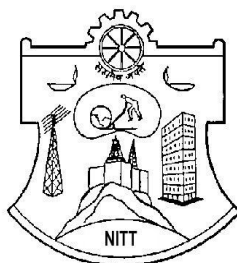


NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 –250 3831



TENDER DOCUMENT

Tender Notification No: EMD/CoW/Quarters Zone/13/2014 -15 Dated:10.03.2014

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

Tender Value : **Rs. 27,77,470/-**

EMD Amount : **Rs. 56,000/- (Rupees fifty six thousand
Only)**

Last Date of submission of Tender: **31.03.2014 upto 3.00 p.m.**

Address for submission of Tender : **The Dean (Planning and Development),
Hall No. A-23, Administrative Block,
National Institute of Technology,
Tiruchirappalli - 620 015**

Date and time of pre bid meeting : **20.03.2014, at 02.30p.m.**
(Venue: At the above address)

Date and time of opening of Tender (Technical Bid): **31.03.2014 at 03.30 p.m.**



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

TECHNICAL BID

Tender Notification No: EMD/CoW/Quarters Zone/13/2014 -15 Dated:10.03.2014

Name of work	:	Rendering House Keeping Services in NIT, Tiruchirappalli (Quarters Zone)
Earnest Money Deposit	:	Rs. 56,000/- (Rupees fifty thousand only)
Period	:	12 Months
Cost of Tender Schedule	:	Rs.150 /- (Including taxes)
Date and time of pre bid meeting	:	20.03.2014, at 02.30 p.m. (Venue: Office of Dean (P&D), A-23, Administrative Block)
Last date and Time of Receipt of Tender documents	:	31.03.2014 at 03:00 p.m.
Date and Time of Opening Technical bid	}	: 31.03.2014 at 03:30 p.m.
Date and Time of Opening Financial bid	}	
	:	Will be intimated separately for those who are technically qualified based on conditions 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 37 Pages.

Contractor



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER No: EMD/CoW/Quarters Zone/13/2014 -15 Dated: 10.03.2014

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Two part system (Technical Bid and Financial bid) up to 3.00 p.m. on 31.03.2014** for the following work:

Name of work	EMD	Period
Rendering House Keeping Services in NIT, Tiruchirappalli (Quarters Zone)	Rs. 56,000/-	Twelve Months

Initial Contract period is for one year, extendable to maximum of one more year only, 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. 11.20 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. 14.00 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. 22.40 Lakhs.

“Similar works” under this clause means housekeeping work to Quarters, educational buildings, institutional buildings, public buildings, hostels and factories in Government / Quasi Govt.. 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.

- ii) Should have an average annual financial turnover of Rs. 8.40 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. 11.20 lakhs from any Nationalised Bank
 - v) Separate Registration code No for ESI, EPF and PAN on contractor's name / firm
 - vi) Contractor has to produce live Agency/Company Registration certificate as indicated in Form C
 - 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. 150/- (Rupees one hundred and fifty only) towards the cost of application which is non refundable.
 - b. Another Draft for Rs. 56,000/- (Rupees fifty six thousand 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 31.03.2014 at Office of the Dean (P&D), A23 Hall, Administrative Block, 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 three envelopes as detailed below:-

- i. **Cover 1 – Superscripted as TENDER - DD TOWARDS EMD & DOCUMENT COST FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (QUARTERS ZONE)**

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.
- ii. **Cover 2 - Superscripted as TENDER - TECHNICAL BID FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (QUARTERS ZONE)**
This shall contain various details regarding experience on similar work; completion certificates etc as indicated Letter of Transmittal and forms A- F financial status etc. as detailed in the enclosed documents.

Cover 3 - Superscripted as FINANCIAL BID FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (QUARTERS ZONE)

This shall contain the Bill of Quantity to quote the rates, Labour rate working sheet, time table for various activities, list of materials / consumables, feedback format, basis for 5 point grading etc.,

Master cover:

All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover superscripting: Tender for Rendering House Keeping Services in NIT, Tiruchirappalli (Quarters Zone)

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. As Institute policy, separate housekeeping service contractors will be engaged for each zone viz. Hostel, Quarters & Institution.
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 (QUARTERS ZONE)**

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER

TO BE SUBMITTED IN A SEALED COVER

**TECHNICAL BID - TENDER FOR RENDERING HOUSE KEEPING SERVICES IN
NIT, TIRUCHIRAPPALLI (QUARTERS ZONE)**

Tender Notification No: EMD/CoW/Quarters Zone/13/2014 -15 Dated:10.03.2014

SECTION-I

GENERAL INFORMATION

1. The work has to be carried out in NIT, Tiruchirappalli (Quarters Zone).
2. General features of the work are as under:
 - a) Door step collection of garbage, segregation of bio degradable and non biodegradable waste, transporting to the earmarked site, attending sewer line blockages, Burial of carcasses, Up keeping of all roads, De weeding of surroundings, De silting of drains, all inclusive with men, materials & machineries.
 - b) Spraying chemicals for Mosquito and post constructional anti-termite treatment
 - c) Dewatering the accumulated sewage and sullage by mechanical means
 - d) Supply of plastic bins red and green colors to each quarter for the collection of waste generated by the inmates.
 - e) Earth work by mechanical means for vermi-compost disposal of bio degradable garbage

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 from a Nationalised 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 in **Form - E**(format enclosed).
 - viii. Details of ISO certification (if any) in **Form – F** (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 Chief of Works /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 (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 Quarters 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, Estate Office (Mobile : +919486001146)**.

- 7 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.

7.1 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)** 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 delivered in sealed covers.

7.3 Stage – II – Evaluation By Scoring

7.3.1 The applicants who qualify the eligibility criteria mentioned in earlier para shall be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.3.2 Inspection committees may 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 eligibility criteria as above shall be evaluated further for the following criteria:-

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

Note: To qualify, the applicant must secure at least 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.

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 and are in Progress in Form - B

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 for each work completed or in progress in Form – B

10.0 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.

(b) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.

(c) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.

(d) Authorization for employer to seek detailed reference from clients to whom works were carried out.

(e) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – **Form - D**.

11.0 Equipment

Applicant should furnish the list of equipment likely to be used for carrying out the work (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.

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 qualified after evaluation, will be returned unopened. Other tenders shall be opened on the date and time to be intimated later, 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 Quarters buildings and area 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 Chief of Works, EMD, NITT** 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) 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.
- 9) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Chief of Works on or before tenth of subsequent month by obtaining all formalities.
- 10) 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 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.
- 11) 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.

- 12) **The contractor should employ minimum 15 labours per day. In the case of absentees, a sum of Rs. 490/- 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.**
- 13) The contractor shall bring the required equipments at his/her own cost and risk and no extra payment will be made for the same.
- 14) The contractor should maintain an attendance register in quarters zone and the same should be certified by the nominated officials from NIT Administration and hand over a copy to the **The Chief of Works, EMD, NITT** on the next working day and it should be followed throughout the year.
- 15) The contractor should pay the labour wages in first week of the successive month.
- 16) The contractor shall obtain a feedback certificate on performance of work from each resident and Engineer in charge/E.M.Dept while submitting his/ her running account bill along with the attendance registrar.
- 17) 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.
- 18) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 19) Minimum wages shall be fixed as per the Central Government norms
- 20) 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) As per the Annexure (Periodicity time table) and any other service/work that might arise depending upon contingency.
- b) The contractor should produce the P.F. statement for all workers, for every six months.
- c) The contractor should issue the ESI card to all the workers.
- d) The contractor should produce copy of ESI, EPF remittance challan for the previous month for the bill submitted for the current month.
- e) The contractor should produce Workers monthly pay (acquaintances) roll with bill.

Working Conditions:

1. The "Rendering Housekeeping service" is required to be carried out on all days of the year.
2. Sufficient man power is required to be provided to the Quarters zone 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 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 take care of the increase in minimum wages for the contract period
9. The payment will be made after deducting necessary Income Tax, etc.
10. The movement of workers should be restricted to their area of work and should not wander into other areas.

Normal Working Hours (all days):

8:00 am - 5:00 pm (with one hour lunch break) and for extended hours if required by NITT for specific purpose

Service Materials and Tools:

- a) All the materials required for the work such as brooms, thatti, malars, baskets, cob-web sticks, etc., and, acid, etc., required 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.

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) Non-cooperative with NITT administration or strike in any form will lead to termination of contract with immediate effect.

Special Conditions:

- a) The house keeping contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- b) The Quarters zone and 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 Estate Maintenance Dept., NIT Tiruchirappalli or other enforcing agencies during their inspection.
- f) A certificate must be obtained from the residents (As per the format enclosed) and produced along with the bills. Required materials for succeeding month must be procured on the last week of preceding month and deposited with the Estate office.
- g) The contractor should employ minimum 15 labourers and one supervisor staff for housekeeping work per day
- 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 residents and Estate Maintenance Dept. 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 Quarters Zone at NITT

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

Performance Report form for works completed and are in progress during last 5 years
(Attach copies of work order / agreement)

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 – 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

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 – E

Equipment Details

List of available equipment

Sl. No.	Equipment	Numbers
1.		
2.		
3.		
4		
5		
6		
7		
8		
9		

Signature(s) of Applicant (s) with seal

Form – F

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 (QUARTERS ZONE)**

FINANCIAL BID

(TO BE SUBMITTED IN A SEALED ENVELOPE)

FINANCIAL BID –

**TENDER FOR RENDIERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI
(QUARTERS ZONE)**

Tender Notification No: EMD/CoW/Quarters Zone/13/2014 -15 Dated: 10.03.2014

Minimum Number of Labours to be Engaged per Day

SI No.	Description	Minimum No of Labours to be Engaged Per Day
1.	Door step collection of garbage	15
2.	Segregation of bio degradable and non-biodegradable waste transporting to the earmarked site	
3.	Attending sewer line blockages	
4.	Burial of carcasses	
5.	Up keeping of all roads	
6.	De weeding of surroundings	
7.	De silting of drains	
8	Vermi compost filling earth layers & cow dung in pit	
	Total Manpower	
	Supervisor	1
	Total labours including supervisor	15+1

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

List of Minimum Quantity of materials are to be used Per Month /Year

S.No	Materials	Per month	Per year
1	Bamboo Basket	4	48
2	Thatti Malar	8	96
3	Rakes	4	48
4	Bamboo strips (for blockage removal)	6	72
5	6 MS steel rolled rod 60'(for blockage removal)	5Kg	5
6	Blade (for deweeding)	3	36
7	Crow bar	2	24
8	Spade	5	5
9	Waste Bin		25
10	Cob web remover	12	12
11	Trolley with Box		2
12	Tractor, driver & fuel on hire weekly twice		1
13	Uniform and accessories like glove, mask, ID, etc		16
14	Floor mopping, Acid,bleaching powder for cleaning /deweeding -LS		
15	Adjustable Aluminum Ladder with maximum height		1

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 THE RESIDENT

NAME OF HOUSE KEEPING CONTRACTOR:

Street No:

Quarters No:

Period: From To

Sl. No.	Particulars	Cleaning Schedule	Excellent	Very Good	Good	Average	Poor
	POINTS		5	4	3	2	1
1.	Garbage collection at door step	Daily					
2.	General maintenance						

Signature of the Resident

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 – QUARTERS ZONE
FINANCIAL BID**

Sl. No.	Description of work	Qty	Rate in Figures and Words	Unit	Total Amount in Figures
1	<p>Implementation of housekeeping activities in the entire area as marked in the enclosed layout by way of keeping the premises and surroundings clean and free from garbage, loose materials, cowdung, carcasses, plastics including de-weeding, desilting etc. all as specified below and as per the instructions of Engineer in charge.(The rate shall inclusive of labour & material charges, hire charges for equipments, Bonus,ESI, EPF, all taxes, duties and levies)</p> <p>a) Collection of garbage at the door step of all residents on daily basis (including holidays) from the plastic bins kept by the occupants inside their fencing (at the staircase in case of upper floor) dustbins kept at streets,; transporting the same by tractors / tricycle approved by NITT without spilling en route by covering with net to the identified place within NITT premises, segregating bio degradable & non bio degradable waste, composting bio-degradable waste as indicated elsewhere in this specification and non-bio degradable waste like plastics, glass, etc and construction debris such as earth, sand, gravel, glass, rough stone, broken stone, brick bats etc., away from NITT premises in line with statutory requirement. All as per standard practice and column 2 and 7 of annexure</p>	12		Month	

<p>b) Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system inside and out side Residential & non-residential buildings like store, recreation areas etc., immediately on receipt of complaints from the occupants. Exclusive personnel shall be available to attend to these complaints. If necessary hiring machineries required shall also be engaged. All as per standard practice and column 3 of annexure</p> <p>c) Up keeping of all roads, berms, pavements, drains, common areas, surroundings of public buildings (both inside & outside fenced areas) , quarters outside fence & its surroundings etc. all coming within the layout by sweeping twice in a week. All as per standard practice and column 4 of annexure</p> <p>d) Desilting the drains once in three months by sectioning the accumulated earth and disposing off the removed earth by levelling the berms as protection to the road edges or to the identified places. All as per standard practice and column 5 of annexure</p> <p>e) Clearing grass, vegetation, weeds etc. once in a month in common areas, open spaces, public buildings including service lanes, in between blocks,etc.,all roads & drains & inside the fenced area of vacant Quarters coming within the layout but outside the fenced area of occupied Quarters . All as per standard practice and column 6 of annexure.</p> <p>f) Removal of carcasses and burial as per the direction of the department. All as per standard practice and column 3 of annexure</p>				
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<p>g) Removal of cobweb in staircases, head rooms of occupied quarters and public buildings and cleaning of terrace at an elevated level of 4 to 20 metre from the GL of all buildings and cleaning unwanted things in the vacant residential Quarters and public buildings once in a month. Rate includes labour,tools,wire brush, brooms, baskets etc. sweeping and cleaning of all dirt,silt,dust,leaves and other foreign matters including removing trees, plants etc.,without damaging the terrace treatment and thereby collecting all the wastes in bags/baskets, lowering to ground floor without affecting the working environment and dumping the same in the nearby dust bins/earmarked areas all as per standard practice and column 8 of annexure.</p>				
<p>2 Labour charges for spraying chemical for mosquito/cockroach control inside & outside of Quarters and public buildings, Open areas, Manhole chambers, Gully traps stagnated water 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 based on the duration of the works done on day basis supported by log sheet maintained jointly.</p>	125		Day	
<p>3 Dewatering the accumulated effluent completely from the sewage and sullage lines by using contractor's vehicle & equipments .Scope includes removing and refixing of cover slabs& disposal of effluent at the places as specified by NITT. Rate includes all labour,materials,hire charges for vehicle &equipment etc., complete. Payment will be made for the quantity of effluent disposed off.</p>	10		Cum	
<p>4 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 stencilling the Quarters Number in white paint in the plastic bin. Sample has to be got approved before effecting bulk supply</p>	900		Each	

<p>5 Earth work excavation by mechanical means (Hydraulic excavator) / manual means over areas (exceeding 30cm in depth 1.5m in width as well as 10 Sqm on Plan) including disposal of excavated earth, lead up to 50M and lift up to 1.5M , disposed earth and lift to be levelled and neatly dressed. 1.)All kinds of soil.</p>	108		Cum	
<p>6 Diluting and injecting chemical emulsion for POST CONSTRUCTIONAL Anti termite treatment (excluding the cost of chemical emulsion): Treatment of soil under existing floors using chemical @1litre per hole 300mm apart including drilling 12mm Dia holes and plugging with cement mortar 1:2(one cement ;two coarse sand) to match the existing floor. With Chloropyiphos/ Lindane EC 20% with 1% concentration, or equivalent chemical.</p>	800		Sqm	

Note: The break up details for the amount quoted above item No.1 shall be provided along with the tender schedule in the sample format attached.

1. The quoted rate shall be firm through the contract period and extended period also and no cost escalation will be paid on any account.
2. The tenderers are advised to visit NITT Quarters Zone/site of work and get themselves acquainted with the site conditions, quantum and nature of works before submitting the offer, prior to Pre bid.
3. Area of activities under this contract is shown in the enclosed General layout drawing.
4. Only the inside of building areas are excluded from the scope of work under Item No.1
5. 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.
6. The volume of work under item No.1 requires minimum of **15** labours for effective performance. **1** supervisor is required for effective supervision of this contract over and above the labour employed.
7. Deployment of lesser labour than specified above will attract a recovery of Rs. **14700./-** per month including penalty for each labour on pro rata basis

8. All labour, consumables, tools & plants, machineries etc. are under the scope of the contractor. Successful tenderer is required to maintain proper logbook for the consumption of materials and submit to the department for its approval. Required chemical & equipments for Item 2 & for item 6 chemical alone will be issued by NITT at free of charges. Sufficient labours are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always.

9. Minimum wage as fixed by Govt.of India including relevant ESI & PF contribution and Bonus are to be paid to the workmen.

10. Quoted rate is firm till the completion of the contract.

11. Successful tenderer shall ensure their working group wear uniform supplied by the contractor & always carry identity card in English approved by NITT.

12. The contractor may convert / process the garbage into vermi compost as directed by NITT using the cow dung available in the campus

13. Other Garbage not meant for vermi compost shall have to be regularly transported to the earmarked area.

14. 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.

15. A recovery of Rs.100/- per trip shall be effected for non-segregation of waste under Item No.1.

16. 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 punitive charges of 12.50 % will also be recovered.

- a) Garbage collection & vermi compost 42%
- b) Blockage complaints 5%
- c) Sweeping roads, berms, pavements, common areas, surroundings of public buildings & shopping centres etc 10%
- d) De-silting drains 2 %
- e) Grass/weed removal 30%
- f) cob web clearance at the common staircases
/terrace cleaning at vacant houses 9%
- g) Carcass & burial 2%

17) The contractor shall comply all safety rules and regulations of NITT

Signature(s) of Applicant(s) with seal

Format - Working Sheet to arrive at the labour / supervisor cost & Material for item 01

Sl.No	Description (As per Central Govt. Minimum Wages Act)	Unskilled worker (Rs)	Supervisor (Rs)
	Monthly wage		
1	Basic wage for B grade City (Trichy)		
2	Variable Dearness Allowance		
3	Bonus @ 8.33%		
4	EPF @ 13.61%		
5	ESI @ 4.75%		
	Total		
	Total for ----- labours and ---- supervisor		
	Grand Total for Labour component		
	Cost of Materials		
	Cost of other charges		
	Total cost		
	Add Profit		
	Total Cost per Month		
	Total Tender cost for item (1)		

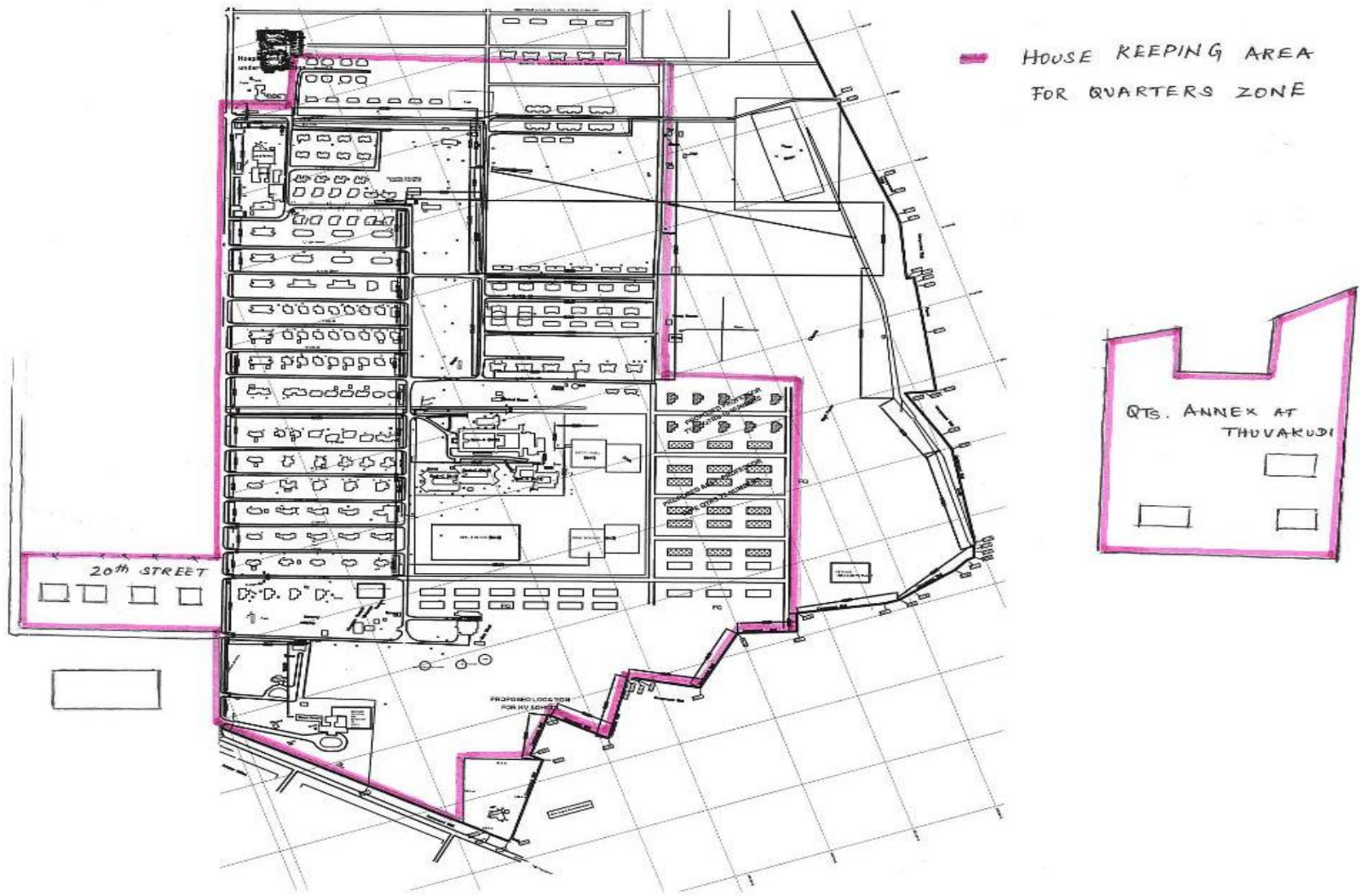
Signature(s) of Applicant(s) with Seal

TIMETABLE FOR HOUSEKEEPING ACTIVITIES IN QUARTERS ZONE LOCATION WISE / ANNEXURE

QUARTERS ZONE WORK SCHEDULE									
	1	2	3	4	5	6	7	8	9
Sl.No	AREA	Collection of garbage at doorsteps (daily)	Blockage complaint, carcasses & burial	Sweeping of roads, drains, lanes etc. (weekly twice)	Desilting open drains (Once in 3 months)	Grass/deweeding (Monthly)	Collection of garbage from common dustbins (daily)	Cob web /terrace weeds removal (Monthly)	Fogging /chemical spray
1	Quarters gate to Hospital road. Director's quarters road	Daily	Daily	MON. &THU.	OCT.JAN. APR.JULY	1st to 10th	Daily	1st to 10th	As and when directed
2	Temple street road, Guest house road, Main temple to 13th street (OPAL hostel road).	Daily	Daily	TUE. & FRI.	NOV.FEB. MAY.AUG.	1st to 10th	Daily	11th to 20th	As and when directed
3	1 st to 5th streets, 20th street.	Daily	Daily	WED. &SAT.	DEC.MAR. JUN.SEPT.	1st to 10th	Daily	21st to 30th	As and when directed
4	6th,7 th ,14th and 8th to10th streets	Daily	Daily	MON. &THU.	OCT.JAN. APR.JULY	11th to 20th	Daily	1st to 10th	As and when directed

5	From 11 th to 17 th streets From 13 th street to PG quarters road (AP quarters side). 13 th street A.P. Quarters to QIP Quarters street and 13A & B roads.	Daily	Daily	TUE.& FRI.	NOV.FEB. MAY.AUG.	11th to 20th	Daily	11th to 20th	As and when directed
6	Hospital corner to 19 th street junction road (near temple), Hospital street road, 14 th street to 19 th street road, From 14 th street to 14 th 'E' type street road. & 15 th street, 16 th street (quarters no 35 to 50) road. Qts Annexe at Thuvakudi	Daily	Daily	WED.&SAT.	DEC.MAR. JUN.SEPT.	11th to 20th	Daily	21st to 30th	As and when directed
7	16 th street (Quarters no 1-12 & 13-34) road, 17 th street (quarters no 1 to 20) road, 18 th street (quarters no 1-18) road, 19 th street (quarters no 1-18) road, 18 th to 19 th street join road.	Daily	Daily	MON.&THU.	OCT.JAN. APR.JULY	21st to 30th	Daily	1st to 10th	As and when directed
8	21 st street (Qts 1-54), 22 nd and 23 rd streets.	Daily	Daily	TUE.& FRI.	NOV.FEB. MAY.AUG.	21st to 30th	Daily	11th to 20th	As and when directed
9	21 st street (10 th block) to 14 th street end (main road)	Daily	Daily	WED.&SAT.	DEC.MAR. JUN.SEPT.	21st to 30th	Daily	21st to 30th	As and when directed

Signature(s) of Applicant(s) with Seal



Signature(s) of Applicant(s) with Seal