

राष्ट्रीय फैशन टेक्नालॉजी संस्थान, जोधपुर, राजस्थान
(NATIONAL INSTITUTE OF FASHION TECHNOLOGY, JODHPUR, RAJASTHAN)



निफ्ट जोधपुर में हाउसकीपिंग सेवाएं प्रदान करने के लिए ई-निविदा आमंत्रित की जाती है
(NOTICE INVITING E-TENDER FOR "HOUSEKEEPING SERVICES" AT NIFT
CAMPUS KARWAR, JODHPUR)

Estimate Cost/value of Tender:- Rs. 72,00,000/- approximately

निविदा नम्बर (Tender No): NJ NIT/No15473 HOUSEKEEPING SERVICES /34/2018

Receipt No & date of issue: _____

Tender form issued to: _____

Time schedule for tender process:

निविदा अधिसूचना के प्रकाशन की तिथि(Date of publication of tender notification)	06.04.2018
निविदा फार्म की विक्रय शुरू (Sale of tender document commences from)	06.04.2018
प्री बिड मितिग (Pre- Bid Meeting)	13.04.2018(12:00 Noon)
निविदा फार्म की विक्रय की अंतिम तिथि(Last date for sale of tender document)	01.05.2018 (12:00 noon)
निविदा फार्म के प्राप्त होने की अंतिम तिथि(Last date for receipt of duly filled in tenders)	01.05.2018 (02:00 PM)
निविदाओं के तकनीकी बिड खोलने की तारीख और समय (Date and time of the opening of Technical bid of tenders)	01.05.2018 (3:00 PM)
निविदाओं के वित्तीय बिड खोलने की तारीख और समय (Date and time of the opening of Financial)	Will be intimated separately to the successful bidders whose, samples and Technical bids are found in order.

PRE -BID Meeting" with the intending bidders shall be held on 13.04.2018 at 12:00 noon at NIFT Campus, Jodhpur.

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 /34/2018**" and address

Purchase Officer

National Institute of Fashion Technology,

NIFT Campus, Karwar, Jodhpur- 342037, Rajasthan

The Tender Fee (to be attached with tender form if downloaded from website) 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. No.: 0291 2659520, Fax No. 0291 2659557 Web ID: www.nift.ac.in/jodhpur

I Accept the above terms and Conditions
Seal and Signature of the Tenderer

Introduction:

National Institute of Fashion Technology (NIFT) was set up in 1986 under the aegis of Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design and Management Technology. NIFT Jodhpur was established in 2010. NIFT, Jodhpur invites sealed tenders for providing **Housekeeping Services** at its Campus in Karwar, Jodhpur

Process of Online 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 06.04.2018 to 01.05.2018 up to 02.00 P.M. Tender documents is also available for viewing on the "tenders" link of the NIFT website i.e. <https://nifttenders.eproc.in>
- (b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Annual Registration Charges of Rs. 2000/- + 360/-(Inclusive of GST)=2360/- (Two Thousand Three Hundred and sixty Only - non-refundable).
 - Bid Processing Fee charges of Rs. 5000/- + 900/-(Inclusive of GST)=5900/- (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 01.05.2018 up to 02.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- (e) The technical bid envelope must contain the technical bid in prescribed Performa as per along with a demand draft of Rs. 1000/- (Rupees One Thousand only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 1,50,000/- (Rupees One Lakhs Fifty Thousand Only) favouring 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.
- (f) The technical bid will be opened at NIFT, Jodhpur on 01.05.2018 at 03.00 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.

(g) 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.

Note: Tender conditions may be read properly and accordingly filled tender and enclosures may be submitted

Amendment to tender:

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

A. Following are the qualifying Technical Criteria:

1. A registered Company, firm or an agency having at least three years of experience of similar works. Submission of details of the past clients and current clients in a prescribed format in the Technical Bid is compulsory. The DD for EMD is to be attached with the Technical Bid. The tender will be entertained only for the bidders who has taken the contract not less than 20 lakhs or above in a year and at least 40 lakhs or above during last three years (proof attached) annexure.
2. The tenderer shall enclose a demand draft of Nationalised Bank of Rs. 1,50,000/- (Rupees One Lakhs Fifty Thousand only) drawn in favour of “**National Institute of Fashion Technology**” payable at Jodhpur, as the “**non-interest bearing Earnest Money Deposit.**”
3. The tenderer should have been registered under statutory agency the Competent Authority of the Government and should have PAN/TAN number, Service Tax Registration, Registration of the Agency under the Shops & Establishment Act, License under the Contract Labour Act, PF Registration with the Regional PF Commissioner, ESI Registration and satisfy all the other statutory requirements as applicable.
4. A certificate (affidavit) to be signed by CEO/Partner or Proprietor of the company/firm that they haven't been debarred or blacklisted for services by any organization or Educational Institute/University or State/Central Govt./PSU/Institutes/Reputed Private Organizations and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.
5. Summary of average annual turnover and net worth (copy of audited statement of accounts/balance sheet for the last three financial years) be submitted.
6. Name, address/contract details of present and past satisfactory services of minimum three clients to whom such services are being/have been extended.

***The tenderers shall comply with the requirements under qualifying criteria. Proofs shall be attached with abstract in separate sealed cover of Technical Bid, failing which will disqualify for further processing for opening of price bid cover.**

B. GENERAL TERMS AND CONDITIONS: -

7. 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.
8. Quotation letter 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**".
9. Tenders received after the specified date and time, due to whatever reason including postal delays, will not be considered.
10. 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.
11. Also enclosed a DD Rs. 1000/- (towards tender fees) along with technical bids, if tender form downloaded from web site by the Contractor.
12. NIFT reserves the right to accept or reject any quotation without assigning any reason therefore.
13. 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.
14. The quotation submitted by the Agency should remain valid for a period of 60 days from the date of opening of Financial Bid.
15. In case the agency is unable to quote for the work please reply accordingly.
16. 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 01/05/2018. The tenders (technical bids) will be opened on the same day at 3:00 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
17. Each tender must be accompanied by non-interest bearing earnest money deposit of Rs. 1,50,000/- (Rupees One Lakh Fifty 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:-
 - 17.1. Withdraws tender offer before finalization of the same.
 - 17.2. Fails to accept the tender, if his/their tender is accepted by NIFT Jodhpur
 - 17.3. Fails to deposit the Security deposit within stipulated time limit.
 - 17.4. Fails to execute the agreement in the prescribed form within 10 (Ten) days of the receipt of the letter awarding the contract.
 - 17.5. Fails to commence the Housekeeping Services within 10 (Ten) days of the receipt of the letter awarding the contract.
 - 17.6. Fails to complete the work satisfactorily.
18. 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 30th day after the award of the contract.

19. 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.
20. 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.
21. NIFT donations are exempted under section 80(G) OF Income Tax.

C. LEGAL TERMS & CONDITIONS

22. 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.
23. 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.
24. 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.
25. 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.
26. The contractor and his staff must abide by various rules & regulations of NIFT as prevalent from time to time.
27. 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.
28. 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.
29. 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.
30. 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.

31. 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.
32. 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 as the case may be
33. However, either party may opt to terminate the contract at one month's notice without assigning any reason for doing so.
34. 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.
35. The arrangement shall be valid for a period of one year only from the date of award of the contract and same can be extended on year to year bases upto 3 years.
36. If at any time during the period of contract, it comes to the notice of the NIFT that the Agency has misled the NIFT by way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contractor 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.
37. Any act on part of the Contractor to influence anybody in NIFT would make him liable for rejection of his tender.
38. 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 roster, 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).
39. Non-compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.
40. 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.
41. 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:

42. 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.
43. 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.
44. 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.
45. If the work is found unsatisfactory and below the expected standard in a particular area, including horticulture operation, house keeping/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: -

46. 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.
47. 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.
- 47.1. 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.
48. 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.
49. Tax deduct source (TDS), as per prevalent Laws shall be deducted at source while making payment of contractor's bills.

F. DISPUTE RESOLUTION

50. 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

51. 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:

52. 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:-

53. NIFT Main Campus

- 53.1. 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.
- 53.2. 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.
- 53.3. 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.
- 53.4. Open spaces including parking & roads of the campus to be cleaned once a day using hard brooms, preferably in the mornings.
- 53.5. 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.

- 53.6. Baygon or other insecticides in toilet blocks, hostel block and other specified areas to be sprayed in every alternate day.
- 53.7. 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.
- 53.8. Blockages in the drainage pipes and minor plumbing works would have to be attended immediately.
- 53.9. 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.
- 53.10. All furniture including tables, chairs, cupboards, filing cabinets, sofas, book-racks, side tables, etc, to be dusted and wiped and clean every day.
- 53.11. Once a week cleaning requirements including:
 - 53.11.1. Vacuum cleaning of computer terminals (Vacuum Cleaner Provided by Agency)
 - 53.11.2. Deodourising of telephone instruments
 - 53.11.3. Cleaning of water-cooler tanks
 - 53.11.4. Cleaning of light fixtures, fans, etc.
 - 53.11.5. Spotting of walls/floors
 - 53.11.6. Removing cob-webs from ceilings/walls
 - 53.11.7. Removal of honey combs as and when they appear on the Campus
 - 53.11.8. Cleaning name plates and sign boards
 - 53.11.9. Cleaning window panes, door panes and channels, etc.
 - 53.11.10. **Commercial Disc Automatic Scrubber Drier(Commercial/Industrial)Qty -2 Nos. Supplied by the Agency**
 - 53.11.11. **Commercial HP JET (Commercial/Industrial)Qty – 1 Nos.**
 - 53.11.12. **VAC Cleaner(Commercial/Industrial)Qty 01 Nos.**
 - 53.11.13. 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

54. Boy's & Girl's Hostel: -

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.

- 54.1. 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.
- 54.2. 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.
- 54.3. Daily cleaning of the rooms stair-cases, galleries in the hostel blocks.
- 54.4. 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.
- 54.5. Twice in a week cleaning of open-areas, grounds, etc. to keep the hostel area clean.
- 54.6. 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

55. Skilled & Unskilled Labour: -

- 55.1. 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.
- 55.2. 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:

56. Housekeeping Service:

- 56.1. 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)

S.No	Post	Supervisor (Male)	Housekeeping Staff
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
	Sub Total	1	28(15 Male, 13 Female)
	Grand Total		29

- 56.2. 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.

- 56.3. Supply of all materials/equipments for providing housekeeping services, such as ladders, transports, personnel supervision, etc. will have to be arranged by the contractor. All materials required for cleaning, like broom sticks, acid, mopping cloth, hard brooms,

- phenol, detergent powder, liquid soap, insecticides, harpic, coir/nylon brushes, stain removers, etc. would also be supplied by the contractor in adequate quantity at his own cost.(Detailed list is enclosed as Annexure-IV)
- 56.4. The details of cleaning material required per month given in Annexure-IV which includes minimum requirement of cleaning material every month within approximately Rs. 10,000/- 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. broom sticks, acid, mopping cloth, hard brooms, phenol, detergent powder, liquid soap, stain removers, adequate quantity at his own cost.
- 56.5. 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.
- 56.6. 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.
- 56.7. 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.
- 56.8. 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.
- 56.9. 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.
57. National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations 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.
58. 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.
59. The above rates are taken into consideration on the basis of order No. 1/13(3)/2017-LS-II dated 6/10/2017 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.
60. NIFT Jodhpur may increase/decrease total no. of housekeeping staff, if required.

UNDERTAKING BY THE HOUSE KEEPING CONTRACTOR

We have carefully gone through the various terms and conditions listed under “scope of work” in sections 52 TO 54 above 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): _____

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:-

1.Name and address of the Registered office of the agency/firm	
2. Name of the owner(s) Partners(Attach Bio-Data of all Partners)	
3. Telephone No.	
a. Residence	
b. Office	
c. Mobile	
4. List of Organizations/office, where firm is presently providing cleaning services(Mention)	
5. Details of EMD No. Date, Amount, and Bank name	
6. Whether the firm/agency is registered, attached copy of the certificate of registration and indicate WCT number	
7.PF number	
8. GST	
9. PAN Number	
10. A certificate (affidavit) to be signed by CEO/Partner or Proprietor of the company/firm that they haven't been debarred or blacklisted for services by any organization or Educational Institute/University or State/Central Govt./PSU/Institutes/Reputed Private Organizations and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them	
11 The contractor should have turnover more then 20 lakh in a year or 40 lakhs or above during last three Year (ie. 2014-15, 2015-16 or 2016-17) Proof to be enclosed.	
12. Experience with Govt./Semi Govt./Autonomous Bodies/Educational Institute/Private Organization during last 3 years along (attach documentary proof/certificate from concerned organization)	
13. The vendors/Tenderer are required to produce a copy of certificate of last three years having provided satisfactory services to the clients.	

FINANCIAL BID**ANNUAL RATE CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES****AT NIFT JODHPUR**

Charges to be quoted as per Minimum Wage Act(Central)for providing the services

S. No	Category of Manpower & Material Used	No. of Manpower required	Monthly charges As per Monthly wages Act. Of Central Govt./State Govt. whichever higher.	PF Contribution (Calculated @ Rs. 13.36% of wages for 26 days)	ESI Contribution (Calculated @ Rs. 4.75% of wages for 26 days)	Bonus Contribution (Calculated @ Rs. 8.33% of wages for 26 days)	Total Monthly Charges Column No. 2*(3+4+5+6)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	Supervisor	1 Male(As per MWA, 1948)	Rs. 13156/-*	Rs. 1757.64/-*	Rs. 624.91/-*	Rs. 1095.89/-*	Rs. 16634.44/-*	Monthly charges for 26 days have been calculated @Rs.506per for Semi-skilled/Unskilled Supervisory
2	Sweeper	28 (15 Male 13 Female)	Rs 11648/-*	Rs. 1556.17/-*	Rs. 553.28/-*	Rs. 970.2784/-*	Rs. 412376.47/-*	Monthly charges for 26 days have been calculated @Rs448 per for Unskilled
3	Consumable Materials for Housekeeping As given in Annexure IV	As per para 54.3 of Tender document(Annexure IV given illustrative items to be procured for a month within the budget of Rs. 10,000/-						Rs. 10,000/-
4	weekly off/reliever charges	Will be paid as per Govt. of India norms.						
5	Service Charges in %(Percentage)							
6	GST	Will be paid as per Govt. of India norms.						

* The above rates are taken into consideration on the basis of order No. 1/13(3)/2017-LS-II dated 6/10/2017 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.

Please note:

- L1 would be decided on the basis of % of service charges (inclusive of uniform & any other charges quoted) by the tenderer.**

Place _____

Full Name & Signature of Housekeeping Contractor

Dated _____

Address: _____

Additional rates for as and when required basis:-

01	Skilled Labor like Carpenter, Mason, Gardner etc. (as and when required) (Above rates shall be inclusive of PF, Bonus, Insurance & other liabilities)	Rs.....per day / per labor (to be billed each month as per actual)
02	Unskilled Labor (as and when required) (Above rates shall be inclusive of PF, Bonus, Insurance & other liabilities)	Rs.....per day / per labor (to be billed each month as per actual)

Place _____

Full Name & Signature of Housekeeping Contractor

Dated _____

Address: _____

Note:- Rate of Annexure III will not be considered for determining L1 rates however it will be binding on contractor to provide NIFT on “as and when required basis”. NIFT has absolute rights to engage additional requirement of category of workers as mentioned in Annexure III from L1 contractor if the rates are compatible to prevailing market rates.

Materials List

SI. No.	Items	Unit Rate	Qty. Suggested	Amount (In Rs.)
1	Toilet / Urinal Cleaning liquid – HARPICK / any reputed brand			
2	URINAL CUBES			
3	Bathroom refreshers – ODONIL / any reputed brands			
4	Disinfectant chemicals - DETTOL BIG			
5	Hand wash – spray(Dettol / any reputed brand			
6	SOFT BROOMS			
7	HARD BROOMS			
8	HARD BRUSH			
9	LONG BRUSH			
10	NYLON SCRUBBER			
11	PLUMBING PUMP			
12	DUSTERS – WHITE			
13	YELLOW CLOTH			
14	COTTON CLOTH			
15	Deodorant & Disinfectant – liquid and Spray / Room spray / Jasmine			
16	MOPS – MEDIUM			
17	Metal Cleaning – BRASSO			
18	DRY MOPS			
19	Wiper			
20	WC BRUSH			
21	NAPHTHELENE BALLS (½ Kg / 1 Kg Packet)			
22	Toilet TISSUE ROLLS (any reputed brand)			
23	COB WEB STICK			
24	INSECT KILLER SPRAY (HIT) / any reputed brand			

25	CARRY BAGS – BIG (BOSS MAKE)			
26	GLASS CLEANER (COLIN MAKE) / any reputed brand			
27	NYLON BRUSH			
28	CARRY BAGS – SMALL (BOSS MAKE)			
29	FLOOR AND TOILET CLEANING LIQUID PHYNYLE / CLEANGO / CRESOL			
30	TOILET / URINAL CLEANING ACID			
31	DETERGENT POWDER / LIQUID			
32	TYPICAL STAIN REMOVAL MATERIAL			
33	Soap bar (Dettol / any reputed brand)			
34	Hand tissue paper			
35	Gala Mop			
36	Dust cleaning stick			