



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, जोधपुर वस्त्र मंत्रालय, भारत सरकार

निफ्ट, जोधपुर में मैनपावर सर्विसेज प्रदान करने के लिए ई-निविदा आमंत्रित की जाती है।

NOTICE INVITING E-TENDER FOR PROVIDING MANPOWER SERVICES AT NIFT
CAMPUS KARWAR, JODHPUR

Estimate Cost/value of Tender:- Rs. 60,00,000/- approximately

निविदा संख्या/ Tender No: NJ NIT/No.15501/Manpower Services/81/2020

Time schedule for tender process:

निविदा अधिसूचना के वेबसाईट पर प्रकाशन की तिथि/ Date of publication of tender notification on official web site	22/10/2020
पूर्व बोली बैठक/ Pre-bid meeting	Any query may be asked on email ID only: <u>purchase.jodhpur@nift.ac.in</u> 29/10/2020(11:00 AM)
निविदा प्राप्त करने की अंतिम तिथि/ Last date for receipt of duly filled in tenders	12/11/2020 (02:00 PM)
निविदाओं के तकनीकी बिड खोलने की तारीख और समय / Date and time of the opening of Technical bid of tenders	12/11/2020 (4:00 PM)
निविदाओं के वित्तीय बिड खोलने की तारीख और समय / Date and time of the opening of Financial bid of tenders	<u>To be informed to technically qualified bidders separately</u>

Note:1 Tender conditions may be read properly & accordingly filled the tender and enclosure may be submitted.

Note:2 This tender document contains 24 pages and bidders are requested to sign on all the pages. The tender should be submitted in two separate sealed envelopes superscripted with (i) "Tender for providing Manpower services - Technical Bid" and (ii) "Tender for providing Manpower services 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 "Tender for providing Manpower services Tender No NJ NIT/No15501/Manpower Services/81/2020" and address:-

Purchase Officer

**National Institute of Fashion Technology,
NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan**

The Tender form along with EMD draft should be put in the Technical bid envelope. In case if it is submitted along with Financial Bid, the same will be rejected.

NIFT CAMPUS, KARWAR, JODHPUR- 342037, RAJASTHAN

Ph: 0291 – 2659520; www.nift.ac.in/jodhpur

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 program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT Jodhpur was established in 2010. NIFT, Jodhpur invites sealed tenders for Manpower Services at NIFT, Campus Karwar, Jodhpur-342037.

1- Submission of Bids

- (a) The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from 22/10/2020 to 12/11/2020 up to 02.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- (b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted. However, the firm should also submit application/document as described in clause No.2 (d)
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Registration Charges of Rs. 2000/- + Rs-360/- (Inclusive GST) = Rs2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable) through online payments only.
 - Bid Processing Fee charges of Rs. 5000/- + 900/-(GST)=5900/- (Five Thousand Nine Hundred Only) (Inclusive of GST) (non-refundable) through online payments only.
- (d) The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by 12/11/2020 up to 2.00 P.M. Non-submission of hardcopy as envisaged will lead to rejection of the tender application & no correspondence in this regards will be entertained.
- (e) The sealed hard copy of the tender shall be submitted in one big envelope superscripting “for Manpower Services” containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to Purchase Officer, National Institute Of Fashion Technology, NIFT Campus, Jodhpur. The hard copies of sealed tenders documents must be dropped in the tender box kept at Reception Area NIFT Jodhpur, on or before 12/11/2020 up to 2.00.
- (f) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - I along with a demand draft of Earnest Money Deposit(EMD) Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand Only) in favoring National Institute Of Fashion Technology and payable at Jodhpur with

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all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid.

This Earnest Money Deposit (EMD) will not bear any interest. The firm registered with DGS&D/NSIC as manufacturer for the supply of the same category of item for which the party is submitting tender will be exempted from submission of EMD. Intended parties will have to give proof of registration along with their tender. EMD of the unsuccessful bidders shall be refunded without any interest at the earliest after finalization of the purchase of concerned item.

The firms which are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI)/MSME are exempted to submit the EMD (Copy of certificate must be provided along with tender).

- (g) The technical bid will be opened at NIFT, Jodhpur on 12/11/2020 to 4:00P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (h) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- (i) Any further clarifications can be sought from the NIFT office on Telephone No. 0291-2659520, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Jodhpur.

And For online procedure: For More enquiries/,E-mail:-

purchase.jodhpur@nift.ac.in Phone No.:- 0291-2659520

(j) Amendment to tender:

At any time prior to the last date of submission of bids, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this tender shall be published in the site www.nift.ac.in/jodhpur & <https://nifttenders.eproc.in> Prospective bidders are advised to regularly visit the website: <https://nifttenders.eproc.in> www.nift.ac.in/jodhpur to keep track of corrigendum, if any.

2- General Instructions:

1. Tender shall be submitted in prescribed tender form only.
2. The schedule provided with the form of tender; listing the services to be rendered, must not be altered by the tenderer. Any modification / alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender. No paper shall be detached from the tender.
3. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender.

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4. The tender is liable to be ignored if complete information is not given there-in or if the particulars of data (if any) asked for in the schedule to the tender are not filled in.
5. Tenders received after the specified date and time, due to whatever reason, will not be considered & no correspondence to this effect will be entertained by NIFT, Jodhpur.
6. Technical requirement for the Tendering Manpower Service Provider as Annexure-I.
7. The Tender should be submitted in two sealed covers:
 - a) The first sealed cover should be superscribed as “Tender for providing Manpower services - Technical Bid” and should contain the Proforma as at Annexure – I duly filled in with supporting documents, the Acceptance of Terms and Conditions, undertaking & Declarations as at Annexure – III, IV & V and Demand Draft for Earnest Money Deposit (EMD).
 - b) The second sealed cover superscribed “Tender for providing Manpower services - Financial Bid” should contain detailed charges for providing the services for providing manpower service to be quoted on monthly basis (Annexure – VI).
 - c) Both the sealed envelopes should be placed in the main sealed envelope super scribed “Tender for providing Manpower Service”. This should be addressed to The Purchase Officer, NIFT Campus, Jodhpur, Karwar, Jodhpur- 342037 and dropped in Tender Box. Last date / time of submission of Tender is 12.11.2020 up to 2.00 p.m. Late receipt of tenders beyond stipulated date & time will not be considered.
 - d) Technical Bids will be opened by the Committee in the presence of bidders if any wish to attend at 4:00 p.m. on 12.11.2020. Financial Bid of technically qualified tenderers/bidders will be opened later on and the date and time will be informed accordingly.
 - e) The services of following categories / posts are required :

S. No.	Category	Approx. nos.	Qualifications & Experience
1	Machine Mechanic (Highly Skilled)	02	As given in Annexure-II
2	Lab Assistant (Skilled)	06	
3	Multi Tasking Staff (MTS) (Semi Skilled)	09	
4	Electrician(Skilled)	01	
5	Plumber(Skilled)	01	
6	Driver(Skilled)	03	

- f) Financial bids will be opened only if the tenderers qualified in technical bid.
- g) EMD of the unsuccessful bidders will be returned, without interest, after finalization of the contract.

3-Terms and Conditions:

- 1) The Service Provider shall provide Manpower Services as per NIFT's requirement with specified qualification and experience in accordance with conditions laid down by NIFT.
- 2) The Manpower Service Provider shall be paid Service Charges on the total remuneration payable to the personnel as per the agreed contract.
- 3) Personnel provided by the Manpower Service Provider will have to attend their duties at specified timings on all working days at NIFT Office. Late coming, leaving early, absenteeism shall not be accepted.
- 4) NIFT reserves the right to cancel the contract or part thereof at any stage without assigning any reason.
- 5) Manpower Service provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the authority of NIFT. NIFT may require the service provider to immediately remove from the place of work any such staff deployed by the service provider and service provider shall forthwith comply with such requirements.
- 6) The manpower service provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his / her own personal reasons. The payment in respect of overlapping period of the substitute shall be the responsibility of the service provider.
- 7) The manpower service provider shall not assign, transfer, pledge or subcontract the performance of service.
- 8) Staff deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters etc.
- 9) The personnel engaged for the services in the NIFT, Jodhpur through Service Provider shall be the employees of the Service Provider and will take their remuneration / wages from the Service Provider only.
- 10) Any staff deployed by the manpower service provider cannot claim any master & servant relationship with NIFT. Also, the service provider's staff shall not claim any benefit / compensation / absorption / regularization of service with NIFT or its Centres under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director, NIFT.
- 11) The manpower service provider shall ensure proper conduct of staff of the service provider in office premises and avoidance of any in-disciplined act on their part and strictly enforce prohibition of consumption of alcohol drinks, paan and smoking.

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- 12) The manpower service provider and its staff shall contribute towards all statutory obligations towards EPF, service charges, ESI, Bonus etc., which are mandatory as per Government Acts, Rules and Regulations issued from time to time. The service provider shall also comply with the Central Govt Minimum Wages Act for each category of services provided at current wages rates. Any bid not complying with statutory requirements/obligations shall be rejected. The compliance in respect of above mentioned statutory obligations shall be submitted to NIFT's Office every month by the service provider with copies of supporting documents. Manpower Service Provider should submit acknowledged photocopy of EPF/ESI/bonus any other statutory taxes etc. remittance monthly challans /Annual returns along with the following monthly claim bill. It is also the responsibility of the service provider to provide necessary Group Insurance facility for the staff deployed.
- 13) The Manpower Service Provider shall be responsible for the payment of wages and allowances as per Govt. of India – Minimum Wages Act. The manpower service provider shall also be responsible for any revision in the minimum wages rates during the period of agreement and all other statutory dues to the persons employed by him. However the enhanced minimum wages are reimbursable by NIFT, Jodhpur on submission of the bills by the service provider. However onus for producing the copy of notification will be of service provider. The normal working time is 09.00 a.m. to 05.30 p.m. of all maximum 26 working days. Before deploying the outsourced staff the successful contractor shall arrange for the interview of the suitable candidates by the Director or nominated officer by the NIFT. The photocopies of the documents of the selected candidates will be retained for the record of NIFT.
- 14) The decision of the Director, NIFT in any matter relating to this contract shall be final.
- 15) NIFT reserve the right to accept or reject any or all the tenders without assigning any reason thereof. It is open to NIFT to alter the conditions of the tender in appropriate case in the interest of NIFT.
- 16) The agency shall be responsible for the manpower provided for their conduct and observance normal discipline at NIFT.
- 17) The personnel will not be provided any transport facilities or conveyance allowance for attending their duties at NIFT. However, if anyone is sent out for official work during their office hours, NIFT will provide transport or local conveyance on actual basis.
- 18) That the Manpower Service Provider will furnish to the NIFT, Jodhpur the full particulars of the personnel deputed including details like Name, Father's Name, Age, Photograph, Permanent Address etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer / Police and also ensure that they possess the requisite academic / technical qualifications and experience for rendering the services to NIFT, Jodhpur.
- 19) Any violation of discipline or irregularity in attendance or indulgence in misconduct on part of personnel deployed shall be immediately withdrawn as per instruction of Director NIFT, Jodhpur.
- 20) The Manpower Service Provider shall make all payments including wages to the personnel on or before 5th of every month through ECS (Electronic Clearing Service) only along with the pay slips to individual employees. After making payment, the Service Provider shall raise the bill to NIFT, Jodhpur for payment/reimbursement of such amount along with payment of proof and attendance record of his employees duly certified. No remuneration is payable for leave/absence.

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- 21) Manpower Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF/ESI/Bonus contribution. The Service Provider shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act, Employees Provident Fund Act, Minimum Wages Act, 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.
- 22) The Manpower Service Provider shall undertake to indemnify NIFT for any liability under any law arising out of the entered manpower contract.
- 23) The Manpower Service Provider shall comply with all the rules and regulations regarding safety and security of it's supplied / provided employees and NIFT will in no way be responsible in any manner in case of any miss-happening with their personnel at any place.
- 24) Payment to the manpower service provider would be strictly on the certificate by the Establishment Department of NIFT on satisfactory performance of the services and attendance of staff deployed by the service provider.
- 25) TDS will be deducted at source as per Income Tax rules & regulation in force from time to time.
- 26) During the subsistence of the contract, NIFT shall not undertake any monetary liability other than the amount payable to the Manpower Service Provider for the services of the personnel provided by them. Other liabilities, if any, shall be solely rest with the Service Provider. Even if, NIFT has to bear such liabilities on unforeseen circumstances / occasions. NIFT will recover such amount from the Service Provider by adjusting the amount payable to them.
- 27) Any loss, theft or damage to the life and or property of the employees of NIFT and or property of NIFT, shall be compensated by the Service Provider if the cause of such loss, theft or damage is on account of default, negligence and or lapse of the employees of the Service Provider. Manpower deployed will maintain full secrecy of the official working and records etc., failing which action will be initiated against the concerned persons and concerned Service Provider under applicable rules and laws etc.
- 28) The rate offered by the tenderer for service charges for providing of personnel shall be valid up to 90 days from the date of opening of Financial Bid.
- 29) In case of any dispute arises during the process, the decision of Director, NIFT shall be binding to both the parties.
- 30) No amount should be collected or deducted from the employee's salary apart from statutory deductions. If this clause is violated, the contract is liable to be cancelled. The institute will have right to verify the employee's salary with the Bank's statement.
- 31) In case of any delay in providing a suitable substitute for the period beyond three working days by the agency a penalty of Rs. 200/- per day per person shall be deducted from the bill of the service provider in the following month.

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- 32) Earnest Money Deposit : The tenderer shall be required to deposit an interest free amount of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) towards Earnest Money Deposit (EMD) along with the Technical Bid in the form of Demand Draft in favour of "NIFT Jodhpur" payable at Jodhpur. The EMD of unsuccessful tenderers shall be refunded within a reasonable time after finalization of the contract.

The successful tenderer shall be required to enter into an agreement with NIFT and deposit an amount of 10% of the contact value. The EMD shall be adjusted with this deposit) only as Security Deposit immediately on acceptance of the contract. No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only after the expiry/termination of the contract, subject to clearance of all dues by the Service Provider. In case of breach of any terms & conditions, the Security Deposit of the agency will be liable to be forfeited by the NIFT besides annulment of the contract.

- 33) 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. Such disputes shall be adjudicated by an arbitrator nominated by Director NIFT. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Jodhpur. The language of arbitration shall be Hindi/English.
- 34) Jurisdiction : Notwithstanding any other court or courts having jurisdiction to decide the tender(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 Jodhpur and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.
- 35) 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 mean the acceptance of a particular tender will render the tender liable to exclusion from consideration.
- 36) The manpower service provider shall be liable to deposit all taxes etc. on account of service rendered by it to NIFT to the concerned tax authorities from time to time.
- 37) National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding.
- 38) The contract shall remain valid for a period of One year and can be extended on year to year basis upto 3 years. 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

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decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

- 39) The above rates are taken into consideration on the basis of order No. 1/VDA(3)/2020-LS-II dated 08/05/2020 issued by Government of India Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi. However, any increase in rates by the Government will be paid by NIFT, Jodhpur to the contractor on production of bill and relevant Circular.
- 40) Relaxation in turnover & Experience: As per the Govt., of India policy circular 1(2)/2016/MA dated 10th March 2016, the prior experience in case of startups firms/agency will be considered for last two years(i.e. 2018-19 & 2019-20) and prior turnover will be considered at least 40 Lakhs each for the last two years(i.e. Financial Year 2017-18 & 2018-19) no other relaxation will be given in quality and technical specification.
- 41) After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer. However, the successful bidder has to supply the persons (Annexure VI) on the rounded off rates as mentioned in the Financial Bid. The rounding off will be to nearest Rupees, Paisa 50 or above will be rounded off to the nearest higher rupee and paisa less than 50 will be ignored.
- 42) Force Majeure Clause: A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organisation only. In such a situation, the purchase organisation is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.
- 43) Uniforms and ID's of manpower employees should be present in the institute during office hours, if any employee violated then in that case penalty of Rs. 100/- amount per day of each employee will be deducted from the company's payment amount bill.

Technical Bid for providing Manpower Services at NIFT Jodhpur

This Technical Bid for providing Manpower Services shall be filled in by the tendering party, duly signed, stamped and sealed along with an EMD of Rs. 70,000/- in the form of Demand Draft in favour of NIFT, Jodhpur in a separate cover super scribed with “Providing Manpower Services - Technical Bid”.

S. No.	Particulars	Details
I	Name of the Tendering Company /Firm / Agency	
II	Full Address of the Registered Office / Branch Office (if any)	
III	Phone No. Mobile No. Fax No.	
IV	Status whether firm is Proprietary / Partnership firm / Company (specify if any other)	
V	Name(s) of the Director /Proprietor /Partners/any other authorized person	
VI	Details of the EMD/Tender Fee	EMD Fee
	Amount in Rupees	
	DD No. and Date	
	Issuing Bank	

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VII- i Registration under various statutes :

S. No.	Registration under	Registration No.	Enclosed Proof
a.	Shops & Establishment Act		
b.	License under the Contract Labour Act		
c.	Provident Fund Number (PF)		
d.	Employee State Insurance (ESI)		
e.	GST Registration No.		
f.	Permanent Account No. (PAN)		

ii. Income Tax & Bank Details.

S.No.	Particulars	Whether attached or not	Enclosed Proof
a.	Copy of IT return filed for the last three financial year. (2016-2017, 2017-2018, 2018-2019)		

(Attested copy of above registration of the firm under various Statutes must be attached as annexure and the same should be indicated in the technical bid clearly.

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VIII. The bidder should have the experience of completion of similar works (i.e. supply of manpower) in any Govt./Semi Govt./Autonomous Bodies/PsU's/reputed National Level Institutes/Universities during last 3 years(i.e. 2019-20, 2018-19, 2017-18):

- Three similar completed works each certifying not less than Rs 24,00,000/-
- Two similar completed works each certifying not less than Rs 30,00,000/-
- One similar completed works each certifying not less than Rs. 48,00,000/-

S. No.	Name of Client, address, telephone No. & Fax No.	Manpower service provided			Amount of contract (Rs. In Lakhs)	Duration of contract		Enclosed Proof
		Types of manpower provided	Manpower provided in Nos.	Salary per person		From	To	
Total								

IX. The agency should have annual turnover of 50 Lacs in each year for the last three Financial years(i.e. 2018-19, 2017-18, 2016-17) (CA certified financial statement for turnover of last 3 years must be enclosed with technical bids):

Financial Year	Amount (Rs. in lakhs)	Remarks	Enclosed Proof
2016-17			
2017-18			
2018-19			

- The vendors/Tenderer are required to produce a copy of certificate of last three years having provided satisfactory services to the clients.
- Additional information, if any (attach separate sheet, if required)

Signature of the tenderer

Place:

Date:

Address.....
.....
.....
Phone No.....

Please Note:- The tenderer should submit all relevant documents as described in TECHNICAL BID. Non- submission documents as desired in the technical bid, the tender will summarily rejected and no correspondence in this regard will be entertained.

A:-

1.	Name of the Post	Electrician
2.	Classification	Group C
3.	Age limit	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
4.	Educational Qualifications and experience	i) 10th class standard ii) ITI Diploma in Electricians Trade iii) Must possess electrical supervisory certificate of competency. iv) Must have minimum practical experience of 5 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.

B:-

1.	Name of the Post	Plumber
2.	Classification	Group C
3.	Age limit	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
4.	Educational Qualifications and experience	1-Should possess ITI trade certification OR equivalent in the trade with at least 5 years practical experience in the trade. 2- Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. 3- Should be able to follow drawings and sketches and execute work according to lay out. 4- Should possess plumbing license tax where such licenses are issued by local authorities.

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C:-

1.	Name of the Post	Dispatch Rider/ staff car Driver/ Bus Driver
2.	Classification	Group C
3.	Age limit	21-35 years Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications/ experience)
4.	Educational Qualifications and experience	1-At least 10th class pass from a Board or its equivalent recognized by the Government. 2- Possession of the requisite driving license for two wheeler/ three wheeler / Light / Heavy Motor Vehicle. 3- Should be fully conversant with traffic regulations. 4- Should have at least 2 years experience in driving Light / Heavy Motor Vehicle. 5- Should be able to read and write in Hindi and English.

D:-

1.	Name of the Post	MTS
2.	Classification	Group C
3.	Age limit	18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications/ experience)
4.	Educational Qualifications and experience	1) Must have passed 10th class from a Board or its equivalent recognised by the Government. 2)-ITI passed or its equivalent in a particular trade wherever identified by the Establishment as per the multi tasking profile from the recognised Institute.

E:-

1.	Name of the Post	Junior Assistant
2.	Classification	Group C
3.	Age limit	18-25 years

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		(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications/ experience)
4.	Educational Qualifications and experience	<p>1- Passed 10 +2 examination from a Board or its equivalent recognized by the Govt.</p> <p>2- A typing speed of 30 w.p.m. in English or 25 w.p.m in Hindi</p> <p>3-Computer proficiency, which includes:</p> <p>a)-Competency in MS Word/applicable software for written/mail correspondence</p> <p>b)-Competency in management of mail accounts</p> <p>c)-Competency in retrieving information through search applications</p> <p>3-Candidates who have done deploma in Computers shall be given preferential weightage.</p>

F:-

1.	Name of the Post	Lab Assistant /Technical Assistant
2.	Classification	Group C
3.	Age limit	<p>21-40 years</p> <p>(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications/ experience)</p>
4.	Educational Qualifications and experience	<p><u>FOR KD</u></p> <p>i. Graduate with Diploma in Knitting Technology and minimum 1 year experience in Knitting Technology OR</p> <p>ii. Class 10 with Diploma/Certificate of 3 years duration in Sewing from Govt. / Board of Technical education recognized Institute with 5 years experience in Sewing work. OR</p> <p>iii. 10+2 with Diploma/Certificate of 3 years duration in Sewing from Govt./Board of Technical education recognized Institute with 3 years experience in Sewing work. OR</p> <p>Graduate plus Diploma/Certificate in Computer with minimum 1 year experience.</p> <p><u>FOR LD</u></p> <p>i) Class 10</p> <p>ii) Diploma (of min 3 years) in Leather Technology from any Govt./Board of Technical education recognised institute.</p> <p>iii) Minimum experience of 5 years in Leather finishing unit of Tanner.</p> <p style="text-align: center;">OR</p> <p>i) 10+2</p>

		<p>ii) Diploma / Certificate programme of minimum 3 years in Leather Apparel Construction / pattern making from any Govt./Board of Technical education recognised institute.</p> <p>iii) Minimum experience of 2 years in Leather Garments Factory</p> <p style="text-align: center;">OR</p> <p>i) Graduate</p> <p>ii) DOE ACC Certificate / NIIT Certificate in Computer application.</p> <p>iii) Minimum experience of one year in garment related industry.</p> <p><u>FOR FD</u></p> <p>i) 10 + 2 plus Diploma/ Certificate of 3 years duration in cutting & Tailoring / Dress Designing from any Govt. / Board of Technical education Recognised institute with 03 years of relevant experience in industry.</p> <p style="text-align: center;">OR</p> <p>ii) 10th Standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognised institute with 5 years of experience as Sewing machine operator with embroidery knowledge & skills and / or sewing supervisor in industry.</p> <p><u>FOR BFT (AP)</u></p> <p>i) 10+2 standard plus CPT/FDCT (One-year duration) certificate course from NIFT with 5 years of experience in industry/institute.</p> <p style="text-align: center;">OR</p> <p>ii) 10th standard plus three years Diploma/ Certificate course in Cutting & Tailoring / Dress Designing from any Govt. recognized institutes with 5 years of relevant experience in industry / institute.</p> <p style="text-align: center;">OR</p> <p>iii) 10th Standard plus 10 years of experience as sewing machine operator and or sewing supervisor in industry.</p> <p>iv) With understanding of pattern making and garment construction techniques and ability to provide guidance to students through demonstration of equipment and machinery used in garment production.</p> <p><u>FOR TD</u></p> <p>i) Diploma in Handloom Technology / Post Graduate Diploma in Textile Chemistry / Textile Processing from Indian Institute of Handloom Technology.</p> <p>ii) At least 1 years experience as a lab Asstt. In any recognised institution / weavers service Centre / Research Organization. Desirable.</p> <p><u>FOR IT</u></p> <p>i) Bachelor's Degree in Computer Application / B. Sc. (Computer Science)</p> <p>ii) Knowledge of Graphics and Multimedia software or Garment CAD.</p> <p>iii) 1-2 years working experience in woven and print design software in reputed industries is desirable.</p> <p><u>FOR FC</u></p>
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		i) Graduate from a recognised University / Institution ii) Should have one year Certificate/ Diploma in Photography from a reputed Institute.
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G:-

1.	Name of the Post	Library Assistant
2.	Classification	Group C
3.	Age limit	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications/ experience)
4.	Educational Qualifications and experience	1-Graduate from a recognised University / Institution 2- Diploma in Library Science 3- At least 1-year assistance in a well established Library.

H:-

1.	Name of the Post	Machine Mechanic
2.	Classification	Group C
3.	Age limit	18-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications experience)
4.	Educational Qualifications and experience	1-Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognized by the Government. 2-At least 3 years experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.

Declaration

1. I Son / Daughter / Wife / of Sh.
Signatory of theManpower Service Provider, am
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

3. The information / documents furnished along with the technical and financial bid 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.

Authorized Signatory

Place:

Date:

Name.....

Address.....

.....

.....

Phone No.....

Undertaking

1. I Son / Daughter / Wife of Sh..... Signatory of the Manpower Service Provider, am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. Any staff deployed by our firm cannot claim any master & servant relationship with NIFT. Also, our staff shall not claim any benefit / compensation / absorption / regularization of service with NIFT or its Centres under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order

Authorized Signatory

Place:

Date:

Name.....

Address.....

.....

.....

Phone No.....

DECLARATION

I/We having our office at declare that I / we have never been blacklisted by any state Government/Central Government or any State/Central PSU.

Authorized Signatory

Place:

Date:

Name.....

Address.....

.....

.....

Phone No.....

Financial Bid

For providing Manpower Services {Govt. of India – Minimum Wages Act (Central)}

- 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 “Providing Manpower Services - Financial Bid”.
- After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened on the date informed accordingly in presence of bidders if they wish to be present.

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

Company should only quote charges for security services as per minimum wages order No. 1/VDA(3)/2020-LS-II dated 08/05/2020 issued by Government of India Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi (inclusive of uniform, PF, ESI, Service charges, Any other charges, duty including all statutory dues by the tenderer. The rates quoted other than the aforementioned order will be summarily rejected and no correspondence in this regard will be entertained, as detailed below:

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Financial Bid							
Rate statement							
S.No.	Type of Workers	Total No.	Minimum Wages (Basic + VDA) for a month (i.e.26 days)	EPF@13% EPF along with Admin charges(max ceiling limit of wages is Rs. 15000)	ESI (@ 3.25%)	Service Provider service Charge/ Profit margin on minimum wages as indicated in Column no. 4	
						(In %)	(in Rs.) (i.e. X * % of Profit margin)
1	2	3	4	5	6	7	8
A	Machine Mechanic (Highly Skilled)	02	Rs.39728/- [@764/- Per day]	<p>UNDER EPF The contributions are payable on maximum wage ceiling of Rs. 15000/ . The employee can pay at a higher rate and in such case employer is not under any obligation to pay at such higher rate. To pay contribution on higher wages, "a joint request from Employee and employer is required [Para 26(6) of EPF Scheme]". In such case employer has to pay administrative charges on the higher wages (wages above 15000/-).</p>	As Per Prevailing Govt. Rates.		
B	Lab Assistant (Skilled)	06	Rs.108420/- [@695/- Per day]				
B	Multi Tasking Staff (MTS) (Semi Skilled)	09	Rs. 138762/- [@593/- Per day]				
C	Electrician (Skilled)	1	Rs.18070/- [@695/- Per day]				
D	Plumber (Skilled)	1	Rs.18070/- [@695/- Per day]				
E	Drivers (Skilled)	03	Rs.54210/- [@695/- Per day]				
X=Total Minimum wages (i.e. Column No. 4)			377260/-				

*Number of manpower can be increased or decreased as per requirement of the Institute.

Please note:

- 1- L-1 will be decided on the based of Service Provider service Charge/ Profit margin on wages as indicated in Column no. 4.
- 2- In case of L-1 is more than one bidder, then decision of Director on recommendation of Committee shall be final to award the tender based on past satisfactory performance certificate issued by the Govt. Organizations(Maximum of years of Services) & Maximum turnover of the firm.

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- 3- Goods and Service Tax (GST) as per prevalent rules shall be paid by NIFT if applicable.
- 4- In case of events organised by the NIFT the agency shall provide the extra manpower employees agency personnel at the prices quoted above only.
- 5- NIFT Jodhpur may increase/decrease total no. of manpower employees, if required.
- 6- Bonus charges will only be paid/reviewed as per Government of India direction issued from time to time on production of Circular/OM issued by the Govt. Of India by the Contractor.
- 7- "If a firm quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not considered."
- 8- PF/ESI Contribution charges will be paid/reviewed as per Government of India directions issued from item to time.
- 9- Conditional bid will be treated as unresponsive and will be rejected.
- 10- TDS will be deducted as per Govt .of India norms.

Date: _____

Place: _____

Name& Signature/ (Company Seal)

