

TENDER DOCUMENT
FOR
SELECTION OF STAFF SERVICE PROVIDER
AT
NORTHERN INDIA INSTITUTE OF FASHION
TECHNOLOGY.

ADDRESS:-
Phase 1, Industrial Area , Mohali

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SECTION-I
Document Control Sheet

Sr No.	Particulars	Details
1.	Name of Work	To supply staff to the NIIFT
2.	Mode of Tender Document	Offline
3.	Date of issue of tender document	01.10.2022
4.	Date and Time for Pre-Bid Meeting	07.10.2022 (11.30 a.m.) Place:- Sr No 9
5.	Last date & time for submission of tender	21.10.2022(2.00 p.m.)
6.	Date and time of opening of Technical bids	21.10.2022 on 3.30 p.m.
7.	Date of opening of Financial bids	Will informed later on
8.	Place of opening of bids	Mohali
9.	Address for Communication	Northern India Institute of Fashion Technology, Phase1,Industrial,Area, Mohali.(Opposite DIC Office), Punjab 160055 Ph: 0172-5044994-95
10.	Cost of tender document & Mode of Payment (Non-refundable)	Rs. 2000/- (Two thousand only) through Demand Draft only from scheduled banks in favour of , NIIFT, payable at Mohali, Punjab (INDIA)
11.	Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Two Lakhs only) through Demand Draft only from scheduled banks in favour of NIIFT at Mohali, Punjab (INDIA) payable at Mohali
12.	Period of contract	1 Year (Extendable for similar or lesser period based on NIIFTs staff requirements & performance of Company)
13.	Amount of contract	Based on two aspects :- 1) Staff requirement from time to time to which applicable DC/Labor rates/fixed by Punjab Government will be paid. 2) Service charges to be quoted by bidder, which shall not be more than 2.5% of the basic DC/Labour rate wages. (excluding PF/ESI contribution/ taxes) to be paid on monthly basis to deployed staff.
14.	Contact details	Phones -0172 : 5044994-95
15.	Website to download Tender Document	www.niiftindia.com
16.	Total Pages	27

SECTION-2

Definitions

Unless the context otherwise requires, the following terms whenever used in this tender and contract have the following meanings:

- a) "NIIFT" means Northern India Institute of Fashion Technology.
- b) "Bidder" means firm / company / business entity who submits bid in response to this tender.
- c) "Committee" means the committee constituted by the NIIFT for evaluation of bids.
- d) "Staff" or "Personnel" means the various categories of personnel deployed by the Staff Service Provider viz Data Entry Operators, IT Professionals, Office Assistants, Senior Assistants, , Peons, Accounts Personnel or any other designation or post which the NIIFT may require and requisition through the Staff Service Provider (SSP).
- e) "Supplier" or "SSP" or "Staff Service Provider" or "Service Provider" means the firm / company / business entity, selected through competitive tendering process in pursuance of this tender, for Supply of Staff on outsource basis to the NIIFT under the contract.
- f) "Contract" means the contract entered between the NIIFT and the successful bidder for supply of staff on outsource basis with the entire documentation specified in the tender.
- g) "Proposals" or "Bids" means proposal or bid submitted by bidders in response to this tender issued by NIIFT for selection of SSP.

SECTION-3

I) Invitation for bid

- a) NIIFT invites sealed tenders under Two Bid Systems i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Staff Service Providers for supplying staff in various categories (Technical/Non-Technical) on outsource basis to the offices of the NIIFT.
- b) NIIFT shall enter into an agreement initially for a period of one year with the successful bidder to obtain staff required for the Office.
- c) Interested agencies may download the tender document from www.niiftindia.com and submit the tender document fees, as part of eligibility criteria, of Rs.2000/-(Two thousand only) through Demand Draft only from scheduled banks in favor of Northern India Institute of Fashion Technology, payable Mohali.

SECTION-4

Instructions to Bidders

I) General

- a) All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by NIIFT on the basis of this tender.
- b) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the NIIFT. NIIFT may cancel this tender at any time prior to a formal written contract being executed by or on behalf of NIIFT.
- c) Bidders must ensure that pre-bid meeting is attended by their concerned senior people to understand the work so that all clarifications and assumptions are resolved before bid submission.
- d) Bidder should submit with bid, copy of the tender document duly signed by the owner or authorized signatory of the firm along with organization seal. In case the Authorized signatory signs the tender, a copy of the power of attorney should be enclosed along with tender.
- e) Any attempt of canvassing on the part of the bidder, directly or indirectly, after submission of tender to influence the authority to whom he has submitted the tender or authority who is competent to finally accept it or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means - such tenders will be liable to be rejected.
- f) The tender document downloaded from website should not be tampered with and if any such, tampering is detected before or after opening of bids, the bidder should be penalized & blacklisted.

II) Amendment to the Tender Document

- a) Amendments necessitated due to any reasons, shall be made available on official website of NIIFT www.niiftindiamohali.com only as provided in the document control sheet. It shall be the responsibility of the bidders to keep on visiting the website to amend their bids incorporating the amendments so communicated through the website. In this context, NIIFT shall not be responsible for any oversight or negligence on part of the bidders.
- b) The corrigendum (if any) & any other related communication regarding this tender shall be posted only on the website and no separate communication either in writing or through email will be made to any interested/ participating bidders.
- c) Any such corrigendum(s) or addendum(s) or clarification(s) shall be deemed to be incorporated into the tender document.
- d) In order to provide prospective bidders reasonable time for taking the corrigendum(s) or addendum(s) into account, NIIFT may, at its discretion, extend the last date for the receipt of Bids. In such case, all rights and obligations of the NIIFT and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

III) Earnest Money Deposit (EMD)

- a) The bidder shall furnish EMD in Indian Rupees, as part of the Eligibility Criteria, of Rs. 2,00,000 (Two Lakhs only) through Demand Draft from Scheduled Banks in favour of Northern India Institute of Fashion Technology, payable Mohali
- b) EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) as performance security.
- c) EMD of all unsuccessful bidders would be refunded by NIIFT as promptly as possible after signing of the agreement with the successful bidder.

- d) The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- e) The EMD may be taken into consideration in case tenders are re-invited.
- f) The Earnest Money will be forfeited on account of one or more of the following reasons:-
 1. Bidder withdraws its bid during the validity period specified in the tender.
 2. Bidder does not respond to requests for clarification of its bid.
 3. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
 4. In case of a successful bidder, the said bidder fails to sign the Agreement in time or furnish Performance Bank Guarantee within 7 days of the notification of award of acceptance letter.

IV) Preparation of Bid

The Bidder must comply with the following instructions during preparation of Bid:-

- a) The Bidder is expected & deemed to have carefully examined all the instructions, forms, requirements and other information along with all terms and conditions of the bid. Failure to furnish all the necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at Bidder's own risk and may be liable for rejection.
- b) The value of Service charge (Administrative Expenses) to be quoted by bidder in financial bid shall be inclusive of taxes and shall not be more than 2.5% of the basic wages (excluding PF/ESI contribution/Taxes) to be paid on monthly basis to deployed staff.
- c) The Bid and all associated correspondence shall be written in English and shall be according to prescribed formats. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. Any interlineations, erasures or over writings shall be valid only if they are authenticated by the authorized person signing the Bid.
- d) No bidder shall be allowed to modify, substitute, or withdraw the Bid after its submission.
- e) The bidder shall be responsible for all costs incurred in connection with participation in the Bid process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by NIIFT to facilitate the evaluation process and all such activities related to the bid process. NIIFT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- f) Every page of the documents submitted by the bidder must be duly signed by the authorized signatory of the bidder along with the Organization seal.
- g) Failure to comply with the below requirements shall lead to the Bid rejection:-
 1. Non- conformity with all requirements/eligibility criteria as set out within this tender.
 2. Non-submission of the forms and other particulars as specified in this tender.
 3. Non-submission of all supporting documentations specified in this tender, corrigendum or any addendum issued.
- h) Bids submitted with any deviations to the contents of the Tender Document will be considered as non-responsive and will be rejected outrightly. No deviation(s) / assumption(s) / recommendation(s)/condition shall be allowed with the bid.
- i) Bids received after the due date and the specified time (including extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- j) The bids submitted by fax/e-mail etc. shall not be accepted. No correspondence will be entertained on this matter.

V) Validity of Bids

- a) Bids shall remain valid till 90(ninety) days from the date of last submission of bids. NIIFT reserves right to reject a proposal valid for a shorter period as non-responsive.
- b) NIIFT reserves the right to annul the tender process, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons and without incurring

any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

VI) Disqualifications

NIIFT may at its sole discretion and at any time during the evaluation of Bids, disqualify any Bidder, if the Bidder has:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding 5 years.
- c) Failed to provide clarifications related thereto, when sought;
- d) Submitted more than one Bid (directly/in-directly).
- e) Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- f) If the firm has failed to deposit EMD amount & Tender Document Fees and has not submitted proper or complete documents duly signed by authorised signatory along with organisation seal as specified in the tender document.
- g) If a firm quotes „Nil' service charge/ administrative expenses or 0% (zero percent) service charge.

VII) Submission of Tender/Bids

- a) The sealed tender completed in all respect shall be submitted through Regd. Post/ Courier on following address:
The Director,
Northern India Institute of Fashion Technology
Industrial Area, Phase 1, Mohali-160055
- b) The envelope must contain tender documents in two parts (Technical Bid and Financial Bid) should be superscribed „Tender for Selection of Staff Service Provider-2021
- c) Technical Bid and Financial Bid should be kept in two separate sealed envelopes superscribing „Technical Bid for Selection of Staff Service Provider-2021' and „Financial Bid for Selection of Staff Service Provider-2021.

VIII) Bid Opening

- a) The Bids submitted will be opened at time & date as specified in the document control sheet by Committee or any other officer authorized by Committee, in the presence of bidders or their representatives who may wish to be present at the time of bid opening.
- b) Only two persons for each participating bidder's shall be allowed to attend the Bid opening meetings.
- c) The representatives of the bidders are advised to carry the identity card and a letter of authority from the bidders to establish their identity for attending the bid opening.
- d) If the office happens to be closed on the date of receiving/ opening of bids as specified, the bids will be received/opened on the next working day at same time/venue.

IX) Bid Evaluation

- a) NIIFT will constitute a committee to evaluate the Bids submitted by Bidders. A two-stage process will be adopted for evaluation of Bids. Only the bidders who fulfill the given Eligibility Criteria defined in the tender document shall be eligible for next round of evaluation i.e. financial bid opening. Non-conforming bids will be rejected and will not be eligible for any further processing.
- b) Committee may, at its discretion, call for additional information from the bidder(s) through email/fax/telephone/meeting or any other mode of communication. Such information has to be supplied within the set out time frame as provided by Committee, otherwise Committee shall make its own reasonable assumptions at the total risk and cost of the bidder and the bid may lead to rejection. Seeking clarifications cannot be treated as acceptance of the bid.

X) Eligibility Criteria

- A)** The Service Provider should fulfill the following technical specifications: -
- a) The Bidder should be either a Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
 - b) The Service Provider should have at least five years" experience in providing trained staff to Government Departments, Public Sector Companies, Government Autonomous organizations or reputed private companies.
 - c) The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed/providing 2 such works where it has provided at least 50 persons in an organization during last 3 years. The name/s of such organizations along with number of persons deployed will be submitted.
 - d) There should be no case pending with the police against the Proprietor/ Firm/Partner or the Company as a whole (Service Provider) and the Service Provider shall not have been blacklisted by any Government Departments, Public Sector Companies, Banks and Government Autonomous organizations or private companies. An affidavit in this regard shall be submitted.
 - e) The Service Provider should be duly registered with the relevant authorities for PAN, GST, EPF, ESI etc.
 - f) The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labor (Regulation and Abolition) Act, 1970.
 - g) The Service Provider should have its own Bank Account.
 - h) All terms & conditions of tender are acceptable to agency/firm. Bidder should submit bid along with copy of the tender document duly signed by the owner or authorized signatory of the firm. In case the Authorized signatory signs the tender, a copy of the power of attorney may be enclosed along with tender.
 - i) The interested Service Provider shall submit the tender document, completed in all aspects, along with tender document fees of Rs.2000/- (Two Thousand only) and Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Two lakhs only) in the form of Demand Draft (DD) from Scheduled Banks in favour of Northern India Institute of Fashion Technology, Mohali.
- B)** The tendering Service Provider is required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which, their bids shall be summarily /out rightly rejected and will not be considered any further:-
- (a) Details of Authorized person(s) of firm/agency with name, designation office/residential address & contact no., whether bidder is a sole proprietor/partnership firm & if partnership firm, name, address, contact no. of all directors/partners also.
 - (b) PAN
 - (c) Registration number and Certificate of Agency/Firm Incorporation under Companies Act and Partnership deed in case of partnership firm.
 - (d) GST Registration No
 - (e) E.P.F. Registration No
 - (f) E.S.I. Registration No
 - (g) Labour License &No. under Contract Labour (Regulation & Abolition Act), 1970.
 - (h) Proof of experience supported by documents that agency/firm should have in business of staff supply from last five years and have served reputed government as well private organizations.
 - (i) List of similar assignments and number of staff provided to Central Government Departments/ State Government/ Statutory bodies/ Autonomous bodies/ PSUs /Private Sector during the last five years by the Service Provider (Attach attested copy) and a certificate of satisfactory performance from the concerned department of Central/ State Government/ Statutory bodies/ PSU/ Private Sector.
 - (j) Self certification on company „s letter head signed by authorized representative stating that:-
 - 1) SSP has not been defaulted from the payment of statutory dues like EPF/ESI/GST & Income Tax Act.

- 2) SSP has not been under declaration of ineligibility for corrupt and fraudulent practices and has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/ PSUs /Private Sector at any point of time.
- c) All the documents submitted along with bid as mentioned at A & B above will be verified with original documents at the date of opening of technical bid.

XI) Financial Bids Evaluation

- a) Financial Bids would be opened only for those Bidders, who qualify all the Eligibility Criteria/Technical Bid as explained above; on the prescribed date in document control sheet in the presence of bidder's representatives.
- b) The bidder offering Lowest "Administrative/Service Charges" would be termed as L1 (Least Cost) bidder. If there is a discrepancy between words and figures of the Administrative Charges, the amount in figures will prevail.
- c) In case the evaluated bid amount of two or more bidders are the same, then the firm having higher total turnover for the financial year 2020-21 will be declared as L1 bidder. For this purpose, turnover in respect of providing staff services will be counted.
- d) NIIFT does not bind itself to accept lowest rate or any tender & reserves to itself, the right of accepting the whole or part of tender and tenderer shall be bound to perform the same at quoted rates.

XII) Notification of Award of Contract

NIIFT will notify the successful bidder in writing about acceptance of their bid. The notification of award will constitute the formation of the contract after submission of performance bank guarantee of Rs. 2,00,000/- (Rs..Two Lakhs only) in favour of NIIFT as Performance Security by the successful bidder.

XIII) Performance Bank Guarantee

- a. As soon as possible, but not more than 7 days following notification of letter of award of the contract, the successful bidder shall furnish PBG of Rs. 2,00,000/- (Rs.Two Lakhs only) as Performance Security to cover amount of liquidation damages or compensation on breach of contract .
- b. PBG shall remain valid for a period of 90 (ninety) days beyond the expiry of the contract. Whenever the contract is extended, SSP will have to extend the PBG proportionately.
- c. In case the successful bidder fails to submit PBG within the time stipulated, NIIFT at its discretion may cancel the award of contract to the successful bidder without giving any notice and the EMD of the concerned bidder will be forfeited.
- d. The SSP will not be entitled for any interest on the PBG submitted.
- e. NIIFT shall forfeit the PBG in full or part in the following cases:
1. When the terms and conditions of contract are breached/ infringed.
 2. When contract is being terminated due to non-performance of the SSP.
 3. NIIFT incurs any loss due to SSP's negligence in providing the service as per the agreed terms & conditions.

XIV) Signing of Contract

The successful bidder will sign the contract with NIIFT within 7 working days of the release of notification of award of contract and with submission of performance security. After signing of the contract, no variation or modification of the term of the contract shall be made except by mutual written amendment signed by both the parties.

XV) Fraud and Corrupt /Malpractices

- a) All the Bidders must observe the highest standards of ethics during the process of selection of SSP and during the performance and execution of contract.
- b) Notwithstanding anything to the contrary contained herein, NIIFT may reject a tender without being liable in any manner whatsoever to the tenderer, if it determines that the tenderer has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

SECTION-5

General Contract Conditions

I) Application

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the tender or Contract Agreement, the interpretation of NIIFT shall be final and binding.

II) Standards of Performance

The SSP shall deliver the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The SSP shall always act in respect of any matter relating to this contract as faithful supplier to the NIIFT. The SSP shall always support and safeguard the legitimate interests of the NIIFT, in any dealings with the third party. The SSP shall conform to the standards laid down in the tender in totality. In case of unsatisfactory performance reasonable opportunity will be given by competent authority to rectify the complaint, failing which, contract may be terminated on account of deficiency shall be imposed on the bidder.

III) Contract Period

This contract shall be valid initially for a period of 1 year from the date of signing of contract. If the services of the SSP are found satisfactory, contract may be extended further for similar or lesser period by mutual consent.

IV) Scope of Services

- a) The SSP shall be responsible for providing the requested number of Staff for all categories at Mohali, Ludhiana & Jalandhar in Punjab. Written communication (via paper or e-mail) will be sent to the SSP for adding or removing staff. Unless the dates of deployment / termination are specified in the written communication, requests for adding or removing staff must be completed within 7 days of sending of written request by the NIIFT.
- b) The SSP shall ensure that the personnel deployed shall meet the prescribed qualification and experience by the NIIFT
- c) The staff deployed by the SSP shall be at the sole disposal of the NIIFT and can utilize duties in the State of Punjab as may be required for the discharge of its objects and administrative convenience.
- d) The SSP will provide at least panel of 3 candidates against each post regarding requirement of staff in NIIFT. Written test/interview will be conducted by NIIFT for selection of candidate following which, the name of successful candidates will be forwarded to SSP to deploy the same in NIIFT. Original certificates will be checked/verified during the interview.
- e) SSP would be required to submit the list of personnel deployed by him along with medical certificate, police verification of character and antecedents, personal details such as UID, photograph, names of parents, address (temporary and permanent) and telephone number, ESI cards, PF no and undertaking from deployed staff that they will not claim any benefits/job from NIIFT. All such details will be provided within 1 month of deployment of employee.
- f) The NIIFT may ask for termination or replacement of the services of any of the SSP's personnel without assigning any reason thereof. The decision of the NIIFT will be final and binding on the SSP. No discussions will be entertained in this regard.
- g) The final dues of the individual staff which will be released by the SSP after obtaining "No Dues Certificate" from the NIIFT and it will be the responsibility of the SSP to recover pending dues, if any, against any outsourced staff. The NIIFT reserves the right to recover such pending dues/cost of unreturned assets/equipment, if any, from the SSP out of the future bills.

- h) No guarantee can be given as to the minimum number of staff to be deployed or the amount of business that will be generated during the contractual period. However, this number may increase/ decrease, from time to time, depending upon the actual requirement. Preferably, the existing staff will be retained by the SSP, so as to ensure that the continuing activities are not disrupted.
- i) The SSP is required to maintain an adequate number of database of suitable candidates for all the above positions at all times during the contract.
- j) The copies of appointment letter issued by SSP to the personnel deployed in NIIFT shall be provided to the NIIFT
- k) The Service Provider shall provide pay slip duly indicating details of pay of all concerned deduction thereon should be given to each employee while disbursement of pay.
- l) The Service Provider shall be responsible for all acts of commission and omission on the part of the staff engaged for the purpose. The NIIFT shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
- m) SSP will issue the identity card to the staff deployed in NIIFT for the purpose of proper identification of the employees.
- n) The service provider shall provide to the NIIFT following documents in respect of the staff at the time of deployment to the NIIFT:-
 1. Bio-data with photograph
 2. Attested copy of matriculation certificate containing date of birth
 3. Attested copies of Certificates of relevant qualifications and experience.
 4. Character certificate from Class-I Gazetted Officer/Magistrate First Class/Group A Officer of the Central/State Government.
 5. Police verification certificate by local police authority. (Positively within one month of deployment)
- o) The service provider shall replace immediately any of its personnel, who are found unacceptable to NIIFT because of security risks, incompetence, conflict of interest, improper conduct, forgery etc. upon receiving written notice from NIIFT. Service provider will also be responsible for any misconduct, forgery, any illegal activity of his employees sent to the NIIFT on duty along with the person concerned responsible for such illegal or immoral activities, legal /other proceeding (if any) as per the law will be initiated against the defaulter person as well as the service provider.
- p) Since the NIIFT is in the process of filling up of vacant sanctioned posts these requirements shall be purely temporary and seasonal till the time the regular recruitment is done.
- q) The persons deployed by the service provider will be the employees of SSP and shall not claim any benefits/facilities admissible to casual, adhoc, regular/confirmed employees of NIIFT during the contract period or after expiry of the contract.
- r) The personnel deployed by the service provider to NIIFT shall at no time be treated as the employees of the NIIFT and also shall have no claim to be regularized in the services of the NIIFT. They shall remain the employees of service provider for all intents and purposes. But the service provider will not change the personnel once deployed by it in the NIIFT without prior permission of the NIIFT, as the frequent changes in deployment of staff may hamper the day to day working of the NIIFT.
- s) The SSP shall not be allowed to outsource/ sublet any part of the Staff Supply Order issued by the NIIFT.
- t) The SSP shall supply material on monthly basis for housekeeping activities for NIIFT Mohali Centers as per items quoted list on page No 21 of DNIT. Further, special conditions applicable to Housekeeping are specified under page no 22 onwards of DNIT.

V) Prices/Service Charges

- a) The value of Service charge (Administrative Expenses) to be quoted by bidder in financial bid shall be inclusive of taxes and shall not be more than 2.5% of the basic wages (excluding PF/ESI contribution/Taxes) to be paid on monthly basis to deployed staff.
- b) The prices shall remain fixed for the complete contractual period. No price change request will be accepted after opening of the bids and during the validity of the contract.

VI) Payment Terms

- a) The SSP will prepare printed monthly bill of the preceding month for the service rendered, which will be paid within 15 days preferably after deduction of tax, service or local charges (if any) by NIIFT and the payment will be made against the printed bill signed under the Rubber stamp raised by SSP and Payment to the SSP shall be made in Indian Rupees through account payee cheque only on monthly basis.
- b) The staff deployed by SSP will be paid minimum wages (DC/Labour rates as applicable in place of deployment/Rates fixed by NIIFT). The DC/Labor rates are being revised annually w.e.f. 1st April every year by the Government and notification in this regard is being issued later on. The staff deployed will be paid revised D.C. /labor rates as per Pb. Govt. instructions / NIIFT 's instructions issued in this regard from time to time.
- c) The Service Provider shall ensure that the salary to the persons so employed is made by 3rd day of the succeeding month through only bank transfer. Delayed disbursement of salary will attract a penalty of Rs. 500/- per day per person for the period of delay. This deduction will be made from the Administrative/Service Charges of the SSP and if needed, from the PBG.
- d) Salary will be paid for the personnel based on attendance (computed at the rates as may be notified by the NIIFT from time to time per month of 30 days) less the employee's contribution of PF and ESI and other statutory dues payable to the concerned authorities by the SSP.
- e) The Provident Fund (PF) and Employee State Insurance (ESI) contribution in respect of all employees shall be on reimbursable basis on production of challan/receipt copy along with the monthly bill. If the PF / ESI challans of previous month are not submitted with the salary bills of the following month for which payment is due, a penalty of 25% of the total Administrative Charges calculated for the staff whose PF / ESI challans of previous month are not submitted with the salary bills of the month for which payment is due.
- f) Service Provider's fees/ Service charges shall be computed on the basic salary component of the personnel.
- g) Payments shall be subject to deductions of any amount for which the SSP is liable under the empanelment. The Income Tax/TDS/Service Tax and other statutory deductions, as applicable will be deducted from the payment.
- h) The NIIFT reserve the right to ask the SSP to stop salary of any number of outsourced staff who is at fault, provided such notice is given in written via letter or e-mail.
- i) If at any stage it is found that any of the deployed staff does not meet the educational qualification/experience mentioned in the supply order, a penalty of 20% of all the payments made towards that particular staff will be levied on the SSP. The decision of the NIIFT as to whether the qualifications are met as per the set criteria will be final and binding on the SSP.
- j) The persons deployed by SSP will perform their duties to the satisfaction of the NIIFT. The SSP or his representative will report at the office of NIIFT whenever desired by the NIIFT for co-ordination.
- k) The persons deployed by SSP shall have to route their entire correspondence, requests and representations through the SSP and the decision as conveyed by the NIIFT to SSP shall be final and binding on the personnel.

- l) Supplied staff is required to work as per normal working hours of NIIFT where they are placed. The staff will also follow the holiday schedule of the NIIFT where they are placed. The daily attendance of staff resources will be marked in the register/biometric attendance maintained by the NIIFT or as per the NIIFT's directions.
- m) In case of long and unauthorized absence of any of the personnel, the SSP shall take immediate steps for replacement to ensure that the work of the NIIFT does not suffer.
- n) The SSP will be responsible to ensure maintenance of office decorum and discipline by the personnel provided by him. In case of persistent misbehavior of any of the personnel, the SSP shall provide a replacement on receipt of complaint by the NIIFT.
- o) The SSP will be solely responsible to fulfill all its obligations towards the staff deployed under the various relevant and applicable Acts amended from time to time and for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF/EDLI or any other statutory due with the concerned department/ authorities in the account of concern person at its own level besides maintaining such record in relations thereto as per rules.
- p) SSP shall be responsible for all statutory compliances and obligations arising out of the deployment of staff. Apart from the penalties laid down in the contract, SSP shall indemnify the NIIFT for any payments, obligations, penalties, etc. levied by any court or statutory body immediately on such demand, in writing, raised by the NIIFT. Non-payment of such amount within 30 days shall invite a levy of interest at the prevailing market rates.
- q) The SSP shall be answerable to the Registrar, NIIFT, Mohali and / or to an officer authorized by the NIIFT for coordinating the day-to-day work.
- r) SSP must get the contract detail added in the license issued by the Labour Department.
- s) The guidelines issued by Government from time to time with regards to implementation of any mandatory provision or other statutory requirements must be complied by the SSP.
- t) NIIFT reserves the right to withdraw/ relax any of the terms and conditions mentioned above to overcome the problem encountered by the contracting parties.
- u) In case the service provider does not follow the terms and conditions prescribed in this document, then service provider will be liable for penalty as prescribed by the competent authority of NIIFT.

VII) Taxes and Duties

All taxes, duties and any statutory levies etc. payable by the SSP during the contract tenure shall be the sole responsibility of the SSP. The SSP shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The SSP shall keep the employer fully indemnified against liability of any tax, interest penalty etc. of the SSP thereof, which may arise

The rates quoted 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

VIII) Confidentiality

- a) The SSP must ensure that the staff deployed by it keeps confidential all the details and information with regards to the various works.
- b) NIIFT shall retain all rights to prevent, stop and if required take the necessary punitive action against the SSP and/or its personnel regarding any forbidden disclosure.

IX) Termination of Contract

NIIFT reserves the right to terminate the contract without assigning any reasons thereof and may terminate contract on account of following reasons:-

- a) Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee within specified time period.
- b) On expiry of the term of contract.

- c) Termination of Contract by the NIIFT due to non-adherence of contract/tender terms and conditions.
- d) On assigning the Contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person or sub letting whole or part of the Contract to any third person;
- e) On Contractor being declared insolvent by competent Court of law or in case of dissolution of firm/company or winding up of firm/company. In this event, termination will be without compensation to the SSP.

X) Force Majeure

- a) The SSP shall not be liable for forfeiture of its PBG or termination of contract for default if delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the SSP and not involving the SSP's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of NIIFT in their sovereign capacity, wars or revolutions, riots, earthquake, fires, floods, epidemics, and quarantine restrictions.
- c) If a Force Majeure situation arises, the SSP shall promptly notify NIIFT in writing of such condition and the cause thereof.

XI) Statutory Obligations

The SSP shall comply with provisions of Apprentices Act, 1961, Minimum Wages Act, 1948, Workmen Compensation Act, 1923, Contract Labour (regulation and abolition) Act, 1970, Payment of Wages Act, 1936, Employers Liability Act, 1938, Maternity Benefit Act, 1961 and Industrial Disputes Act, 1937 as prevalent and amended from time to time. Failure in non compliance of laws mentioned above shall amount to breach of contract and the Competent Authority, at its discretion, may terminate the contract. In addition to this, the SSP shall also be liable for any pecuniary liability arising on account of violation of provision of said acts. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the staff engaged by him and NIIFT shall not be a party to any dispute arising out of such deployment by the SSP.

XII) Penalty

In case the service provider does not follow the terms and conditions prescribed in this document, then service provider will be liable for penalty as prescribed by the Competent Authority of the NIIFT.

XIII) Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

- a) Any dispute or difference arising out of contract will be resolved through joint discussion of Authorized representatives of the concerned parties.
- b) In case the disputes are not resolved by joint discussion the matter shall be referred to Director General , NIIFT to arbitrate in the matter, who can arbitrate himself or appoint representative to arbitrate in the matter. The award given by arbitrator shall be final and binding on both the parties. The said arbitration shall be held under the jurisdiction of Mohali Court only and as per the provisions of Arbitration and Conciliation Act, 1996.

XIV) Legal Jurisdiction

- a) All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Mohali only.
- b) In case the NIIFT is being made party to any litigation by the employee of the SSP for any reason whatsoever, the staff agency shall bear/ indemnify any cost incurred by the NIIFT.

SECTION-6
Bid Formats

Following are the Bid formats to be used by the bidders for submitting their Bids for selection as SSP under the tender:-

Sr. No.	Form	Description
1	Annexure-I	Covering Letter/Declaration Form
2	Annexure-II	Eligibility Criteria/Technical Bid Form
3	Annexure-III	Financial Bid Form

Covering Letter/Declaration Letter

Annexure -I

From:

.....
.....
.....

Director General,
Northern India Institute of Fashion Technology
Phase 1, Industrial Area, Mohali

Subject: Bid for Selection as Staff Service Provider.

Dear Sir,

- 1) I.....son/daughter/wife of Shri.....
authorised signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document.
- 2) I/We have read carefully all the provisions of the Tender Document & Corrigendum to propose for the selection as Staff Service Provider, in full conformity with the said tender.
- 3) I/We further declare that additional conditions, variations, if any, found in our proposal shall not be given effect to.
- 4) I/We agree to abide by Bid, Technical Bid and Financial bid, and all attachments, till 90 days from the last date of submission of bids as stipulated in the tender and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
- 5) I/We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification and if at a later stage it is detected that the information furnished by me/us is false, the tender is liable to be rejected and EMD forfeited.
- 6) I/We understand you are not bound to accept any bid you receive, not to give reason for rejection of any bid and that you will not defray any expenses incurred by me/us in bidding.
- 7) I/We declare that this is my/our sole participation in this tender bid and I/we are not participating/co-participating through any of other related party or channel.
- 8) I/We have not been blacklisted or barred by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason.
- 9) I/we also agree that I/we have no objection if enquiries are made about the works listed or any other enquiry on the information furnished in the accompanying sheets.

Date:
Place:
Full Name:

(Signature of authorized person)

Seal:

TECHNICAL BID FORM**Annexure-II**

(Technical Bid should be kept in separate sealed cover without stating any price) – To be filled in BLUE ball pen)

From:

.....
.....
.....

Director General,
Northern India Institute of Fashion Technology
Phase 1, Industrial Area, Mohali

(I) Kindly fill the information of the particulars listed below and attach the relevant self attested documents as an evidence / proof for supporting the statements.

Sr.No.	Particulars	Details to be filled in by the Agency/Firm
1.	Name of the Firm	
2.	Registration No. of the Firm (Attach copy)	
3.	Date of incorporation of the Firm. State whether it is Partnership/ Proprietorship Firm/ agency (Attach copy)	
4.	Registered Office of the firm/agency with Phone/Mobile No and e-mail id	
5.	Name of contact person with Phone/ Mobile No and e-mail id	
6.	PAN of the Firm/Agency (Attach copy)	
7.	Goods & Service Tax (GST) Registration No (Attach Copy)	
8.	EPF Registration Number (Attach copy)	
9.	ESI Registration Number (Attach copy)	
10.	Labour License & No. under Contract Labour (Regulation & Abolition Act), 1970.	
11.	Whether the Firm has minimum 5 years experience in providing Manpower supply services to reputed organizations/ institutions (Yes/No).	
12.	The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed/providing 2 such works where it has provided at least 50 persons in an organization during last 3 years.	
13.	The Service Provider should have its own Bank Account.	
14.	Self certification on company 's letter head signed by authorized representative stating that:- 1. SSP has not been defaulted from the payment of statutory dues like EPF/ESI/GST & Income Tax Act. 2. SSP has not been under declaration of ineligibility for corrupt and fraudulent practices and has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/ PSUs /Private Sector at any point of time.	

(II) Annual turnover of the last 3 financial years of firm only from staff supply services with balance sheets. (Attach certified copies)

Financial Year	Annual Turnover (in Rs.) (in number & in words)	Net Profit (in number & in words)
2020-21		
2019-20		
2018-19		

FINANCIAL BID FORM

Annexure-III

(Technical Bid should be kept in separate sealed cover without stating any price) – To be filled in Blue

ball pen)

- 1) Name of service: _____
- 2) Name of tendering Company/Firm/Agency: _____

-
- 3) Components of wages:-
 - a. Basic (Prevalent D.C/Labor. Rates/) as fixed by Government or rates as fixed by NIIFT
 - b. Statutory Payments (EPF, ESI etc. at prevalent Rates)
(Statutory Payments as applicable shall be reimbursed by the NIIFT to the Service Provider on evidence of actual payment of these obligations by the Service Provider)
 - c. Firm's quotation will be for the following component only:

Service charges/commission of service provider: _____% (in number)
@% of the basic wages of monthly bill excluding
Statutory payments (in words): _____

		Passed + ITI in Electrical Trade from govt approved institution with minimum 5 year experience along with knowledge of panel room & Genset operations								
5	Supervisor-01	Graduate with threes year experience under the capacity of supervisor handling housekeeping staff.								
6	Peon-01	10 th pass.								
NIIFT Ludhiana										
01	Peon-01	10 th pass.								
02	Sweepers-04	Under matric								
03	Mali-01	Under matric								
04	Library Assistant - 01	I. M.Lib 1 st Division II. One year experience in relevant field Or III. M.Lib 2 nd Division IV. One year experience in relevant field								
05	Computer Lab Assistant -01	BCA/B.Sc (computer)/B.Sc (IT) with minimum 3 years experience in handling of computer and relevant experience of maintaining computer laboratories networking and hardware maintenance Or I. MCA/M.Sc (Computer) M.Sc (IT) with minimum 1 year experience in handling of computers and relevant experience of maintaining computer laboratories, networking and hardware maintenance.								
06	Administrative Assistant-02	I Graduate in 1 st Division. II. One year Diploma in Computer Application from reputed Institute. III. Candidate must have one year experience in administration or accounts in a reputed organization. Or I. Graduate in 2 nd Division. II. One year Diploma in Computer Application from reputed Institute.								

		III. Candidate must have two years experience in administration or accounts in a reputed organization.								
		Total Cost for the Table -1								

Particular	Amount (Per Month) inclusive of all
A) Cost of Material to be Supplied by the SSP as per Page 21 of DNIT inclusive of All taxes etc only for Mohali Center	
B) Cost of for supply of manpower as per Table -1 inclusive all	
C) Total (A+B) inclusive all	

Declaration by the Contractor:

It is certified that I/we before signing this tender document have read and fully understood all the terms and conditions and undertake myself/ourselves to abide by them. I fully agree and accept the present rate and any rate which is changed from time to time, all taxes as per government norms and terms and conditions of the Northern India Institute of Fashion Technology, Mohali.

Date: _____

(Signature of authorized person)

Place: _____

Name: _____ Designation: (Seal) _____

Address: _____

Phone No. (O) : _____ Mobile No: ____

Email Address: _____

**MONTHLY REQUIREMENT OF CLEANING MATERIAL FOR NIIFT CAMPUS (Mohali only).
THE DETAIL OF MONTHLY REQUIREMENT IS AS UNDER:**

- A) The Service provider has to perform activity of housekeeping and shall be labile for supply routine material such:- Harpick, Phenyl, Colin, Dustbin, Duster, broom (tilli & Soft), etc timely basis making sure that regular maintenance of centre does not get hampered.

- B) Similarly, Service provider shall also ensure supply of equipments such as ;- Supply of Electric , Gardening Tools like (Dry/Wet vacuum, high power cleaner, Flippers, Dustbins, Water Pipes and Gardening Equipment like Electric Grass, Cutting Machine, Shrub/Grass cutting machine (Running with Petrol) Khurpa, leaf cutter etc) timely basis making sure that regular maintenance of centre does not get hampered.

A. Specific Scope of Work related to House Keeping Staff apart from section 5:

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. (Same benchmark will be applicable for Jalandhar & Ludhiana Centre too).

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 Panel room operations knowledge.

4. *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
- 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 & Paves

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

(C). Minimum requirement and desired distribution of Manpower at NIIFT Mohali including Girls Hostel. (Same benchmark will be applicable for Jalandhar & Ludhiana Centre too).

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	
	Total	09	
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
	Total	13	

(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.
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.
6. Contractor shall always maintain hygienic conditions for working environment of NIIFT staff. Contractor shall only use all health check consumables for cleaning.
7. Cleaning Equipment like Dry/Wet vacuum, high power cleaner, Flippers, Dustbins, Water Pipes and Gardening Equipment like Electric Grass Cutting Machine, Shrub/Grass cutting machine (Running with Petrol) Khurpa, leaf cutter etc. and electrical tools shall be provided by the contractor as and when required for relevant works. The contractor shall supply all the tools required to be used for repair work to his labor at his own level.
8. 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.
9. In case of any theft or loss of property of NIIFT 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.
10. 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.
11. The General Conditions as specified under section 5 will also applicable to housekeeping staffs and (vice versa if applicable). However, in case of contradiction between the General conditions & Specific conditions of housekeeping staff. The Specific conditions shall prevail.