



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, जोधपुर वस्त्र मंत्रालय, भारत सरकार

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

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

अनुमानित लागत/Estimate Cost of Tender:- Rs. 1,32,00,000/- approximately

निविदा संख्या/ Tender No: NJ NIT/No15473 HOUSEKEEPING SERVICES /79/2020

निविदा प्रक्रिया के लिए समय निर्धारित/Time schedule for tender process:

निविदा अधिसूचना के वैबसाईट पर प्रकाशन की तिथि/ Date of publication of tender notification on official web site	24/06/2020
पूर्व बोली बैठक/Pre-bid meeting	Any query may be asked on email ID only: <b><a href="mailto:purchase.jodhpur@nift.ac.in">purchase.jodhpur@nift.ac.in</a></b> 30/06/2020(11:00 AM)
निविदा प्राप्त करने की अंतिम तिथि/ Last date for receipt of duly filled in tenders	16/07/2020 (02:00 PM)
निविदाओं के तकनीकी बिड खोलने की तारीख और समय /Date and time of the opening of Technical bid of tenders	16/07/2020 (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 17 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 Housekeeping services - Technical Bid" and (ii) "Tender for providing Housekeeping 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 Housekeeping services Tender No **NJ NIT/No15473 HOUSEKEEPING SERVICES /79/2020** 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](http://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, Raibareilly, Shillong and Srinagar.

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

**A- 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 24/06/2020 to 16/07/2020 up to 02.00 P.M. 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).
  - Bid Processing Fee charges of Rs.5000/-+900/-(GST)= 5900/- (inclusive of GST)(Five Thousand Nine Hundred only - 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 16.07.2020 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 Housekeeping 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 16/07/2020 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. 2,70,000/- (Rupees Two Lakh Seventy Thousand Only) in favoring National Institute Of Fashion Technology and payable at Jodhpur with 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 who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with).

- (g) The technical bid will be opened at NIFT, Jodhpur on 16/07/2020 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](http://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](http://www.nift.ac.in/jodhpur) to keep track of corrigendum, if any.

**B. GENERAL TERMS AND CONDITIONS: -**

1. Tenders for Housekeeping services shall be received on or before the last date/time indicated above (either by hand delivery or by registered post) and shall be opened on the same day, in the presence of the tendering parties as indicated above.
2. Tender should be addressed to the Purchase Officer, NIFT, Jodhpur by designation only and submitted at the address mentioned above in sealed covers, superscribed "Tender for **Housekeeping Services**".
3. Tenders received after the specified date and time, due to whatever reason including postal delays, will not be considered.
4. Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned quotations are liable to be rejected.
5. NIFT reserves the right to accept or reject any tender without assigning any reason therefore.

6. The rates quoted by the Agency should be the lowest possible for the scope of work indicated. Any discounts offered, or any other charges/taxes that are leviable should be clearly mentioned. The rates quoted by Agency less than Minimum Wages of Central Govt. will be rejected and will not consider in the financial Bid.
7. The quotation submitted by the Agency should remain valid for a period of 90 days from the date of opening of Financial Bid.
8. In case the agency is unable to quote for the work please reply accordingly.
9. The tender submitted in sealed envelope super-scribed "Tender for the providing **Housekeeping services**" should be addressed to the **Purchase Officer** National Institute of Fashion Technology, NIFT Campus, Karwar, Jodhpur 342037 Rajasthan and the price bids should be in a sealed and signed envelope superscribed as "Price Bid. The price bid shall consider nothing else but prices as per the format enclosed. Both the envelopes containing "the Technical and Price Bid" should be put in one outer envelope duly sealed and to be deposited in the Tender Box available at Purchase Department NIFT Campus Karwar, Jodhpur, on **or before 2.00 PM on 16/07/2020. The tenders (technical bids) will be opened on the same day at 4:00 P.M.** in NIFT, Campus, Jodhpur in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives
10. Each tender must be accompanied by non-interest bearing earnest money deposit of Rs. 2,70,000/- (Rupees Two Lakh Seventy Thousand only) by way of Demand Draft payable to NIFT, Jodhpur, without which the tender shall be summarily rejected. The Earnest Money deposit of the successful tenderer shall be forfeited if the tenderer:-
  - 10.1 Withdraws tender offer before finalization of the same.
  - 10.2 Fails to accept the tender, if his/their tender is accepted by NIFT Jodhpur
  - 10.3 Fails to deposit the Security deposit within stipulated time limit.
  - 10.4 Fails to execute the agreement in the prescribed form within 10 (Ten) days of the receipt of the letter awarding the contract.
  - 10.5 Fails to commence the Housekeeping Services within 10 (Ten) days of the receipt of the letter awarding the contract.
  - 10.6 Fails to complete the work satisfactorily.
11. The successful tenderer has to deposit a demand draft of as a Security deposit which will be 10 % of the value of the contract as per GFR as refundable security deposit in favour of the "National Institute of Fashion Technology, Jodhpur". No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to NIFT. The EMD of successful tenderer will be converted as security deposit and the EMD of unsuccessful tenderer will be refunded without interest at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
12. The agency submitting tender must attach certified Xerox copies of (a) Registration of the agency under the Shops & Establishment Act, (b) Licence under the contract Labour Act, (c) Allotment of PF Code by the regional PF Commissioner, (d) ESIC Registration Code No. and (e) List of clients with contact person's name and phone numbers.
13. Late tenders (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offer should not be considered at all.

**C. LEGAL TERMS & CONDITIONS**

14. NIFT being an educational institution; the contractor will not allow or permit his/her employees to participate in any trade union activities or agitation in the premises of the owner.
15. Any theft or damages caused due to negligence of the contractor shall be borne by the contractor. Appropriate amount of penalty after due consideration and hearing will be imposed by Director, NIFT Jodhpur or an Officer nominated by him on his behalf, and the same will be deducted from the monthly bills of the contractor.
16. All personnel and their bags and baggage deployed with the contractor shall be liable for physical check both at the time of entry and leaving the NIFT Campus. The Institute has introduced a system of biometric/RFID attendance /GIS Checking System, bar coding or any other technology solution, which will be binding and applicable on all such personnel engaged by the contractor or agencies, rendering services in the NIFT, Jodhpur.
17. The NIFT will not be responsible for any injury, accident, disability or loss of life to the contractor or to any of his personnel that may take place while on daily or conservancy duties. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the contractor. The contractor has to make its own arrangements toward health insurance, accidental and disability coverage and domiciliary treatments of all personnel engaged by them under their pay rolls and submit a proof to this effect.
18. The contractor and his staff must abide by various rules & regulations of NIFT as prevalent from time to time.
19. The agency will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
20. The contractor shall comply with all existing Labour Legislation and Acts, such as Contract Labour Regulation Act, Workman's Compensation Act, Minimum Wages Act of Central Government, Payment of Wages Act of Central Government, Provident Fund Act, ESI Act, Bonus as per norms etc. For any lapse or breach on the part of the contractor in respect of non compliance of any labour legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute in case the Institute is held liable for the lapse on the part of the contractor.
21. The Company/Agency shall be fully responsible for timely monthly payment of wages and any other dues (including all statutory liabilities) to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each staff. Failing which a penalty of Rs. 500/- per day will be imposed. The 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.
22. 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.
23. The Contractor shall submit to NIFT a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualification etc. and would be also intimated as and when any changes takes place. No child labour shall be permitted by the NIFT under this contract. The contractor shall not at any time engage any minor to carry out the work under the contract. The contractor shall issue proper uniforms and badges/labelled ID card to the personnel deployed to carry out house-keeping services.



24. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
25. NIFT would have the right to terminate the contract without the notice before the expiry of the term, in case the work performance is not up to the standard or in case there is any violation of NIFT Rules & Regulations or if there is any lapse in compliance of any Labour Legislation or if there is any incident of indiscipline on the part of the contractor or his staff. The decision of NIFT's Management in this regard would be final and binding to the contractor. In such an event, NIFT shall have the right to engage any other contractor to carry out the task at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NIFT from Security Deposit or pending bill or by raising a separate claim.
26. However, either party may opt to terminate the contract at one month's notice without assigning any reason for doing so.
27. The contractor and his staff shall comply with all instructions and directions of the NIFT Authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the NIFT Authorities without waiting for confirmation by the contractor.
28. If at any time during the period of contract, it comes to the notice of the NIFT that the Agency has mislead the NIFT be way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the Agency or the owner /partners/directors or any person responsible for the affairs of the Agency under law.
29. Any act on part of the Contractor to influence anybody in NIFT would make him liable for rejection of his tender.
30. All the workers engaged by the contractor for carrying out task under this contract, shall be deemed to be the employees of the contractor's agency. The agency shall be solely responsible for their wages, fringe benefits, conduct, duty roaster, leave records, relievers etc. The agency shall also provide its workers photo identity card which shall be checked by the security staff as and when necessary. As required under the labour laws, the house-keeping staff engaged by the contractor shall be given one weekly off day (Sunday or any other day) depending upon the exigencies of work).
31. Non-compliance of any terms& conditions enumerated in the contract shall be treated as breach of contract.
32. The House-keeping contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks and nor they are allowed to chew paan, gutka, tobacco items etc. at the campus.
33. The Contractor shall withdraw from service for NIFT any employee who in the opinion of Director, NIFT Jodhpur, misconducts himself or is in any way unfit or unsuitable for the said purposes. Failure to do so will entail a penalty of 10% of the rate quoted for such employee and non payment of any remuneration for such employee. The decision of the Director, NIFT Jodhpur in this respect will be final and binding.

**D. PENALTY: -**

Deduction on account of unsatisfactory cleaning services and improper maintenance of the guest house, common places, faculty lounge, hostel premises, office rooms etc. will be made from the monthly bills. The recovery will be decided by the competent authority of NIFT Jodhpur. The methodology for deduction shall be as under:

34. In case of shortage of manpower, an amount proportionate to the shortage of manpower, taking into account number of employees as well as duration shall be deducted from the monthly bill of the contractor.
35. In case of non-maintenance of cleanliness or lapse of services/carelessness, deduction shall be made @ Rs. 1500/- per month/per day/per event/per location etc from the bill of contractor, taking into account the loss of goodwill and inconvenience caused to the guests/institute.
36. In case of unforeseen or peculiar circumstances, the decision of the Director, NIFT Jodhpur so far as imposition of penalty is concerned, shall be final.
37. If the work is found unsatisfactory and below the expected standard in a particular area, including horticulture operation, housekeeping/maintenance etc., the NIFT authority will have the right to get the same done through another agency. The charges on account of this shall be deducted from the contractor's bill. Decision of the competent authority shall be final in this regard.

**E. FINANCIAL TERMS & CONDITIONS: -**

38. NIFT will pay to the contractor the contracted amount every month for the work done normally within 10 days on raising bill in duplicate duly certified by the NIFT supervisor.
39. The contractor shall submit to NIFT along with the monthly bill, copies of attendance register duly certified by the NIFT supervisor. Copies of the previous month wage register as well as PF challans, ESI deposits and certificate of payment of Bonus to the workers as per norms should also be submitted with every bill as payment proof. Xerox copies of annual insurance policy under the Workman's Compensation Act should be submitted in the first month of award of contract.
- 39.1. The Company/Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Central Govt Administration per month. The payment should be made to the manpower through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus the Company/Agency shall produce original challans/receipts to the Institute for the records on monthly/Quarterly basis.
40. NIFT will not be responsible for the release of benefits such as Provident Fund, ESI, workmen compensation, pension benefits or allowances. Any revised in the minimum Wages Act of Central Government or in any other Labour Legislation or others statutory obligations during the validity period of the contract shall revised by NIFT on providing documentary evidence of the same to the NIFT authorities.
41. Tax deduct source (TDS), as per prevalent Laws shall be deducted at source while making payment of contractor's bills.

**F. DISPUTE RESOLUTION**

42. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director ,NIFT Jodhpur as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

**G. APPLICABLE LAW AND JURISDICTION**

43. All matters connected with his Company shall be governed by the Indian law both substantive and procedural, for the time being force and shall be subject to the exclusive jurisdiction of Indian Courts at Jodhpur Rajasthan.

**H. SCOPE OF WORK & SPECIFIC CONDITIONS HOUSE - KEEPING CONTRACT: -**

44. The scope of work to be carried out by the House-keeping agency for providing cleaning and allied services on day-to-day basis includes sweeping, of floor of all Academic, Administrative, Resource Centre, Canteen & Mess, Hotels, Grounds of Campus swabbing, cleaning and mopping up the entire premises collection of garbage and disposal at the municipality site for the same and cleaning of toilets of the Institute campus including the Girls & Boys Hostels at NIFT Campus.

**I. Scope of work:-**

**45. NIFT Main Campus**

- 45.1 The agency staff shall commence cleaning work at 07.00 am from Monday to Sunday on rotation basis. Classrooms, labs, studios, faculty rooms and office area should be cleaned on priority, so that office work could start at 9.00 am, while corridors, passages, lounges, staircases, open areas could be cleaned thereafter. The timings and days of work shall be subject to change depending upon the exigencies of work. The contractor shall wind-up the work at 4.00 pm (except two male staff who will work between 9:00 am to 6:00 pm on week days) daily providing the agency's staff a one hour break in between.
- 45.2 Once a day cleaning required in classrooms, labs, faculty rooms, offices, Mess and canteen by using soft brooms and by swabbing with cloth drenched in water mixed with a portion of detergent powder. Wherever required, cleaning work shall be carried out using vacuum cleaner.
- 45.2 All corridors, lounges, passages and staircases to be cleaned twice a day, once in the morning, once in the afternoon using soft brooms and by swabbing with cloth drenched in water with a portion of detergent powder.
- 45.3 Open spaces including parking & roads of the campus to be cleaned once a day using hard brooms, preferably in the mornings.
- 45.4 Toilet blocks, bathrooms, washbasins, sinks and areas where water coolers are placed to be cleaned twice a day, once in the morning, once in the afternoon. However, more frequently used toilet blocks, in Resource Centre, Class rooms block, to be cleaned 03 times a day, to keep them clean and hygienic. Ladies toilets to be cleaned only by women sweepers. Also provision of naphthalene balls, liquid soap and hand towels in the toilet block, wash rooms are essential requirements. Mirrors will have to be cleaned twice a week with approved glass/mirror cleaning agents.
- 45.5 Baygon or other insecticides in toilet blocks, hostel block and other specified areas to be sprayed in every alternate day.
- 45.6 Daily removal of dry refuses and wet refuses from the campus, as well as removal of garbage and waste from the waste paper bins including Academic, Canteen & Mess, Roads, Hostels and residential quarters to the outside the campus should be lifted to the municipality garbage dumping site and no other agency will be hired for removal of garbage from the campus. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
- 45.7 Blockages in the drainage pipes and minor plumbing works would have to be attended immediately.
- 45.8 Area outside the main gate designated as visitor's parking and parking for two wheelers should be kept clean of debris, garbage and wild growth.



- 45.9 All furniture including tables, chairs, cupboards, filing cabinets, sofas, book-racks, side tables, etc, to be dusted and wiped and clean every day.
- 45.10 Once a week cleaning requirements including:
- 45.10.1 Vacuum cleaning of computer terminals (Vacuum Cleaner Provided by Agency)
- 45.10.2 Deodourising of telephone instruments
- 45.10.3 Cleaning of water-cooler tanks
- 45.10.4 Cleaning of light fixtures, fans, etc.
- 45.10.5 Spotting of walls/floors
- 45.10.6 Removing cob-webs from ceilings/walls
- 45.10.7 Removal of honey combs as and when they appear on the Campus
- 45.10.8 Cleaning name plates and sign boards
- 45.10.9 Cleaning window panes, door panes and channels, etc.
- 45.10.10 **Commercial Disc Automatic Scrubber Drier(Commercial/Industrial)Qty -2 Nos. Supplied by the Agency**
- 45.10.11 **Commercial HP JET (Commercial/Industrial)Qty – 1 Nos.**
- 45.10.12 **VAC Cleaner(Commercial/Industrial)Qty 01 Nos.**
- 45.10.13 The Agency staffs has to take care and ensure that any useful materials found lying around during cleaning, be handed over to the concerned officials.

**J. Scope of work**

**46 Boy's & Girl's Hostel: -**

- 46.1 At Boys and Girls hostel blocks, occupied by the NIFT, the agency's manpower (women sweepers in Girls hostel and Men Sweepers in Boys hostel) will perform following duties on time basis cleaning work inside hostels to be carried out by women workers in Girls hostel and men in Boys hostel only.
- 46.2 Daily cleaning of toilets and bathrooms with phenol, Harpic and acid etc. to keep them neat, clean and hygienic. Preferable timings will be 9:00 to 12: 00 AM, in the Morning.
- 46.3 Daily collection of the garbage from the dust bins, polythene bags, etc. from rooms /students will keep the dustbins/polythene bags, etc. outside main doors.
- 46.4 Daily cleaning of the rooms stair-cases, galleries in the hostel blocks.
- 46.5 Once in a week spraying Baygon or other insecticides in all hostel rooms, toilet, bathrooms, etc. and cleaning of cob-webs from the ceilings and walls.
- 46.6 Twice in a week cleaning of open-areas, grounds, etc. to keep the hostel area clean.
- 46.7 Daily removal of dry refuses and wet refuses from the Boy's & Girl's Hostel well as removal of garbage and waste from the waste paper bins to the outside the campus should be done and no other agency will be hired for removal of garbage from the campus. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.

**K. Scope of work**

**47 Skilled & Unskilled Labour: -**

- 47.1 NIFT would also require from time to time unskilled labor for day to day shifting work, repair, maintenance at NIFT Campus, hostel etc as and when required.
- 47.2 The payment would be made as per the duties attended by the skilled / unskilled labour on the approved rates for daily wages act of Central Government with the monthly bill.

**L. Specific Conditions:**

**48 Housekeeping Service:**

**48.1** At least 29 members would be required for housekeeping services including one supervisors. The members of Housekeeping workers could not be increased or decreased as per requirement on the rates quoted by the L-1 bidders/ contractor. The age of all workers should not be less than 18 years and above 55 years.

**Shift 7.00 am to 4.00 PM)**

<b>S.No</b>	<b>Post</b>	<b>Supervisor (Male)</b>	<b>Housekeeping Staff</b>
1	Girls Hostel	1	6 Female
2	Boys Hostel		4Male
3	Mess, Canteen, OAT and its Surrounding		1 Male + 1 Female(Mess) 1 Male (Canteen)
4	Class rooms, IT Lab		1Male
5	Resource Centre , Faculty Area		2Male + 2 Female
6	Labs, Mini OATs, Stationery Shop, Nescafee Shop		2Male + 1 Female
7	New Class Room Block		1 Female
8	Director's Office, Admin Block, First Floor & Ground Floor		1Male + 1 Female
9	Parking, roads, Lawns		1 Male
10	Guest House & Quarters		1 Female
11	STP and Surrounding Area		2 Male
	<b>Sub Total</b>	1	28(15 Male, 13 Female)
	<b>Grand Total</b>		29

**48.2** Before quoting the rates, the bidders are advised to visit the campus during official working hours and inspect the premises (Institute and hostel blocks) to know the quantum of work.

**48.3** Supply of all materials/equipments for providing housekeeping services, such as ladders, transports, personnel supervision, etc. will have to be arranged by the contractor (Detailed list is enclosed as Annexure-IV)

**48.4** The details of cleaning material required per month given in Annexure-IV which includes minimum requirement of cleaning material every month. The material shall be inspected by NIFT official. In case the requirement is more then the prescribed monthly requirement the same shall be disburshed by NIFT.

- 48.5** If sufficient quantity of approved quality of materials is not supplied by the contractor, NIFT's supervisor will make arrangement to procure the materials from the market, the cost of which shall be recovered from the bill of the contractor at a penal rate of two times the actual cost keeping in view the area of the campus including Hostels, Academic Blocks, Mess/Canteen & other structure.
- 48.6** The contractor will ensure that either he himself or one of his responsible supervisors is present during working hours on all working days to supervise the work being done by his staff, as well as to attend to any specific instructions issued by the Institute authorities.
- 48.7** The contractor shall deploy adequate manpower required for efficient fulfillment of the contractual obligations. One supervisor of the agency will be in charge of housekeeping service and his presence during working hours is must. In case the number of staff falls short due to illness, leave, transfer, social obligations or for any other reason ,the contractor will immediately provide substitutes, failing which NIFT shall deduct @ Rs. 100/- per absentee per day from the bill.
- 48.8** If in the opinion of the Institute authorities, the work done by the staff of House- Keeping agency is not satisfactory, the Institute reserves the right to deduct pro-rata amount for that day out of the monthly contract bill.
- 48.9** The contractor shall take all precautions and observe adequate safety measures during execution of cleaning task and shall not hinder movements of students/staff on passages, lobbies, etc.
- 49** 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 decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 50** NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.
- 51** 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.
- 52** NIFT Jodhpur may increase/decrease total no. of housekeeping staff, if required.
- 53** 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.

**UNDERTAKING BY THE HOUSE KEEPING CONTRACTOR**

We have carefully gone through the various terms and conditions listed under “scope of work” for provision of housekeeping services. We agree to all these conditions along with other term and conditions of the tender and offer to provide housekeeping services at NIFT, Jodhpur. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place : \_\_\_\_\_

\_\_\_\_\_

Dated : \_\_\_\_\_

Name & Signature of Contractor

Address: \_\_\_\_\_

Seal of the Agency

\_\_\_\_\_

Phone No. (O): \_\_\_\_\_

(R): \_\_\_\_\_

**DECLARATION/UNDERTAKING**

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.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

Technical Bid(In Separate sealed cover-I super scribed "Technical Bid")

Having read and accepted all terms and condition in the tender document we submit the details for Housekeeping Services as follows:-

S.No	Required Documents	Attached / Not Attached (Yes/No)	Indicate page No. for attachment (All attachment)
1	Name of the owner(s) Partners(Attach Partnership deed in case of Partner)		
2	Copy of the license issued by the appropriate authority to run the housekeeping Agency.		
3	EMD (Interest free) of Rs. 2,70,000/- (Rupees Two Lakhs Seventy Thousand) in the form DD in favour of NIFT, Jodhpur		
4	Performance Certificate not below the remarks satisfactory for the last any 03 years from the clients to whom the housekeeping agency provided services.(i.e Financial Year 2016-17 & 2017-18 2018-19 or 2019-20)		
5	Turnover - Agency should not have turnover less than Rs. 1 Crore in each of the last three years i.e. 2015-16 & 2016-17, 2017-18 and or 2018-19 or more than 2.5 Crore together. (Certificate duly certified by the CA to be attached).		
6	Copy of IT return filed for the last three Financial year(i.e. 2015-16 & 2016-17, 2017-18 and or 2018-19(Copy of ITR and certificate duly certified by the CA to be attached).		
7	Client list - preferably professional educational institutes/Govt. offices.		
8	Attested copy of PF registration with regional PF commissioner (Copy must be enclosed).		
9	Attested copy of ESI Registration (Copy must be enclosed).		
10	GST Registration (Copy must be enclosed).		
11	PAN Card (Copy must be enclosed)		
12	Registration of the firm with appropriate authority copy must be enclosed.		
13	Whether the firm/Company has ever been blacklisted by any Govt./Non Govt. agency.(Undertaking must be enclosed Anneuxre-II)		



Materials List

Sl. No.	Items	Qty. Required
1	Toilet Cleaner HARPIC/ EQUIVALENT BRAND	30 LTR PER MONTH
2	Floor Cleaner LIZOL / EQUIVALENT BRAND	30 LTR PER MONTH
3	PHENYL (PEACOCK / EQUIVALENT BRAND)	35 LTR. PER MONTH
4	HAND BRUSH	12 NOS. FOR TWO MONTHS
5	PHOOL JHADOO	20 NOS. PER MONTH
6	BANS JHADOO	12 NOS. PER MONTH
7	BAANS FOR JHADOO	12 NOS. FOR SIX MONTHS
8	DUSTING CLOTHS	20 NOS. PER MONTH
9	WHYPER	12 NOS. PER MONTH
10	NEPHTLIN BOLLS SUNNY / MEGA / EQUIVALENT BRAND	08 PKT. PER MONTHS
11	TOILET BRUSH	14 NOS. PER MONTH
12	POOCHA	40 NOS. PER MONTH
13	COLLIN	10 LTR. PER MONTH
14	DUST PAN (SUPALI)	13 NOS. FOR THREE MONTH
15	SURF (WASHING POWDER)	5 KG. PER MONTHS
16	ACID	2 LTR. PER MONTH
17	HANDWASH DETTOL / LIFEBOUY/SAVLON / SANTOOR EQUIVALENT BRANDS	15 LTR. PER MONTH
18	WASH ROOM FRESHNERS (ODONIL / GODREJ AER/ AIRWICK / TASKI / PREMIUM / LOVIN / EQUIVALENT BRAND)	36 NOS. PER MONTHS
19	DRY MOPS	10 NOS. YEARLY
20	ROOM FRESHNER (ODONIL / GODREJ AER/ AIRWICK / TASKI / PREMIUM / LOVIN / EQUIVALENT BRAND)	02 NOS. PER MONTH
21	TYLE BURSH	05 NOS. PER MONTH
22	CASTIC POWDER	02 KG. PER MONTH
23	BUCKET	10 NOS. YEARLY
24	MUGS	10 NOS. YEARLY

## FINANCIAL BID

## ANNUAL RATE CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES AT NIFT JODHPUR

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 Housekeeping Services - Financial Bid".

Agency/company should only quote charges for housekeeping services as per minimum wages order No. 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 and weekly Offs 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:

Rate Statement				
S.No.	Column( 1)	Column( 2)	Column(3)	Column (4)= Column( 2)x Column( 3)
	Description	Total No. of Person required	Rate per Person	Total Charges (For per Month) (Inclusive of PF + ESI + Service charges+ Any other charges+ weekly off/Reliever charges)
1	Supervisor (Semi Skilled/ Unskilled) Supervisory	01 (Male)	Rs. ....  (In words .....) Per Month(Inclusive of PF + ESI + Service charges+ Any other charges+ weekly off/Reliever charges)	
2	Sweeper (Unskilled)	28 (15 Male 13 Female)	Rs. ....  (In words .....) Per Month(Inclusive of PF + ESI + Service charges+ Any other charges+ weekly off/Reliever charges)	
3	<b>Monthly Cost of Consumable Items(inclusive of all taxes, and any other charges) (as per items Annexure – IV)</b>			
<b>Grand Total for amount Rs.(For Sr. No. 1+2+3)(In Figure)</b>				
<b>Grand Total for amount Rs(In words)</b>				

**Please note:**

1. L-1 will be decided on the based on Grand Total amount of (Sr. No. 1+ 2+3)
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).
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 Housekeeping Services at the prices quoted above only.
5. Bonus charges will only be paid/reviewed as Government of India direction issued from item to time on production of Circular/OM issued by the Govt. Of India by the Contractor.
6. "If a firm quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not considered."

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7. PF/ESI Contribution charges will be paid/reviewed as per Government of India directions issued from item to time.
8. Conditional bid will be treated as unresponsive and will be rejected.
9. TDS will be deducted as per Govt .of India norms.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name& Signature/  
(Company Seal)