

## **Tender Document for Housekeeping Electrical & Gardening Work at NIIFT Mohali.**

This tender document contains following papers :

1. Technical Bid (Annexure-A) :Scope of Work, Terms and Conditions A')
2. Financial Bid (Annexure –'B') Submission Form of Financial Bid

**Note :- Documents at S.No. 1 & 2 above to be submitted in one sealed envelop marked as ' Technical Bid' . Document at S.No.3 above to be submitted in another sealed envelope marked as ' Financial Bid' .**

Signatures of Tenderer

**Northern India Institute of Fashion Technology**  
(Industrial Area, Phase 1, Mohali)

**Scope of Work, Terms And Conditions of the Contract**

**A. Scope of Work:**

The general scope of work shall include the cleaning and maintenance of building, Public health, Electrical & Gardening & open spaces at NIIFT, Industrial Area, Phase 1, Mohali (Opp.DIC Office) including Girls Hostel.

**1. Cleaning and Maintenance :**

Cleaning of the building shall be done with the latest mechanical and manual equipment as per the schedule prescribed in the DNIT. However, the broad area of the operation is as follow :

- Floor Area
- Open Area ( Parking etc)
- Terrace Area
- Glass Panes
- Toilets Blocks
- Labs
- Administration Blocks

**2. Gardening :**

Proper development and maintenance of grass land, lawns, regular cutting of grass, doing the land scape , planting flowers & Plants, shrubs etc. their regular cutting and maintenance , regular watering, keeping the area lush green and beautiful to be satisfaction of NIIFT.

**3. Electrician:**

ITI Certificate in Electrical Trade or atleast 5 year experience in Commercial/Domestic Electrical Repair.

**3. Following pest control solutions shall be provided by the contractor :-**

1. Anti Termite Control
2. General Pest Control
3. Rodent Control
4. Wood Protection
5. Anti Mosquito Treatment

**B. Detailed Scope of work with area**

**1. Daily Cleaning Schedule :**

- Cleaning of the entire floor area
- Cleaning of doors and windows

- Cleaning of rooms/labs/ toilets
- Cleaning of Generator Room/Security Room etc.

## 2. Weekly Cleaning Schedule-

- Removal of cobwebs
- Washing of Entire Open Area through High Pressure Jet Machine
- Cleaning of boundary walls, grills
- Cleaning of drains
- Cleaning of all exits & entrance

## 3. Cleaning Schedule :

- Cleaning of Glasses with Collin/or equivalent and News Paper
- Washing of floors with Wizard floor washing machine.
- Cleaning of Entrance Staircase
- Cleaning of RCC Parking & Pavements

S.No	Area	Frequency	Type of Cleaning required
1.	Toilets Blocks	Every two hours or as required minimum 4 times a day	Initially with a good quality floors cleaner equivalent of Dettol. All the mopping with Harpic or similar disinfectant of reputed make dully approved by NIIFT.
	Urinals	Every two hours or as required minimum 4 times a day	Clean with Harpic/SAINI FRESH or any other good quality cleaner and place naphthalene balls.
	WCs	Every two hours or as required minimum 4 times a day	Clean with Harpic/SAINI FRESH or any other good quality cleaner. At the end use cubes or air freshener at an ideal place.
	Toilets Block Walls and Tiles	Once a week	Wall and floor tiles shall be washed with the good quality cleaning powder and mop with dry cloths
	All Toilets attached with officer rooms	Daily or as and when required	Check daily and replenish regularly as and when required soap, toilet paper, should be available every time in all the toilets
2.	Floor Area	Daily	Cleaning should be done with the prescribed machine
		Weekly	Cleaning should be done with the prescribed machine using good quality cleaning powder/liquid soap to make the area stain free.
		Four Monthly	Polishing of floor should be carried out using mansion polish of reputed make and floor polishing machine.
3	Light Fittings & Ceiling Fans	Fortnightly	Removal of cobwebs, removal of dust using vacuum cleaner and

			keeping it clean.
4	Glass Partitions, windows and doors	Daily & weekly	To be cleaned using cleaning material (Colin etc) once a week. At the end to be wiped using normal newspaper. Daily cleaning to be done using dry cloths to remove any dust or spots.
5	Work Stations	Weekly	All panels to be dusted both inside and outside and cleaned with dry cloth, Stains (if any) to be removed using liquid soap. Daily dusting to be done.
6	All Furniture in office , class rooms and labs.	Daily	Cleaning of tablespots to be done using wet cloths. Stain to be removed using liquid soap.All chairs to be dusted daily.
7	Filing Cabinets	Monthly	To be cleaned in the presence of a representative of the branch in charge with or without disturbing files.
8	Computer Terminal PC's Printer,Telephone Instrument	Weekly	To be wiped with soft cloth slightly dampened in a good quality solution to be used for cleaning of such types equipments.
9	Air Conditioning units outer covers and grills	Monthly/weekly	Covers/grills which can be removed to be washed using good quality liquid soap. Air filters to be cleaned weekly.
10	Water Cooler / Dustbins/Water Flasks/Buckets	Weekly	To be cleaned with good quality detergent.
11	Under grounds storage tanks and HDPE storage tanks on terrace	Monthly	To be cleaned manually or mechanically and afterwards the required quantity of standard quality of disinfectant to be added.
12	Sewer Cleaning	As and when required	Sewer/Strom sewer lines are to be kept clean within the complex up to the point of connection to the city sewer.
13	Pest Control	Quarter in a year	General Pest Control is to be done with standard quality pesticides quarterly , but other treatments lie anti termite proofing, Rodent Control, Wooden Protection and anti mosquito treatment shall be done with standard quality chemicals as and when required.

14	Maintenance , development and land scaping of open spaces grounds/gardens	Daily and as and when required	Proper development and maintenance of grass land, regular cutting of grass, doing the land scape, planting flowers as detailed and desired, Planting shrubs, plants etc, their regular cutting, regular watering and keeping the area lush green and beautiful to the satisfaction of NIIFT
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**(C). Minimum requirement and desired distribution of Manpower at NIIFT Mohali including Girls Hostel**

S.No	Area/Work	Total	Remarks
1.	House Keeping Boys for Outer Area	02	Single shift for 8 hrs.
	House Keeping Boys for Ground Floor	02	Single Shift for 8 hrs
	House Keeping Boys for First Floor	02	Single Shift for 8 hrs
	House Keeping Boys for Second Floor	02	Single Shift for 8 hrs
	Sewer Man cum Sweeper	01	
	<b>Total</b>	<b>09</b>	
2.	Supervisor	01	
3.	Gardener ( Hostel + Institute)	02	Single Shift for 8 hrs
4.	Electrician ( Hostel + Institute)	01	Single Shift for 8 hrs but should be available for emergency
	<b>Total</b>	<b>13</b>	

**(D) Instructions for Cleaning :-**

1. The flooring area, corridors, halls, reception area of the building should be cleaned. It should be able to easily remove oil/dirt/grease etc from the floor.
4. Windows , ceilings, side walls, overhead pipes, façade & Glass should be cleaned with the TTS machine. This machine should have telescopic polls brush and can easily reach up to 20 ft height.
5. Driveway, parking areas pavements and outer areas etc should be cleaned with the Flipper Manual Sweeper/or equivalent machine.
6. Oil spillage, Equipment cleaning carpeted area shall be cleaned with the Vacuum Cleaner or equivalent machine.
7. NIIFT will provide free of cost electricity & water to the contractor for the said machinery, from the existing source points with in the complex.

**(E) Terms & Conditions :**

1. Cost of Tender Form is Rs. 500/-
2. The tender shall be submitted with earnest money of Rs. 10,000/- by way of account payee bank draft of any schedule bank in favor of Director, NIIFT, Mohali payable at Mohali with requisite license from the Department of Labour and an affidavit clearly stating that he has gone through all the terms and conditions of the tender and they are acceptable to him. The affidavit should be duly attested by Notary/ Oath Commissioner.
3. Documents at S.No. 1 & 2 above to be submitted in one sealed envelop marked as ' Technical Bid.' Document at S.No.3 above to be submitted in another sealed envelope marked as ' financial Bid' which should be clearly super scribed on the envelops.
4. The Tender must be in accordance with the terms & conditions laid down and incomplete tender shall not be entertained.
5. If the date of opening of tenders happens to be holiday , the same shall be received and opened at the same time on the next working day.
6. No material for cleaning shall be issued by NIIFT. The contractor shall be responsible for arranging all the material required for cleaning.
7. The Bid Document issued to the Bidder is non transferable.
8. Bidders are advised to visit the site of the work and acquaint themselves of all site conditions prior to submission of their bid . Failure to visit the site shall in no way relieve the successful bidder of any of the obligations in performing the work in accordance with this bid document with the quoted price.
9. The successful bidder shall furnish the bank guarantee equivalent to 10% of the annual contract price awarded from a Schedule Bank. The period of validity of this Bank Guarantee shall be six months beyond the date of expiry of contract period.
10. Posted Telefax /Telegraphic offers and offers sent through E-mail shall not be considered.
11. Bid received after the due date and time and any change in quotation after the specified date shall be straightway rejected NIIFT will not be responsible for the loss of bid documents or for the delay in postal transit.
12. Conditional Tender will not be accepted.
13. The tenderer should quote the rates in the **Financial Bid** in the figures as well as in the words.

14. There should not be any cutting in the Tender Document as regards quoted rates etc.
15. Contractor must have at least three year experience in relevant field in any organization having a building at least as large as of this institute and shall attach a certificate/proof in this regard and information regarding relevant experience must be filled in the following table :

S.No	Name of the Organisation	Period of Work Undertaking/Experience		Year/Months /Days
		From	To	
<b>Total</b>				

16. The contractor shall be required to sign the contract agreement within 10 days of the intimation of the acceptance of tender to him. Failure on his part to do so may result in invalidation of the contract and forfeiture of the securities and earnest money.
17. The tender offer shall be valid up to 90 days from the date of opening of tenders. Should the tenderer with draw or amend his offer within a period of 90 days, from the date of opening of tenders he is liable to be black listed the earnest money so deposited shall be forfeited.
18. All Taxes,GST/Statutory Levies, cess shall be deposited by the contractor from all bills as per rule and he will be responsible for any delay/penalty.
19. The contractor shall furnish to NIIFT the police verification of labour/manpower supplied by him.
20. The contractor shall be responsible for paying the minimum wages as defraimed by the Govt. from time to time .The contractor shall deduct PF,ESI & other statutory deductions in respect of each worker (deployed by him) as per the instructions of Govt. of India/Govt. of Punjab. The contractor will be fully responsible to deposit all the funds with the concerned authorities well within the specified dates. NIIFT will not be responsible on any part of this kind.
21. The contractor shall ensure that staff is employed by him as per the schedule given in this document.
22. In case of any theft during the tenure of the contract the contractor shall be responsible for the same and loss due to theft shall be recovered from the subsequent bill of the contractor.

23. In case of any damage to the property of NIIFT due to negligence of the contractor labour/manpower, the contractor shall have to make good the losses suffered by NIIFT, failing which the loss shall be recovered from the subsequent bill of the contractor.
24. The staff/worker deployed by the contractor shall wear a neat, clean and proper uniform ( issued to them by the contractor and approved by NIIFT) and should be well dressed in all the manners during the duty hours. The contractor shall also issue proper laminated identity cards to his worker deployed in the complex, who shall permanently display their identity cards while on duty.
25. Discipline, proper health and welfare of the workers shall be the entire responsibility of the contractor and any indiscipline/misconduct on the part of the deployed workers shall be promptly attended by the contractor, On the direction of NIIFT authorities the contractor shall replace any manpower so deployed in the institute.
26. Nothing extra shall be paid due to loss/damages caused by rain, flood war, epidemic, strike or any other natural calamity.
27. The contractor will provide a list of employees along with their qualification/ experience.
28. The contractor shall be originally for a period of one year. However, the contract period can be extended for next year on the same/ mutual agreed rates, terms and conditions on the sole discretion of DG, NIIFT.
29. In case the contractor's employee suffer from any type of injury while performing duty in NIIFT complex, the contractor shall be wholly and solely responsible to bear any claim of the employee . NIIFT shall not be responsible at any level.
30. **The rates should be quoted for one year by the contractor includes all the liabilities, taxes, allowances ( to be paid by the contractor to the employees such as DA, PF, Bonus, Leave , Medical, ESI, Conveyance, Weekly rest etc.) loading , unloading and carriage of material. NIIFT shall not be responsible for any sort of liability over and above the rates accepted by NIIFT for this work.**
31. The bidder shall strictly follow minimum wages of Govt. of Punjab and subsequent amendments issued from time to time.
32. The contractor shall abide by all laws, rules/regulations and other instructions issued by Govt. related to labour laws.
33. The contractor shall be fully responsible to dispose of solid waste as per law .
34. If any information furnished by the bidder is found to be false at any stage, the bid may be rejected or agreement terminated. The amount whatsoever withheld by the owner shall be forfeited or loss recovered.
35. Contractor shall always maintain hygienic conditions for working environment of NIIFT staff.
36. Contractor shall only use all health check consumables for cleaning.

37. Cleaning Equipment like Dry/Wet vacuum, high power cleaner, Flippers, Dustbins, Water Pipes and Gardening Equipment like Electric Grass Cutting Machine, Khurpa, leaf cutter etc. shall be provided by the contractor as and when required for relevant works.
38. The contractor shall supply all the tools required to be used for repair work to his labor at his own level.
39. In case the contractor fails to provide the requisite manpower as per agreed terms, penalty shall be imposed and deducted from the subsequent bill at the rate of double of the wages.
40. The payment shall be made on monthly basis at the end of each month after deducting statutory taxes and security amount etc. as explained in this document.
41. In case the successful bidder is unable to perform the laid down work & duties , DG,NIIFT reserves the right to get the work done from the open market at the risk & Cost of the Contractor.
42. In case the successful bidder is unable to perform the duties satisfactory, DG,NIIFT reserves the right to terminate the contract
43. In case of any dispute, the order of Director of Industries and Commerce, Govt. of Punjab shall be final.
44. All differences and disputes on any matter connected with the contract shall be resolved by the Arbitrator which shall be appointed by Chairman,NIIFT and the decision of Arbitrator so appointed shall be final.
45. The Director General shall be competent to reject any or all tenders without assigning any reason.

(Annexure-B)

**Financial Bid**

**SCHEDULE "A" OF RATES**

( in Rupees)

S.No.	Area/Work	Nos	Monthly Rate	Amount
<b>Table A: NIIFT Institute including NIIFT Girls Hostel at Mohali :</b>				
1.	House Keeping Boys /Lady	09		
2.	Supervisor	01		
3.	Gardener ( Hostel + Institute)	02		
4.	Electrician( Hostel + Institute)	01		
	<b>Total</b>	<b>13</b>		
6	Cleaning Material Charges			
7	Pest Control Charges			
8	Sub Total			
9	GST			
	Grand Total			

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

