

Northern Indian Institute of Fashion Technology (NIIFT)
Industrial Area, Phase-I, Sector-57, Mohali- Helpline No. 0172-5044994-95
Tender Document for Engagement of Manpower Service Provider Agency

Notice Inviting Tender (NIT)

Northern Indian Institute of Fashion Technology (NIIFT), a premier institute established under the Department of Industries and Commerce, Punjab, invites online tenders from reputed, experienced, and financially sound Manpower Service Providers/Agencies for providing skilled and unskilled manpower services at its campuses located at Mohali, Ludhiana, and Jalandhar. The contract shall be for a period of one year from the date of award of contract.

The agency must have a proven track record of supplying manpower to Government or reputed private institutions and must be registered under relevant statutory authorities.

Document Control Sheet

S. No.	Particulars	Details
01.	Document Reference Number	NIIFT/2026/Manpower/01
02.	Commencement Date and Time for Sale of Tender Document	21-02-2026 Time 10:00 am
03.	Last Date and Time for Submission of Online Bids	03-3-2026 Time 11:30 am
04.	Date and Time of Opening of Technical Bids	03-3-2026 Time 11:45 am
05.	Date and Time of Opening of Financial Bids	After opening of technical bids
06.	Address for Communication	Northern Indian Institute of Fashion Technology, Industrial Area, Phase-I, Sector-57, Mohali, Punjab
07.	Cost of Tender Document & Mode of Payment	Rs. 1,000/- (Rupees One Thousand Only) via Online Payment Mode only
08.	Earnest Money Deposit (EMD) Amount and Mode of Payment	Rs. 25,000/- (Rupees Twenty-Five Thousand Only) through Online Mode
09.	Contact Details for Tender-Related Queries	NIIFT Mohali Office, Industrial Area, Phase-I, Sector-57, Mohali. Email: niiiftmohali@hotmail.com
10.	Official Website for Tender Document and Corrigendum	www.niiiftindia.com / https://eproc.punjab.gov.in . Helpline No. 0172-2970263, 2970284

Important Note: All subsequent clarifications, corrigenda, addenda, and updates related to this tender will be published exclusively on the above-mentioned website. No other form of communication or advertisement shall be considered official.

Definitions

For the purpose of this tender document, unless repugnant to the context:

- **Bidder/Agency/Service Provider:** The firm or company submitting the tender in response to this document.
- **NIIFT:** Northern Indian Institute of Fashion Technology, Mohali, the Institute inviting bids.
- **Contractor:** The successful bidder awarded the contract after reevaluation.
- **EMD:** Earnest Money Deposits submitted by bidder to participate in this tender.
- **SLA:** Service Level Agreement defining quality and performance standards.

Instructions to Bidders

1. **Mode of Submission:** Bidders must submit their bids strictly in the prescribed online format through the official e-procurement portal before the deadline. Hard copy submission will not be accepted.
2. **Bid Components:** The tenders shall be submitted in two parts:
 - Technical Bid: Containing detailed company profile, experience certificates, statutory registrations, and all supporting documents establishing the bidder's eligibility.
 - Financial Bid: Containing the price quotation as per the prescribed format.
3. **Signing and Stamping:** All pages of the tender document and submitted bids must be duly signed and stamped by the authorized representative of the bidder.
4. **Bid Validity:** Bids shall remain valid and binding on the bidder for a minimum period of 90 days from the date of opening of technical bids.
5. **Right to Accept/Reject:** NIIFT reserves the right to accept or reject any or all bids without assigning any reason and the decision of D.G., NIIFT will be final and binding.
6. **Compliance:** Bidders should strictly comply with all the requirements and conditions mentioned in this tender document. Non-compliance may lead to disqualification.

Eligibility/Pre-Qualification Criteria

Bidders must satisfy the following conditions to be eligible for participating in the tender:

1. The bidder must be a legally registered agency under applicable labor and commercial laws. (Copy of valid Registration Certificate to be attached).
2. The bidder should have a minimum of three years' experience in providing manpower services to Government departments, autonomous bodies, or reputed private organizations.
3. Proof of having successfully supplied at least 50 manpower in a single contract during the last three financial years must be submitted.
4. Valid registration certificates under Employees Provident Fund (EPF), Employees State Insurance (ESI), Goods and Services Tax (GST), and Permanent Account Number (PAN) should be furnished.
5. The bidder should have a satisfactory track record with no history of being blacklisted by any Government Sector/Semi Government/PSU Sector in India (Enclosed affidavit duly notarized).
6. The agency should have adequate infrastructure and manpower to execute the contract efficiently.

7. In case of non-individual organization like Company, partnership firm etc. A letter of undertaking should be submitted by the authorized person who is signing the bids documents. (copy of authorization letter attached).
8. Bidder must have a branch office in Punjab or in Chandigarh like Registration Certificate or Rent agreement of branch office. (Copy attached).

Earnest Money Deposit (EMD)

1. Bidders shall submit a refundable EMD amounting to Rs. 25,000/- (Rupees Twenty-Five Thousand Only) through the online payment gateway integrated with the e-tendering portal.
2. The EMD of unsuccessful bidders will be refunded within 30 days after the finalization of the tender.
3. The EMD amount of the successful bidder will be adjusted against the Performance Security.
4. Failure to submit the EMD or submission of EMD in any form other than prescribed will lead to outright rejection of the bid.
5. No interest shall be paid by NIIFT on the EMD amount.

Clarifications on Tender Document

- Bidders seeking clarifications regarding any part of the tender document may submit written queries via email on or before the specified date.
- NIIFT will compile the queries and responses and upload them as official clarifications on the website.
- No oral or personal clarifications shall be entertained.
- Bidders are advised to check the website regularly for updates.

Preparation of Bid

- The bid should be prepared and submitted strictly as per the instructions detailed in the tender document.
- The Technical Bid should contain all required documents demonstrating compliance with eligibility criteria, statutory registrations, experience certificates, and other documentary proof.
- The Financial Bid must clearly specify the remuneration and charges in the prescribed format, inclusive of all statutory taxes, levies, and duties.
- Bidders should avoid any ambiguity or conditional bids.

Deviations

- Any deviations from the terms and conditions of the tender must be explicitly brought out by the bidder in their bid.
- NIIFT reserves the right to reject bids with deviations that are not acceptable or that compromise the contract's integrity.
- If no deviations are mentioned, the bid will be presumed to be in full compliance with the tender document.

Validity of Bids

- The bids submitted by the bidders shall remain valid for acceptance for a period of 90 days from the date of opening of the technical bid.

- NIIFT may request extension of validity if necessary, which the bidder shall consider in good faith.
- Withdrawal of bids during the validity period will lead to forfeiture of the EMD.

Amendment to Tender Document

- NIIFT reserves the right to amend, modify, or withdraw any part of the tender document at any stage before bid submission.
- All amendments will be communicated via the official website.
- Bidders are advised to keep themselves updated and acknowledge all amendments while submitting bids.

Bid Opening

- Technical bids will be opened electronically on the scheduled date and time in the presence of authorized representatives of bidders who choose to attend.
- Financial bids of only those bidders who qualify the technical evaluation will be opened on the specified date.
- Bidders or their authorized representatives may attend the bid opening process.

Bid Evaluation Process

- The technical bids will be scrutinized to ascertain compliance with eligibility criteria and submission of requisite documents.
- Financial bids of technically qualified bidders will be evaluated based on the overall cost quoted.
- NIIFT reserves the right to award the contract to the lowest evaluated responsive bidder.
- In case of tie, NIIFT reserves the right to negotiate or select the bidder based on past performance.

Financial Bid Format and Evaluation

- The financial bid must be submitted strictly in the prescribed format without any ambiguity.
- The quoted prices should be inclusive of all statutory charges such as minimum wages, EPF, ESI, service tax/GST, and other applicable taxes.
- The bid evaluation will be done on the total cost to NIIFT for the entire contract period.
- Any conditional or incomplete financial bid will be rejected outright.

Disqualifications

Bidders will be disqualified under the following circumstances:

- Failure to submit EMD or tender fee.
- Submission of incomplete bids or without requisite supporting documents.
- Submission of bids after the due date and time.
- Providing false or misleading information.
- Non-compliance with eligibility criteria.
- Blacklisting or legal action history.

Issue of Letter of Intent (LoI)

- NIIFT will issue the Letter of Intent (LoI) to the successful bidder after reevaluation and approval.
- The successful bidders shall be required to furnish the Performance Security and execute the formal contract agreement within 15 days of receipt of LoI.
- Failure to comply will lead to cancellation of the award and forfeiture of EMD.

Performance Security

- These selected agency shall furnish a Performance Bank Guarantee (PBG) amounting to 5% of the total contract value within 15 days of LoI.
- The PBG shall remain valid for the entire contract period plus an additional 6 months.
- This security deposit will be liable to be forfeited in case of breach of contract terms or poor performance.

Signing of Contract

- The contract shall be signed between NIIFT and the successful bidder only after submission of the performance security.
- All terms and conditions as per the tender documents shall form part of the contract.
- The contract shall be binding on both parties from the date of signing.

Fraud and Corrupt Practices

- Any attempt by the bidder to influence the tendering process by fraudulent or corrupt means will lead to immediate rejection of their bid and legal proceedings.
- NIIFT reserves the right to blacklist the agency and pursue claims for damages.

General Contract Conditions

- The contractor shall maintain high standards of performance, discipline, and service quality throughout the contract period.
- Confidentiality of all NIIFT information and data must be strictly maintained.
- The contract may be terminated by NIIFT on grounds of default, insolvency, or convenience as per the contract clauses.
- Force Majeure events will be recognized, and obligations may be suspended for the duration of such events.
- The contractor will provide a list of employees along with their educational qualifications.
- The contractor shall furnish to NIIFT the police verification of manpower supplied by him.

Introduction to Scope of Work

- The successful agency shall provide skilled and unskilled manpower as per NIIFT's requirements at Mohali, Ludhiana, and Jalandhar campuses.

- The manpower shall perform duties assigned by NIIFT and comply with institutional rules.
- The agency shall ensure timely deployment and replacement of manpower as required.

Outsourcing/ Subletting

- The contractor shall not subcontract, outsource, or sublet any part of the contract to any other agency without prior written consent from NIIFT.
- Any violation of this clause shall result in immediate termination of contract.

Contract Period

- The contract shall be valid for one year from the date of signing the agreement.
- NIIFT reserves the right to extend the contract for further periods on mutual consent and satisfactory performance.

Service Level Agreement (SLA) and Penalties

- The agency shall maintain the agreed service levels as per SLA.
- Penalties shall be imposed for absenteeism, late deployment, misconduct, or failure to comply with contract terms.
- NIIFT's decision on penalties shall be final.

Payment Terms

- Payments will be made monthly based on the submission of duly verified attendance records and invoices.
- Statutory deductions and compliance with applicable labor laws shall be the responsibility of the contractor.
- NIIFT reserves the right to withhold payments in case of unsatisfactory performance or breach of contract.

General Conditions

- The agency shall ensure compliance with all applicable labor laws, including minimum wages, provident fund, ESI, and others.
- The amount of wages should be quoted as per Punjab D.C. rates.
- The agency shall be solely responsible for any disputes with its manpower deployed at NIIFT.
- NIIFT shall in no way be responsible for any default/theft with regard to any statutory obligation and the service provider will indemnify NIIFT in case of any damage or liability, which may arise on account of action of the firm.
- Dispute, if any, arising out of the supply of services shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director General NIIFT Mohali and Arbitrator decision shall be final.

Bid Formats

Covering Letter (On Agency Letterhead)

To

The Director,
Northern Indian Institute of Fashion Technology,
Industrial Area, Phase-I, Sector-57, Mohali, Punjab.

Date

**Subject: Submission of Bid for Manpower Service Provider Agency – NIIFT Tender No.
NIIFT/2025/Manpower/00000**

Dear Sir/Madam,

With reference to your Tender Notice dated -----, we hereby submit our bid for providing manpower services to NIIFT at Mohali, Ludhiana, and Jalandhar campuses. We confirm that we have read and understood all terms and conditions mentioned in the tender document and agree to abide by the same.

We are submitting the required documents as per the eligibility criteria and bid requirements. We undertake to provide the manpower as per the scope of work and maintain highest standards of service.

We look forward to your positive consideration. Thanking

you,
Yours faithfully,
Signature

Name of Authorized Signatory Designation

With Rubber stamps

Financial Bid Format

Requirement of Staff

Sr. No	Category of employees	NIIFT, Centres	Qty.	Monthly remuneration Amt. (Rs.)	Remarks
1	Admn. Assistant	1 Mohali	01		Punjab D.C Rates
2	Helperto Warden	1 Mohali	01		-do-
3	Security Guards	3 Ludhiana	03		-do-
4	Mali	1 Jalandhar, 1 Ludhiana	02		-do-
5	Sweeper	3 Jalandhar, 4 Ludhiana	07		-do-
Total					
EPF/EDLI & Admin Charges					
ESI Charges					
Service Charges					
Total					
GST 18% (9%+9%)					
Gross Total					

Note:

1. The above remuneration includes all statutory payments, taxes, levies, and any other expenses.
2. Number of staff will be increase or decrease as per requirement of the Centres.

Format for Performance Bank Guarantee (On Non-Judicial Stamp Paper)

To

The Director,
Northern Indian Institute of Fashion Technology,
Industrial Area, Phase-I, Sector-57, Mohali, Punjab.

Performance Bank Guarantee No.: _____

Date of Issue: _____

Amount: Rs. (5% of Contract Value)

This Performance Bank Guarantee (PBG) is issued by [Name of Bank], having its branch at (Branch Address), at the request of (Name of Agency), having its registered office at (Agency Address), in favor of the Northern Indian Institute of Fashion Technology (NIIFT), Mohali.

Whereas NIIFT and (Name of Agency) have entered into a contract dated for providing manpower services at NIIFT premises.

We, (Name of Bank), hereby irrevocably and unconditionally undertake to pay to NIIFT an amount not exceeding Rs. (5% of Contract Value) on demand without any demur or protest.

This guarantee shall remain valid for a period of (18 months) from the date of signing of the contract.

If any breach or failure occurs on the part of the agency to perform its contractual obligations, NIIFT shall be entitled to invoke this guarantee.

This guarantee shall be governed by and construed in accordance with Indian laws.

Signature and Seal of the Bank

Name:

Designation:

Date:

Place: