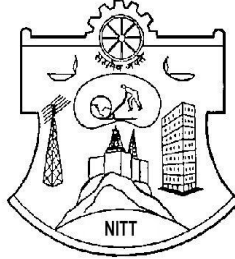


NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 –250 3830



TENDER DOCUMENT

Tender Notification No.: EMD/ EO/ Qaurters Zone /15(132)./2016-17,Dated:27.07.16

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

Estimated cost put to tender : **Rs. 38,00,000/-**

EMD Amount : **Rs. 76,000/- (Rupees Seventy six thousand only)**

Last Date of submission of Tender: **23.08.16 up to 3.00 p.m.**

Address for submission of Tender : **The Director,
National Institute of Technology,
Tiruchirappalli - 620 015**

Date and time of pre bid meeting : **16.08.16 at 11.00 a.m.**
(Venue: A-11, Administrative Building)

Date and time of opening of Tender (Technical Bid) : **23.08.16 at 03.30 p.m.**

CONTRACTOR
Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

1

ACCEPTING OFFICER



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

TECHNICAL BID

Tender Notification No.: EMD/ EO/ Qaurters Zone /15(132) /2016-17 Dated:27.07.16

Name of work : Rendering House Keeping Services
to the Quarters Zone in NIT, Tiruchirappalli.

Earnest Money Deposit : **Rs. 76,000/- (Rupees Seventy six
thousand only)**

Period : Twelve Months
(Trial period of three months)

Cost of Tender Schedule : Rs.150/- (Including taxes)

Date and time of pre bid meeting : **16.08.16 at 11.00 a.m.**
(Venue: A-11, Administrative Building)

Last date and Time of Receipt : **23.08.16 up to 3.00 p.m.**
of Tender documents

Date and Time of Opening
a) Technical bid : **23.08.16 at 03.30 p.m.**

b) Financial bid : Will be intimated separately for those who
are technically qualified based on the
evaluation as per the conditions specified in
the tender document

Address for submission of : **The Director,
Tender National Institute of Technology,
Tiruchirappalli - 620 015**

Tender document contains 44 pages including Price Bid

Name & Address of the Agency



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 44 Pages including layout drawing.

Contractor



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

Tender Notification No.: EMD/ EO/ Qaurters Zone /15(132) /2016-17 Dated:27.07.16

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Two cover system (Technical Bid and Financial bid) up to 3.00 p.m. on 23.08.16** for the following work:

Name of work	EMD	Period
Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli	Rs. 76,000/-	Twelve Months

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

1. Eligibility criteria :-

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

Experience of having successfully completed similar housekeeping works during the last 7 (seven) years ending 31-03-2016 that should be either of the following:

- a. Three similar works (at least one of them should be for Central / State Government/Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 15.20 Lakhs.
OR
- b. Two 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. 22.80 Lakhs.
OR
- c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) costing not less than Rs. 30.40 Lakhs.

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

“Cost of work” for this clause shall mean final cost as mentioned in the final bill carried out under single contract including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work.

- ii) Should have an average annual financial turnover of Rs.11.40 lakhs during the last three years ending 31.03.2016.
 - iii) Should not have incurred any loss in more than two years during the last five years ending 31.03.2015
 - iv) Should have a solvency of Rs. 15.20 lakhs from any Nationalised / scheduled bank.
 - v) Separate Registration code No. for ESI, EPF and PAN on contractor's name / firm
 - vi) Contractor has to submit live Agency/Company Registration certificate.
 - vii) Contractor has to submit Labour license (renewal / current).
2. The tenders should be accompanied by two crossed Demand Drafts, both drawn in favour of The Director, NIT, Tiruchirappalli and payable at Trichy.
- a. One Draft for Rs. 150/- (Rupees One hundred and fifty only) towards the cost of application which is nonrefundable.
 - b. Another Draft for Rs. 76,000/- (Rupees Seventy six thousand only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidder, 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 23.08.16 at A11 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 three envelopes as detailed below:-

Cover 1 – Superscripted as “TECHNICAL BID WITH DD towards EMD & DOCUMENT COST FOR RENDERING HOUSE KEEPING SERVICES TO THE QUARTERS ZONE IN NIT, TIRUCHIRAPPALLI ”.

This shall contain the following:-

- a) Two drafts, one for EMD and another for cost of tender document as stated in Sl. No. 2 above.
- b) Various filled in formats detailing experience on similar work; completion certificates etc as indicated Letter of Transmittal and forms A- E financial status etc. as detailed in the enclosed documents.

Cover 2 - Superscripted as FINANCIAL BID RENDERING HOUSE KEEPING SERVICES TO THE QUARTERS ZONE IN NIT, TIRUCHIRAPPALLI”.

This shall contain the Bill of Quantity with rate indicated for all items, Service charges quoted by the bidder in percentage & related absolute value, Labour rate working sheet on minimum wages as on 01.04.16 including statutory payments, consumables & other charges matching the monthly rate indicated under item 01 in the BOQ, time table /

periodicity for various activities, list of consumables & its cost, feedback format, basis for 5 point grading etc.,

Master cover:

Both the two covers (TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover superscripting: Tender for Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli

6. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
7. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor is found to be not satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving short notice and forfeiting the security deposit to compensate the extra cost to be incurred by NITT in carrying out the service through alternate agency. If the performance is satisfactory, the contract will be extended for nine more months.
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. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation 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.

11. EARNEST MONEY DEPOSIT:-

Earnest Money Deposit Rs. 76,000/- (Rupees Seventy six thousand only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-15 (Payable at Trichy).

The Earnest Money deposit shall not carry any interest.

12. SECURITY DEPOSIT

(a) Security Deposit should be paid by the contractor. Security Deposit shall be collected from the successful tenderer as shown below:

Up to Rs.10 Lakhs	:	10% of Contract Value
Above Rs.10 lakhs up to Rs.50 Lakhs:		1 Lakh + 7.5% of the amount exceeding Rs.10 Lakhs
Above Rs.50 Lakhs	:	4 Lakhs + 5% of the amount exceeding

The Security Deposit shall be collected before start of the Work.

(b) The Security Deposit shall be in the following forms:

ii) Demand Draft in favour of The Director, NIT, Trichy -15.

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

The security deposit shall not carry any interest.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be collected from the contractor as mentioned above. Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. No interest shall be allowed on Security Deposits. NITT shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to NITT under the terms of this contract or under any other contract with NITT may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by NITT and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

REFUND OF SECURITY DEPOSIT: - The Security Deposit mentioned above may be refunded to the Contractor after a period of 6 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NIL CLAIM CERTIFICATE



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

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

TECHNICAL BID

DOCUMENTS TO QUALIFY THE TENDERER
TO BE SUBMITTED IN A SEALED ENVELOPE

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

Tender Notification No.: EMD/ EO/ Qaurters Zone /15(132)./2016-17 Dated:27.07.16

SECTION-I

GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. The work has to be carried out in NIT, Tiruchirappalli (Quarters Zone).
2. The scope of work inter alia includes the following with free power wherever needed, all within the layout including front & rear of the occupied houses where fence or garden does not exist and within fenced area of the vacant houses.
 - a) Door step collection of garbage, segregation of bio degradable and non-bio-degradable waste, transporting & stacking at the earmarked site , attending to sewer line blockages, Burial of carcasses, Up keeping of all roads, De-weeding of surrounding using grass cutting equipment, De silting of drains, all inclusive with men, material & machineries. Transporting the garbage collected from the surrounding / open space / common areas / dustbins, by tractor or by other means in a covered condition to avoid spillage en route. The scope also covers cleaning of toilets and mopping of floors at KVS, Kalyanamandapam and surrounding cleaning of guest house and other public buildings within the layout.
 - b) Spraying chemicals for Mosquito and post constructional anti-termite treatment
 - c) Dewatering the accumulated sewage and sullage by mechanical means
 - d) Supply of plastic bins red and green colors to quarters wherever required for the collection of waste generated by the inmates.
 - e) Earth work by mechanical means for bio--compost disposal of bio degradable garbage and carcasses.
 - g) Cleaning and removing all unwanted things in vacant houses and from the terrace of various buildings
 - h) Safe removal of honey bee hives / kadandu / such insects from any height of the buildings and nearby
 - i) Deployment of additional manpower as & when required by the Institute.The various operations involved are detailed in the tender documents (Financial bid).
 - (i) Adequate safety measures should be evolved and implemented
 - (ii) The bill should be prepared and submitted by the contractor to the Estate office as per the detailed procedure given in the tender document (Financial bid)
 - (iii) All the materials, consumables, equipment, machinery etc. required for the work have to be arranged by the contractor except where specifically indicated.
3. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.
4. The bidders are cautioned that furnishing of incomplete / ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
5. Should a bidder find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender for clarification well before the due date so as to submit the tender in time. No extension of time shall be given for submission of the tender on any account.

6. Conditional tender, late tenders, tenders containing prima-facie absurd rates, tenders which are in complete or otherwise considered defective, tenders not in accordance with the tender conditions therein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
7. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.
8. The contractor is required to release monthly wages to the workforce on or before 7th of successive month by NEFT to the respective individual bank account, the copy of which shall have to be submitted to NITT. A fine of Rs. 1000/- per delayed day will be recovered in the bills due to the agency.
9. De weeding will be carried out only through grass cutting equipment and the agency is required to mobilise at least five such equipment that are always in working condition. Fuel required for operation is under the scope of the contractor and shall be met out from the service charges quoted by the agency.

SECTION – II

INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

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

The following documents should be enclosed:

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

- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned. However the unopened financial bid (Tender) of the applicants who have not been qualified on evaluation, will 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, and Tiruchirappalli.
- b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

3. Method of Application

- 3.1 If an individual makes the application, it shall be signed by him above his full type written name and current address.
- 3.2 If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3 If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses **or** alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- 3.4 If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.

4 Final Decision Making Authority

The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process / tender process at any time without assigning any reason or incurring any liability to the applicants.

5. Particulars – Provisional

The Particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

6. Site Visit

The applicant is advised to visit various Institute buildings where the works are to be carried out at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Sanitary Inspector (II), 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 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.

(b) Evaluation By Scoring

- 7.b.1 The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by scoring method based on the details submitted by them.
- 7.b.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 contractor will be based on the lowest percentage towards service charges quoted among the qualified bidder taking into account the combination of all the items and the respective rate indicated therein leading to the ultimate value for 12 months. The tender will be considered as a whole and hence overall lowest value will be the lowest tenderer. Quoting single percentage as service charges for all the items is mandatory and partial offer will be treated incomplete tender and rejected. As such considering various factors on workability of rates including minimum wages and statutory payment, **MINUS percentage towards service charges will be summarily rejected.**

7.3.3 Only the applicants who fulfill the eligibility criteria as stated earlier shall only be evaluated further for the following criteria:-

(a) Financial strength (Form - A)	Maximum 30 Marks
(b) Experience in similar nature of work During last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - B)	Maximum 20 Marks
(d) Personnel and Establishment (Form - D)	Maximum 10 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. For qualification norms, refer pages 29 & 30 of tender document. 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 for 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, not meeting the statutory requirement, or financial failures / weaknesses, terminated in the middle of the contract period 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

The applicant should furnish the list of *all* works of similar nature successfully completed during last 7 years and are now in progress in Form – B.

Such Particulars duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work

Organizational Information

Applicant is required to submit the following information in respect of his organization in forms C

- (a) Name and postal address including telephone, fax number, E-mail ID, etc.
- (b) Copies of original documents defining the legal status, place of registration and principal places of business.
- (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (e) Authorization for employer to seek detailed reference from clients to whom works were carried out.
- (f) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form D

10.0 Equipment

Applicant should furnish the list of equipment likely to be used / deployed 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.

11.0 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, shall be returned unopened. Qualified tenders shall be opened by the committee constituted for this purpose on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to present.

Corrigendum / Amendment:

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

SECTION – III
ADDITIONAL CONDITIONS

- 1) Every tenderer is expected to inspect the Quarters Zone for which the service is to be rendered before quoting his service charges. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on any account shall be entertained.

Without written permission of The Estate Officer, 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.

- 2) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 3) The contractor should employ supervisors who have experience in this type of work.

Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.

- 4) All the materials required for the work shall be arranged by the contractor.
- 5) 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.
- 6) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Estate Officer on or before tenth of subsequent month by obtaining all formalities including attaching of copy of statutory remittances.
- 7) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
- 8) 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.
- 9) The contractor should deploy minimum 22 labours per day (26 including leave reserve) of which at least 13 shall be male workers and 2 supervisors including paid rest day. In the case of absentees, a sum of Rs. **430/-** per day per person as compensation will be levied and will be recovered from each running account bill of the contractor. Similarly recovery rate for supervisor will be Rs.**485/-** per day.

- 10) The contractor shall bring the required equipment at his/her own cost and risk and no extra payment will be made for the same.
- 11) 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 Estate Officer, EMD, NITT on the next working day and it should be followed throughout the year.
- 12) The contractor should pay the labour wages on or before 7th of the successive month and delay / failure will attract a fine of minimum Rs.1000/- per day delayed.
- 13) The contractor shall obtain a feedback certificate on performance of work from residents while submitting his/ her running account bill along with the attendance registrar.
- 14) The contractor shall submit a copy of the EPF/ESI/bonus/ insurance documents along with each running account bill. Monthly bill will not be processed unless the above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
- 15) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 16) Minimum wages shall be fixed as per the Central Government norms
- 17) Rate per each activity of work is indicated in Rupees. The contractor is required to quote a single average percentage towards service charges and equivalent absolute value against item 10 and fill up the total contract value that will decide the lowest competitor. In case of any difference in the quoted value viz. in figures and words, the lower of the two will be taken as the service charges.
- 18) The quoted rate should be inclusive of all taxes and duties levied or to be levied both by Central and State Government Statutory / regulatory authorities from time to time except Service Tax. NITT will not entertain any claim whatsoever in this regards.
- 19) If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of ESTATE OFFICER, ESTATE MAINTENANCE DEPT. the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
- 20) Quantities shown in the Bill of Quantity under Financial bid for items 2 and thereon are approximate and are liable for variation without entitling the contractor any compensation provided the total value of the contract does not vary by more than 30% (thirty percent).

21) The contractor is required to quote service charges as a common single percentage and **MINUS percentage will be summarily rejected**. Filled in total contract value for 12 months in the financial bid of the tender will remain valid for a period of three months from the date of opening Financial Bid. Once the contract is awarded after acceptance of tender, the service charges as accepted by NITT shall be valid for billing till the entire work is completed and final bill is paid. However the contractor is eligible for any increase in minimum wages by the Govt. and related statutory remittances like ESI, PF& Bonus during the currency of the contract along with the accepted service charges.

Nature / Scope of Work/ Frequency of Operation:

- a) The scope of work is well defined in the bill of quantities under financial bid where the agency is required to quote only a single service charge in percentage considering rates indicated for various items.
- b) The financial bid indicates the list of work details, the time table / periodicity of each activity, the broad list of consumables with tentative quantity required per month/year & its cost, deployment of manpower building wise etc., for the work that are covered under the scope of contract.
- c) The scope of work also includes deployment of additional manpower on any day with 24 hours prior notice apart from the regular strength to take care of Institute's requirement for any specific programme. The contractor will be paid towards these additional manpower as per wages and related statutory payments indicated in the tender or prevailing then plus the service charges quoted by the bidder and accepted by NITT.
- d) The scope shall cover any other service / work that might arise depending upon contingency
- e) The contractor should produce the P.F. return for all workers, every six months.
- f) The contractor should produce Workers monthly pay (acquaintances) roll with bill.
- g) The contractor should issue the ESI card to all the workers.
- h) The contractor should produce ESI, EPF remittance challan for the previous month and Workers monthly pay (acutance) roll to process the current month bill.

Working Conditions:

- 1. "Rendering Housekeeping service" is required to be carried out on all days including Sundays.
- 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 (II) and take instructions.
7. No payment will be made for a non-working day, 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, as indicated in the bill of quantities.
8. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.

Normal Working Hours (all days):

Normal working hours is 8:30 am -5:30 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 viz. brooms, thatti, malars, baskets, cob-web sticks, etc., and, acid, etc., required are listed by NITT for indicative purposes of minimum quantity. These are to be supplied and stored by the contractor in advance every month and the Institute shall reserve the right to issue gate passes for all empty cans/bottles etc., on fixed regular periods. The storage space for the materials shall be provided by the Institute. Prior approval for quality of the material is to be obtained from the estate office. Any material of substandard quality or insufficient / defective, if found on surprise check, will attract penal action.
- b) The contractor should use High pressure jet pump, Industrial type vacuum cleaner and grass cutting equipment including fuel whenever required for cleaning works.

Statutory Requirement:

- a) The contractor should get labour license for the work from licensing authority of the Government by paying necessary fees.
- b) The contractor should have First aid box with necessary medicines etc. 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 working 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:

- 1) The house keeping contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- 2) The Quarters Zone should be kept in spick and span.
- 3) If the contractor performance is not satisfactory, the contract will be terminated by giving due notice.
- 4) The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
- 5) Attendance 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.
- 6) A certificate must be obtained from the head of the Department (as per the format enclosed) and produced along with the bills. Required cleaning materials for succeeding month must be procured on the last week of preceding month and deposited with the Estate office.
- 7) The contractor should deploy minimum 22 laborers per day totaling 26 accounting leave reserve of which at least 13 shall be male workers and 2 supervisors' staff for housekeeping work.
- 8) The supervisors must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
- 9) Performance of housekeeping services shall be graded by the residents and Estate Maintenance Department 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.
- 10) NITT will not be liable for any medical attention, injury / loss of life of the person engaged by the contractor.
- 11) The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 18.
- 12) In case of any lapse in services, quality standards or noncompliance of periodicity / specification or any standing instruction, the contractor shall be penalized accordingly.
- 13) The service charges quoted should be exclusive of service tax but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
- 14) The contract period will be initially for 3 months and subject to continuous satisfactory performance will be extended for another 9 months. Further extension of contract shall be on mutual agreement basis.
- 15) The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice.

- 16) The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees.

**Cancellation of contract in part or full for contractor's default:
If the contractor**

- 17) Makes default in carrying out the work as directed and continues in that state after a reasonable notice from NITT or his authorized representative:
- 18) Fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued hereunder
- 19) NITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter NITT to cancel the contract as whole in part thereof or only such work order or items of work in default from the contract. NITT exercise the authority to cancel the contract as whole or part under this condition, NITT may complete the work at the contractor's risk and cost which is final and conclusive. (If the alternate agency is economical, the advantage shall accrue to NITT and if higher, the excess will be recovered from the default contractor).
- 20) In case of failure on the part of the contractor to complete any contractual obligations, NITT reserves the right to get the same done at the contractor's risk and cost by another agency / departmentally apart from imposing penalty.
- 21) In case NITT be held liable for any loss, damage or compensation to third party arising by the housekeeping contractor, such loss, damage or compensation shall be paid by the contractor to NITT together with the cost incurred by NITT on any legal proceedings pertaining thereto.
- 22) NITT reserves the right to disqualify such bidders who had a record of not meeting the contractual / statutory obligations against earlier contract entered into with NITT.
- 23) NITT may discontinue the contract at any point of time by giving a notice at least 30 days before the intended date of discontinuation and will not be liable to any additional charges or compensation payable to the contractor or any other person.
- 24) The proof of remittance of statutory deductions like EPF, ESI as appropriate, to the respective agency, for those employed at NITT must be provided by the contractor to NITT every month along with the running bill, failing which the claim bill shall not be settled. These remittances / payments must be made in a separate challan specifically for the contract personnel deployed to NITT in the name of NITT.

25) The technical bids will be subjected to evaluation by a committee calling for a technical presentation by the vendors which will include verifying financial turn over registration certificates, legal, financial, statutory, taxation and other associated compliance of contractual conditions. The committee may evaluate / verify the performance of the agency at any of their existing contracts which may include obtaining references for visiting clients and the quality of services rendered by agencies. Further the committee may disqualify the bidder based on oral / written references or insufficient quality of service provided during existing or previous contracts.

26) The contractor shall at all times indemnify and keep indemnified the principle employer, the head of the office and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to) property loss and damage, personal accident, injury or death of /or property or person of any sub contract and or the servant or agents of the contractor any sub-contractor and or the owner and the contractor shall at his own cost and imitative at all times maintain all liabilities under workman's compensation Act / Fatal Accident Act, personal injuries, Employees state Insurance Act, PF Act and or their industrial legislation from time to time in force.

27) The service charges as quoted by the agency in percentage shall remain firm for the entire contract duration. However the contract value of the job contract will vary depending on the following:

- a) Deployment of any additional manpower on the prevailing wages including statutory remittances as per the requirement of NITT
- b) The periodic Wage/VDA increase, as and when notified by the Central Government will be applicable in the contract and accordingly the monthly bill of the contractor will get processed for payment;
- c) Any changes in PF / ESI contribution of employer's portion due to changes in Labour Law.

The value of contract will be worked out based on the percentage service charges as quoted by bidder. Service Charge should be **inclusive of all taxes (excluding service tax)**.

Evaluation of the bidders will be done based on quote of percentage service charges mentioned in Price Bid Format. The contract would be awarded to the bidder quoting the minimum service charges in the Price bid format. In the event of more than one bidder having quoted identical lowest percentage and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised percentage. This process would continue till the distinct L1 rate is arrived.

The deficient services if any pointed out by NITT against any of the workforce of the contractor and if the same is not rectified by the contractor within the specified time given by NITT authority, then contractor will be levied a penalty of Rs. 250/- per case /activity /service and same shall be deducted by the Company from the monthly bill payable to the contractor.

The Contractor shall be fully responsible for the timely payment of wages, provident fund, bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the workforce engaged by him at the work premises of the Institute. The Institute shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate the Institute for any liability incurred by the Institute, if any, including costs incurred thereon. In that event the nominated officer of the Institute shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit and if the sum so payable and the Security Deposit is less than Institute's claim, it shall be lawful for the Institute to recover the balance amount as a debt from the Contractor.

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

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

BONUS: The contractor shall ensure payment of Bonus including incentives which will be **1/12th of monthly consolidated wages including VDA** to their workforce during the validity of contract period.

WAGES: All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in the tender which shall be made through direct credit in the bank accounts of its workforce on or before 7th of each English month. Any delay on this account shall be subjected to penalty or termination of contract. Opening of Bank A/c of their workforce or making payment of wages in their existing Bank A/c is the responsibility of the contractor.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

The Director
NIT,
Tiruchirappalli 620 015.

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

Sir,

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

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

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

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

Form - A

FINANCIAL 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				
		2011	2012	2013	2014	2015
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 any Nationalised Bank.

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

Form - B

Performance Report form for works completed and are in progress during last 7 years

(Attach copies of work order / agreement – Multiple copies may be generated as per requirement)

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

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 equipment owned and planned for deployment

Sl. No.	Equipment	Numbers
1.	High pressure jet pump	
2.	Industrial type vacuum cleaner	
3.	Floor scrub & Auto scrub Machines	
4	Grass /weed cutting machine	
5	Tricycle with dust bin	
6	Push cart with dust bin	
7	Sewer cleaning machine	
8	Any other like tractor, tiller etc.	

Signature(s) of Applicant (s) with seal

NORMS FOR QUALIFICATION

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

Tender value of Rs. 38.00Lakh

ELIGIBILITY:-			
<p>1. Separate Registration Code No. for EPF, ESI and PAN on contractor's name / firm.</p> <p>2. Average annual turnover of housekeeping works in the last three financial years should be at least Rs 11.40 lakh.</p> <p>3. During last seven years should have successfully completed either</p> <p style="padding-left: 40px;">I. Three similar works each not less than Rs. 15.20 lakh or</p> <p style="padding-left: 40px;">II. Two similar works each not less than Rs. 22.80 lakh or</p> <p style="padding-left: 40px;">III. One similar work not less than Rs. 30.40 lakh</p> <p>4. Solvency for at least Rs 15.20 lakh from Nationalised / Scheduled Bank</p> <p>5. Should not have incurred any loss in more than two years during the last five years ending 31.03.2015</p>			
	<u>THRUST AREA</u>	SCORE	QUALIFICATION NORMS
I	FINANCIAL STATUS	30 (Max)	
	i) Nature of Company	5	
		5	Public Limited
		3	Private Limited/Partnership Firm
		2	Sole Proprietor
	ii) Average annual turnover for similar works in the last three years	15	
		15	More than Rs.22.80 Lakh
		9	Rs.11.40. Lakh (Pro-rata for in between cases)
	iii) Solvency from a Nationalised / Scheduled bank	10	
		10	More than Rs. 30.40 Lakh
		6	Rs.15.20 Lakh. (Pro-rata for in between cases)
II	<u>Similar Experience (Housekeeping works)</u>	30 (Max)	
	i) Value of housekeeping works executed in the last three years	30	More than Rs.60.80 Lakh.
		18	Rs.30.40 Lakh (Pro-rata for in between cases)

III	Performance on previous works	20 (Max)	
	i) Number of housekeeping works successfully completed in the last three years	10	Successful completion of three major works in time. (each costing at least Rs.30.40 lakh)
		8	Successful completion of two major works in time (each costing at least Rs. 30.40 lakh)
		6	Successful completion of one major work in time (each costing at least Rs. 30.40 lakh)
	ii) Highest value of single housekeeping work completed	10	
		10	Rs. 60.80 Lakh & more
		6	Rs. 30.40 Lakh. (Pro-rata for in between cases)
IV	i) Qualified staff availability	10 (Max)	
		10	Executive / Area in charge with more than 5 years' experience supported by other personnel listed below
		8	If senior level qualified supervisors (more than 5 yrs experience), Sanitary Inspectors & Field staff available
		6	If adequate Supervisors & Field Staff available
V	i) Equipment owned / planned for deployment	10 (Max)	
		10	High pressure jet pump, Industrial type vacuum cleaner, Floor scrub & Auto scrub Machines, Grass /weed cutting machine, tricycle with dust bins, push carts with dust bins, tractor/tiller, cobweb remover, sufficient tools like crowbars, spades, shovels etc., sewer cleaning machine, .
		8	Industrial type vacuum cleaner, Floor scrub Machines, Grass /weed cutting machine, push carts with dust bins, cobweb remover, sufficient tools like crowbars, spades, shovels etc. sewer cleaning machine,
		6	Floor scrub Machines, Grass cutting machine, push carts with dust bins, cobweb remover, sufficient tools like crowbars, spades, shovels etc. sewer cleaning machine,

NOTE: Minimum score required for qualification is 70 out of 100.

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 including segregation & disposal to the earmarked site	22
2.	Toilet cleaning & sweeping / mopping of floor at KVS & Kalyanamandapam	
3.	Attending sewer line blockages	
4.	Burial of carcasses	
5.	Up keeping of all roads, drains and surroundings including guest house	
6.	De weeding of surroundings	
7.	De silting of drains	
8	Bio compost filling earth layers & cow dung in pit	
9	Cleaning vacant houses, terrace, etc.	
10	Cobweb removal at KVS, Kalyanamandapam, vacant houses and staircase & head room at all quarters	
11	Accounting leave reserve for 22 labours	
	Supervisor	2
	Total labours including supervisor	26+2

Note:

The strength of workforce is only indicative and minimum requirement. Actual may be higher. The agency is required to assess the need by making site visit before submitting the tender.

TENTATIVE AVERAGE MONTHLY CONSUMPTION OF CLEANING MATERIALS

	Materials	Unit	Quantity
1	Scented phenyl concentrated	Lits	4
2	SOAP Oil	Lits	3
3	Liquid toilet cleaner (Harpic)	Lits	3
4	Coconut brooms	Number	8
5	Hill brooms (400 gms)	Number	4
6	Cleaning powder (Exo /Vim)	Kg	2
7	Urinal cubes	Number	160
8	Odonil (50gm)	Number	16
9	Naphthalene balls white (Big)	Kg	1
10	Toilet brush (EWC& IWC) LCR Commode brush	Number	2
11	Hand brush (scrubber)	Number	2
12	Mirror cleaner	Number	1
13	Air freshener	Packs	1
14	Bleaching powder ISI	Kg	2
15	Mop with stick	Number	2
16	Checked cloth	Number	2
17	Yellow cloth	Number	1
18	Thatti malar	Number	10
19	Cob-web remover	Number	1
20	Rake	Number	2
21	Bamboo basket big size	Number	2
22	Lysol (500 ml)	Number	1
23	Jasmine Flavour Liquid	Litre	1
24	Dettol Liquid	Litre	1
25	Acid (Harpic)	Litre	2
26	Aruval	Number	4

NOTE: 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 -15

BILL OF QUANTITIES

Name of Work: Rendering Housekeeping services to the Institute Zone in NIT, Trichy

Item No.	Qty.	Description	Rate Rs.	Unit	Amount (Rs)
1	12	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, carcasses, cow dung, plastics including de-weeding, de silting etc. all as specified below and as per the instructions of Engineer in charge. The composite single rate per month under item 1 includes all labour, leave reserve, material, consumables, hire & running charges for equipment / machineries, statutory payment like ESI, PF, Bonus, taxes, duties, establishment and all other incidental charges etc., complete.	289,855	MONTH	3,478,255
		a) Collection of garbage at the door step of all residents on daily basis (including holidays & Sundays) from the plastic bins kept by the occupants inside their fencing (at the staircase in case of upper floor) transporting the same by tri cycle/tractors or some other means 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 as indicated elsewhere in this specification and disposing off non-bio degradable waste like plastics, glass, etc. away from NITT premises in line with statutory requirement All as per standard practice and column 2 of annexure			
		b) Attending to blockage complaints on all days including holidays & Sundays in the waste water/sewage disposal system inside and outside Residential & non-residential buildings like store, recreation areas, KVS, Kalyanamandapam, shopping centre etc., immediately on receipt of complaints from the occupants. Exclusive personnel shall be available to attend to these complaints. If necessary required machineries shall have to be deployed. All as per standard practice and column 3 of annexure			

CONTRACTOR

36

ACCEPTING OFFICER

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

		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 where fencing does not exist etc. all coming within the layout by sweeping twice in a week. All as per standard practice and column 4 of annexure			
		d) De silting 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			
		e) Clearing grass, vegetation, weeds etc. using grass cutting equipment 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 & surrounding of the quarters where fencing does not exist, all coming within the layout but outside the fenced area of occupied Quarters . All as per standard practice and column 6 of annexure.			
		f) Removal of cobweb in the staircases & head room of residential quarters and nonresidential buildings like KVS, Kalyanamandapam etc., within the layout once in a month. All as per standard practice and column 8 of annexure			
		g) Removal of carcasses and burial on all days (including holidays & Sundays) as per the direction of the department including conveying to the identified location. All as per standard practice and column 3 of annexure			
		h) Cleaning the vacant residential Quarters and public buildings once in a month, removal of cobweb and unwanted things in staircases, head rooms of occupied flats and public buildings and cleaning of terrace at an elevated level of 4 to 20 metre from the GL of all buildings. Rate includes labour, tools, wire brush, brooms, baskets etc. sweeping, mopping and cleaning of all dirt, silt, dust, leaves and other foreign matters including removing 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 7 of annexure.			

CONTRACTOR

37
Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

ACCEPTING OFFICER

2	300	Transporting the garbage, horticulture waste etc., collected from the surrounding / open space / common areas / dustbins within the identified layout by tractor having a capacity of minimum 120 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the eastern side of NITT campus with an average lead of 1-2 Kms. Rate also includes clearing the dust bin & neary by spill out, segregation of bio-degradable & non-bio-degradable waste at respective dust bin itself (disposing of collected non-bio-degradable waste ie. polythene bags etc. away from NITT premises is the sole responsibility of the contractor), collection, loading, all lead, unloading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. Complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate is for for one trip of tractor load of 120 cft garbage.(UNIT:TRIP) All as per standard practice and column 8 of annexure	700.00	TRIP	210,000.00
3	20	Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats (debris) etc. up to 2 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. Complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate to be quoted for one trip of tractor load of 120 cft garbage.(UNIT:TRIP)	800.00	CUM	16,000.00
4	100	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 and larva controlling the entire area. All as directed by the Department. All the required chemical, equipment, 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. All as per standard practice and column 8 of annexure	405.00	MAN DAYS	40,500.00
5	10	Dewatering the accumulated effluent completely from the sewage and sullage lines by using contractor's vehicle & equipment .Scope includes removing and re fixing 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 of.	750.00	CUM	7,500.00
6	90	Supply of good quality Plastic bin of Dia 18 cm at bottom & 24 cm at top with a height of 24 cm (approx. Size) in Green and Red Colours. Rate also includes stenciling the Quarters Number in paint in the plastic bin and distributing to houses. Sample has to be	40.00	EACH	3,600.00

CONTRACTOR

38

ACCEPTING OFFICER

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

		got approved before effecting bulk supply			
7	100	2.6.1)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. All kinds of soil	155.60	CUM	15,560.00
8	1000	(2.35.3.1).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 Chloripyriphos / Lindane EC 20% with 1% concentration or equivalent chemical. All as per standard practice and column 8 of annexure	30.00	SQM	30,000.00
9	10	Removal of Honey-bee hives / Kadhandu / such insects of any size / magnitude completely from any level / height of the building without any disturbance to the occupant of the building and with safe working. The contractor is required to adopt safe approach / technology while removing the insects.	500.00	EACH	5,000.00
10		Total			3,806,415
11	Contractor's Service Charges at -----% of item 10 (To be quoted in not more than two decimal place)				
12	Total Contract value for 12 Months - = (Rs 38,06,415+ absolute value of SI.No.11) (RS-----) In figures				
	(RUPEES-----ONLY)				
<p>Note: The break up details for the monthly rate under item 01 are indicated in the prescribed format attached with this financial bid (page 41) meeting the statutory payments like Central Govt. minimum wages, ESI, PF, Bonus etc. The service charges to be quoted by the bidder against item 11 shall be firm throughout the contract period and extended period also. Revision of minimum wages & statutory payments if any during the currency of the contract will be accommodated along with the quoted service charges while billing to the contractor. Service charges will meet out establishment / uniform / ID / any incidental charges and as such MINUS percentage towards service charges will be summarily rejected.</p> <p>1. NITT is exempted from remittance of Service Tax vide service tax notification No.25/20/2-ST dated 20.06.12 (Mega exemption notification).</p> <p>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.</p>					

CONTRACTOR

39

ACCEPTING OFFICER

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

3. Area of activities under this contract is shown in the enclosed General layout drawing.
4. Only the inside of occupied building areas are excluded from the scope of work under Item No.1 except blockage removal garbage and debris transportation. cleaning vacant quarters
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 **22** labours per day totaling 26 accounting leave reserve of which at least 13 shall be male workers for effective performance. **2** supervisors are 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 including penalty for each.at the rate of prevailing minimum wages plus statutory payments along with quoted service charges or Rs.430/- & Rs.485/- for USW & supervisor respectively whichever is higher.
8. All labour, consumables, tools & plants, machineries, fuel etc. unless specified, 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 & equipment for Item 4 & chemical alone for item 8 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. Successful tenderer shall ensure their working group wear uniform supplied by the contractor & always carry identity card in English approved by NITT.
11. The contractor may convert / process the garbage into bio compost as directed by NITT using the cow dung available in the campus
12. The agency shall have to maintain the log book for daily transportation of garbage in the prescribed format and get the from the Estate official before transport which is the part for making payment.
13. Other Garbage not meant for bio compost shall have to be regularly transported to the earmarked area. Non deployment of tractor when required by NITT will attract a penalty of Rs.2000/- per day.
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 a punitive charges of 12.50 % will also be recovered.

a)Garbage Door step collection & bio compost	23	%
b)Blockage complaints g)Carcass & burial	2	%
c) Up keeping roads, berms, pavements, common areas, surroundings of public buildings & shopping Centre etc	46	%
d) De-silting drains	1	%
e) Grass/weed removal	24	%
f) Cleaning of vacant houses &cob web clearance at the common staircases /terrace	4	%

CONTRACTOR

40

ACCEPTING OFFICER

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

BREAK UP DETAILS OF MONTHLY RATE FOR ITEM 01 AS PER PREVAILING MINIMUM WAGES & STATUTORY PAYMENTS INCLUDING CONSUMABLES

SI.No	Description (As per Central Govt. Minimum Wages Act)	Unskilled worker	Supervisor
		(Rs)	(Rs)
	Monthly wage		
1(a)	Basic wage for B grade City (Trichy)	3900.00	4420.00
(b)	Variable Dearness Allowance	4082.00	4602
1	Monthly consolidated wages including VDA	7982.00	9022.00
2	EPF @ 13.36%	1066.40	1205.34
3	ESI @ 4.75%	379.15	428.55
4	Bonus @ 8.33%(for Rs.7000)	583.10	583.10
5	Category wise total monthly charges without service charges	10010.65	11238.98
	Total for 26 Labours and 2 supervisor(s)	260276.65	22477.97
	Grand Total for Labour component	282754.62	
	Cost of consumables (for quantities in page 33)	7100	
	Total cost	289854.62	
	Total rate arrived for item (1) per month	2,89,855/-	

Note: The above is based on Min. wages and statutory remittances as on 01.04.16 and will match the item rate (monthly) indicated under item 01 of Bill of Quantities.

Deployment of additional manpower as required by NITT for any programme not covered under this contract will be paid on per day rate by dividing SI.No 5 by 26 or wages & statutory payments prevailing at the time of engagement of manpower plus the service charges quoted by the bidder.

Signature(s) of Applicant(s) with Seal

CONTRACTOR

41

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

ACCEPTING OFFICER

TIME TABLE / PERIODICITY FOR VARIOUS ACTIVITIES UNDER ITEM- 01

Annexure

	1	2	3	4	5	6	7	8
Sl. No	AREA	Collection of garbage at doorsteps daily	Blockage complaint carcasses & burial	Sweeping of roads, drains, lanes etc. twice weekly	De-silting open drains Once in 3 months)	Grass/ de-weeding (Monthly)	Cleaning vacant houses & Cob web /terrace weeds (Monthly)	Collection of garbage from surrounding & common dustbins Fogging /chemical spray
1	Quarters gate to Hospital road. Director's quarters inside road	Daily	Against complaint on any day	MON.& THU.	OCT.JAN APR.JULY	1st to 10th	1st to 10th	As and when directed
2	Temple street road. Guest house inside road. Main temple to 13th street (OPAL hostel road).	Daily		TUE.& FRI.	NOV.FEB. MAY.AUG.	1st to 10th	11th to 20th	As and when directed
3	1st street to 5th street road.20th street	Daily		WED.& SAT.	DEC.MAR. JUN.SEPT	1st to 10th	21st to 30th	As and when directed
4	6th,7th to 14th and 8th to10th street	Daily		MON.& THU.	OCT.JAN. APR.JULY	11th to 20th	1st to 10th	As and when directed
5	From 11 th street to 17 th street road. From 13th street to PG quarters road (AP quarters side).13th street A.P. Quarters to QIP Quarters street and 13A & B roads.	Daily		TUE.& FRI.	NOV.FEB. MAY.AUG.	11th to 20th	11th to 20th	As and when directed

CONTRACTOR

42

ACCEPTING OFFICER

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

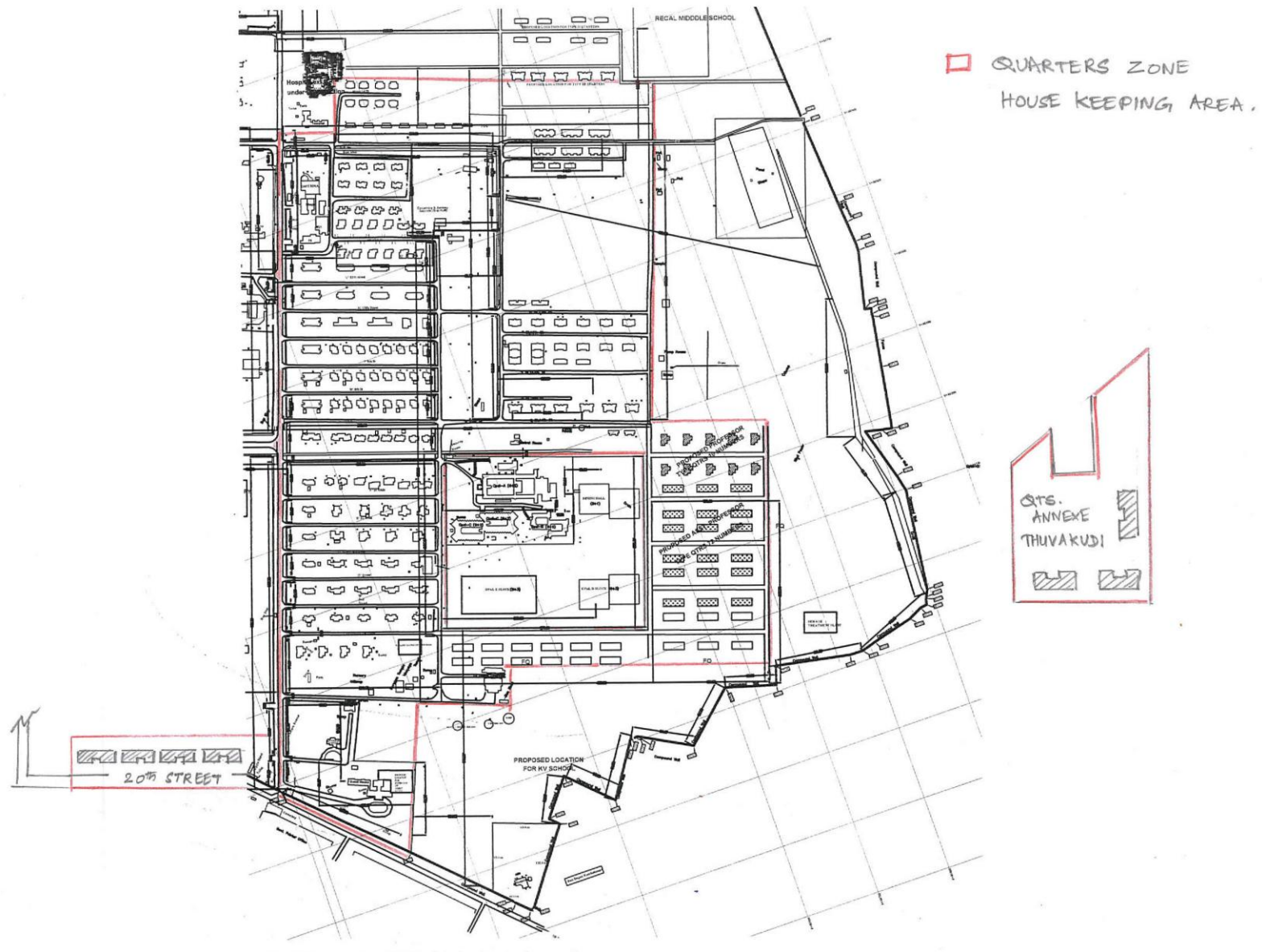
6	Hospital corner to 19 th street junction road (near temple).Hospital street road. 14th street to 19th street road. From 14th street to 14th 'E' type street road. & 15th street.16th street (quarters no 35 to 50) road.	Daily	Against complaint on any day	WED.& SAT.	DEC.MAR. JUN.SEPT	11th to 20th	21st to 30th	As and when directed	
7	16 th street (Quarters no 1-12 & 13-34) road. 17th street (quarters no 1 to 20) road.18th street (quarters no 1-18) road.19th street (quarters no 1-18) road.18th to 19th street join road.	Daily		MON.& THU.	OCT.JAN. APR.JULY	21st to 30th	1st to 10th	As and when directed	
8	21st street (Qts 1-54), 22 23rd streets. Qts Annexe at Thuvakudi	Daily		TUE.& FRI.	NOV.FEB. MAY.AUG.	21st to 30th	11th to 20th	As and when directed	
9	21st street (10th block) to 14th street end (main road). Opal road, From water management farm to REC Middle school	Daily		WED.& SAT.	DEC.MAR. JUN.SEPT	21st to 30th	21st to 30th	As and when directed	
10	KVS & Kalyanamandapam,	Daily		MON.& THU.	OCT.JAN. APR.JULY	Daily	1st to 10th	As and when directed	
		Floor sweeping / Mopping - Daily for KVS & Once in three days & during occupation for Kalyanamandapam				Toilet cleaning – Daily twice and Once on Saturday & Sunday			

CONTRACTOR

43

ACCEPTING OFFICER

Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)



CONTRACTOR
Rendering House Keeping Services in NIT Tiruchirappalli (Quarters Zone)

ACCEPTING OFFICER