

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

Terms And Conditions Of The Contract

A. Scope of Work

The general scope of work shall include the cleaning and maintenance of building work, Public health , Gardening , Electrical work & open spaces at NIIFT Institute & Girls Hostel at Industrial Area Phase 1, Mohali and NIIFT Ludhiana at Business Centre Building at Phase 8, Focal Point, Dhandari Kalan,Ludhiana.

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. Plumber/Sewerage etc :

4. ELECTRICAL WORK :-

Detail of points :

1. Light Point
2. Exhaust Fan Points
3. Light Plug Points
4. Power Plug Points
5. Fan Points
6. Call Bell Points
7. External Lightning Points

Note : Repair of all civil works, all distribution boards, distribution panels/fittings/fixtures along with wiring, switches, all connecting plumbing work and water management. All external lighting & Façade lightening shall be done by the contractor. However, all the spares shall be provided by NIIFT free of cost, but the contractor shall have to deposit the old replaced part with NIIFT.

5. 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 tabletops 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, and 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

C : Minimum requirement and desired distribution of Manpower

S.No	Area/Work	Total	Remarks
NIIFT Institute including NIIFT Girls Hostel at Mohali :			
1.	House Keeping Boys for Outer Area	02	Single shift for 8 hrs.
	House Keeping Boys for Reception/Library	01	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	
	Total	10	
2.	Supervisor	01	
3.	Plumber (Hostel + Institute)	01	Single Shift for 8 hrs but should be available for emergency
4.	Gardener (Hostel + Institute)	01	Single Shift for 8 hrs
5.	Electrician (Hostel + Institute)	01	Single Shift for 8 hrs but should be available for emergency
	Grand Total	14	

D. Minimum requirement and desired distribution of Manpower at NIIFT Ludhiana

NIIFT Centre at Ludhiana :		
Area/Work	Total	Remarks
Housekeeping Boys/Lady	03	Single shift for 8 hrs.
Gardener	01	Single Shift for 8 hrs
Total	04	

1. SUPERVISOR : Must have three years experience of handling his/her job.

Minimum Responsibilities :-

- Checking of staff
- Looking after maintenance schedule
- Maintenance of Log Book
- Interaction with NIFT Management
- Monitoring of daily, weekly, monthly work routine.
- Maintenance of checklist for every task .
- Maintenance of Stock Register/Books of consumable material
- Responsibility of availability of material and procurement to the same.

2. ELECTRICIAN :

Profile :

1. ITI certificate holder in Electrical Trade.

Minimum Responsibility :

- Changing and repair of equipments.
- Checking on health of System/Machine/Equipments and carry out required repairs etc.

3. PLUMBER :

- ITI Certificate holder in Plumbing Trade.

Minimum Responsibilities :-

- To check valves for leakage.
- To check pipe lines for leakage.
- To check water pressure on taps and cistern.
- To check water tanks and carry out repair works(in all cases)

4. Other manpower so deployed shall perform their duties as per the scope of works.

(E) 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.
2. 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.
3. Driveway, parking areas pavements and outer areas etc should be cleaned with the Flipper Manual Sweeper/or equivalent machine.
4. Oil spillage, Equipment cleaning carpeted area shall be cleaned with the Vacuum Cleaner or equivalent machine.

5. NIIFT will provide free of cost electricity & water to the contractor for the said machinery, from the existing source points with in the complex.

(F) TERMS & CONDITIONS :-

- 1 Cost of Tender Document is Rs. 100/-.
- 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 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	
Total				

- 4 The Tender must be in accordance with the terms & conditions laid down and incomplete tender shall not be entertained.
- 5 Nothing extra shall be paid due to loss/damages caused by rain, flood war, epidemic , strike or any other natural calamity.
- 6 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.
- 7 No material for cleaning shall be issued by NIIFT. The contractor shall be responsible for arranging all the material required for cleaning.
- 8 The Bid Document issued to the Bidder is non transferable.

- 9 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.
- 10 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.
- 11 Posted Telefax /Telegraphic offers and offers sent through E-mail shall not be considered.
- 12 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.
- 13 Conditional Tender will not be accepted.
- 14 The tenderer should quote the rates in the **SCHEDULE 'A' OF RATES** attached in figures as well as in the words.
- 15 There should not be any cutting in the Tender Document as regards quoted rates etc.
- 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 Income tax/Service Tax/Statutory Levies shall be deducted from all bills as per rule.
- 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 only qualified staff is employed by him as per the qualification 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 The contractor will provide a list of employees along with their qualification/experience.
- 27 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.
- 28 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.
- 29 **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.
- 30 The bidder shall strictly follow minimum wages act ,1948 and subsequent amendments issued from time to time.
- 31 The contractor shall abide by all laws, rules/regulations and other instructions issued by Govt. related to labour laws.
- 32 The contractor shall be fully responsible to dispose of solid waste as per law .
- 33 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.
- 34 Contractor shall always maintain hygienic conditions for working environment of NIIFT staff.
- 35 Contractor shall only use all health check consumables for cleaning.

- 36 Cleaning Equipment like Dry/Wet vacuum, high power cleaner, Flippers shall be provided by the contractor as and when required for relevant works.
- 37 The contractor shall supply all the tools required to be used for repair work to his labor at his own level.
- 38 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.
- 39 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.
- 40 All the tenders must reach on or before _____ by 2.00 PM in the office of NIIFT, Industrial Area, Phase 1, Mohali which shall be opened on same day at 3.00 P.M by a Committee in the presence of tenderers/bidders who may like to present at that time
41. The Director General shall be competent to reject any or all tenders without assigning any reason.
42. 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.
43. In case the successful bidder is unable to perform the duties satisfactory, DG,NIIFT reserves the right to terminate the contract
- 44 In case of any dispute, the order of Director of Industries and Commerce, Govt. of Punjab shall be final.
45. 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.

SCHEDULE "A" OF RATES

(in Rupees)

S.No.	Area/Work	Nos	Monthly Rate	Amount
Table A: NIIFT Institute including NIIFT Girls Hostel at Mohali :				
1.	House Keeping Boys /Lady	10		
2.	Supervisor	01		
3.	Plumber(Hostel + Institute)	01		
4.	Gardener (Hostel + Institute)	01		
5.	Electrician(Hostel + Institute)	01		
	Total	14		
6	Cleaning Material Charges			
7	Pest Control Charges			
8	Sub Total			
9	Service Tax			
	Grand Total			
Table B; NIIFT Centre at Ludhiana :				
1.	Housekeeping Boys/Lady	03		
2.	Gardener	01		
3.	Cleaning Material Charges			
4.	Pest Control Charges			
	Sub Total			
	Service Tax			
	Grand Total			

Signature _____

Name _____

Address _____