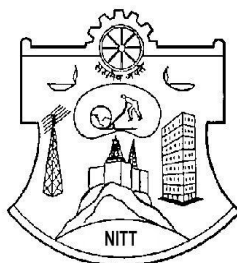


NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 –250 3831



TENDER DOCUMENT

Tender Notification No.: EMD/CoW/HK/Institute Zone /2013 - 14 Dated: 19.06.2013

Name of the work : **Rendering House Keeping Services in NIT,
Tiruchirappalli (Institute Zone)**

EMD Amount : **Rs. 1, 00,000/- (Rupees One Lakh only)**

Last Date of submission of Tender : **11.07.2013 upto 3.00 p.m.**

Address for submission of Tender : **The Dean (Planning and Development),
Hall No.: A23, Administrative Block,
National Institute of Technology,
Tiruchirappalli - 620 015**

Date and time of pre bid meeting : **02.07.2013, 11.00 a.m.**
(Venue: Administrative Building)

Date and time of opening of Tender (Technical Bid) : **11.07.2013 at 03.30 p.m.**



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

TECHNICAL BID (COVER –I)

TENDER No. : EMD/CoW/HK/Institute Zone /2013 - 14

Name of work	:	Rendering House Keeping Services in NIT, Tiruchirappalli Institute Zone from 01.08.2013 to 31.07.2014
Earnest Money Deposit	:	Rs. 1,00,000/- (Rupees One Lakh only)
Period	:	01.08.2013 to 31.07.2014
Cost of Tender Schedule	:	Rs.575 /- (Including taxes)
Date and time of pre bid meeting	:	02.07.2013, 11.00 a.m. (Venue: Administrative Building)
Last date and Time of Receipt of Tender documents	:	Date: 11.07.2013 @ 03:00 p.m.
Date and Time of Opening Technical bid (Cover I)	}	Date: 11.07.2013 @ 03:30 p.m.
Date and Time of Opening Financial bid (Cover II)	}	Will be intimated separately for those who have technically qualified based on the eligibility criteria specified in the tender document



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI

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 34 Pages.

Contractor



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER No. : EMD/CoW/HK/Institute Zone/2013 - 14

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Two cover system (Technical Bid and Financial bid) up to 3.00 p.m. on 11.07.2013** for the following work:

Name of work	EMD	Period
Rendering House Keeping Services in NIT, Tiruchirappalli (Institute Zone) from 01.08.2013 to 31.07.2014	Rs. 1,00,000/-	01.08.2013 to 31.07. 2014

Initial Contract period is for one year, extendable to maximum of two more years only, on year to year basis based on performance and review.

1. Eligibility criteria :-

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

Experience of having successfully completed similar works during the last 7 years ending 31-03-2013 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) each costing not less than Rs. 20.00 Lakhs.
OR
- b. Two similar completed works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 25.00 Lakhs.
OR
- c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 40.00 Lakhs.

“Similar works” under this clause means housekeeping work to educational buildings, institutional 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. Further the value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications to bid.

- ii) Should have an average annual financial turnover of Rs. 15.00 lakhs during the last three years ending 31.03.2013.
 - iii) Should not have incurred any loss in more than two years during the last five years ending 31-3-2013.
 - iv) Should have a solvency of Rs. 20.00 lakhs from Applicant's bank.
 - v) Contractor has to produce ESI, EPF Code No. and PAN No.
 - vi) Contractor has to produce live Agency/Company Registration certificate.
 - vii) Contractor has to Produce Labour licence (renewal/current).
 - viii) Contractor has to be registered under GOI Labour Enforcement Act.
2. The tenders should be accompanied by two crossed Demand Drafts, both drawn in favour of The Director, Tiruchirappalli – 620 015 and payable at Trichy.
- a. One Draft for Rs. 575/- (Rupees Five hundred and seventy five only) towards the cost of application which is non refundable.
 - b. Another Draft for Rs. 1,00,000/- (Rupees One lakh only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidders, the same will be adjusted against the security deposit.

3. Tender documents received without Cost of Document and EMD shall be summarily rejected.
4. Completed Qualification Documents and Tenders received in time will be opened at **03:30 p.m.. on 11.07.2013 at A12 Hall, NIT, Tiruchirappalli** in the presence of Tenderers or their authorized representatives by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.

5. Submission of Tender

The Tender should be submitted in two envelopes as detailed below:-

- i. **Cover 1 – Superscripted as “TENDER - TECHNICAL BID FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE) FOR THE YEAR 2013-14”.**

This shall contain the following:-

- a) Two drafts, one for EMD and another for cost of tender documents as stated in Sl. No. 2 above.
 - b) The various details regarding experience, financial status etc. as detailed in the enclosed documents.
- ii. **Cover 2** - Superscripted as “**TENDER - FINANCIAL BID FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE) FOR THE YEAR 2013-14**”.
- This shall contain the tender (Financial bid) for the work. The tender documents and various conditions, specifications, Bill of quantities etc. for the work is enclosed. The bill of quantities shall be filled with rate, amount and total amount.
- iii. **Cover 3** - Superscripted as “**TENDER FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE)**” Due on **11.07.2013**.

Cover 1(TECHNICAL BID) and Cover 2(FINANCIAL BID) shall be placed in Cover 3.

6. Other details and the method of evaluating the capacity or the prospective contractors are detailed in the enclosed documents.
7. The Director, Tiruchirappalli reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor found to be not satisfactory, The Director reserves the right to terminate the contract at any time by giving one month notice.
9. 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.
10. Separate Housekeeping service contractor will be engaged for Hostels, Quarters and Institute Zones.
11. 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 construction, validity, interpretation, thereof or otherwise in relation hereto, 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.



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

**TENDER FOR RENDERING HOUSE KEEPING SERVICES IN NIT,
TIRUCHIRAPPALLI (INSTITUTE ZONE) FOR THE YEAR 2013-14**

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER

TO BE SUBMITTED IN A SEALED ENVELOPE

**MARKED AS ENVELOPE 1 - TECHNICAL BID - TENDER FOR RENDERING
HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE) FOR
THE YEAR 2013-14**

TENDER No- EMD/CoW/HK/Institute Zone/2013 - 14

SECTION-I

GENERAL INFORMATION

1. The work has to be carried out in NIT, Tiruchirappalli (Institute Zone).
2. General features of the work are as under:

House keeping service to various Administrative/Library/Department/Hospital Buildings of NIT, Tiruchirappalli which involves daily Cleaning / washing of toilets (floors and walls up to dado height) and sanitary installations like wash basins, water closets, urinals, bathrooms etc. with disinfectants and sprinkling phenyl on the floor, cob-web removal works, etc.

Rubbish collection in the Institute Zone (outside the buildings, parking areas and roads), loading, unloading and disposal at designated places including cost of transport, fuel, driver salary etc. once in two days. 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 by the contractor and submitted to the Estate office by the contractor as per the detailed procedure given in the tender documents (Financial bid)
 - (iii) All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor.
3. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.
 4. The bidders are cautioned that furnishing of incomplete information/ ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.

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 agencies who can take part in the tender process and whose “Financial Bids” (Tenders) can be opened.

The following documents should be enclosed:

- i. Letter of transmittal in the enclosed format.
- ii. Solvency certificate.
- iii. Financial information in **Form - A** (format enclosed).
- iv. Details of similar works carried out in the past in **Form - B** (format enclosed).
- v. Details of works in progress in **Form - C** (format enclosed).
- vi. Performance report in **Form - D** of works referred in Form - B and Form - C (format enclosed).
- vii. Details regarding the structure of the organization in **Form - E** (format enclosed).
- viii. Details of personnel establishment in **Form - E1** (format enclosed).
- ix. Details of equipment in **Form - F** (format enclosed).
- x. Details of ISO certification (if any) in **Form – G** (format enclosed).
(An optional document)

- 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, informations 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.

- 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 institute.

- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 1.8 Turnover of the company for the last three years.
- 1.9 TIN/PAN No/IT Return certificate
- 1.10 Previously executed /supplied details in the relevant works for the last 3 years.

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 (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 the various Institute buildings where the works are to be carried 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 **Sanitary Inspector (I), Estate Office (Mobile : 9486001147)**.

7. Criteria for Qualifying an Applicant to Take Part in the Tendering Process

7.1 The applicants shall be evaluated for qualifying them to take part in the tendering process by a two stage system.

7.2 .1 Stage – I – Initial Criteria

The applicant shall be evaluated initially considering the following criteria.

Contractors who full fill the following criteria will be eligible to submit the qualification application and tender.

Experience in having successfully completed works as follows during the last 5years ending 31-3-2013.

a. Three similar works (at least one of them should be for central/state Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 20.00 Lakhs.

OR

b. Two similar completed works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 25.00 Lakhs.

OR

c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 40.00 Lakhs.

7.2.2 The applicant should not have incurred any loss in more than two years during the last five years ending 31-03-2013. Profit & Loss statement from the Auditor to be obtained and enclosed.

7.2.3 The applicant should have a solvency of Rs. 20.00 lakhs from a Nationalised bank

7.2.4 The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firm from whom he proposes to hire.

7.2.5 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 50 years**) and qualification stating clearly how they would be involved in this work.

7.2.6 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 delivered in sealed covers.

7.3 Stage – II – Evaluation By Scoring

7.3.1 The applicants who qualify the initial criteria mentioned in para 7 to 7.2.6. above shall be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.3.2 Inspection committees will carry out surprise visit to tenderers clients' places and their reports, form valuable inputs for the short-listing process.

The final selection of the contractors will be based on a weighted criteria system to be derived from the tender documents of the bidders. Negotiation will be carried out and work may be split among the successful bidders so that the work is carried out more effectively.

7.3.3 Only the applicants who qualify the initial criteria as above shall be evaluated further for the following criteria:-

(a) Financial strength (Form - A)	Maximum 25 Marks
(b) Experience in similar nature of work During last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - D)	Maximum 20 Marks
(d) Personnel and Establishment (Form - E and E-1)	Maximum 15 Marks
(e) Equipment (Form - F)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 50% (fifty percent) marks in each one of the above criteria and 70% (Seventy percent) marks in aggregate. The Director, NITT reserves the right to restrict the list of pre qualified contractors to any number deemed suitable by it.

7.3.4 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

8.0 Financial Information

The applicant should furnish the annual financial statement for the last 5 years in Form – A. Non-cooperative with NITT administration or strike in any form will lead to termination of contract with immediate effect.

9.0 Experience in Similar Works

9.1 The applicant should furnish the following:-

(a) List of all works of similar nature successfully completed during last 5 years in Form - B

(b) List of projects under execution or awarded in Form – C

9.2 Particulars of completed works and performance of applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in Form – D

10.0 Organizational Information

Applicant is required to submit the following information in respect of his organization in forms E and E1

(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 - E1.

11.0 Equipment

Applicant should furnish the list of equipment likely to be used for carrying out the work (in Form F). Details of any other equipment not mentioned in Form F, but available with the applicant and likely to be used in this work may also be indicated.

12.0 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 included in the list of applicant,

who can take part in the tendering process, shall be returned unopened. Other tenders shall be opened on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may be present by the committee constituted for this purpose.

SECTION – III

ADDITIONAL CONDITIONS

- 1) Every tenderer is expected before quoting his rates to inspect the Institute buildings for which the service is to be rendered. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained.
- 2) Without written permission of The Director/The Dean (Planning & Development), no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractors behalf.
- 3) 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.
- 4) The Director, NIT Tiruchirappalli reserves the right to reject any or all the tenders without assigning reason therefore.
- 5) The contractor should employ supervisors who have experience in this type of work.
- 6) The contractors comply with the provision of all acts, statutes, rules and regulation etc. of the central and state governments as the case may be and if necessary get himself duly registered as required by the said acts, statutes rules and regulation etc. He shall make necessary payment of wages as per acts, applicable for the work and keep necessary records for verification by the enforcing agencies.
- 7) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 8) All the materials required for the work shall be arranged by the contractor.
- 9) 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.
- 10) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Heads of the Department on or before tenth of subsequent month by obtaining all formalities.

- 11) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The Contractor is solely responsible for the payment of minimum wages for their employees as per the Government of India/Tamilnadu norms and E.S.I. 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.
- 12) 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.
- 13) The contractor should employ minimum 36 labours per day. In the case of absentees, a sum of Rs. 246/- per day per person as compensation will be levied on the contractor and same will be recovered from each running account bill of the contractor.
- 14) The contractor shall bring the required equipments at his/her own cost and risk and no extra payment will be made for the same.
- 15) The contractor should maintain an attendance register in each Institute and Department buildings and the same should be certified by the nominated officials from NIT Administration and hand over a copy to the **The Estate Officer, EMD, NITT** on the next working day and it should be followed throughout the year.
- 16) The contractor should pay the labour wages in first week of the successive month.
- 17) The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting his/ her running account bill along with the attendance registrar.
- 18) The contractor shall submit a copy of the EPF/ESI/bonus/ insurance documents along with each running account bill. Monthly bill will not be passed unless the above are submitted.
- 19) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 20) For calculating the daily wage, the monthly wage shall be divided by 26
- 21) For calculating the monthly wage, the daily wage shall be multiplied by 30. Accordingly the labour wage should be calculated for 30 days, not 26 days.
- 22) Minimum wages shall be fixed as per the Central/State Government norms (whichever is higher is to be paid)
- 23) The contractor shall be responsible for payment of minimum wages, EPF, ESI, Bonus, workman compensation etc., as per relevant acts and rules. Necessary records shall be kept in compliance of the same.

Nature / Scope of Work/ Frequency of Operation:

- a) Sweeping / Mopping - The entire floor areas of Lecture Hall Complex, Central Library, Hospital - **Daily** and IT Center examination halls – **Weekly two times**.
- b) Cleaning of Toilets, Urinals, Washbasins and Bathrooms in Administrative Building, all Departments, Lecture Hall complex, Central Library and Hospital - **Two times in a day**.
- c) Cleaning of Cob webs in Toilet and Bathroom area- **Once in a week**
- d) Any other service/work that might arise depending upon contingency
- e) Any blockage in water closets, urinals, washbasins, bathrooms and sewer lines shall be removed and maintained by the contractor.
- f) Cleaning of Cob webs in Lecture Hall Complex, Central Library, Hospital and IT Center examination halls – **Twice in a month**.
- g) Cleaning of furniture – Main office, Hospital, Central Library, Lecture hall and IT Center examination halls – **Twice in a week**.
- h) Rubbish collection in the Institute Zone (outside the buildings, parking areas and roads), Loading, unloading and disposal at designated places including cost of Transport, Vehicle, Fuel & Driver salary etc. once in two days.
- i) The contractor should produce the P.F. statement for all workers, for every six months.
- j) Lady workers should be engaged for ladies toilets and men workers for gents toilets.
- k) The contractor should issue the ESI card to all the workers.
- l) The contractor should remit the Excise tax separately for every year.
- m) The contractor should produce ESI, EPF remittance challan along with the bill.
- n) The contractor should produce Workers monthly pay (acquittance) roll with bill.

Working Conditions:

1. The “Rendering House keeping service” is required to be carried out on all days of the year.
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 NITT's approval of Institute Authorities.
6. The supervisors under whom the labourers work, shall have to report daily to the Sanitary Inspector (I) and take instructions.
7. No payment will be made for a non-working days, proportionate reduction will be made if any item of work is not carried out or work is not carried out on any day due to any reason.
8. The rate quoted shall be inclusive of service tax at present and also to take care of the increase or decrease for the whole year.
9. The payment will be made after deducting necessary recoveries like Income Tax, CST, Labour Welfare Cess etc.

Working Hours (all days):

8:30 am -5:30 pm (with one hour lunch break)

Service Materials and Tools:

- a) All the materials required for the work such as brooms, thatti, malars, baskets, cob-web sticks, mopping rods, cloth, waste, brushes etc., and disinfectants, acid, phenol, (scented phenol) naphthalene balls, soap oil, bleaching powder, sabena etc., required for toilet cleaning and floor mopping will have to be provided by the contractor. Minimum required quantity of above materials shall be stored by the contractor 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 of substandard quality, found on surprise check will attract penal action.
- b) The contractor should use High pressure jet pump and Industrial type vacuum cleaner for cleaning works.

Statutory Requirement:

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

General:

- a) Work men 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 work man is injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.

Special Conditions:

- a) The house keeping contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- b) The Institute buildings should be kept in spick and span.
- c) If the contractor performance is not satisfactory, the contract shall be terminated by giving one month’s notice.
- d) 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.
- e) Attendance registers and the salary registers for the labours engaged per building and other registers required as per acts and rules and the same may be verified by the Committee Members and Institute Administration, NIT Tiruchirappalli or other enforcing agencies during their inspection.
- f) 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 preceeding month and deposited with the Estate office.
- g) The contractor should employ minimum 36 labourers and supervisor(s) staff for housekeeping work per day as per required.
- h) The supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
- i) Performance of housekeeping services shall be graded by the departments and Institute 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.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

The Director
NIT,
Tiruchirappalli 620 015.

Subject: Rendering House Keeping Services in the Institute Zone at NITT Campus
for the year 2013-14

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 informations supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all informations and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite solvency certificate 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 the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

I am / we are aware that the tender documents (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 INFORMATION

I. Financial Analysis

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

Sl. No.	Details	Year Ending 31 st March of				
		2009	2010	2011	2012	2013
1.	Gross annual turnover in House Keeping work					
2.	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details.

IV. Solvency certificate from Applicant's Bank.

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

Form - B

Additional Information for Completed House Keeping Works:

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work:

7. Value of work :

Signature(s) of Applicant (s) with seal

Form - C

Additional Information for House Keeping Works under progress:

1. Name of work :
2. Location :
3. Client's Name and address :
4. Scope of work :
5. Details of equipment deployed :
6. Details of personnel deployed on the work:
7. Value of work :

Signature(s) of Applicant (s) with seal

Form - D

Performance Report for works referred to in forms 'B' & 'C'

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

Form - E

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 E- 1

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

Sl. No.	Designation	Total number	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 - F

Equipment Details

List of available equipment

Sl. No.	Equipment	Numbers
1.	High pressure jet pump	
2.	Industrial type vacuum cleaner	
3.	Any other	

Signature(s) of Applicant (s) with seal

**PROFORMA ON ISO CERTIFICATION
(OPTIONAL)**

1. Year of Certification :
2. Name and Address of Certifying Agency :
3. Name of Management Representative :
4. Validity of Certificate :

Note: Attested copy of certificate (attested by a Government officer or Notary Public) to be enclosed.

Signature(s) of Applicant (s) with seal



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

**TENDER FOR RENDERING HOUSE KEEPING SERVICES IN NIT,
TIRUCHIRAPPALLI (INSTITUTE ZONE) FOR THE YEAR 2013-14**

FINANCIAL BID (COVER –II)

DOCUMENTS TO QUALIFY THE TENDERER

(TO BE SUBMITTED IN A SEALED ENVELOPE

**MARKED AS ENVELOPE 1 - FINANCIAL BID - TENDER FOR RENDERING
HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI INSTITUTE ZONE FOR THE
YEAR 2013-14**

TENDER No- EMD/CoW/HK/Institute Zone /2013 - 14

Minimum Number of Labours to be Engaged per Day

Sl No.	Name of buildings	Minimum No of Labours to be Engaged Per Day
1.	Chemical , CEESAT , A-2 hall toilets, New Architecture Dept	2
2.	Main office and Dean chambers	2
3.	Civil, EEE dept, Gallery hall, Estate office, GYM, Security office	2
4.	Mechanical Dept, ICE,IT Centre and Examination hall	3
5.	C.S.G & Silver Jubilee building	3
6.	Powder Metallurgical building, Automobile lab, Production Engg. Dept. , IT Centre (Annexure), MME Annexure Building and Civil Annexure Building	2
7.	New Central library building	7
8	Director Bungalow	2
9	Hospital & School building	5
10	Lecture Hall Complex	6
11.	Rubbish collection in the Institute Zone (outside the buildings, parking areas and roads), Loading, unloading and disposal at designated places including cost of Transport Vehicle, Fuel & Driver salary etc.	LS
	Supervisors	2
	Total labours including supervisor	36

The quantities are only indicative, and depend upon the requirement. The actual quantity may be more than above. The Contractor has to assess the actual requirement by making a site visit before submitting the Tender

Details of Water closets, Urinals, Washbasins and Bathrooms

Sl. No.	Department	Water closets	Urinals	Washbasins
1.	Main office	38	8	10
2.	EEE	8	8	10
3.	Mechanical Engineering	15	15	11
4.	Auto Lab	2	2	4
5.	Civil Engineering	11	6	7
6.	Sports Center	9	3	4
7.	Metallurgical and Materials Engineering.	12	8	5
8.	Security office	5	-	5
9.	Central library	30	32	52
10.	Lecture hall complex	29	34	32
11.	Silver Jubilee building	26	34	30
12.	Work shop	9	12	5
13.	Instrumentation and Control Engineering	16	12	13
14.	IT –Center	32	39	45
15.	Chemical Engineering	5	2	10
16.	CEESAT	15	12	6
17.	Estate office	4	2	4
18.	CSG	20	10	12
19.	Architecture Department Building	10	8	12
20.	Production Engineering	8	11	10
21.	Powder Metallurgy Department	2	-	2
22.	Hospital	24	6	37
23.	IT Centre (Annex Building)	15	6	12
24.	Civil (Annex Building)	12	6	9
25.	MME (Annex Building)	12	6	9
26.	Shopping centre& school building	14	5	4
	Total	383	287	360

List of Minimum Quantity of materials are to be used Per Month in all Buildings

Sl. No	Materials	Quantity
1.	Scented phenyl concentrated	75 Liters
2.	SOAP Oil	50 Liters
3.	Liquid toilet cleaner (Harpic)	50 Liters
4.	Coconut brooms	25 Numbers
5.	Hill brooms (400 gms)	25 Numbers
6.	Cleaning powder (Exo /Vim)	100 kg
7.	Urinal cubes , odonil	20 Packs, 15 Packs 2500 Nos,1000 Nos
8.	Naphthalene balls white (Big)	10 kg
9.	Toilet brush (EWC& IWC) LCR Commode brush	40 Numbers
10.	Hand brush (scrubber)	70 Numbers
11.	Mirror cleaner	5 Numbers
12.	Air freshner	20 Packs
13.	Bleaching powder ISI	75 kg
14.	Mop with stick	30 Numbers
15.	Checked cloth	50 Numbers
16.	Yellow cloth	5 Numbers
17.	Thatti malar	20 Numbers
18.	Cob-web remover	10 Numbers
19.	Bamboo basket big size	15 Numbers
20.	Lysol (500 ml)	20 Liters
21.	Jasmine Flavour Liquid	2 Litre
22.	Dettol Liquid	11/2Litre
23.	Acid (Harpic)	45 Litres

The quantities are only indicative and the minimum required. The contractor has to procure and use materials as per actual requirements (ensuring the minimum specified above) and no extra shall be paid by the Institute if more than the above are consumed.

Annexure – “A”

FEED BACK CERTIFICATE FROM DEPARTMENTS

NAME OF HOUSE KEEPING CONTRACTOR:

Name of the Department :

Period: Every Friday

Sl. No.	Particulars	Cleaning Schedule	Excellent	Very Good	Good	Average	Poor
	POINTS		5	4	3	2	1
	Types of Service						
1	Cleaning /Washing of all Toilets, Bathrooms, Wash basins and Urinals	Two Times					
2.	Cleaning of Walls and partitions (Bathrooms/ Toilets)	Daily					
3.	Scrubbing of floors	Daily					
4.	Whether using sufficient good quality/Quantity materials						
5.	Any other comments						

Signature of the Head of the Department

Name and seal

**TOTAL AMOUNT PAYABLE PER MONTH WILL BE DIVIDED INTO
TWO HALVES**

Manpower deployment – 50%	Performance 50%		
Payment will be made for actual man power deployed only	Total Score – 80 (on a 5 Point Grading)		
	Weekly	Feed Back Form	Total points
	First Week		
	Second Week		
	Third Week		
	Fourth Week		
	Rating	Score	% of Deduction
	Good to excellent	64-80	NIL
	Average	48-63	10%
	Poor	32-47	20%
		Below 32%	50%



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – INSTITUTE ZONE
Tender schedule Financial Bid (Cover II)**

Sl. No.	Description of work	Qty	Rate in Figures and Words	Unit	Total Amount in Figures and Words
01	Rendering of Housekeeping services in NIT, Tiruchirappalli Institute Zone viz. Cleaning / washing of toilets (floors and walls up to dado height) and sanitary installations like wash basins, water closets, urinals, bathrooms etc. with disinfectants and sprinkling phenyl on the floor, cob-web removal works, Rubbish collection in the Institute Zone (outside the buildings, parking areas and roads), Loading, unloading and disposal at designated places including cost of Transport Vehicle, Fuel & Driver salary etc., as per all tender conditions and including all taxes applicable.	12 months		One Month	
		Total			

Note: The break up details for the amount quoted above shall be provided along with the tender schedule in the sample format attached.

Signature(s) of Applicant(s) with seal

Format - Working Sheet

Sl. No.	Item	Quantity	Rate	Unit	Amount
I. Labour					
1					
2					
3					
II. Material					
1					
2					
3					
III. Others					
1					
2					
					Total

Signature(s) of Applicant(s) with Seal