



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: e-01/2020(Pur-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 & set up by Ministry of Textiles, Govt. of India)

**Tender
For
Campus Cleaning Service**

Tender No.: e-01/2020(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	30/04/2020
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	21/05/2020 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	21/05/2020 at 3.00 pm.

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

- Note:**
- 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.**
 - 2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.**

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 Management to address the specialized needs of professional and students in the field on 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, Rae Bareli, Shillong and Srinagar.

Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.



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NOTICE INVITING TENDER

NIFT, Kolkata invites **online** tender under two bid systems for “Campus Cleaning Service” from eligible reputed Firms/Agencies having at least 05 (Five) years work experience in executing similar kind of service/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organisations.

The hard copy of the tender document alongwith fees (i.e EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “**Campus Cleaning Service (NIT No.: e-01/2020(Pur-Kol))**” and shall be addressed to and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 7000106 or dropped in the Tender Box kept at the said address on or before schedule. Financial bid should be quoted online only and need not to be submitted in hard copy.

SUBMISSION OF BID

- i) The interested firms should apply online and submit their 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>
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>

• Registration Charges of Rs.2000/- + Rs.360/-(GST) = Rs.2360/- (Two Thousand Three Hundred Sixty Only) non-refundable.

• Bid Processing Fee charges of Rs. 640/- + 115(GST) = 755/- non-refundable through online payments only.

- v) 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.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033-23357546, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700106.

For online procedure:

For More enquiries/For Helpdesk officers:-

E-mail:- niftsupport@c1india.com / sandeep.bhandari@c1india.com /
purchase.kolkata@nift.ac.in

Phone No.:- 0124-4302033/36/37
033-23357546/7342



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SCOPE OF WORK

The normal **duty hours will be 8:00 am to 4:30 pm** [including half an hour lunch break] from Sunday to Friday and shall be given one day weekly-off (Saturday). However, the same may be altered as per the requirement of the Institute. Service may be required even on holiday(s), if so needed. Since the office starts at 9:00 am the whole campus including class room, toilers, office room/premises, Lab should kept ready by 8:45 am.

For NIFT Campus: At Block-LA, Plot 3B, Sector-III, Salt Lake City, Kolkata-700106

For NIFT Hostel: At Block-GE, Plot-4, Near 12 no. water Tank, Salt lake City, Kolkata- 700106

Number of Manpower to be deputed

Campus: Male Manpower : 09 (Nine) nos.
Female Manpower : 05 (Five) nos.

Hostel: Female Manpower : 04 (Four) nos.

Campus & Hostel: Overall Supervisor (Male) : 01(One) no
19 (Nineteen) nos.

The distribution of above manpower is subject to change However, the NIFT authority is at liberty to increase or decrease the number of Man Head as per requirement from time to time & decision of NIFT in this regard shall be final & binding and the payment will be made accordingly at the same rate, as applicable and on actual.

The Agency shall be responsible for engaging adequately trained manpower required for providing good cleaning service in the Institute.

Age of Cleaning Personnel generally not below 21 years or not more 58 years, deputing Child Labour to render the said cleaning is strictly prohibited.

Material Requirement: the agency should supply and use following materials, required for the cleaning purpose, at the agency's own cost:

- | | |
|---|---|
| i) Bleaching Powder | x) Room freshener (Spray/Cubes) |
| ii) Phenyl | xi) Other cleaning items/material |
| iii) Liquid soap | xii) Consumable for toilet clean up/Sanitation |
| iv) Hand Wash | xiii) Vacuum cleaner and other Appliances |
| v) Acid (to be avoided as much as possible) | xiv) Others as and when require for the said service. |
| vi) Naphthalene Balls | |
| vii) Wet or dry Mop | |
| viii) Chorme polish Disinfectant | |
| ix) Deodorizer | |

Bills for purchase of materils to be submitted on monthly basis and Stock Register needs to be maintained for usage of material



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NIFT Campus: Block-LA, Plot 3B, Sector-III, Salt Lake City , Kolkata-700106

The Campus Cleaning Service covers proper cleaning of the whole premises of Campus and Hostel of NIFT Kolkata which includes cleaning of floors, walls, grills, windows(including window panes, glasses, grills) doors, furniture & fixtures (lights, fans, switch boards, tables, chairs, almirah, File cabinet, etc) wherever applicable, the said cleaning needs to be done several times daily. The idea is to keep the whole area neat & tidy. Vacuum cleaner, Mops, Cleaning/Sweeping M/cs, ect. need to be used to render the said service in proper manner. Cobwebs are to be removed every fortnight and/or as & when required.

The whole campus needs to be cleaned including specific areas as mentioned below:

Sl. No.	Particulars/ Areas	Frequently of Cleaning *
1	30 nos. of rest room/toilets/ washrooms (composite) (basin, commode, urinals, mirrors, etc.	Thrice Daily/ from time to time as when required
2	23-25 nos. of class rooms	Daily
3	30-32 labs/works shops/Machines rooms	Daily (before starting of classes)
4	Resource Centre/library	Daily
5	7 Computer Labs & 1 UPS Room	Daily
6	Office rooms (Director/AD/JD/DD/AO/others)	Daily
7	Common Area/Passages/Corridors	Daily
8	Any other rooms	Daily
9	Whole premises and surrounding area fo NIFT Campus	Daily
10	Ground area	Daily
11	37 Faculty rooms/Cabins	Daily
12	Conference rooms	Daily
13	Medical /Doctor's room	Daily
14	Elevator/LIFT/Roof	Weekly
15	Stair cases	Daily
16	Any others rooms/Areas (substation (LT&HT)/ DG Rooms/ Stores	Daily
17	Auditorium	Weekly or may be time to time as when required
18	Canteen	Daily

* Subject to change and may be done more than once and as & when required

While on duty, all cleaning staff members must be in uniform with identity card and a copy of job allocation.

NIFT Hostel: Block-GE, Plot-4. Near 12 no water tank, Salt Lake City, Kolkata-700106

The whole campus needs to be cleaned including specific areas as mentioned below:

Sl. No.	Particulars/ Areas	Frequently of Cleaning *
1	Whole Premises	Daily
2	Surrounding area of NIFT Hostel	Daily
3	All room	Daily



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4	Stair cases	Daily
5	Canteen	Daily
6	Student room	Daily
7	Doctor chamber	Daily
8	Guest rooms	Daily
9	Passage	Daily
10	Door & Window	Weekly
11	All toilets	twice in daily
12	All Bath rooms & Wash rooms (basin, Commode urinals, etc.)	Twice in daily
13	Cobweb	Fortnightly
14	All the rubbish to be removed from the toilets and from the building to the outside garbage dumping area.	Daily
15	Outside building wall, roof area boundary wall etc. main gate	Fortnightly

Subject to change and may be done more than once and as & when required

While on duty, all cleaning staff members must be in uniform with identity card an copy of job allocation.

TERMS AND CONDITIONS

1. Only on-line bids will be considered. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional and/or offline tender will not be accepted and/or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
4. The agency/tenderer should have at least Five years of relevant experience in executing/rendering such services.
5. The contract for Cleaning Service shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.
6. Hard copy of tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
7. All tenderers are required to submit Bid Security as **Earnest Money Deposit (EMD) of Rs.2,50,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/document submitted found false/fake/forged
 - b. If the selected/successful bidder does not accept the W.O., or, unable to provide services
 - c. If the bidder withdraws his bid/quote



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However, those who have valid NSIC/MSME registration certificate, Tender Cost & EMD may not be required.

8. The successful tenderer shall be required to deposit **Security Money of Rs. 4,50,000/-** within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.
9. The bidder should have minimum of 5 (Five) years experience in the relevant field. The average minimum annual turnover of the tenderer for past 02 (Two) years should not be less than **Rs.100 Lakh** which should be substantiated by Audit report/ITR.
10. The required strength of manpower (Personnel) has been mentioned in the above is indicative and may vary. However, the deployment of manpower shall be as per actual requirement as will be mentioned in the work order or in the subsequent order(s) to be issued to the successful tenderer and any increase/decrease in the actual deployed strength, the payment will be made on actual and at the same rate as applicable. NIFT is not bound to engage all the manpower(s) as mentioned in above
11. The tenderer shall ensure that the staffs engaged by the Contractor shall not smoke beedis, cigarettes or intake alcohol nor they are allowed to chew pan, tobacco items etc. during duty hours.
12. Dispute, if any, arising out of the manpower services contract shall be settled by mutual discussion and the decision of NIFT will be final and binding in this matter.
13. The Tenderer submitting tender must attach photocopies of the following documents which should be valid:-
 - (a) Trade License
 - (b) PAN Card [in the name of firm/agency or proprietor]
 - (c) GST Registration
 - (d) EPF/PF Registration
 - (e) ESI Registration
 - (f) P-Tax registration
 - (g) Registration under the Shops & Establishment Act/ROC
 - (h) List of organizations with contact number where the contractor is providing/ has earlier provided the said service.
14. The Tenderer shall comply with all existing **Central Govt.** Labour Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act 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



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NIFT, in case the Institute is held liable for the lapse on the part of the Contractor, in this regard.

15. The agency shall strictly follow the applicable labour laws with respect to maximum hours for which personnel can work.
16. The timely payment of Employees' contribution towards PF & ESI at scheduled rates will be the sole responsibility of the successful Tenderer. The tenderer shall be responsible for the payment of wages & allowances of staff members deputed by him at NIFT Kolkata as per the Minimum Wages in force and fixed by the Central Govt. and all statutory dues to the persons employed by the contractor for providing the said services. NIFT shall in no way be responsible for any default with regard to any statutory obligations related to the manpower deputed by the tenderer at NIFT, Kolkata.
17. Since there may be delay in releasing payment by NIFT to the contractor due to contingencies, payment of wages to the staff members deputed by the tenderer should not be linked with receiving of payment from NIFT and the tenderer must pay the wages as per prevailing rate of Central Govt. to their staff(s) deployed/engaged at NIFT Kolkata Centre by **7th of every month.** No request for relaxation will be entertained in this regard. The wages shall be as per minimum wages notified by the Central Govt. from time to time.
18. Attendance shall be taken through Biometric system also gate entry.
19. All the staff engaged by the successful tenderer, shall be deemed to be the employees of the contractor. The contractor shall be solely responsible for their wages, fringe benefits, conduct, leave-records, etc., The tenderer shall also provide its staff members photo-identity cards which may be checked by the NIFT authority/concerned official(s) of NIFT as and when necessary.
20. Payment will be made monthly on arrear basis against submission of bill in triplicate alongwith monthly attendance statement, copies of wages sheet and copies of previous month's PF and ESI deposits challan & ECR of the persons by the successful tenderer at NIFT, Kolkata and monthly challan for payment of GST/GST 3B Return and actual bill of material cost, etc. All payments due to successful tenderer shall be made through RTGS/NEFT. Deductions, if any (TDS, TDS on GST etc.) and as applicable, will be made during payment. Successful tenderer should submit details of Bank (A/c Number, Bank & Branch Name, IFS Code), PAN and GST No. alongwith the monthly bill.
21. The company or firm will provide GSTIN (Goods and Service Tax Registration No.). Further company of firm will provide monthly challan for payment of GST along with bill on the basis of which GST would be released.
22. In the event of un-satisfactory service or any default, payment may be deducted as penalty as deemed fit which will be decided by the NIFT authority and decision of NIFT in this regard shall be final & binding on the agency/service provider.



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23. Even after qualifying in the technical bid, the financial bid may be rejected if not found in order. Merely qualifying in the technical bid does not ensure acceptance of the financial bid.

24. Change in the Govt. rates (statutory, etc.) from time to time will be considered

25. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the personnel, the contractor shall be held fully responsible, and the Institute shall be entitled to recover appropriate amount with penalty from contract fees payable to the contractor or contractor will pay the same. The amount of loss or damage as determined by NIFT shall be final and binding on the contractor.

26. In case of pilferage and loss/damage to the NIFT property due to negligence of the cleaning personnel the same will be repaired/replaced by the contractor at his own cost.

27. In the event of injury, illness or mishap to any cleaning personnel/manpower, NIFT, Kolkata will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act. and the contractor shall be fully responsible for the same.

28. The Agency/Firm shall at all times be responsible to maintain all types of liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or other Industrial Legislation in force from time to time.

29. It is preferred that the tenderer (organization) should have an operating/registered office in West Bengal.

30. The contractor at its own cost shall provide the following:

Proper uniforms (Trouser, Shirt/T-shirt, Cap & Shoes (if needed):-2 sets each) should be provided including washing cost to its personnel deployed by contractor at NIFT Kolkata

No expenditure will be borne by NIFT in this regard.

31. The staff should be well versed and experienced about the office decorum and etiquette/behavior. The Contractor shall be responsible for the acts and conduct of its personnel. In the event of any misconduct the decision of the NIFT in the matter shall be final & binding.

32. Payment will be deducted on pro-rata basis and as applicable in the event of absence of any personnel on any day or so; however, it is strongly recommended for a suitable substitute/replacement during one's absence.

33. The contractor will maintain Attendance Register duly countersigned by Supervisor. The copy of Attendance Register/Sheet is to be submitted along with bill for payment of wages.

34. NIFT will pay as per the rates of minimum wages in force which is subject to change and as may be fixed by the Central Govt.



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- 35.The contractor shall be solely responsible for all injuries and accidents to persons employed by him. The workmen shall be insured by the contractor against personal accidents arising out of and during the course of their duties.
- 36.The successful tenderer should issue monthly pay slips to its deputed man powers at NIFT Kolkata.
- 37.The quote/rates should be valid in the case of all the tenders for at least for 3 months from the date of opening of the tender and if, tenderer withdraws during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract. However, prevailing statutory rates, if any as revised by the Govt. from time to time will be considered.
- 38.In case of L-1 is more than one, the selection criteria [viz., the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding to all the tenderers.
- 39.Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.
- 40.The agency shall verify character, antecedents of personnel before deploying them at NIFT, Kolkata. The particulars of staff (name, father's name, date of birth, address, qualification, previous work experience, etc.) deployed by the Agency should be submitted to NIFT Kolkata along with their police verification report.
- 41.All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made at any time during the contract period.
- 42.Dispute, if any, arising out of the manpower services contract shall be settled by mutual discussion and the decision of NIFT will be final and binding in this matter.
- 43.The employees of the Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of Cleaning personnel deputed may be produced.
- 44.In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to NIFT and maintain liaison with the Police. FIR will be lodged by NIFT, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
- 45.In case of disputes for nonpayment of wages to the supplied manpower or any other disputes, the payment due to the Contractor may be withheld till settlement of the disputes.



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46. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing said service.
47. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said service.
48. The Contractor and his/her staff member shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
49. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such case, will be treated as cancelled before its expiry. However, the said notice period may be extended by mutual agreement till alternate arrangements are made by NIFT. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to un-satisfactory service or violation of T&Cs or due to any default of the Contractor or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.
50. As per the NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e., paisa 50 or above will be rounded off to the near higher rupee and paisa less than 50 will be ignored.
51. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.
52. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (Tel. 033-23357546) before submission of bid; no extra amount shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
53. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10.00 am to 05.00 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
54. All disputes are subject to Kolkata Jurisdiction only.

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 of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding on all the tenderers. No further correspondence in this regard will be entertained.



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Annexure- I

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date of Establishment:
- d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

Registration No. Company/firm/
Agency in regard to ownership

2. a. Address (Office):
- b. Telephone No.:
- c. Mobile No.:
- d. Email Id.:

3. Details of relevant work experience:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any
1				
2				
3				

4. Furnish copies of the following documents:

- a) Trade License
- b) PAN
- c) Experience Certificate
- d) PF Registration
- e) ESI Registration
- f) Professional Tax Registration
- g) GST Registration
- h) Contract Labour Registration Certificate
- i) Registration under the Shops & Establishment Act/ROC

5. DD [enclosed] details:

DD no. _____, dtd. _____, amt. _____, bank _____ [EMD]

Date:

Place:

Signature of the Agency



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ANNEXURE - II

TECHNICAL BID
for
Campus Cleaning Service

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Bid Security as Demand Draft of Rs.2,50,000/- in favour of NIFT, KOLKATA is enclosed as EMD (to be submitted with the Technical Bid)	
02	Whether capable and agreed to submit Rs.4,50,000/- as Security Deposit/Bank Guarantee, if work order is awarded to successful Tenderer.	
03	Whether document in support of having minimum 05 (Five) years experience in executing similar kind of jobs along with a list of organizations (Govt., PSU, reputed MNCs/ organisations) with contract nos. where the Contractor is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License for this kind of jobs enclosed	
05	Whether Registration under the Shops & Establishment Act/ROC enclosed	
06	Whether Contract Labour Registration Certificate enclosed	
07	Whether copy of Pan Card enclosed	
08	Whether copy of Professional Tax Euturn etc. enclosed (if & as applicable)	
09	Whether copy of Registration Certificate of PF enclosed	
10	Whether copy of Registration Certificate of ESI enclosed	
11	Whether copy of Registration Certificate of GST enclosed	
12	Whether average minimum Annual turnover is Rs.100/- Lakhs during the years [i.e. FY: 2018-19, 2017-18; 2016-17] (any two) [Please attach relevant documents (audited report Trading, P/L & BS from authorized Chartered Accountant) as a proof]	
13	Whether Copy of Income Tax Return for last Two years submitted [Assessment year 2019-20, 2018-19; 2017-18]	
14	Whether agreed to abide by all the terms & conditions of this tender	
15	Whether all DDs, Annexure-I, II & III duly filled, are enclosed with this 'Technical Bid'	

(All above enclosures must be valid)

Place:

Signature of the Tenderer



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Annexure -III

UNDERTAKING & ACCEPTANCE LETTER BY THE Tenderer

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

Place:.....

Date:.....

.....

Signature of the Tenderer

Address:.....

.....

.....

Mob.:.....

Email ID:.....



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Annexure-IV

FINANCIAL BID
for
Campus Cleaning Service
For the period 01 Year (01.08.2020 to 31.07.2021)

(A) Semi-skilled (Supervisor Staff):-01 Head (Male)

(B) Un-skilled (Cleaning Staff):-18 Head (09 Male & 09 Female)

Particulars	Rate
No. of Man Head (Semi Skilled)	01
Min Wages* with VDA for 26 days (in a month) (Rs. 666*26) doe 01 head	Rs. 17,316.00
EPF* 13.00% on Rs.15000/- (Max.)	Rs. 1950.00
ESI* 3.25% on min. wages with VDA (Rs. 17,316.00)	Rs. 563.77
Bonus 3500/12	Rs. 291.67
Other Charges (If any) in a month (Rs.)	
Total	
Service Charges in % (percentage)	
Sub Total	
GST @18% on above total	
Total for 01 head for a Month including GST	
Grand total for 01head for 01 Year including all above (i)	

Particulars	Rate
No. of Man Head (Un-Skilled)	18
Min Wages* with VDA for 26 days (in a month) (Rs. 603*26) for 01 head	Rs. 15,678.00
EPF* 13.00% on Rs.15000/- (Max.)	Rs. 1950.00
ESI* 3.25% on min. wages with VDA (Rs. 15,678.00)	Rs. 509.53
Bonus 3500/12	Rs. 291.67
Other Charges (If any) in a month (Rs.)	
Total	
Service Charges in % (percentage)	
Sub Total	
GST@18 on above total	
Total for 01 head for a Month including GST	
Grand total for 18 head for 01 Year including all above (ii)	

*Subject to Change

(C) Material Cost

Particulars	Rate quoted including GST
Material Cost in a Month for NIFT Campus & Hostel	
Material cost in a Year for NIFT Campus & Hostel (iii)	

Material cost should be reimbursement by NIFT Kolkata as per actual. The successful tenderer should submit the bill (material cost) on monthly basis with their regular monthly bill.



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: e-01/2020(Pur-Kol)

Financial Bid
for
Campus Cleaning Service

Particulars	Quoted Rate for 01 Year (Rs.)
Total Cost for all Manpower (19 head) mentioned above including Material cost for 01 year (i+ii+iii)	

*Subject to Change

*Min. Wages has been calculated as per GOI, Ministry of Labour & Employment Office of the Chief Commissioner (C) Order vide no. 1/38(1)/2019-LS-II dated 23.09.2019 which may be changed from time to time.

- #1 Break-up of the rate may also be provided along with the copy of the Govt. Order issued by Labour Commissioner, Govt. of India on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt.
- #2 Minimum wages should be as per the Central Govt. rates.
- #3 The number of manpower to be deputed may vary and payment will be made on actual at the quoted rate and as per actual attendance
- #4 NIFT is not bound to engage all the manpower(s) as mentioned in the tender document.
- #5 Quotation with "NIL" / "0" (Zero) service Charge will not be considered
- #6 **The L1 will be selected based on overall total.**