable wastage	Vegetable wastage to be dumped in compost pit
12	Gardening	Gardens	Cutting/weeding of grass, watering plants etc.
13	Manholes	Campus	Scavenger work like manholes, sewerage, blockages etc. on daily basis

2. Lifting, carrying and disposing of dead birds, animals, rats, insects etc., if found in and around the office building. Removal of Dogs/Cats/Rats/Bats/Cobwebs from the Campus and its premises.
3. Unskilled workers to perform the works like laying of bricks, painting, loading and unloading of furniture, shifting of items in the campus as and when required.
4. All the toilets shall be cleaned three times in a day i.e. 8.00AM, 1.00PM, 4.00PM and adequate number of naphthalene balls, odonil cakes, air freshener to be provided in each toilet.
5. Cleaning of toilets of all floors, blocks including WCs and wash basins, Urinals etc., with soap oil/phenyl. Providing Phenyl in the toilets, water cooler areas and wherever / whenever necessary.
6. Removal of garbage/washers which are having no commercial value to outside NIFT Campus through local corporation bodies (like GHMC). The charges to be borne by the contractor.
7. Room fresheners in all office area to be used daily in the morning. Room freshener should be of reputed/ISI Mark or of standard make.
8. Cleaning of lift walls with silver/brass liquid cleaner. Cleaning and dusting of furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains wall mounted fans and etc., with dry/wet cloth, feather brush and duster. Cleaning of window glass, cabin glasses and doors.
9. Clearing and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc., Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles.
10. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets after daily check-ups in the morning, afternoons and on call basis during day time
11. Cleaning and sweeping at mess garden area, mess tables, chairs, floors, electrical appliances, water coolers, dishes and cutlery, kitchen area, hand wash areas and all surrounding areas of mess.
12. Cleaning of corkage in sewerage and pumping lines within premises as and when required. Cleaning gully trap and manholes within NIFT Campus as and when required.
13. Cleaning of lawns, playground area and green carpet area, water stagnated areas. Watering and proper care of lawns & plants.
14. Collection, mechanized screening/segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco-friendly manner. The contractor will arrange for required resources, including manpower. The contractor will also ensure that the garbage collection/disposal work does not adversely affect the surroundings or personnel deputed for the work. The contractor will ensure the all wastage/disposal be removed from campus on daily basis.
15. Weeding of grass in the lawns should be done with proper garden hand tools.
16. Any other related work assigned by NIFT authorities.

**B. Weekly scope of work**

1. Cleaning of windowpanes, doors and firefighting equipment's to keep them dust free.
2. Washing of floors of corridors with Vim / Detergent preferably on Saturday / Sunday.
3. Removal of cobwebs/Honey webs from the office building and its premises.
4. Rain water outlets in Terraces, cleaning Sewerage lines, Storm water lines etc.
5. Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.
6. Cleaning of Mess area, Electrical Room, DG set room, Cable trenches etc.
7. Cleaning of water coolers at campus, hostels and mess.
8. All the WC& Wash Basins at the Campus & Hostel toilets should be cleaned by using suitable Machines Viz. Water Jet Pump, pressure Pumps, Floor scrubber Machines etc.
9. The entire Common Corridor floor in Campus, Mess& Hostels should be cleaned with scrubbing Machines.
10. Lawn cutting and trimming of plants & trees with suitable Lawn Movers and garden tools.
11. Maintenance of play grounds by watering, leveling, rolling and marking as and when required.
12. **Deep Cleaning** – Mess area to be cleaned every Sunday evening.

**C. Fortnightly scope of work**

13. Dusting and vacuum cleaning all upholstery furniture, carpet areas like office of Director, Joint Director, FMS Dept., Seminar Hall, AV Room, Auditorium etc. once in a week.
14. Polishing of brass items with approved brass cleaning materials
15. Cleaning of roof/Terrace and clearing of drain outlet.
16. Cleaning of solar panels on the terrace
17. Mess Fans, lights, glasses, ceilings etc.

**CLEANING FREQUENCY:**

Sl. No.	Place	Cleaning frequency
1	Toilets	Thrice a day
2	Lobby and Passage	Twice a day
3	Staircases	Twice a week or as instructed
4	Spider web cob cleaning	Once a week
5	Reception area and prominent places	Thrice a day
6	Mess kitchen, floors, hand wash areas, garden area, tables chairs, dishes and cutlery etc.	Thrice a day

**Infrastructure details: The following machinery should be provided by the service provider without any extra cost.**

<b>Sl. No.</b>	<b>Machinery Description</b>
1	Multipurpose scrubbing machines
2	Automatic floor scrubbing machine
3	Wet & Dry vacuum cleaner
4	Water pressure pump / High pressure jet
5	Hand trolleys
6	Ladders
7	Glass cleaning kit
8	Manual sweeper
9	Grass cutting machine / lawn mover/ horticulture hand tools
10	Single disk scrubbing machine
11	Telescopic rod

**ANNEXURE – I**

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, HYDERABAD**

Website: <https://nifttenders.eproc.in>

**TECHNICAL BID**

This Technical Bid is for providing Housekeeping Services shall be filled in by the Bidder, duly signed, stamped and sealed along with an EMD of Rs. 3,00,000/- in form of Demand Draft in favour of NIFT, Hyderabad in a separate cover super scribed with “Technical Bid”.

Sl. No.	Particulars	Details	Pg. No.
1.	Name of the Company/Firm/ Service Provider and address		
2.	Name of the authorized person Phone No. Mobile No: Email Id:		
3.	Date of incorporation of the Firm State whether firm is Proprietary/ Partnership firm/ Company		
4.	<b>Tender Document Fee</b>	Rs. 1770/- (including GST)	
	DD No. & Date		
	Issuing Bank		
5	<b>Details of EMD (Exempted in case of MSE/Startup agency)</b>		
	Amount in Rupees	Rs. 3,00,000/-	
	DD No. and Date		
	Issuing Bank		
6	Gezatted officer certified copy of Firm certificate		
7	Gezatted officer certified copy of GST Registration		
8	Gezatted officer certified copy of License under Contract Labour Act		
9	Gezatted officer certified copy of EPF Registration with Regional PF		
10	Gezatted officer certified copy of PAN Card		

Sl. No.	Particulars	Details	Pg. No.
11	<p><b>Present Experience:</b> (Attach the Statement I) At Present the agency should have similar running agreement/Works in any Central/ State Govt./Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ corporates/ Educational Institute as detailed below: a) one similar work costing not less than Rs. 60.00 Lakhs per annum OR b) Two similar works costing not less than Rs.40.00 Lakhs each per annum</p>		
12	<p><b>Previous Experience: (Attach the Statement 2)</b> Last 3 consecutive years' experience certificate from the concerned organization i.e, any Central/ State Govt./ Semi. Govt./public Sector undertaking/ Autonomous Body/ Private Body/ reputed corporates/ Educational Institute as detailed below a) Completed one similar work costing not less than Rs. 60.00 Lakhs per annum (work order, agreement and IT return from the agencies) OR b) Completed Two similar works costing not less than Rs.40.00 Lakhs each per annum (work order, agreement and IT return from the agencies)</p>		
13	<p>Audited Certified document / Balance sheet duly certified by the CA in support of annual gross turnover of Rs.100.00 lakhs (Rs.1.00 Crore) per year for last 3 financial years i.e. 2016-17, 2017-18 &amp; 2018-19 along with all relevant copies Income Tax returns(ITR).</p>		
14	<p>Bidder should not be blacklisted by any department of the Central or state Government or any PSU (State/Central) or any other organization. <u>An affidavit in this effect must be enclosed.</u></p>		
15	<p>Catalogue/photograph of the tools and cleaning equipment along with brief description</p>		

16	Signed all the pages of tender documents and enclosed		
17	Any other information		

**(All self-attested documents must be attested by the Gezatted Officer).**

**NOTE:**

1. Provide details of major similar contracts handled by the tendering Housekeeping service provider in the last three years with minimum turnover of Rs.1.00 Crore per annum in the following format along with copy of the same are attached (if the space provided is insufficient, a separate sheet may be attached:
2. Pl. submit copies of evidences of last 3 years i.e. Work Orders, Experience certificates from clients specifying value and period of work order.

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

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

**List of similar works IN HAND costing not less than Rs.60 Lakhs p.a. (OR) two similar works costing not less than Rs. 40 lakhs p.a.**

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

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

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

**List of similar works undertaken by the firm during last 3 consecutive years costing not less than Rs.60 Lakhs p.a. (OR) two similar works costing not less than Rs. 40 lakhs p.a.**

**(Must enclose the work order, agreement and form 16 form the agencies)**

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

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

Financial turnover of the tendering Housekeeping service provider for the last three years

Financial Year	Amount (in lakhs)	Pg. No.
2016-17		
2017-18		
2018-19		

**Place:**

**Date:**

**MATERIAL LIST - A**

**LIST OF MATERIAL OF PREFERABLY MAKE IN INDIA PRODUCTS/ REPUTED/ISI BRANDS TO BE USED IN SERVICES TO NIFT, HYDERABAD (MONTHLY QUANTITY) AS FOLLOWS:**

**Note: Do not mention rates in Technical Bid.**

Sl. No.	Items	Brand Name (PREFERABLY MAKE IN INDIA PRODUCTS)	QTY.,	Pl. Mention Supply Yes/No.
1	Toilet cleaner Blue /wash basin liquid	Make in India Product	100 Bottles (Each 1 Litter)	
2	Air freshener cakes	ODONIL, GODREJ	80 Pieces (50Gms Each) 20packs *4	
3	Antiseptic Floor Cleaner	Make in India Product	25 Lts., 5*5 can	
4	Urinal Cubes	ZERMISOL/Make in India Product	60 Packs. (Each 12 Nos.)	
5	Glass Cleaner Liquid	COLINE, CLEXOL	20 Bottles Each 500 MI	
6	SOFT BROOMS	Vigo/Subh/Maharani Gold/GALA/JK	50 Nos.,	
7	HARD BROOMS (Coconut Patti)	Make in India Product	50Nos.,	
8	HARD BRUSH With Handle	Make in India Product	10 Nos.,	
9	Toilet Cleaner BRUSH(Double Hockey)	Make in India Product	20 Nos.,	
10	PLUMBING PUMP	Make in India Product	20 Nos.,	
11	YELLOW CLOTH (Medium)	Sunil/Prakash	50 Nos.,	
12	ROOM SPRAY TINS (250 ml)	Good Home/Flora	40 Nos.,	
13	SCRUBING PADS Green Pads/ 3*4 size	Make in India Product	150 Nos.,	
14	MOP REFILLES Cotton Mops (4 Clips)	Make in India Product	80 Nos.,	
15	MOPS Sticks / Iron rods	Make in India Product	50 Nos.	
16	TOILET ROLLS	Regal/Softy/Flower	100 Nos.,	
17	NAPHTHELENE BALLS Colour/White	Natraj/Zermisal	7 Kgs., (each pack 1 Kg.)	
18	TISSUE/paper napkins	Regal/Softy/Flower	100 Nos.,	
19	Mosquito spray tins (250 ml)	HIT/ Make in India Product	60 Nos.,	
20	Garbage CARRY BAGS – BIG Garbage rolls (black)	Make in India Product	60 Packs (each Pack 15 nos.)	
21	Garbage CARRY BAGS – SMALL Garbage rolls (black)	Make in India Product	60 Packs (each Pack 30 nos.)	
22	HAND WASH LIQUID (200/225 ml)	CLEXOL / Make in India Product	100 Nos. Bottles	
23	Washing /Detergent Powder	RIN/ Make in India Product	5 kgs.	
24	SOAPS (100gms) for Guest House	SANTOOR/ Make in India Product	10 Nos.	
25	Utensils Bar Soap (250 gms) medium	Make in India Product	10 Nos.	

26	Mosquito COILS (Small)	JET/Good Night	25 Packs	
27	PHYNYLE White/ colour liquid	NIMYLE/Prince	50 Lts.	
28	SOAP Oil/Water Liquid (Multipurpose)	Make in India Product	50 Lts.	
29	ACID Liquid	Make in India Product	50 Lts.,	
30	All out Refill	ALL OUT	30 Nos.	
31	Dusting Cloth Big	Make in India Product	50 Pieces/ Nos.	
32	Carpet Brush Medium	Make in India Product	05 Nos.	
33	Rat Pads	Make in India Product	25 Nos.	
34	Wipers with Iron Stick	Make in India Product	15 Nos.	
35	Hand Gloves (Rubber)	Make in India Product	60 Pieces	
36	Mouth Mask Blue	Make in India Product	60 Pieces	
37	Dust Pan (Super Clip)	Chetan/ Make in India Product	15 nos.	
38	Sponge	Make in India Product	60 Nos.	
39	Small Carry bags (Black) wash room for hostel	Make in India Product	3000 Nos. carry bags	
40	Utensil cleaning soaps	Make in India Product	150 nos. (@ 10-/- each)	
41	Utensil cleaning liquids	Make in India Product	30 Lts.	

**NOTE: Above mentioned material quality may vary as per requirement.**

**Material List of B Items (Whenever required)**

Sl. No.	Items	Brand Name	Pl. Mention Supply yes/No.
1	Dust bin Small	Chetan/ Make in India Product	
2	Dust Bin Big	Chetan/ Make in India Product	
3.	Hand wash Bottle	Make in India Product	
4.	Buckets Big	Chetan/ Make in India Product	
5.	Buckets Small	Chetan/ Make in India Product	
6.	Mugs (medium)	Chetan/ Make in India Product	
7.	All out Machines	All out	
8	BIG SQUEEZER Floor Wipers (Long)	Make in India Product	
9	SMALL SQUEEZER Floor Wipers (Long)	Make in India Product	
10	MOPS – MEDIUM Sticks	Make in India Product	
11	SOAPS (200gms)	SANTOOR / Make in India Product	
12	Dust remover Tray with handle (Plastic)	Chetan/ Make in India Product	

- Note: 1. All the materials should be produced before the designated authority.  
2. For final quote only the material list "A" will be considered for evaluation.

**UNDERTAKING BY THE HOUSEKEEPING SERVICE PROVIDER/CONTRACTOR**

1. I/we ..... Son/Daughter/Wife of Sri. .... signatory of the service provider, am competent to sign this declaration and execute this tender document.
2. I/we do hereby distinctly and expressly declare and acknowledge that before submission of my/our tender, I/we carefully followed the instructions in the tender notice and have read the conditions, specifications and the relevant clauses of all the labour statutes.
3. I/We have inspected the institute/ premises/hostel/Mess/Mess and have acquainted ourselves with the tasks, requirements required to be carried out, before making this offer.
4. I/we affirm that all the rates quoted are correct and I am aware that my bid cancelled in case of any variation.
5. I/we will not hereafter make any claim or payment upon the institute based upon or arising out of alleged misunderstandings and misconception on my/our part of the said requirements, agreements, stipulations, restrictions and conditions etc.
6. I/we also declare and undertake that payment of statutory contribution to PF, ESI and GST by way of separate challans in respect of our employees posted at the NIFT, Hyderabad and produce the proof of payment along with monthly bill for processing the payment.
7. The information/documents furnished are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
8. I am also certifying that I will supply all the material, machinery equipment and uniform etc. to workmen in accordance with the tender terms & conditions.
9. I shall not bring any external legal/political influence to continue beyond the contract period or any appointment of staff through agency. NIFT Hyderabad will not be entitled for such cases.
10. NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT to this effect shall final and binding. No further correspondence in this regard will be entertained.
11. I have not involved in court cases/ labour office cases with NIFT- Hyderabad and other organizations. If found involved in such cases at any stage of tender process, our tender will be summarily rejected at the same time and NIFT Hyderabad will not be responsible for any writ petition in any court and the whole expenses will borne by the bidder.
12. We have not submitted any fake/fabricated certificates and my Agency is not black listed by any organization.
  - a) In case L-1 is more than one, the committee will take the decision on the basis of a) the value of work contract b) more no. of experience c) satisfactory performance certificate d) Annual Turnover of the company etc., In this regard the decision of the Director, NIFT, Hyderabad shall be final in all respect and shall be acceptable.
13. In case of NSIC certificate and got the L1 position I undertake to submit the full amount of Performance Security within 07 days from the date of awarding in form of demand draft/valid bank guarantee.
- 14. In case of awarding the contract, the awardee has to start their operations w.e.f. 01.12.2020.**
15. We hereby sign this undertaking in token of our acceptance of various conditions listed above.
16. I/we \_\_\_\_\_ enclosed all the documents as required in the e-tender notice.

**ANNEXURE – II**

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, HYDERABAD

Website: <https://nifttenders.eproc.in>

**FINANCIAL BID**

This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, super scribed with “Financial Bid”.

**b) The total No. of Sweepers/Cleaners required 42\* Nos. (Un-Skilled) + 2 Nos. (Semi-skilled)**

*\* stands for the requirement will be increased or decreased as per requirement or workload from time to time.*

- c) L-1 will be decided based on price quoted for service charge/agency commission and the cost of material.
- d) In case L-1 is more than one, the committee will take the decision on the basis of a) the total cost of material, b) the value of previous works contracts, c) more no. of years of experience c) satisfactory performance certificate d) Annual Turnover of the company etc., In this regard the decision of the Director, NIFT, Hyderabad shall be final in all respect and shall be acceptable to all the bidders.
- e) In case of L-1 is startup agency, preference will be given to startup agencies.
- f) My / Our quote is Rs. \_\_\_\_\_ per day per Sweeper/Cleaner (Un-skilled) as per Govt. of India, Revised Minimum Wages issued by Office of Chief Labour Commissioner (Central), New Delhi from 01.04.2020 vide order no. File No.1/VDA (3)& (5)/2020-LS-II, Govt. of India dated 08.05.2020 OR by The Deputy Chief Labour Commissioner (Central), Vidyanagar, Hyderabad. Activities Prohibited under the Employment of manual scavengers and construction of dry latrines (Prohibition) Act, 1993” for 8 Hrs. Duty including EPF, ESI, Service Charges, all statutory leaves as detailed below.

**1) Wages:**

Particulars	Supervisor (Semi-skilled) Per person (Rs. 695/- x 26 days)	Un-skilled (Sweeper/Cleaner) per person (Rs. 629/- x 26 days)
Basic Minimum Wages plus VDA (26 Days)	Rs. 18,070.00	Rs. 16,354.00
PF (13%)on Basic + VDA	Rs. 2,349.10	Rs. 2,126.02
ESI (3.25%) on Basic+ VDA	Rs. 587.27	Rs. 531.50
<b>Total Amount Rs.</b>	<b>Rs. 21,006.37</b>	<b>Rs. 19,011.52</b>
Service charges in percentage %		
<b>GST (18%)</b>		
<b>Grand Total Rs.</b>		
<b>(Rupees:</b>		

**Note:** a) GST will be reimbursed by NIFT after actual payment by the contractor/agency and on production of documentary evidence.

b) Any other payments like Uniform, Shoes, Leave Salary, Bonus and etc., should be met by the Service Provider only. NIFT has no liability towards the above.

**2) MATERIAL LIST (A) ITEMS: LIST OF MATERIAL OF PREFERABLY MAKE IN INDIA PRODUCTS/ REPUTED/ISI BRANDS TO BE USED IN SERVICES TO NIFT, HYDERABAD (MONTHLY QUANTITY) AS FOLLOWS:**

Sl. No.	PARTICULARS	Brand Name (PREFERABLY MAKE IN INDIA PRODUCTS)	QTY.	Unit Rate Rs. (per Ltr./piece/Kg/Pack etc.)	Amount Rs.
1	Toilet cleaner Blue /wash basin liquid	Make in India Product	100 Bottles (Each 1 Litter)		
2	Air freshener cakes	ODONIL, GODREJ	80 Pieces (50Gms Each) 20packs *4		
3	Antiseptic Floor Cleaner	Make in India Product	25 Lts., 5*5 can		
4	Urinal Cubes	ZERMISOL/Make in India Product	60 Packs. (Each 12 Nos.)		
5	Glass Cleaner Liquid	COLINE, CLEXOL	20 Bottles Each 500 MI		
6	SOFT BROOMS	Vigo/Subh/Maharani Gold/GALA/JK	50 Nos.,		
7	HARD BROOMS (Coconut Patti)	Make in India Product	50Nos.,		
8	HARD BRUSH With Handle	Make in India Product	10 Nos.,		
9	Toilet Cleaner BRUSH(Double Hockey)	Make in India Product	20 Nos.,		
10	PLUMBING PUMP	Make in India Product	20 Nos.,		
11	YELLOW CLOTH (Medium)	Sunil/Prakash	50 Nos.,		
12	ROOM SPRAY TINS (250 ml)	Good Home/Flora	40 Nos.,		
13	SCRUBING PADS Green Pads/ 3*4 size	Make in India Product	150 Nos.,		
14	MOP REFILLES Cotton Mops (4 Clips)	Make in India Product	80 Nos.,		
15	MOPS Sticks / Iron rods	Make in India Product	50 Nos.		
16	TOILET ROLLS	Regal/Softy/Flower	100 Nos.,		
17	NAPHTHELENE BALLS Colour/White	Natraj/Zermisal	7 Kgs., (each pack 1 Kg.)		
18	TISSUE/paper napkins	Regal/Softy/Flower	100 Nos.,		
19	Mosquito spray tins (250 ml)	HIT/ Make in India Product	60 Nos.,		
20	Garbage CARRY BAGS – BIG Garbage rolls (black)	Make in India Product	60 Packs (each Pack 15 nos.)		
21	Garbage CARRY BAGS – SMALL Garbage rolls (black)	Make in India Product	60 Packs (each Pack 30 nos.)		
22	HAND WASH LIQUID (200/225 ml)	CLEXOL / Make in India Product	100 Nos. Bottles		

Sl. No.	PARTICULARS	Brand Name (PREFERABLY MAKE IN INDIA PRODUCTS)	QTY.	Unit Rate Rs. (per Ltr/piece/ Kg/Packets)	Amount Rs.
23	Washing /Detergent Powder	RIN/ Make in India Product	5 kgs.		
24	SOAPS (100gms) for Guest House	SANTOOR/ Make in India Product	10 Nos.		
25	Utensils Bar Soap (250 gms) medium	Make in India Product	10 Nos.		
26	Mosquito COILS (Small)	JET/Good Night	25 Packs		
27	PHYNYLE White/ colour liquid	NIMYLE/Prince	50 Lts.		
28	SOAP Oil/Water Liquid (Multipurpose)	Make in India Product	50 Lts.		
29	ACID Liquid	Make in India Product	50 Lts.,		
30	All out Refill	ALL OUT	30 Nos.		
31	Dusting Cloth Big	Make in India Product	50 Pieces/ Nos.		
32	Carpet Brush Medium	Make in India Product	05 Nos.		
33	Rat Pads	Make in India Product	25 Nos.		
34	Wipers with Iron Stick	Make in India Product	15 Nos.		
35	Hand Gloves (Rubber)	Make in India Product	60 Pieces		
36	Mouth Mask Blue	Make in India Product	60 Pieces		
37	Dust Pan (Super Clip)	Chetan/ Make in India Product	15 nos.		
38	Sponge	Make in India Product	60 Nos.		
39	Small Carry bags (Black) wash room for hostel	Make in India Product	3000 Nos. carry bags		
40	Utensil cleaning soaps	Make in India Product	150 nos. (@ 10-/ each)		
41	Utensil cleaning liquids	Make in India Product	30 lts.		
			<b>Total Rs. (Sl.No.1 to 41 items)</b>		

(Rupees in words \_\_\_\_\_)

The above rates are quoted including all taxes, Transportation & etc. I affirm that all the rates quoted above are correct and I am aware that my bid cancelled in case of any variation in total value.

Note: 1. Any corrections/alterations will not be accepted.

2. All the materials should be produced before the designated authority.

3. For final quote only the material list "A" will be considered for evaluation.

**3) Material List “B” Items (Whenever required)**

Sl. No.	Items	Brand Name	Rate per each quantity
1	Dust bin Small	Chetan/ Make in India Product	
2	Dust Bin Big	Chetan/ Make in India Product	
3.	Hand wash Bottle	Make in India Product	
4.	Buckets Big	Chetan/ Make in India Product	
5.	Buckets Small	Chetan/ Make in India Product	
6.	Mugs (medium)	Chetan/ Make in India Product	
7.	All out Machines	All out	
8	BIG SQUEEZER Floor Wipers (Long)	Make in India Product	
9	SMALL SQUEEZER Floor Wipers (Long)	Make in India Product	
10	MOPS – MEDIUM Sticks	Make in India Product	
11	SOAPS (200gms)	SANTOOR / Make in India Product	
12	Dust remover Tray with handle (Plastic)	Chetan/ Make in India Product	

**a) Wages (Minimum wages + Service charges) :**

**b) Material List – A (for 41 items) :**

**Total :**

*I affirm that all the rates quoted above are correct and I am aware that my bid would be cancelled in case of any variation in value.*