



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431-2503830

e-Procurement Notice

Ref: NITT/EMD/EE/AMC/HK(QZ)/Tender/2020-21/018

Dated: 20.10.2020

Online tenders are hereby invited in **three cover system** from Indian Nationals for **Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli-15** Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from **22.10.2020** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 19.11.2020 (12.00Hrs)
(Server time).

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website:

<https://eprocure.gov.in/eprocure/app> and www.nitt.edu

CRITICAL DATE SHEET

Published Date	22.10.2020 (09.00Hrs)
Bid Document Download Start Date	22.10.2020 (09.00Hrs)
Clarification Start Date	22.10.2020 (09.00Hrs)
Clarification End Date	17.11.2020 (17.00Hrs)
Pre-Bid Meeting	28.10.2020 (11.30Hrs)
Bid Submission Start Date	29.10.2020 (11.30Hrs)
Bid Submission End Date	19.11.2020 (12.00Hrs)
Bid Opening Date(Technical)	20.11.2020 (12.00Hrs)
Bid Opening Date(Price)	Will be announced after technical evaluation

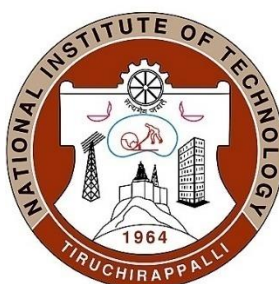
Note :*Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Estate Maintenance Department

Web: www.nitt.edu

Phone: 0431-2503830



Tender Document (e - Procurement)

Name of Work/ Service	:	Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli-15.
Tender Notification No	:	NITT/EMD/EE/AMC/HK(QZ)/Tender/2020-21/018
Dated	:	20.10.2020
Name of the Department	:	Estate Maintenance Department
EMD Amount	:	Rs. 1,15,000/- (Rupees One Lakh and Fifteen Thousand Only)
Last Date & Time of submission of Tender	:	19.11.2020 (12.00Hrs)
Address for submission of Tender	:	THE DIRECTOR, NIT TIRUCHIRAPPALLI-15
Date & Time of opening of technical bid	:	20.11.2020 (12.00Hrs)

Bidding Procedures

Section I: Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the “[Online Bidder Enrollment](#)” option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the ‘my tenders’ folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. Bidder should submit the Tender Fee / EMD as specified in the tender. The hard copy should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

16. The bidder has to select the payment option as offline to pay the Tender FEE / EMD as applicable and enter details of the instruments.
17. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
18. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

21. If the price bid format is provided in a spread sheet file like BoQ_XXXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid / BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **1-800-233-7315, 0120-4001005** or send an E-mail to cppp-nic@nic.in.

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TENDER DOCUMENT (TECHNICAL BID)

Tender Notification No.	:	NITT/EMD/EE/AMC/HK(QZ)/Tender/2020-21/018 dated 20.10.2020.
Name of the work	:	Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli.
Estimated cost put to tender	:	Rs. 57,31,345/- (Fifty Seven Lakh Thirty One Thousand Three Hundred and Forty Five Only). plus applicable GST
EMD Amount	:	Rs. 1,15,000/- (Rupees One Lakh Fifteen Thousand Only)
Last Date of submission of Tender	:	19.11.2020 (12.00Hrs)
Address for submission of Tender	:	The Director, National Institute of Technology, Tiruchirappalli – 620015. Tamilnadu, India.
Date and time of pre-bid meeting	:	28.10.2020 (11.30Hrs). (Venue: Estate Maintenance Department Office)
Date and time of opening of Tender (Technical Bid)	:	20.11.2020 (12.00Hrs)



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

TENDER NOTICE

01.	Name of work	Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli-15
02.	Estimated Cost	Rs. 57,31,345/-
03.	Earnest Money Deposit	Rs. 1,15,000/- (Rupees One Lakh Fifteen Thousand Only)
04.	Completion Time	Initially for a period of 3 months and based on performance the work may be extended to further 9 months. On completion of 1 year, the contract may be extended for another one year based on Performance of the contractor.
05.	Cost of Tender Document	NIL
06.	Pre-Meeting	28.10.2020 (11.30Hrs) (Venue: Estate Maintenance Department Office)
07.	Last Date and Time for submission of E-Tender	19.11.2020 (12.00Hrs) (Server time). Late bids shall not be accepted.
08.	a) Date and Time of Opening of E-Technical Bid)	20.11.2020 (12.00Hrs) (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
	b) Opening of Price bid	After evaluation of technical bids, the date and time of the Price bid will be update and upload the technical evaluation in CPPP portal.
09.	Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015
10.	Procedure for submission of Bid	As Per the E-Bidding Procedure

Check list:

**Tenderer's response should be clear, firm, complete & legible.
If necessary, separate sheet shall be used.**

Sl.No	Description / Requirement from the tenderer	(Must be filled by bidder)
1	Name & Complete address of the tenderer with contact details:	
2 (a)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	
2 (b)	NSIC / MSME Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited/ Public Limited	
4	Labour License	
5	Average annual financial turnover (Certified by CA)	
6 (a)	Details of PAN	
6 (b)	Employees provident fund Registration:	
6 (c)	Should not have incurred any loss continuously, and should have profit in the last financial years.	
6 (d)	Solvency	
6 (e)	Employees State Insurance Registration:	
6 (f)	EPF Registration	
6 (g)	GST Registration:	
6(h)	Company registration	
7	Letter of Transmittal (in format given)	
8	Forms A to E (In format given)	
9	Copy of Income Tax Return for the last 3 years	
10	Details of similar works during last 3 years	

Note: Relevant certificate copies are to be attached in Pre/Technical Bid(Cover).

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We understand that these details are required to decide our eligibility to participate in the tender process and opening of our price bid thereon.

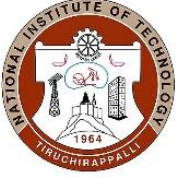
I/We also authorize the Director / NITT or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.

Signature of Contractor with Seal



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration/addition have been made by me/us in the tender document. The tender document consists of **39** including layout drawing.



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – 620015**

NOTICE INVITING TENDER

Tender Notification No.: **NITT/EMD/EE/AMC/HK(QZ)/Tender/2020-21/018** dated 20.10.2020.

National Institute of Technology, Tiruchirappalli invites E-tenders, in **Three Cover System (Demand Draft against EMD/Exception Certificate, Technical Bid and Financial bid)** up to 12.00 p.m. on 19.11.2020 for the following work:

Name of Work	EMD Amount in Rs.	Period
Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli	Rs. 1,15,000/- (Rupees One Lakh Fifteen Thousand Only) DD originals should be posted / couriered to Tender Inviting Authority.	12 (Twelve) Months; Initially for a period of 3 months and based on performance the work may be extended to further 9 months.

***Initial Contract period is for three months on trial, extendable to nine more months and another 1 year based on the satisfactory performance and review.**

ELIGIBILITY CRITERIA:-

Contractors who fulfill the following criteria are eligible to submit tender.

Experience of having successfully completed similar housekeeping /Manpower rendering works during the last 3 (Three) years upto 30/09/2020 that should be either of the following.

- a. Three similar works (at least one of them should be for Central / State Government/Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than Rs.22,92,538/-.

OR

- b. Two similar works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than Rs.28,65,672/-.

OR

- C. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking /Private limited company /Reputed Education Institute) costing not less than Rs.45,85,076/-.

“Similar works” under this clause means housekeeping work/manpower rendering to educational buildings, institutional buildings, commercial buildings, public buildings, hostels and factories. Necessary documentary proof like completion certificates in case of works carried out for Government Departments and TDS in case of works carried out for private parties should be enclosed in addition to the completion certificates.

“Cost of work” for this clause shall mean final cost as mentioned in the final bill carried out under single contract including cost of materials, if any, supplied by clients. However, the cost of materials issued free

of cost shall not be considered for calculating the cost of work.

- i) Performance certificate from the department where the work is completed, (Minimum Satisfactory good & above)
- ii) Should have an average annual financial turnover of Rs. 29 lakhs during the last three years ending 31/03/2020.
- iii) Should not have incurred any loss continuously, and should have profit in the last financial years.
- iv) Should have a solvency of Rs. 14.33 lakhs from any Nationalised / scheduled Bank valid from last six months.
- v) Separate Registration Code No. for ESI, EPF, PAN and GSTIN on contractor's name/firm.
- vi) Contractor has to submit live Agency/Company Registration certificate.
- vii) Contractor has to submit Labour licence (renewal/current).

EARNEST MONEY DEPOSIT:-

Earnest Money Deposit Rs. 1,15,000/- (Rupees One Lakh Fifteen Thousand Only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-620015 (Payable at Trichy). EMD may be exempted in case of NSIC/ MSME submission in the relevant field.

The Earnest Money deposit shall not carry any interest.

Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

Original Demand Draft to be received in due date of tender, otherwise tenderer may be disqualified.

Security Deposit:-

Security Deposit should be collected from the successful tenderer, before start of the work, The rate of Security Deposit will be as below:

Up to Rs. 10 lakhs 10%

Above Rs. 10 lakhs up to Rs.50 lakhs Rs.1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs. Above Rs. 50 lakhs Rs.4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

Account payee Demand Draft/Fixed Deposit Receipt, Banker's cheque or Bank guarantee from any of the commercial Banks in favour of The Director, NIT, and Tiruchirappalli is accepted towards Security Deposit.

Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited before start of the work and the balance 50% may be recovered from the running bills.

EMD of the successful tenderer shall be converted and adjusted against the security deposit.

The security deposit shall not carry any interest.

Unless the contractor whose tender is accepted signs the Contract Agreements and makes the necessary security deposit specified in Para above within Fifteen days of the date of the order directing him to do so, the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of his tender withdrawn.

NITT shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to NITT under the terms of this contract or under any other contract with NITT may be deducted from the Security Deposit or realized by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the

contractor by NITT and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

REFUND OF SECURITY DEPOSIT: - The Security Deposit mentioned above may be refunded to the Contractor after a period of 12 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NIL CLAIM CERTIFICATE .

Earnest Money Deposit (EMD) is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to them and shall be furnished in the form of Demand Draft in favour of The Director, NIT Tiruchirappalli payable at SBI branch at NITT. EMD in any other form will not be accepted. EMD of the unsuccessful contractor shall be refunded on finalization of the contract and the EMD amount shall not carry any interest. Tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of the Tender. If lowest tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then NITT, shall without prejudice to any other right or remedy, forfeit 100% of the said earnest money with blacklisting the firm. The Security deposit will be released within six months on satisfactory completion of the contract including extended period.

SECTION – I GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. The work has to be carried out in NIT, Tiruchirappalli (Quarters Zone).
2. The scope of work inter alia includes the following with free power wherever needed.

Housekeeping service to the quarters zone of NIT, Tiruchirappalli which involves broadly the following activities.

The scope of work inter alia includes the following with free power wherever needed, all within the layout including front & rear of the occupied houses where fence or garden does not exist and within fenced area of the vacant houses.

- a) Door step collection of garbage, segregation of bio degradable and non-bio-degradable waste, transporting & stacking at the earmarked site, attending to sewer line blockages, Burial of carcasses, Up keeping of all roads, De-weeding of surrounding using grass cutting equipment, De silting of drains, all inclusive with men, material & machineries. Transporting the garbage collected from the surrounding / open space / common areas / dustbins, by tractor or by other means in a covered condition to avoid spillage enroute. The scope also covers cleaning of toilets and mopping of floors at KV School, Kalyanamandapam and surrounding cleaning of guest house and other public buildings within the layout.
- b) Spraying chemicals for Mosquito and post constructional anti-termite treatment.
- c) Dewatering the accumulated sewage and sullage from septic tank by mechanical means
- d) Supply of plastic bins red and green colors to quarters wherever required for the collection of waste generated by the inmates.
- e) Earth work by mechanical means for bio-compost disposal of bio degradable garbage and carcasses.
- g) Cleaning and removing all unwanted things in vacant houses and from the terrace of various buildings
- h) Safe removal of honey bee hives / kadandu / such insects from any height of the buildings and nearby
- i) Deployment of additional manpower as & when required by the Institute.

The various operations involved are detailed in the tender documents (Financial bid).

- (i) Adequate safety measures should be evolved and implemented.
 - (ii) The bill should be prepared and submitted by the contractor to the Estate office as per the detailed procedure given in the tender document (Financial bid).
 - (iii) All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor except where specifically indicated.
3. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time, unwanted and irrelevant details need not be furnished. The individual page number with link to be given for the particular mentioned in the checklist by the bidder.

4. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
5. Should a bidder find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender for clarification well before the due date so as to submit the tender in time. No extension of time shall be given for submission of the tender on any account.
6. Conditional tenders, late tenders, tenders containing prima-facie absurd rates, tenders which are incomplete or otherwise considered defective, tenders not in accordance with the tender conditions therein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
7. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.
8. Other details and the method of evaluating the capacity of the prospective contractors are detailed elsewhere in this documents.
9. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
10. The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.
11. After award of the contract, if performance of the selected contractor is found to be not satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving short notice and forfeiting the security deposit to compensate the extra cost to be incurred by NITT in carrying out the service through alternate agency. If the performance is satisfactory, the contract will be extended for nine more months.
12. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation here to, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.

SECTION – II INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

- 1.1 The “TECHNICAL BID” (application to qualify) shall contain data and information to enable the institute to draw up a list of qualified agencies who can take part in the tender process and whose “Financial Bids” (Tenders) can be processed further.

The following documents should be enclosed:

- (i) Letter of transmittal in the enclosed format.
 - (ii) Solvency certificate from a nationalized bank.
 - (iii) Financial information in **Form – A** (format enclosed).
 - (iv) Performance report in **Form – B** of works (format enclosed).
 - (v) Details regarding the structure of the organization in **Form – C** (format enclosed).
 - (vi) Details of personnel establishment in **Form – D** (format enclosed).
 - (vii) Details of Equipment’s deployable for this specific work in **Form – E** (format enclosed).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘Nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular/query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.
- 1.3 The applicant should sign in each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer/Project Manager or equivalent with Seal and contact number.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Estate Officer/EMD/NITT.
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2. Definitions

In these documents the following words and expressions have their meaning here by assigned to them.

- a) Employer means The Director, NIT Tiruchirappalli.
- b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

3. Method of Application

- 3.1. If an individual makes the application, it shall be signed by him above his full type written name and current address.
- 3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3. If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power

of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

- 3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.
4. **Final Decision Making Authority:** The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process/tender process at any time without assigning any reason or incurring any liability to the applicants.
5. **Particulars – Provisional:** The Particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.
6. **Site Visit:** The applicant is advised to visit various Quarters zone buildings where the works are to be carried out at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Executive Engineer Estate Maintenance Department** .
7. **The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, the firm should certify that they would be able to manage the equipment by hiring etc. and submit the list of firm from whom proposed to hire.**
 - 7.1 The applicant should have sufficient number of employees for proper execution of contract. The applicant should submit a list of his employees with their age (Not more than 58 years) and qualification stating clearly how they would be involved in this work.
 - 7.2 The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and attached the Certificate Copies and contact details.
8. **Financial Information:** The applicant should furnish the annual financial statement for the last 3 years in Form – A.
9. **Experience in Similar Works:** The applicant should furnish the list of all works of similar nature successfully completed during last 3 years and are now in progress in Form – B. Such Particulars duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work.
10. **Organizational Information:** Applicant is required to submit the following information in respect of his organization in Form – C.
 - (a) Name and postal address including telephone, fax number, e-mail ID, etc.,
 - (b) Copies of original documents defining the legal status, place of registration and principal places of business.
 - (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
 - (d) Information on any litigation/arbitration in which the applicant was involved during the last five years including any current litigation/arbitration in process.
 - (e) Authorization for employer to seek detailed reference from clients to whom works were carried out.
 - (f) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work (Form – D).
11. **Equipment:** Applicant should furnish the list of equipment to be used/deployed for carrying out the house keeping works in quarters zone (in Form – E). Details of any other equipment not mentioned in Form E, but available with the applicant and likely to be used in this work may also be indicated.
Tender Submission and Decision: After the details submitted by the applicant regarding his financial capacity, previous experience etc. are studied and evaluated, a list of agencies who can take part in the tendering

process shall be prepared and all concerned will be intimated. The financial bids (Tender) of the applicants who have not been qualified after evaluation, shall be returned unopened. Qualified tenders shall be opened by the committee constituted for this purpose on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to present.

12. Corrigendum / Amendment:

It is tenderer's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at NITT and CPPP web site.

SECTION – III ADDITIONAL CONDITIONS

1. Every tenderer is expected to inspect the Quarters zone for which the service is to be rendered before quoting his rate. The rate quoted shall take care of the Minimum Wages, VDA ,Bonus, wages towards national holidays, other charges and profit margin etc ., and increase in Minimum wages and Variations in the VDA can be escalated to the concern department be claimed upon proper proof of the benefits had reached the employees.
2. If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
3. The contractor should employ supervisors who have experience in this type of work.
4. Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
5. All the materials required for the work shall be arranged by the contractor.
6. Permits for workers and supervisor to the campus/building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
7. Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Executive Engineer on or before tenth of subsequent month by obtaining all formalities including attaching of copy of statutory remittances.
8. All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
9. The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc. and ensure that there are no adverse effect on the ecology, particularly on flora and fauna of the campus.
10. The contractor on receipt of work order should submit a list consisting of maximum of 24 workers to be deployed at NITT with all data and the contractor should uniformly provide 24 workers including 2 supervisors from this list only. The addition/deletion of labourers in enrolled list will not be entertained without proper justification and approval of Executive Engineer.
11. **PENALTY CLAUSE:** If any worker deployed by the firm at NITT fails to attend the Housekeeping service on all Working days including sundys & Government Holidays, a Penalty of an amount equal to twice the actual payment entitled shall be levied along with a punitive charge @12.5%.
12. The contractor should maintain an attendance register of all workers duly signed by the representative of NITT and daily deployment report of all individuals (Location wise/Shift wise) to be submitted on all working days

including holidays before 09:30 a.m. and the same should be certified by the nominated officials from NIT Administration and hand over a copy to The Executive Engineer, EMD, NITT on the same working day and it should be followed throughout the tenure of the contract. Daily deployment/progress report should be submitted by the agency by 09.30AM.

13. **The contractor is required to release monthly wages to the workforce on or before 7th of successive month by NEFT to the respective individual bank account, the copy of which shall have to be submitted to NITT. A fine of Rs. 1000/- per delayed day will be recovered in the bills due to the agency.**
14. The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting their running account bill along with the attendance register.
15. The contractor shall submit the documents to prove the remittance of EPF/ESI/Bonus/Insurance to the individuals along with each running account bill. Monthly bill will not be processed unless above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
16. The contractor must ensure that no labourers shall work without ID card, uniform and other safety accessories like mask, shoes, hand gloves etc., issued by the firm.
17. The contractor is required to quote the rate against each item in amount & the service charge only for manpower (in %) of the contract value shall be decided by the lowest competitor.
18. The quoted rate should be of all taxes and duties levied or to be levied other than GST both by Central and State Government Statutory/regulatory authorities from time to time. NITT will not entertain any claim what so ever in this regards.
19. If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of Executive Engineer, ESTATE MAINTENANCE DEPT., the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
20. Filled in total contract value for 12 months in the financial bid of the tender will remain valid for a period of three months from the date of opening the Financial Bid. Once the contract is awarded after acceptance of tender, the service charges as accepted by NITT shall be valid for billing till the entire work is completed and final bill is paid. However the contractor is eligible for any increase in minimum wages by the Govt. and related statutory remittances like ESI, EPF & Bonus during the currency of the contract along with the accepted service charges automatically without necessitating any extra approval/expenditure sanction as and when the Government notifies/ declares Minimum Wages and other statutory orders.

Nature/Scope of Work/Frequency of Operation:

- a) The scope of work is well defined in the bill of quantities under financial bid where the agency is required to quote rate for each item and service charges in percentage including all taxes but excluding GST.
- b) The financial bid indicates the list of housekeeping activities, the time table/periodicity of each activity, the broad list of consumables with tentative quantity required per month, deployment of manpower etc., for the work that are covered under the scope of contract.
- c) The scope shall cover any other service/work that might arise depending upon contingency.
- d) The contractor should produce the EPF return for all workers, every six months.
- e) The contractor should make arrangements to display “CLEANING UNDER PROGRESS” boards at the entrance of the toilets while cleaning.
- f) Lady workers should be engaged for ladies’ toilets and men for gents’ toilets.
- g) The contractor should issue the ESI card to all the workers.
- h) The contractor should pay the Bonus with monthly wages.
- i) The contractor should produce ESI, EPF remittance challans for the previous month, monthly pay (acquaintance) roll of all the workers and proof of wages & bonus paid to process the current month bill.

Working Conditions:

1. "Rendering Housekeeping Service" is required to be carried out on all days based on the requirements.
2. Sufficient man power is required to be provided to all the Departments for the work.
3. Strict discipline must be observed by the workers.
4. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
5. The labourers and other staffs must be provided with identity card with the approval of NITT Authorities.
6. The Supervisors, under whom the labourers work, shall have to report daily to the Technical Assistant SG-II and take instructions.
7. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.,

Normal Working Hours (All Days):

Normal working hours shall be 07:30/8:30 a.m. to 04:30/05:30 p.m. (with one hour lunch break) based on the requirements and for extended hours if required by NITT for specific purpose.

Service Materials and Tools:

- a) All the materials required for the work viz. Toilet cleaning/Floor mopping etc., are listed by NITT indicating minimum quantity per month. These are to be supplied and stored by the contractor in advance every month and the Institute shall reserve the right to issue gate passes for all empty cans/bottles etc., on fixed regular periods. The storage space for the materials shall be provided by the Institute. Prior approval for quality of the material is to be obtained from the estate office. Any material if not supplied each month and of substandard quality and found on surprise check, will attract penalty action.
- b) Grass cutting machines, Sewage removal tools, Scrubbers, and Industrial type vacuum cleaner whenever required for cleaning works failing which proportionate penalty will be applied in the running bills. De weeding will be carried out only through grass cutting equipment and the agency is required to mobilize at least two such equipment that are always in working condition. Fuel required for operation is under the scope of the contractor and shall be met out from the service charges quoted by the agency.

Statutory Requirements:

- a) The contractor should get labour license for the work from licensing authority of the Government by paying necessary fees.
- b) The contractor should have First aid box with necessary medicines etc., and should make necessary arrangements including care taker for taking injured person to Clinic/Hospital in the event of emergencies.

General:

- a) Workmen should be vigilant while on work.
- b) Smoking in the institute premise is strictly prohibited.
- c) Workers must be free from influence of alcohol.
- d) Workers must be physically and mentally fit for work.
- e) Workers should avoid causing damage to the Institute property.
- f) The NIT, Tiruchirappalli Administration will not accept any responsibility if the workmen are injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.
- h) The applicant should have sufficient number of employees for the proper execution of contract. The applicant should submit a list of his employees with their age (Not more than 58 years).

Special Conditions:

1. The house keeping contractor should execute an agreement in the non-judicial stamp, incorporating the various terms and conditions.
2. The Quarters Zone should be kept in spick and span.
3. If the contractor performance is not satisfactory, the contract will be terminated by giving due notice.
4. The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
5. Attendance register, Salary register for the labourers, daily labour deployment report and other registers required as per acts and rules and the same shall be verified by the Inspection Committee approved by the

competent authority.

6. The firm must maintain a separate register for consumables/chemicals meticulously and the entries to be made on day to day basis with due signature from all departments.
7. A certificate must be obtained from the Head of the Department (as per the format enclosed) and produced along with the bills. Required cleaning materials for succeeding month must be procured on the last week of preceding month and deposited with the Estate Office.
8. The contractor should employ minimum 22 Labourers and 02 Supervisors on working days for housekeeping/doorstep collection.
9. The minimum manpower supplied should be 24 nos including relievers in all other working days. So that the contractor may have few more labourers and supervisors to meet the daily man power requirements purely on contractor's scope. No extra cost will be paid for the same.
10. The Supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
11. Performance of housekeeping services shall be graded on feedback from the residents on monthly basis. Payment will be made on the evaluation of performance on a 5 point scale and deployment of manpower as furnished in the Annexure – A. Adverse comments will result in monetary fine. Continuous bad performance will result in termination of contract.
12. NITT will not be liable for any medical attention, injury/loss of life of the person engaged by the contractor.
13. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 21.
14. In case of any lapse in services, quality standards or noncompliance of periodicity/specification or any standing instruction, the contractor shall be penalized accordingly.
15. The service charges quoted should be exclusive of GST but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
16. Initially for a period of 3 months and based on performance the work may extended to further 9 months. On completion of 1 year, the contract may be extended for another one year based on Performance of the contractor. The contract may be terminated due to violations or poor performance or non-compliance of statutory payments in time, with due notice.
17. The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees .Cancellation of contract in part or full for contractor's default:
18. If the contractor makes default in carrying out the work as directed and continues in that state after a reasonable notice from NITT authorities.
19. If the contractor fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued hereunder.
20. NITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter NITT to cancel the contract as whole in part thereof or only such work order or items of work in default from the contract. NITT exercise the authority to cancel the contract as whole or part under this condition, NITT may complete the work at the contractor's risk and cost which is final and conclusive. (If the alternate agency is economical, the advantage shall accrue to NITT and if higher, the excess will be recovered from the default contractor).
21. In case of failure on the part of the contractor to complete any contractual obligations, NITT reserves the right to get the same done at the contractor's risk and cost by another agency/departmentally apart from imposing penalty.
22. In case NITT be held liable for any loss, damage or compensation to third party arising by the housekeeping contractor, such loss, damage or compensation shall be paid by the contractor to NITT together with the cost incurred by NITT on any legal proceedings pertaining thereto.
23. NITT reserves the right to disqualify such bidders who had a record of not meeting the contractual/statutory obligations against earlier contract entered into with NITT.
24. NITT may discontinue the contract at any point of time by giving a notice at least 30 days before the intended date of discontinuation and will not be liable to any additional charges or compensation payable to the contractor or any other person.
25. The proof of remittance of statutory deductions like EPF, ESI as appropriate to the respective agency, wages including bonus paid to the workers for those employed at NITT must be provided by the contractor to NITT

every month along with the running bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed to NITT in the name of NITT. Any failure in remitting the EPF,ESIC and Bonus to the workers shall lead to the cancellation of the contract.

26. The technical bids will be subjected to evaluation by a committee calling for a technical presentation by the vendors which will include verifying financial turn over registration certificates, legal, financial, statutory, taxation and other associated compliance of contractual conditions. The committee may evaluate/verify the performance of the agency at any of their existing contracts which may include obtaining references for visiting clients and the quality of services rendered by agencies. Further the committee may disqualify the bidder based on oral/written references or insufficient quality of service provided during existing or previous contracts.
27. The contractor shall at all times indemnify and keep indemnified the principle employer, the head of the office and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to) property loss and damage, personal accident, injury or death of/ or property or person of any sub contract and or the servant or agents of the contractor any sub-contractor and or the owner and the contractor shall at his own cost and imitative at all times maintain all liabilities under workman's compensation Act/Fatal Accident Act, personal injuries, Employees state Insurance Act, PF Act and or their industrial legislation from time to time in force.
28. The quoted rates and the service charge percentage by the agency shall remain firm for the entire contract duration. However, the contract value of the job contract will vary depending on the following:
 - a) Deployment of any additional manpower on the prevailing wages including statutory remittances as per the requirement of NITT.
 - b) The periodic Wage/VDA increase, as and when notified by the Central Government will be applicable in the contract and accordingly the monthly bill of the contractor will get processed for payment;
 - c) Any changes in EPF/ESI contribution of employer's portion due to changes in Labour Law.

Evaluation of the bidders will be done based on the lowest quote in Price Bid and the contract would be awarded to the lowest bidder. The value of contract will be worked out based on the lowest quote inclusive of all taxes (**Excluding GST**).

In the event of more than one bidder having quoted identical lowest bid and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised quotes. This process would continue till the distinct L1 rate is arrived.

The Contractor shall indemnify and compensate the Institute, if the Institute as Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 becomes liable to assume any liability towards the workforce engaged by the contractor. In that event, the provisions relating to recover as provided in relevant clauses of the said Act shall be applicable.

LEAVE/HOLIDAYS: For every workforce deployed in our premises, the contractor will give one day weekly off for every six continuous working days.

WAGES: All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in the tender which shall be made through direct credit in the bank accounts of each individual to its workforce by 7th of each English month. Any delay on this account shall be subjected to penalty of Rs.1,000/- per day or termination of contract. Opening of Bank A/c of their workforce or making payment of wages in their existing Bank A/c is the responsibility of the contractor. Copy of the pass book showing the credit to the individual workers should be attached with each months running bill. Running bill/s submitted by the contractor to NITT kept pending due to non-compliance of observations shall have no any relevancy with the payment to workers in time.

Scope of Work:

- a) Up keeping of all roads, berms, pavements, drains, common areas, play grounds, surroundings of KV school ,Kalyana mandapam, Guest house etc. within the layout by sweeping once in a week . All as per Engineer in-charge.
- b) Clearing grass, vegetation, weeds etc. in the surrounding of the entire quarters zone area including guest house ,common areas, open spaces, terrace of all buildings, all roads & drains etc. within the identified layout. All as per Engineer in-charge.
- c) De-silting the drains within the identified layout once in three months and regular during rainy seasons by sectioning the accumulated earth and disposing off the removed earth by leveling the berms as protection to the road edges or to the identified places. All as per Engineer in-charge.
- d) Cleaning and washing the water closet, wash basin & urinal twice in a day from Monday to Friday and once a day on Saturday including scrubbing the floor area of the toilet & bathroom in KV school and Kalyana mandapam once a day in all working days using cleaning powder, soap oil, pine oil etc., as the case may be and as per the proportion indicated elsewhere in the tender schedule and putting minimum three naphthalene balls in each urinal & wash basin once in a week. Acid/bleaching powder shall be used to remove stains whenever required.
- e) Sweeping/Mopping the entire floor area of KV school and kalyana mandapam on all working days. All as per Engineer in-charge.
- f) Collection of household wastes from all quarters including Sunday and conveyance to compost yard /Bio- pit including segregation of Bio de-gradable and non- degradable.
- g) Removal of cobweb in the toilet & bathroom of KV school and kalyanamandapam area once in a fortnight and removal of cobweb in the staircase area of storeyed buildings once in a month. All as per Engineer in-charge.
- h) Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system in the quarters zone within the identified layout immediately on notice by the housekeeping group or on receipt of complaint from the Quarters. Exclusive personnel shall be available to attend to these complaints. If the situation warrants, tools/machinery shall have to be deployed to clear the block without delay. All as per Engineer in-charge.
- i) Removal of carcasses and burial as per the direction of the department. All as per Engineer in-charge.
- j) Cleaning of Vacant quarters & terrace cleaning in occupied quarters.

NOTE:

1. The tenderers are advised to visit NITT/site of work and get themselves acquainted with the site conditions, quantum and nature of works before submitting the offer.
2. Area of activities under this contract is shown in the enclosed General layout drawing.
3. The successful tenderer is required to submit detailed programme matching the above periodicity and as per Annexure before commencing the work so as to maintain clean and garbage free environment at any point of time.
4. The price quoted will meet out establishment / uniform / ID / safety tools ,any incidental charges etc., are included in the contractors service charges.
5. The volume of work under item No.1 requires a minimum of 22 labourers for effective performance. 02 Supervisors are to be deployed for effective supervision who are responsible for submission of day to day reports, issue of the consumables to the workers, collecting feedback from the departments and getting day to day instructions from the authorities.
6. Beside 22 workers and 2 supervisors, substitute workers and supervisor should be made available if any workers and supervisors gets absent in any working days.
7. Security deposit including EMD amount will be released after completion of work and EPF clearance to all workers and supervisors .
8. Only the inside of occupied building areas are excluded from the scope of work under Item No.1 except blockage removal, garbage and debris transportation .However, Cleaning of vacant quarters is under the scope of the Contract.
9. All labour, consumables, tools & plants,Fuel etc., are under the scope of the contractor except the chemical for item no. 05 Successful tenderer is required to maintain proper logbook for the consumption of materials and submit to the department for its approval. Required chemical for item no. 05 alone will be issued by NITT at free of charges. Sufficient labour are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always.
10. The contractor may convert / process the garbage into bio compost as directed by NITT using the cow dung available in

the campus.

11. Minimum wage as fixed by Govt. of India including statutory payments like ESI, EPF, Bonus etc., are to be paid to the workmen on monthly basis before 7th day of succeeding month and payment to the workers to be claimed automatically without necessitating any extra approval/expenditure sanction as and when the Government notifies/ declares Minimum Wages and other statutory orders.
12. The contractor shall comply all safety rules and regulations of NITT and shall ensure their working group wear uniform supplied by the contractor & always carry identity card in English approved by NITT.
13. The agency shall have to get the acknowledgement once in a month from the occupants for daily collection of garbage in the prescribed format which is a basis for making payment.
14. Following recovery shall be effected for non-compliance of any activity/ periodicity under Item No.1 per month and on pro rata basis. In addition, a punitive charge of 12.50 % will also be recovered:

a) Up keeping roads, berms, pavements, common areas, surroundings of public buildings & shopping Centre etc	10 %	h) Cleaning of Vacant Quarters	10 %
b) Garbage collection at Door steps & to bio compost	10 %	i) Blockage complaints	10 %
c) De-Weeding Surroundings	10 %	j) Deployment of grass cutting machine per number	15 %
d)De-Silting Drains	10 %	J) Brasso mosquito sprayer	3%
e) Removal of Cobweb at the common staircases /terrace	3 %	k) Upkeeping the surroundings of Guest house	2%
f) Removal of Carcass & burial	3 %	m) Push cart with dust bin	2 %
h) Crowbar,Showels and Tools	4 %	n) Tri Cycle with dust bin	2 %
j) Sweeping/Mopping Floor Area at KV school	3 %	l) Sewer line cleaning tools	3 %

QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620015.

Subject: Rendering House Keeping Services to the Quarters Zone in NITT, Tiruchirappalli

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I/We hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filled.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for deciding our eligibility and to get qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I/We submit the requisite latest solvency certificate in original and authorize the Director, NIT Tiruchirappalli or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I/We also authorize NIT Tiruchirappalli or its representative to approach individuals, firms and corporations to verify our competence and general reputation.

I am/We are aware that the tender document (Financial bid) will not be opened if I am/We are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

FORM – A
FINANCIAL FORMATION

I. Financial Analysis

Details are to be furnished duly supported by figures in Balance sheet/Profit and loss account for the last Three years duly certified by the chartered accountant, as submitted by the applicant to the Income – Tax Department (Copies to be attached).

S.No.	Details	Year Ending 31 st March of		
		2018	2019	2020
1	Gross annual turnover in House Keeping work/Manpower supply			
2	Profit (+) / Loss (-)			

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. GSTIN Details.

V. Solvency certificate from any Nationalised Bank

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

FORM – B

Performance Report form for works completed and are in progress during last 3 years (Attach copies of work order/agreement – Multiple copies may be generated as per requirement).

1	Name of the work/Project & Location	
2	Scope of work	
3	Agreement No.	
4	Tendered Cost	
5	Value of work done	
6	Date of commencement	
7	Date of Completion	
8	Performance report based on quality of work, time management and resourcefulness	Very Good / Good / Satisfactory / Bad / Very Bad

Date :

Executive Engineer/Project Manager or Equivalent
With seal & contact number

FORM – C

Structure and Organization

1	Name and address of the applicant	
2	Telephone No./Fax No./E-Mail address	
3	Legal Status (attach copies of original document defining the legal status) a. An Individual b. A Proprietary Firm c. A Firm in Partnership d. A limited Company or corporation	
4	Particulars of registration with various Government bodies (Attach attested photocopy) a. Registration Number b. Organization/Place of registration	
5	Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization	
6	Was the applicant ever required to suspend housekeeping for a period of more than one month continuously after the work was commenced? If so, give the name of the project and give reasons thereof	
7	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?	
8	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details	
9	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details	
10	If any other information considered necessary related to housekeeping works but not included above	

Signature(s) of Applicant (s) with seal

FORM – D

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM/COMPANY

S.No.	Designation	Total Numbers	Names	Qualification / Professional Experience	Length of continuous service with the employer

Note: Additional information about technical personnel, if any, be submitted on separate sheet.

Signature(s) of Applicant (s) with seal

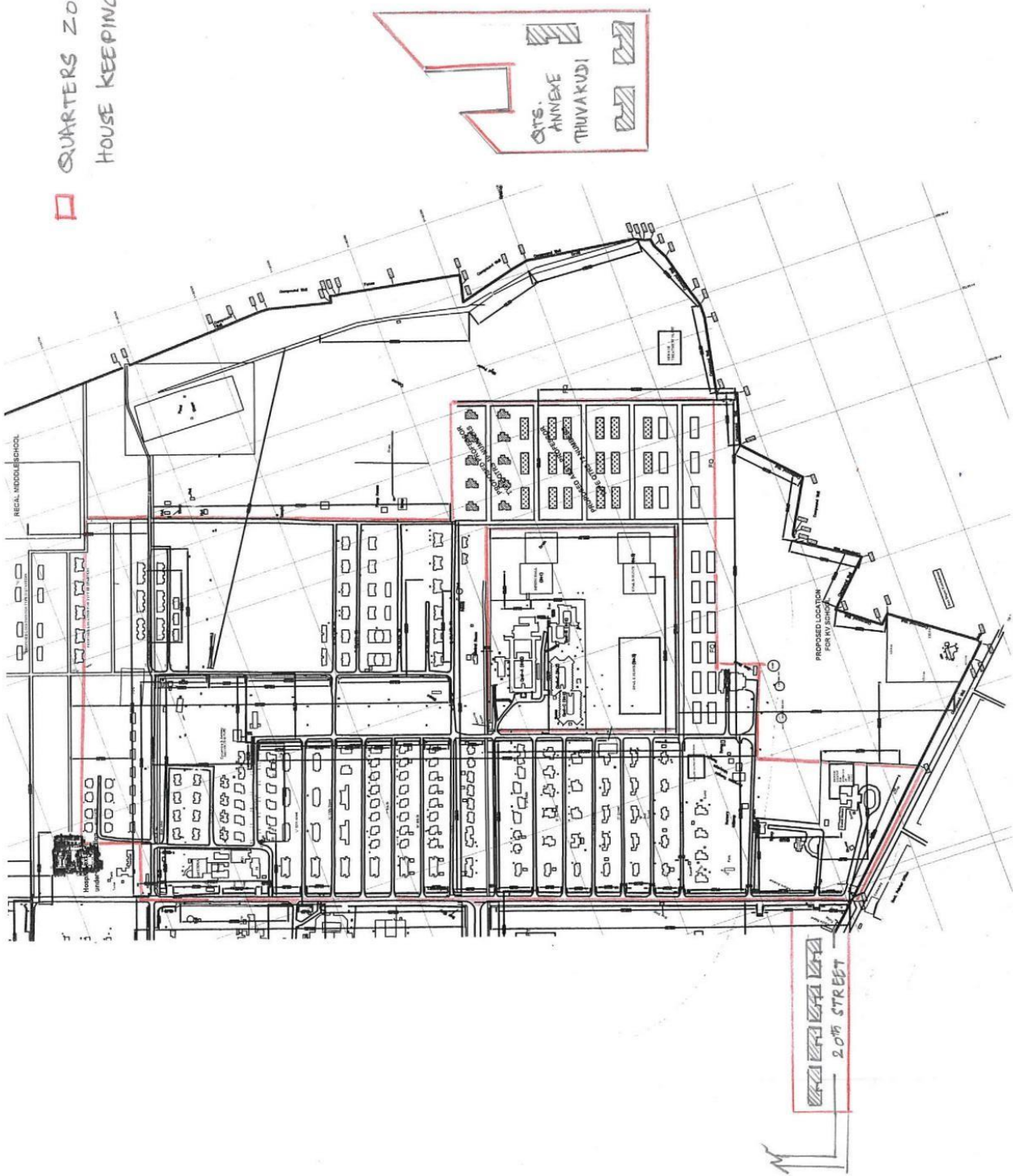
FORM – E
Equipment Details

List of equipment required to be deployed at NITT per month Including Fuels and Lubricants

Minimum requirements of Machineries, Tools and fuels per Month in Quarters Zone			
Sl.No	Name of the Equipment	Unit	Qty
1	Grass cutting machine (Considering 2 Nos of grass cutting machine @6 working hrs/day and 5 working days in a week for 5 months/year @ 1Ltr petrol/ 1 Hour.) Including fuel and all other incidental charges.	Nos	3
2	Sewer line cleaning rod Rotatable threaded 9" steel MS rod-40 mtrs length.	Nos	1
3	Sprayer Brass made - 10/12 Ltrs capacity (Mosquito and cockroach control)	Nos	4
4	Fogging machine for Mosquito control (Supplied by EMD-2 Nos) Only fuel to be arranged by the contractor Considering 4 months/year and 5 turns of 3hrs/month @ 1.5Ltrs/Hr.	Nos	-
5	a) Garbage Push Cart with 4 compartments for separate collecting of vegetable waste/Plastic Waste	Nos	2
	b) Tricycle with 4 compartments for separate collecting of vegetables waste/Plastic Waste	Nos	2
6	Adjustable aluminum ladder – upto 10 mtrs Height	Nos	1
7	Crowbars	Nos	2
8	Spades	Nos	6
9	Rake	Nos	24
10	Bill hook	Nos	6

Signature of the Contractor with Seal

QUARTERS ZONE
HOUSE KEEPING AREA,





NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

**TENDER FOR RENDERING HOUSE KEEPING
SERVICES TO THE QUARTERS ZONE IN NIT,
TIRUCHIRAPPALLI-15.**

FINANCIAL BID

**(TO BE DULY TYPED, SIGNED AND STAMPED
AND UPLOADED AS PDF IN THE E-TENDER.
[THE OVERALL TOTAL OF THE PRICE BID TO
BE INCORPORATED IN THE PROVIDED
PRICEBID EXCEL FILE BoQ_XXXXX.xls AND
UPLOADED])**

Tender Notification No.:
NITT/EMD/EE/AMC/HK(QZ)/Tender/2020-21/018 dated 20.10.2020.

Annexure - 1
MINIMUM NUMBER OF LABOURS TO BE ENGAGED PER DAY FOR VARIOUS
ACTIVITIES UNDER ITEM 01 OF FINANCIAL BID

1. Total manpower has to take care of all house keeping activities throughout the zone(Sweeping all streets, public places, Guest House, KV school, Kalyana mandapam and toilet cleaning twice a day ,removal cob web and removal of carcasses).
2. The strength of workforce is only indicative and minimum requirement. Actual may be higher. The agency is required to assess the need by making site visit before submitting the tender.
3. Up keeping of roads, Surrounding clearance of the buildings to be carried out on all working days and on Saturdays by concerned workers.

Annexure-1(a)

S.No.	Location/Area in the Quarters Zone and activities	Proposed Minimum Manpower
	Quarters Zone : (A)All streets from 1 to 23. (B)Thuvakudi Annexe Campus. (C) Common places (Open Grounds, KV School, Store,Recreation areas, Kalyanamandapam,Shopping Centre,Guest house etc.,)	
1	All Housekeeping activities including Cleaning ,De-Weeding , De-silting of drains, Removal of cobweb,and upkeeping of roads in the entire quarters zone	8
2	Collection of Household wastes at door steps of every quarters, Segregation and Disposal to Compost yard/Waste pit	4
	Collection of Household wastes at door steps of every quarters, Segregation and Disposal to Compost yard/Waste pit (Weekly off 1)	2
3	General Cleaning of KV school	1
4	To attend day to day complaints including removal of blockages in sewer lines in all areas at SI No.1 above and Removal of Carcasses	3
5	Cleaning of Vacant Residential Quarters & Terrace cleaning in occupied Quarters	3
6	Cleaning of Guest House surroundings only	1
	Total Workers	22
	Supervisors	2
	Total Work Force	24

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Annexure-1(b)

Minimum Wages		
Description	Rate	
(As per central Govt. Minimum Wages Act)	Unskilled worker (Rs)	Semi Skilled (Rs)
Rate of wages per day	437.00	494.00
No of days	26.00	26.00
Basic Wages per month	11362.00	12844.00
Rate of V.D.A. Area wise per day W.e.f.01.10.2020	97.00	109.00
V.D.A per month	2522.00	2834.00
(Basic wages+V.D.A) per month	13884.00	15678.00
EPF @ 13% w.e.f 01.04.2017 max limit of 15,000/-	1804.92	1950.00
ESI @ 3.25%	451.23	509.54
BONUS @ 8.33%	1156.54	1305.98
Total monthly wages	17296.69	19443.51
Total Number of Workers	22.00	2.00
Total Amount	380527.12	38887.02
Total manpower charges per month	Rs. 419414.14	
Total manpower charges per Year	Rs. 50,32,970/-	

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Annexure-1(c)

WEEKLY SCHEDULE

DAY	WORKING AREA : TEAM -I	WORKING AREA : TEAM -II	REMARKS
SUNDAY	QIP and RSB Quarters	PG Quarters, Hospital street	Includes cleaning of open spaces & Roads, De-weeding , Removal of cobweb in stair case areas of storeyed buildings, Desilting of drains & outside cleaning of vacant quarters of the area .
MONDAY	1 st to 3 rd streets, Main road -Canteen to Guest house	Opal main road upto 13 th street, Thuvakudi Annex Quarters	
TUESDAY	4 th to 6 th streets	20 th and 21 st streets	
WEDNESDAY	7 th to 9 th streets	22 nd and 23 rd streets	
THURSDAY	10 th to 12 th streets	14 th to 16 th A &16 th B	
FRIDAY	13 including 13A & 13B,	17 th , 18 th and 19 th streets	
SATURDAY	Mass work	Mass work	

1. Door step collection from all occupied quarters and conveyance/disposal in to the bio-pits after segregation of bio de-gradable/non-degradable shall be carried out daily including Sunday and all holidays.
2. Inside cleaning of vacant quarters, Removal and disposal of carcasses, Removal of sewer line blockages should be carried out as and when complaint received.
3. Upkeeping of surroundings of Guest House, All housekeeping activities at KV School and Kalyana mandapam are to be carried out daily .

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ANNEXURE-2

List of Consumables in Quarters Zone per Month			
S.No.	Name of the material/consumables	Unit	Quantity
1	Scented phenyl concentrated	5	Litres
2	SOAP Oil	10	Litres
3	Liquid toilet cleaner (Harpic)	5	Litres
4	Coconut brooms	8	Nos
5	Hill brooms (400 gms)	5	Nos
6	Cleaning powder (Exo /Vim)	10	Kg
7	Urinal cubes(1Box)	144	Nos
8	Odonil (50gm)	5	Nos
9	Naphthalene balls white (Big)	0.5	Kg
10	Toilet brush (EWC& IWC) LCR Commode brush	6	Nos
11	PVC Hand brush (scrubber)	2	Nos
12	Bleaching powder ISI	10	Kg
13	Mop with stick	4	Nos
14	Checked cloth(1'x1')	2	Nos
15	Thatti malar	8	Nos
16	Cob-web remover	1	Nos
17	Aluminium basket big size	2	Nos
18	Lysol (500 ml)	1	Nos
19	Jasmine Flavour Liquid	0.5	Litres
20	Dettol Liquid	1	Litres
21	Cleaning acid (Hydro chloric)	5	Litres
22	Hand glouse-Washable	50	Nos

NOTE:

The quantities are only indicative and minimum required. The contractor has to consume material as per actual requirement (ensuring the minimum specified above) and no extra shall be paid by the Institute if more than the above is consumed. At least one month stock shall have to be maintained on any day and is subject to checking by the Institute officials on any time. Non-compliance will attract fine at the discretion of the Institute.

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ANNXURE -3

Minimum requirements of Machineries, Tools and fuels per Month in Quarters Zone			
Sl.No	Name of the Equipment	Unit	Qty
1	Grass cutting machine (Considering 2 Nos of grass cutting machine @6 working hrs/day and 5 working days in a week for 5 months/year @ 1Ltr petrol/ 1 Hour.) Including fuel and all other incidental charges.	Nos	3
2	Sewer line cleaning rod Rotatable threaded 9" steel MS rod-40 mtrs length.	Nos	1
3	Sprayer Brass made - 10/12 Ltrs capacity (Mosquito and cockroach control)	Nos	4
4	Fogging machine for Mosquito control (Supplied by EMD-2 Nos) Only fuel to be arranged by the contractor Considering 4 months/year and 5 turns of 3hrs/month @ 1.5Ltrs/Hr.	Nos	0
5	a) Garbage Push Cart with 4 compartments for separate collecting of vegetable waste/Plastic Waste	Nos	2
	b) Tricycle with 4 compartments for separate collecting of vegetables waste/Plastic Waste	Nos	2
6	Adjustable aluminum ladder – upto 10 mtrs Height	Nos	1
7	Crowbars	Nos	2
8	Spades	Nos	6
9	Rake	Nos	24
10	Bill hook	Nos	6

NOTE:

The quantities are only indicative and minimum required.

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Bill of Quantity

Tender Inviting Authority: The Director, NIT Tiruchirappalli

Name of Work: Rendering Housekeeping Services to the Quarters Zone in NIT, Tiruchirappalli-15

Contract No: NITT/EMD/EE/AMC/HK(QZ)/Tender/2020-21/018 dt: 20.10.2020

Bidder Name :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
Quoted Rate is exclusive of GST						
Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	Housekeeping activities in the entire area of Quarters Zone as marked in the enclosed layout by way of keeping the premises and surroundings clean and free from garbage, loose materials, cow dung, carcasses, plastics including de-weeding, de-silting etc. all as specified below and as per the instructions of Engineer in charge. The rate per month shall include all labours as per Central Govt. Minimum wages, statutory payment like ESI, PF, Bonus, taxes, duties, establishment and all other incidental charges etc., complete. As per weekly schedule & Minimum wages (Scope of Work Ref. page No.20)					
1.11	Cost of Manpower. [As per Annxure-1 (Ref. page No.31to 33)]	1.00	Year			
1.12	Service Charge for Manpower Per Year (---- %)	1.00	Year			

Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
1.2	Cost of Consumables [As per Annexure-2 (Ref. page No.34)]	12.00	Month			
1.3	Cost of machineries and tools. [As per Annexure-3 (Ref. page No.35)]	12.00	Month			
2	Transporting the garbage, horticulture waste etc., collected from the surrounding/open space/common areas/dustbins within the identified layout by tractor having a capacity of minimum 200 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus with an average lead of 2-3 Kms. Rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste at respective dust bin itself (disposing of collected non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., away from NITT premises is the sole responsibility of the contractor), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage.	750.00	TRIP (6 Cum /Trip)			
3	Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats ,Construction debris etc. up to 3 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage.	20.00	TRIP (6 Cum/ Trip)			

Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
4	Labour charges for spraying chemical for mosquito/cockroach control inside & outside Quarters buildings, Open areas, Manhole chambers, Gully traps etc. and also for fogging operation in the entire area. All as directed by the Department. All the required chemical, equipments, machineries etc. will be provided by NITT at free of charges. The payment will be made for the work done on the basis of number of days, supported by log sheet maintained jointly.	100.00	MANDAY			
5	Dewatering the accumulated effluent completely from the septic tank by using contractor's vehicle & equipment's. Scope includes removing and re fixing of septic tank cover slabs back in position & disposal of effluent at the places as specified by the department. Rate includes all labour, materials, hire charges ,fuel for vehicle & equipment etc. complete. Payment will be made for the quantity of effluent disposed off.	10.00	Trips (at 6000Ltrs/ Trip)			
6	Supply of good quality plastic bin of dia 18 cm at bottom &24 cm at top with a height of 24 cm(approx size) in Green and Red colours. Rate also includes stenciling the Quarters number in paint in the plastic bin and distributing to houses. Sample has to be got approved before effecting bulk supply.	90.00	Each			
7	Labour charges for post-constructional anti-termite treatment by diluting and injecting chemical emulsion with Chlorpyriphos/Lindane EC 20% with 1% concentration (will be supplied by NITT at free of cost), all as per standard specification. A) Along the external/ internal wall below concrete or masonry apron using chemical emulsion including drilling and plugging holes etc., or equivalent chemical. Required tools, cement & all material except chemical emulsion are under contractor's scope.	1500.00	Rm			

Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
8	Removal of Honey-bee hives/Kadhandu/Such insects of any size/magnitude completely from any level/height of the building without any disturbance to the occupant of the building and with safe working. The contractor is required to adopt safe approach/technology while removing the insects.	20.00	Each			
9	Hire charges for engaging earth moving machinery (Hydraulic Excavator) to cleaning the areas including uprooting thorny plants/heavy jungles/trees etc. of all heights and leveling the areas thereafter including all debris etc., all as per instructions of Engineer-In-charge. Rate includes hire, fuel, operation charges etc., complete.	50.00	Hours			
TOTAL AMOUNT (Rs.)						
(RUPEES _____ ONLY)						

Note: The rate quoted is excluding GST. (Plus applicable GST)

Signature of the Contractor with Seal