



निविदा दस्तावेज़ शुल्क:  
(Rs.300 + GST 18%) = **Rs.354/-**



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, नवी मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट मुंबई में प्लेसमेंट एजेंसी के माध्यम से कर्मचारियों की उपलब्धता  
करवाने हेतु निविदा दस्तावेज़

निविदा संख्या : 10/NIFT/MUM/PO/2019-20

## **Tender Document for Providing Placement Services to NIFT Campus Plot No.15, Sector-4, Kharghar, Navi Mumbai**

**OPENING DATE FOR ONLINE SUBMISSION OF TENDER:01.08.2019**

**CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 21.08.2019**

### निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी:

**नोट:** इस निविदा दस्तावेज़ में 13 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर एक कवर में अच्छी तरह मुहरबंद करके उस पर **निफ्ट मुंबई में प्लेसमेंट एजेंसी के माध्यम से कर्मचारियों की उपलब्धता करवाने हेतु अथवा Tender for Providing Placement Services to NIFT Campus Plot No.15, Sector-4, Kharghar, Navi Mumbai** लिख कर ही जमा करें।

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निफ्ट कैंपस, प्लॉट नं. - 15, सेक्टर - 4, खारघर, नवी मुंबई - 410210  
दूरभाष: +91-22-2774 7000, 2774 7103, फैक्स: +91-22-2774 5386

Signature of the tenderer: \_\_\_\_\_



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

राष्ट्रीय फैशन एवं टेक्नोलॉजी संस्थान

T. No. : 10/NIFT/MUM/PO/2019-20

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Signature of the tenderer: \_\_\_\_\_



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**Ministry of Textiles, Govt. Of India, NIFT Campus, Plot No. 15, Sector – 4,**  
**Kharghar, Navi Mumbai -410 210.**

**OPEN TENDER FOR PROVIDING STAFF THROUGH PLACEMENT AGENCY AT NIFT-MUMBAI**

National Institute of Fashion Technology (an Autonomous body under the Ministry of Textiles, Govt. of India) Mumbai has decided to call tender for hiring of staff through Placement Agency for the NIFT-Mumbai. For this purpose, NIFT invites open e-tenders from bonafide and licensed Firms, Companies, Placement Agencies etc. having experience of at least 03 years in the same field. The terms and conditions of the tender are as follows:-

**TENDER NOTICE**

1. E-Tenders are invited from placement agencies for “**Providing Placement Services to NIFT Campus Plot No.15, Sector-4, Kharghar, Navi Mumbai**” as per the requirements and details enclosed from contractors or agencies who have carried out similar work.
2. The Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of e-tender date, payable in favour of “NIFT Mumbai.
3. NIFT shall have the authority to cancel the tender process if NIFT does not find suitable e-tenders. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.
4. The site can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non awareness of the site conditions and constraints

**Submission of Bids**

- (a) The interested firms should submit the e-tenders by online mode only 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 01.08.2019 to 21.08.2019 up to 3.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in>.

**Signature of the tenderer:** \_\_\_\_\_



- (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.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Annual Registration Charges of Rs. 2,000 + 18% = 2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable).
  - Bid Processing Fee charges of Rs.2,080+ 18%=2,454/- (Rupees Two Thousand Four Hundred Fifty Four Only - non-refundable) through Online Payment Only.
- (d) Vendors also need to send UTR No at [sandeep.bhandari@clindia.com](mailto:sandeep.bhandari@clindia.com) mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- (e) 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 on or before the last date for submission of tenders on 21.08.2019 up to 3.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- (f) The sealed hard copy of the tender shall be submitted in one big envelope superscripting **“Providing Placement Services to NIFT Campus Plot No.15, Sector-4, Kharghar, Navi Mumbai”** containing two separately sealed small envelopes, one for "Technical Bid " and another for "Financial Bid " superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Campus, Mumbai. The hard copies of sealed tender's documents must be dropped in the tender box kept at Reception Area NIFT Mumbai, on or before 21.08.2019 by 03.00 P.M.
- (g) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - B along with a demand draft of Rs. 354/- (Incl.of GST)(Rupees Three Hundred Fifty Four Only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 10,000/- (Rupees Ten Thousand Only) favoring National Institute Of Fashion Technology and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- (h) The technical bid will be opened in e-tender portal on 21.08.2019 at 03.30 P.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.
- (i) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in

Signature of the tenderer: \_\_\_\_\_



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

राष्ट्रीय फैशन एवं टेक्नोलॉजी संस्थान

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prescribed format and/or are found incomplete in any respect shall be summarily rejected.

- (j) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747040, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Mumbai- 410210. And For Online Procedure: For More enquiries / For Helpdesk Officers: - Mr. Sandeep Bhandari , E-mail :- sandeep.bhandari@c1india.com Phone No.:- 0124-4302033 & 36.  
Cost of Tender form: Rs 354/- (Non-refundable)  
Earnest Money Deposit: Rs 10,000/-  
Commencing date of Tender: 01.08.2019  
Last date of Submission: 21.08.2019 up to 3.00 PM  
Date of opening of Tender (Technical Bid): 21.08.2019 at 3.30 PM  
Estimated Amount: 26 Lakhs.

**A. General Terms & Conditions:-**

1. Tender shall be submitted online as well as in hard copy in sealed envelope addressed to the “**Director**” at the above address. Envelope shall be superscribed with the words “Tender for providing Staff at NIFT – Mumbai” and shall reach/drop at NIFT Office by 3.00 p.m. on or before 21/08/2019 in the tender box kept in the Reception area of this centre. The Technical bid of tenders will be opened on **21/08/2019 at 3.30 P.M.** at the NIFT campus in e-tender online portal and inform the same to the agencies via online e-tender portal message system.
2. Tender as stated above shall be accompanied with earnest money (EMD) deposit of Rs.10,000/- (Rupees Ten Thousand Only) payable by crossed Bank Draft drawn in favour of NIFT, Mumbai. No interest shall be paid on the earnest money.
3. The tenders shall submit the offer duly signed on all pages and sealed in envelope.
4. The following documents shall be submitted along with tender as Mentioned in Technical Bid Annexure “B”:-
  - A. True / attested copy of current and valid Trade License.
  - B. True / attested copy of PAN Card.
  - C. True / attested copy of documents certifying successful running as Placement Agency in other organizations / societies.
  - D. True / attested copy of PF/ESI Registration certificate.
5. Telegraphic or conditional tender will not be considered.

**Signature of the tenderer:** \_\_\_\_\_



6. Tenderer shall in the tender paper, indicate the details of the places / organizations with telephone no. where they are at present running similar service and submit the tender papers with supporting documents.
7. **Tenderers will be required to quote the rates of administrative / professional charges they will be charging per employee. NIFT-Mumbai will decide the salary of the incumbents hired from the placement agency. The tenderers are required to quote only the professional charges for providing such manpower. They shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the Appropriate Authority.**
8. The Contract for running the Placement Agency shall be commercial contract between the NIFT and the tenderer. There shall be no employer-employee relationship between the NIFT and the contractor and/or his personnel.
9. Contract with the agency may be terminated by the NIFT at its discretion by giving 30 days notice to the Contractor in case of failure to maintain the services to the satisfaction of the NIFT and/or for violation of terms of the agreement and/or for any unlawful activities of personnel within the campus and the contractor shall have to vacate the NIFT premises on the expiry of the date of notice and/or the contract.
10. Successful tenderer may be allowed to undertake the work for a period of one year. The contract will automatically terminate after expiry of the period of contract. However, based on requirement of NIFT to run the Placement Agency service and performance of the tender, the contract may be renewed for further period of 2 terms of 1 year each subject to satisfactory performance by agency.
11. The successful tenderer shall have to deposit a Security amount of Rs. 10,000/- (Rupees Ten Thousand Only) in favour of “NIFT, Mumbai” by Bank Draft for running the Placement Agency services before signing of the agreement. The amount shall be returned to the tenderer on successful Completion of the contract period within 1 month. No interest shall be paid for the Security amount. Security amount shall be forfeited in full or part at the discretion of the NIFT in case of breach of contract.
12. The successful tenderer shall be required to enter into an agreement before the work of running the Placement Agency service is entrusted to the tenderer for which Non judicial stamp papers of Rs. 100/- may be submitted within 15days from acceptance of work order.
13. The successful tenderer shall clearly indicate the time to be required by them from the date of work order to start the Placement Agency service.

Signature of the tenderer: \_\_\_\_\_



14. NIFT reserves the rights to accept and reject any tender or all the tenders at its discretion and the discretion of the NIFT and the matter shall be final and binding.

**B. The successful Tenderer / Agency will have following obligations towards the Institute:**

1. Agency shall not engage any sub-agent or sub-contractor whatsoever for running the Placement Agency service.
2. Agency shall abide by the rules & regulations of the NIFT as may be relevant in respect of Placement Agency matters that may be enforced from time to time.
3. The agency shall comply with all existing **Central Government** labour legislation and Acts, such as Contract 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 Placement Agency 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, in this regard.
4. Agency shall be responsible for the acts and conducts of his personnel and the decision of the NIFT in the matter shall be final.
5. The agency will ensure deployment of required staff for 06 days in a week for the duration of the office hours. An attendance record of the staff working through Placement Agency should be maintained daily by the agency. Proportionate deduction in bill will be made in case of short deployment of staff on any day.
6. The character and antecedents of each individual enrolled by the agency for deputing on NIFT duty should be verified from concerned authority and submitted to NIFT.
7. The agency will abide by the law of land, notification with regard to wage structure, condition of service, statutory obligation, etc. NIFT will pay only the agreed amount per head per month. Agency will be fully responsible for payment of wages & all statutory payments of staff working through Placement Agency as per **Central Govt. Labour Laws**.
8. The number of staff is to be deployed as approved by NIFT authority from time to time. The duty chart will have to be submitted to NIFT.
9. The agency will submit the bill to NIFT by the 3<sup>rd</sup> of every month for the preceding month. NIFT will make the payment of the bills by 16<sup>th</sup> of each month through a Crossed Cheque/RTGS in favour of the Agency after deducting TDS as per rule. However, due to crisis / emergency there may be delay in releasing payment. Payment of wages to the staff by the Agency should not be linked with

**Signature of the tenderer:** \_\_\_\_\_





receiving payment by the Placement Agency from NIFT and should be released by 7<sup>th</sup> of each month itself.

10. While submitting bills for payment, the agency is required to furnish documents in support of payment of all statutory obligations like deposit of EPF/ESI/Professional Tax/Service Tax etc. in respect of personnel to be deployed at NIFT, specifically showing details name-wise. Order for revision of minimum wages, if any, should also be furnished.
11. The number of staff as approved by NIFT AUTHORITIES from time to time will be placed for duty by the Agency.
12. Any unlawful activities by the employees of the agency within campus will be liable for termination of the contract to be executed with the successful tenderer.
13. The cost of tender form of Rs. 354/- is (Non – refundable) and submit the hard copy of DD along with the technical bid in the sealed cover. Due date for submission of sealed tender form is 21.08.2019 up to 3:00 pm. Tenders (Online Technical Bid) will be opened on 21.08.2019 at 3:30p.m and Institute reserves the right to award the work in part or in full or reject any or all tenders without assigning any reason.
14. Tenderers shall have to deposit EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Pay Order in favour of NIFT, Mumbai payable at Mumbai along with the technical bid in the sealed cover. Tenders received without EMD will not be entertained/ considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted/Considered and rejected. No interest would be paid on the EMD.
15. The bid shall consist of two parts - Technical bid and Financial bid. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical bid' and 'Financial bid') which in turn are to be placed in one sealed cover. The bids of all the parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. All the information sought under the head "General Terms and Conditions". The Financial bids of only those persons/contractors shall be opened whose Technical bids are found to be eligible otherwise the disqualified bidder's Financial bid shall be returned to the persons/contractors unopened.
16. Penalty Clause:-  
Penalty will be levied for non – performance or non – satisfactory performance on part of the Contractor/Agency. The following events shall be treated as poor performance & penalty mentioned against each shall be levied on the agency.

	Event	Penalty
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Signature of the tenderer: \_\_\_\_\_





1.	Non Payment of wages to Employees.	The tenderer has to pay monthly wages on or before 10 <sup>th</sup> of every month to its employees, failing which outstanding wages shall be recovered in full along with 2% penal interest of total value of contract.
2.	Non-remittance of statutory obligations such as PF/ESIC etc.	The amount of remittance shall be recovered in full along with 2% penal interest for non-compliance and beyond 2 months contract shall be liable for termination without notice.
3.	Not providing required staff to NIFT within 15 days	Rs.100/- per day w.e.f date of request.

17. NIFT will provide biometric attendance of employees at NIFT site by 3<sup>rd</sup> of every month and the agency should make payment to their employees by 7<sup>th</sup> of every month. No relaxation in this case shall be entertained or allowed.

**Signature of the tenderer:** \_\_\_\_\_



**ANNEXURE 'A'**

**UNDERTAKING FROM THE BIDDER**

**Director  
National Institute of Fashion Technology  
NIFT Campus,  
Plot No. – 15, Sector – 4,  
Kharghar, Navi Mumbai - 410210**

**Dear Sir/ Madam,**

We hereby unconditionally accept all General terms and condition mentioned above for the tender of “Providing staff through placement agency at NIFT Mumbai”.

**Regards,**

**(Authorized Signatory)**

**(Company Seal)**

**Date:**

**Signature of the tenderer: \_\_\_\_\_**



**TECHNICAL BID**

1. Name of the tenderer / organization .....
2. Name of the Proprietor / Partner .....
3. Address .....
3. Telephone / Mobile No. ....
4. Whether agreed to abide by all the terms & conditions mentioned in the tender Paper .....
5. Details of past experience (with periods), where they are running similar Establishment  
.....  
.....
6. GST no. \_\_\_\_\_
7. True / attested copy of PAN Card and PAN No. \_\_\_\_\_
8. True / attested copy of current and valid Trade License.
9. True / attested copy of documents certifying successful running as Placement Agency in other organizations / societies, if any.
10. True / attested copy of PF/ESI Registration certificates.
11. Should submit having experience certificates of at least 03 years in the same field.
12. Copy of income tax returns for the past three years and it should not be less than Rs.25.00 Lakhs per annum (Balance Sheet and Profit & Loss Account details to be Provided).
12. Turnover details for the last three years:

F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18

12. Detail of EMD: .....
13. Detail of Tender Document Fee.....

**Signature of the tenderer:** \_\_\_\_\_



**ANNEXURE 'C'**

1. Details of Present Contracts may be added.

Sr.No.	Name and Address of the Company	Contact Person details Name, Designation Telephone etc.	Details of contract awarded (attach a copy of work order)	Total no of employees/ staff	Months/Years of the present work order.	Remarks

2. Details of Past Contracts within past 3years may be added.

Sr.No.	Name and Address of the Company	Contact Person details Name, Designation Telephone etc.	Details of contract awarded (attach a copy of work order)	Total no of employees/ staff	Months/Years of the past (Completed)work order	Remarks

Signature of the tenderer: \_\_\_\_\_



**Annexure – D**

**TENDERER TO FILL UP THIS PAGE**

**FINANCIAL BID**

1. Rates of Service Charge may be quoted in the following proforma:

<b><u>Administrative Service Charge Quoted by Agency in Percentage (%)</u></b>
_____

GST: As applicable shall be paid in addition to above Administrative Service Charges.

Note: The rates of Minimum Wages are subject to revision by Labour Commissioner, Govt. of India from time-to-time.

Signature of the tenderer with Date & Seal

Signature of the tenderer: \_\_\_\_\_