



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

Web: www.nitt.edu

Phone: 0431-2503830

e-Procurement Notice

Ref: NITT/EMD/EE/CVL/TENDER/2022-23/020

Dated: **20-10-2022**

Online tenders are hereby invited in **Two bid system** from Indian Nationals for **Rendering House Keeping Services to the Institute Zone in NIT, Tiruchirappalli-15** Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from **20-10-2022** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 10.11.2022 (12.00Hrs)
(Server time).

Late bids shall not be accepted.

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

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

CRITICAL DATE SHEET

| | |
|---|--|
| Published Date | 20.10.2022 (17.00Hrs) |
| Bid Document Download Start Date | 20.10.2022 (17.00Hrs) |
| Clarification Start Date | 20.10.2022 (17.00Hrs) |
| Clarification End Date | 10.11.2022 (12.00Hrs) |
| Pre-Bid Meeting | 28.10.2022 (11.00Hrs) |
| Bid Submission Start Date | 20.10.2022 (17.00Hrs) |
| Bid Submission End Date | 10.11.2022 (12.00Hrs) |
| Bid Opening Date(Technical) | 11.11.2022 (12.00Hrs) |
| Bid Opening Date(Price) | Will be announced after technical evaluation |

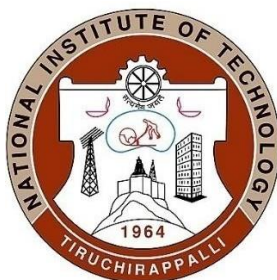
Note :*Bidder should submit the EMD as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded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

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Estate Maintenance Department

Web: www.nitt.edu

Phone: 0431-2503830



Tender Document (e - Procurement)

| | | |
|--|---|---|
| Name of Work/ Service | : | Rendering House Keeping Services to the Institute Zone in NIT, Tiruchirappalli-15. |
| Tender Notification No | : | NITT/EMD/EE/CVL/TENDER/2022-23/020 |
| Dated | : | 20.10.2022 |
| Name of the Department | : | Estate Maintenance Department |
| EMD Amount | : | Rs. 5,30,800/- (Rupees Five Lakhs Thirty Thousand and Eight Hundred Only) |
| Last Date & Time of submission of Tender | : | 10.11.2022 (12.00Hrs) |
| Address for submission of Tender | : | THE DIRECTOR, NIT TIRUCHIRAPPALLI-15 |
| Date & Time of opening of technical bid | : | 11.11.2022 (12.00Hrs) |

Bidding Procedures

Section I: Instructions for Online Bid Submission

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

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

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

PRICE BID

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

EVIDENCE FOR ONLINE BID SUBMISSION

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

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TENDER DOCUMENT (TECHNICAL BID)

| | | |
|--|---|--|
| Tender Notification No. | : | NITT/EMD/EE/CVL/TENDER/2022-23/020 dated: 21-10-2022 |
| Name of the work | : | Rendering House Keeping Services to the Institute Zone in NIT, Tiruchirappalli-15. |
| Estimated cost put to tender | : | Rs. 2,65,40,000/- (Two Crores Sixty Five Lakhs and Forty Thousand Only) plus applicable GST |
| EMD Amount | : | Rs. 5,30,800/- (Rupees Five Lakhs Thirty Thousand and Eight Hundred Only) |
| Last Date of submission of Tender | : | 10.11.2022 (12.00Hrs) |
| Address for submission of Tender | : | The Director, National Institute of Technology, Tiruchirappalli – 620015. Tamilnadu, India. |
| Date and time of pre-bid meeting | : | 28.10.2022 (11.00Hrs) (Venue: Estate Maintenance Department Office) |
| Date and time of opening of Tender (Technical Bid) | : | 11.11.2022 (12.00Hrs) |



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

TENDER NOTICE

| | | |
|-----|---|--|
| 01. | Name of work | Rendering House Keeping Services to the Institute Zone in NIT, Tiruchirappalli-15 |
| 02. | Estimated Cost | Rs. 2,65,40,000/- |
| 03. | Earnest Money Deposit | Rs. 5,30,800/- (submission of Demand Drafts (original) for EMD to the Tender Inviting Authority) |
| 04. | Completion Time | 12 (Twelve) Months; Initially for a period of 3 months and based on performance the work may be extended to a further 9 months. On completion of 1 year, the contract may be extended for another one year based on the Performance of the contractor. The additional extension may be given (i.e., after 2 years) for one more year or part-year and it is extended at the sole discretion of NITT. |
| 05. | Cost of Tender Document | NIL |
| 06. | Pre-Meeting | 28.10.2022, (11.00Hrs) (Venue: Estate Maintenance Department Office) |
| 07. | Last Date and Time for submission of E-Tender | 10.11.2022 (12.00Hrs) (Server time). Late bids shall not be accepted. |
| 08. | a) Date and Time of Opening of E-Technical Bid) | 11.11.2022 (12.00Hrs) (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015) |
| | b) Opening of Price bid | After the evaluation of technical bids, the date and time of the Price bid will be updated and uploaded the technical evaluation in the CPPP portal. |
| 09. | Address for submission of Tender | The Director, National Institute of Technology, Tiruchirappalli - 620 015 |
| 10. | Procedure for submission of Bid | As Per the E-Bidding Procedure |

Check list:

Tenderer's response should be clear, firm, complete & legible.

If necessary, separate sheet shall be used.

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

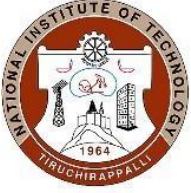
Note: Relevant certificate copies are to be attached in Pre/Technical Bid (Cover).

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

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

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

Signature of Contractor with Seal



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Certified that the tender document downloaded is a replica of the document published by NIT, Tiruchirappalli and no alteration/addition has been made by me/us in the tender document. The tender document consists of **45 pages** including layout drawings



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

NOTICE INVITING TENDER

Tender Notification No.: **NITT/EMD/EE/CVL/TENDER/2022-23/020 dated: 20-10-2022.**

National Institute of Technology, Tiruchirappalli invites E-tenders, in **Two bid System (Demand Draft against EMD, Technical Bid and Financial bid)** up to 12.00 p.m. on 10.11.2022 for the following work:

| Name of Work | EMD Amount in Rs. | Period |
|---|--|--|
| Rendering House Keeping Services to the Institute Zone in NIT, Tiruchirappalli-15 | Rs. 5,30,800/- (Rupees Five Lakhs Thirty Thousand and Eight Hundred Only) DD originals should be posted/couriered to Tender Inviting Authority. | 12 (Twelve) Months; Initially for a period of 3 months and based on performance the work may be extended to a further 9 months. On completion of 1 year, the contract may be extended for another one year based on the Performance of the contractor. The additional extension may be given (i.e., after 2 years) for one more year or part year and it is extended at the sole discretion of NITT. |

ELIGIBILITY CRITERIA: -

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

Experience of having successfully completed similar housekeeping /Manpower rendering works Annual Maintenance work during the last 5 (Five) years ending 30-09-2022 that should be either of the following:

- Three similar works (at least one of them should be for Central / State Government/State Autonomous Bodies / Public Sector Undertaking / reputed private limited companies/ reputed educational institutions/University) each costing not less than Rs. 1,06,16,000/-.

OR

- Two similar works (at least one of them should be for Central / State Government/State Autonomous Bodies / Public Sector Undertaking / reputed private limited companies/ reputed educational institutions/University) each costing not less than Rs. 1,32,70,000/-.

OR

- One similar work (at least one of them should be for Central / State Government/State Autonomous Bodies / Public Sector Undertaking / reputed private limited companies/ reputed educational institutions/University) each costing not less than Rs. 2,12,32,000/-.

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

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

- II. Performance certificate from the department where the work is completed, (Minimum good & above)
- III. Should have profit in any three financial years among the last five financial years.
- IV. The average annual turnover of the bidder in any of the last three financial years among the last five financial years shall be Rs. 79.62 lakhs
- V. Should have solvency of not less than Rs. 1.06 Crores from any Nationalized/scheduled Bank valid from the last six months.
- VI. Separate Registration Code No. for ESI, EPF, and PAN on the contractor’s name /firm Contractor has to submit a live Agency/Company Registration certificate

EARNEST MONEY DEPOSIT: -

Earnest Money Deposit Rs. 5,30,800/- (Rupees Five Lakhs Thirty Thousand and Eight Hundred Only) should be in the form of a Demand Draft drawn in favor of The Director, National Institute of Technology/ Trichy–620015 (Payable at Trichy). EMD may be exempted in case of NSIC/ MSME submission in the relevant field.

The Earnest Money deposit shall not carry any interest.

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

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

Security Deposit: -

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

Up to Rs. 10 lakhs 10%

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

Above Rs. 50 lakhs Rs.4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

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

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

EMD of the successful tenderer shall be converted and adjusted against the security deposit. The security deposit shall not carry any interest.

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

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

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

REFUND OF SECURITY DEPOSIT: - The Security Deposit mentioned above may be refunded to the Contractor after a period of 12 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NIL CLAIM CERTIFICATE. Earnest Money Deposit (EMD) is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to them and shall be furnished in the form of Demand Draft in favour of The Director, NIT Tiruchirappalli payable at SBI branch at NITT. EMD in any other form will not be accepted. EMD of the unsuccessful contractor shall be refunded on finalization of the contract and the EMD amount shall not carry any interest. Tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of the Tender. If lowest tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then NITT, shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money with blacklisting the firm. The Security deposit will be released within six months on satisfactory completion of the contract including extended period.

PRE-BID MEETING: The Tenderers or his authorized official representatives are invited to attend a Pre-Bid Meeting which will take place at the Estate Maintenance Department on **28.10.2022 at 11.00 AM**. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The tenderers are required to submit questions if any in writing so as to reach the EXECUTIVE ENGINEER, NITT before the pre-bid meeting. Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of a Tenderer. However, the Clarifications given in the Pre-bid meeting are the part of tender documents and are bound to be agreed & signed by lowest bidder during the issue of work order.

DISPUTE RESOLUTION MECHANISM In case of any dispute arising out during the execution of the contract the following procedure will be followed for resolving the issue. The decision of the competent authority, NIT Trichy in regard to the interpretation of the terms and conditions shall be final and binding which shall not be called in question in proceedings before any forum. The Institute rules shall be binding for the execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter will be settled at his/her level by mutual consultation and in case of failure, disputes shall be referred to The Director, NITT. The Director or an Arbitrator appointed by The Director would be competent authority to decide and his decision shall be final and binding as per the provisions of the Indian Arbitration and conciliation Act 1940 and 1996. According to Arbitration and Conciliation Act, the award can be challenged and the jurisdiction is District Courts. the jurisdiction shall be the **District Court of Tiruchirappalli**. The writ can also be filed before the High court.

National Institute of Technology will not be bound by any power of attorney granted by the tenderer or by changes in the composition of firm made subsequent to the execution of the contract. They may however recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contract concerned.

- a) If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, NITT reserves the right to reject such tender at any stage.
- b) The expenses for completing and stamping the agreement shall be paid by the contractor.
- c) Tenderers shall not increase their quoted rate in case NITT, negotiates for a reduction of rate. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rate originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tenders.

- d) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- e) TENDERERS should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of Tender Documents including the drawings attached thereto, before submitting their tender.
- f) Conditional and Un witnessed tenders, tender containing absurd rates and amounts tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions laid down by the Accepting Officer are liable to be rejected.
- g) Tenders not submitted on the prescribed form are liable to be rejected.
- h) This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
- i) The tenderers are advised to go through the condition stipulated in Tender document & code of conduct for Safety of Contract Labourer' in details. Any violation thereof will invite punitive action being taken against them. While quoting the rate all the above factors are to be considered.
- j) Agency registered with NSIC is exempted from payment of tender Earnest Money Deposit but required to attach the attested copy of registration indicating the company name, address, registration number, validity & product for which registered in the technical bid, for the specified financial criteria. Any deviation in the certificate on product or validity or name of the company tendering, will attract rejection resulting non-opening of respective price bid.

ARBITRATION:

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to any other **question, claim, right, matter or thing whatsoever in any way arising out of or relating to** the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Director of NITT and if Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Director, willing to act as such arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Executive Engineer/ Engineer-in-charge is expressed in the contract to be final and conclusive. There will be no objection if the arbitrator so appointed is an employee of NITT and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference.

The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, Director as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. Subject as aforesaid the provision of the Arbitration & Reconciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award.

The work under the Contract shall, if reasonably possible, continue, during the arbitration proceedings and no payment due or payable, to the Contractor shall be withheld on account of such proceeding.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the Parties fixing the date of first hearings. The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

In the event of disputes or differences arising between one public sector enterprise and a Govt. Department or between two public sector enterprises the above stipulations shall not apply or its amendments for arbitration shall be applicable.

FORCE MAJEURE CLAUSE: If at any time during the continuance of this contract the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) then provided notice of happening of any such events is given by either party to other within twenty one days from the date of occurrence thereof.

Neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non-performance and delay is resumed as soon as practicable after such events has come to an end or ceased to exist.

If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by NITT subject to prompt notification by the tenderer to NITT of the particulars of the events and supply to the NITT if required of any supporting evidence. Any waiver of time in respect of partial instalment shall not be deemed to be a waiver of time in respect of remaining deliveries.

The correspondence exchanged against the tender from both tenderer and NITT through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business.

Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is within the last date of validity given by the bidder the LOI is said to have been issued within the validity period and shall be bidding on both the parties to the business.

Tenderers participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to NITT. If no such details are mentioned in the offer, then it will be construed that the subject bidder is not under any such hold. But at a later date if it comes to the notice of NITT about any such hold under enforcement on the subject bidder, NITT will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalization of the subject tender irrespective of the status of the subject bidder in that tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any ongoing tenders even if participated till the hold is officially lifted and confirmed in writing.

COMPENSATION FOR DELAY:

If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contracted or extended period of completion, he shall, without prejudice to any other right or remedy of the NITT on account of such breach, pay as agreed compensation an amount calculated as stipulated below or such smaller amount as may be fixed by the NITT on the contract value of the work for every week that the progress remains below or that the work remains incomplete. This will also apply to items or groups of items for which a separate period of completion has been specified.

For this purpose, the term 'Contract Value' shall be the value at contract rates of the work as ordered and the compensation for delay is by way of recovery at 1 percent of contract value per week of delay provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the contract value or of the contract value of the item or group of items of work for which a separate period of completion is given. The amount of compensation may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the NITT.

SECTION – I

GENERAL INFORMATION AND BRIEF SCOPE OF WORK

- 1) The work has to be carried out in NIT, Tiruchirappalli (Institute Zone).
- 2) The scope of work inter alia includes the following with free power wherever needed: - Housekeeping service to the Institutional buildings including hospital of NIT, Tiruchirappalli which involves broadly the following activities:

Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Institutional buildings including sectioning of undulated grounds etc.,

Clearing grass, vegetation, weeds etc., in the walls, terrace and surrounding of the Institutional building including common areas, open spaces, roads & drains etc.,

De-silting the drain 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.

Cleaning and washing the water closet, wash basin & urinal including scrubbing the floor area & the walls of the toilet & bathroom in all the buildings in all working days.

Sweeping/mopping the entire floor area of ORION, OJAS, Lecture Hall Complex, Hospital, & Library daily with a scrubber and the toilet floors in all buildings.

Dusting and cleaning of furniture in the identified buildings.

Removal of cobweb at all the walls, toilets & bathrooms in all institutional buildings.

Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system inside & outside institutional buildings.

Removal of carcasses and burial as per the direction of the department.

Transporting the garbage collected from the surrounding/open space/common areas/dustbins, etc., by truck of size not less than 200 C.ft capacity and Tricycle of size not less than 50 C.ft capacity covered with a net to avoid spillage en route & disposing of the bio-gradable waste at the specified pits inside the campus identified by the NITT and non-bio-gradable waste outside the campus.

Conveyance of earth, sand, gravel, rough stone, broken stone, brickbats (debris) ,etc.,

Spraying chemicals for mosquito/cockroach control inside & outside Institutional buildings, Open areas, Manhole chambers, Gully traps etc. and also for fogging operations in the entire area.

Dewatering the accumulated effluent completely from the septic tank.

Cleaning and removing all unwanted things from the terrace of various buildings. Injecting chemical emulsion for POST CONSTRUCTIONAL Anti termite treatment. Deployment of additional part time manpower as & when required by the Institute.

Safe removal of honey bee hives/kathandu/any such insects from any height of the buildings and nearby areas.

Adequate safety measures should be evolved and implemented.

The bill should be prepared and submitted by the contractor to the Estate Maintenance Office as per the detailed procedure given in the tender document (Financial bid).

All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor except where specifically indicated.

- 3) The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time, unwanted and irrelevant details need not be furnished.
- 4) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of the prescribed format will entail outright rejection of the tender application.
- 5) Should a bidder find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender for clarification well before the due date so as to submit the tender in time. No extension of time shall be given for submission of the tender on any account.
- 6) Conditional tenders, late tenders, tenders containing prima-facie absurd rates, tenders which are incomplete or otherwise considered defective, tenders not in accordance with the tender conditions therein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
- 7) The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of Minimum wages, Provident Fund, ESI and Bonus 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 Wages,ESI , EPF and Bonus having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.
- 8) Other details and the method of evaluating the capacity of the prospective contractors are detailed elsewhere in this documents.
- 9) The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 10) The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.

- 11) After award of the contract, if performance of the selected contractor is found to be not satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving short notice and forfeiting the security deposit to compensate the extra cost to be incurred by NITT in carrying out the service through alternate agency. If the performance is satisfactory, the contract will be extended for nine more months.
- 12) In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation here to, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.

SECTION – II

INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

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

The following documents should be enclosed:

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

1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2. Definitions

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

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

3. Method of Application

- 3.1. If an individual makes the application, it shall be signed by him above his full type written name and current address.
- 3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3. If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- 3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.
4. Final Decision Making Authority: The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process/tender process at any time without assigning any reason or incurring any liability to the applicants.
5. Particulars – Provisional: The Particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.
6. **Site Visit:** The applicant is advised to visit various Institute zone buildings where the works are to be carried out at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Executive Engineer Estate Maintenance Department**.
7. **The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, the firm should certify that they would be able to manage the equipment by hiring etc. and submit the list of firm from whom proposed to hire.**
 - 7.1 The applicant should have a sufficient number of employees for the proper execution of the contract. The applicant should submit a list of his employees with their age (Not more than 58 years) and qualifications stating clearly how they would be involved in this work.
 - 7.2 The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and attached the Certificate Copies and contact details.
8. **Financial Information:** The applicant should furnish the annual financial statement for the last 5 years in Form – A.
9. **Experience in Similar Works:** The applicant should furnish the list of all works of similar nature successfully completed during the last 3 years and are now in progress in Form – B. Such Particulars duly authenticated/certified by an officer, not below the rank of Executive Engineer or equivalent should be furnished separately for each work.

10. Organizational Information: Applicant is required to submit the following information in respect of his organization in Form – C.

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

11. Equipment: Applicant should furnish the list of equipment to be used/deployed for carrying out the house keeping works in Institute zone (in Form – E). Details of any other equipment not mentioned in Form E, but available with the applicant and likely to be used in this work may also be indicated.

Tender Submission and Decision: After the details submitted by the applicant regarding his financial capacity, previous experience etc. are studied and evaluated, a list of agencies who can take part in the tendering process shall be prepared and all concerned will be intimated. The financial bids (Tender) of the applicants who have not been qualified after evaluation, shall be returned unopened. Qualified tenders shall be opened by the committee constituted for this purpose on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to present.

12. Corrigendum / Amendment:

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

SECTION – III

ADDITIONAL CONDITIONS

1. Every tenderer is expected to inspect the Institute zone for which the service is to be rendered before quoting his rate. The rate quoted shall take care of the Minimum Wages, VDA, Bonus, wages towards national holidays, other charges and profit margin etc ., and increase in Minimum wages and Variations in the VDA can be escalated to the concern department be claimed upon proper proof of the benefits had reached the employees.
2. If further information is required, the Estate Maintenance Department will furnish such information, but it must be clearly understood that tender must be received in order and according to instructions
3. The contractor should employ supervisors who have experience in this type of work.
4. Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
5. All the materials required for the work shall be arranged by the contractor.
6. Permits for workers and supervisor to the campus/building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
7. Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Executive Engineer on or before tenth of subsequent month by obtaining all formalities including attaching of copy of statutory remittances.

8. All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
9. The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste, etc., and ensure that there are no adverse effects on the ecology, particularly on the flora and fauna of the campus.
10. The contractor on receipt of the work order should submit a list consisting of a maximum of 102 workers to be deployed at NITT with all data and the contractor should uniformly provide 102 workers including 6 supervisors from this list only. The addition/deletion of labours in the enrolled list will not be entertained without proper justification and approval of the Executive Engineer.
 - a) The minimum manpower requirement should be 6 manpower on Sundays (this manpower has to be utilized in Hospital) and 101 manpower on all working days including public holidays.
 - b) If the worker/supervisor does not attend the duty on public holidays like Pongal, Diwali, and Christmas, they have to work on the upcoming Sundays with the prior approval of the Engineer In charge.
 - c) For any emergency the supervisor fails to attend duty on the working days, they can attend duty on Sundays with the prior permission of the engineer in charge.
 - d) If any worker/Supervisor fails to attend their allotted duty, one warning letter will be given for improvement measures. If it persists, they will be terminated without further notice. In such case the contractor has to replace the manpower without affecting the normal duty.
11. **PENALTY CLAUSE:** If any worker deployed by the firm at NITT fails to attend the Housekeeping service on all Working days including Sundays & Government Holidays, a Penalty of an amount equal to twice the actual payment entitled shall be levied along with a punitive charge @12.5%.
12. **The contractor should maintain an attendance register of all workers duly signed by the representative of NITT and a daily deployment report of all individuals (Location wise/Shift wise) to be submitted on all working days including holidays before 09:30 a.m. and the same should be certified by the nominated officials from NIT Administration and hand over a copy to The Executive Engineer, EMD, NITT on the same working day and it should be followed throughout the tenure of the contract. Daily deployment/progress report should be submitted by the agency by 09.30AM.**
13. The contractor should pay the Labour wages (along with salary slip) in the first week of the successive month i.e., within 7th day of the month, if 7th day falls in any government holidays or on non - working weekends days of Bank, the salary should be paid prior working day to the employees without fail if the salary is not paid as mentioned it will attract a penalty of Rs.1000 per day of delay.
14. The contractor shall obtain a feedback certificate on the performance of work from each Administrative/Department Head while submitting their running account bill along with the attendance register.
15. The contractor shall submit the documents to prove the remittance of EPF/ESI/Bonus/Insurance to the individuals along with each running account bill. Monthly bill will not be processed unless above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
16. The contractor must ensure that no laborers shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
17. The contractor should issue the ESI card to all the workers within one month of the commencement of work.

18. The contractor should provide Uniform and ID cards for workers - 2 sets per worker per annum within one month of commencement of work. This cost includes in the services charges quoted by the contractor.
19. The contractor is required to quote the rate against each item in amount & the service charge only for manpower (in %) of the contract value shall be decided by the lowest competitor.
20. The quoted rate should be of all taxes and duties levied or to be levied other than GST both by Central and State Government Statutory/regulatory authorities from time to time. NITT will not entertain any claim what so ever in this regards.
21. If after opening the tender, the tenderer revokes his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of Executive Engineer, ESTATE MAINTENANCE DEPT., the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
22. Filled in total contract value for 12 months in the financial bid of the tender will remain valid for a period of three months from the date of opening the Financial Bid. Once the contract is awarded after acceptance of tender, the service charges as accepted by NITT shall be valid for billing till the entire work is completed and final bill is paid. However, the contractor is eligible for any increase in minimum wages by the Govt. and related statutory remittances like ESI, EPF & Bonus during the currency of the contract along with the accepted service charges automatically without necessitating any extra approval/expenditure sanction as and when the Government notifies/ declares Minimum Wages and other statutory orders.

Nature/Scope of Work/Frequency of Operation:

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

Working Conditions:

1. “Rendering Housekeeping Service” is required to be carried out on all days based on the requirements.
2. Sufficient man power is required to be provided to all the Departments for the work.
3. Strict discipline must be observed by the workers.
4. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
5. The labourers and other staffs must be provided with identity card with the approval of NITT Authorities.

6. The Supervisors, under whom the labourers work, shall have to report daily to the Junior Engineer to take instructions.
7. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.,

Normal Working Hours (All Days):

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

Service Materials and Tools:

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

Statutory Requirements:

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

General:

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

Special Conditions:

1. The housekeeping contractor should execute an agreement in the non-judicial stamp, incorporating the various terms and conditions.
2. The Institute Zone should be kept in spick and span.
3. If the contractor's performance is not satisfactory, the contract will be terminated by giving due notice.

4. The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
5. Attendance register, Salary register for the labourers, daily labour deployment report, and other registers required as per acts and rules, and the same shall be verified by the Inspection Committee and approved by the competent authority.
6. The firm must maintain a separate register for consumables/chemicals meticulously and the entries are to be made on day to day basis with a due signature from all departments.
7. A certificate must be obtained from the Head of the Department (as per the format enclosed) and produced along with the bills. Required cleaning materials for the succeeding month must be procured on the last week of the preceding month and deposited with the Estate Office.
8. The contractor should employ a minimum of 96 Labourers and 06 Supervisors on working days for housekeeping.
9. The minimum manpower supplied should be 102 nos including relievers on all other working days. The indicated manpower will be tentative however, actual manpower will be generally around (\pm) 15% of the indicated manpower. So that the contractor may have a few more labourers and supervisors to meet the daily manpower requirements purely on the contractor's scope. No extra cost will be paid for the same. After the award of the work to the contractor, the screening of manpower will be done in the presence of EE/EMD. Preference will be given to the experienced candidate.
10. The Supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
11. Performance of housekeeping services shall be graded on feedback from the residents on monthly basis. Payment will be made on the evaluation of performance on a 5-point scale and deployment of manpower as furnished in Annexure – A. Adverse comments will result in a monetary fine. The continuous bad performance will result in the termination of the contract.
12. NITT will not be liable for any medical attention, injury/loss of life of the person engaged by the contractor.
13. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 21.
14. In case of any lapse in services, quality standards or noncompliance of periodicity/specification or any standing instruction, the contractor shall be penalized accordingly.
15. The service charges quoted should be exclusive of GST but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
16. Initially for a period of 3 months and based on performance the work may be extended to further 9 months. On completion of 1 year, the contract may be extended for another one year based on Performance of the contractor. The contract may be terminated due to violations or poor performance or non-compliance of statutory payments in time, with due notice.
17. The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees. Cancellation of contract in part or full for contractor's default:
18. If the contractor makes default in carrying out the work as directed and continues in that state after a reasonable notice from NITT authorities.
19. If the contractor fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued hereunder.

20. NITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter NITT to cancel the contract as whole in part thereof or only such work order or items of work in default from the contract. NITT exercise the authority to cancel the contract as whole or part under this condition, NITT may complete the work at the contractor's risk and cost which is final and conclusive. (If the alternate agency is economical, the advantage shall accrue to NITT and if higher, the excess will be recovered from the default contractor).
21. In case of failure on the part of the contractor to complete any contractual obligations, NITT reserves the right to get the same done at the contractor's risk and cost by another agency/departmentally apart from imposing penalty.
22. In case NITT be held liable for any loss, damage or compensation to third party arising by the housekeeping contractor, such loss, damage or compensation shall be paid by the contractor to NITT together with the cost incurred by NITT on any legal proceedings pertaining thereto.
23. NITT reserves the right to disqualify such bidders who had a record of not meeting the contractual/statutory obligations against earlier contract entered into with NITT.
24. NITT may discontinue the contract at any point of time by giving a notice at least 30 days before the intended date of discontinuation and will not be liable to any additional charges or compensation payable to the contractor or any other person.
25. The proof of remittance of statutory deductions like EPF, ESI as appropriate to the respective agency, wages including bonus paid to the workers for those employed at NITT must be provided by the contractor to NITT every month along with the running bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed to NITT in the name of NITT. Any failure in remitting the EPF, ESIC and Bonus to the workers shall lead to the cancellation of the contract.
26. The technical bids will be subjected to evaluation by a committee calling for a technical presentation by the vendors which will include verifying financial turn over registration certificates, legal, financial, statutory, taxation and other associated compliance of contractual conditions. The committee may evaluate/verify the performance of the agency at any pf their existing contracts which may include obtaining references for visiting clients and the quality of services rendered by agencies. Further the committee may disqualify the bidder based on oral/written references or insufficient quality of service provided during existing or previous contracts.
27. The contractor shall at all times indemnify and keep indemnified the principle employer, the head of the office and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to) property loss and damage, personal accident, injury or death of/or property or person of any sub contract and or the servant or agents of the contractor any sub- contractor and or the owner and the contractor shall at his own cost and imitative at all times maintain all liabilities under workman's compensation Act/Fatal Accident Act, personal injuries, Employees state Insurance Act, PF Act and or their industrial legislation from time to time in force.
28. The quoted rates and the service charge percentage by the agency shall remain firm for the entire contract duration. However, the contract value of the job contract will vary depending on the following:
 - a) Deployment of any additional manpower on the prevailing wages including statutory remittances as per the requirement of NITT.
 - b) The periodic Wage/VDA increase, as and when notified by the Central Government will be applicable in the contract and accordingly the monthly bill of the contractor will get processed for payment;
 - c) Any changes in EPF/ESI contribution of employer's portion due to changes in Labour Law. Evaluation of the bidders will be done based on the lowest quote in Price Bid and the contract would be awarded to the lowest bidder. The value of contract will be worked out based on the lowest quote inclusive of all taxes (**Excluding GST**).

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

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

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

Scope of Work:

- a) Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Institutional buildings etc. within the layout by sweeping once in a week except the surroundings of Admin. Block, Lecture hall complex, Central library & Hospital which are to be swept daily. All as per standard practice and column 3 of Annexure-1 (c).
- b) Clearing grass, vegetation, weeds etc. once in a month in the surrounding of the Institutional building including common areas, open spaces, terraces of all buildings all roads & drains etc. within the identified layout. All as per standard practice and column 4 of Annexure -1 (c).
- c) De silting the drains within the identified layout once in three months by sectioning the accumulated earth and disposing off the removed earth by leveling the berms as protection to the road edges or to the identified places. All as per standard practice and column 5 of Annexure-1 (c).
- d) Cleaning and washing the water closet, wash basin & urinal twice in a day from Monday to Friday and once a day on Saturday including scrubbing the floor area of the toilet & bathroom in all the buildings within the layout once a day in all working days using cleaning powder, soap oil, pine oil etc., as the case may be and as per the proportion indicated elsewhere in the tender schedule and putting minimum three naphthalene balls in each urinal & wash basin once in a week. Acid/bleaching powder shall be used to remove stains whenever required.
- e) Sweeping/Mopping the entire floor area of Lecture Hall Complex, OJAS, ORION, Central library, Main office, Dean Chambers & Hospital on all working days and IT Centre examination halls twice in a week. All as per standard practice and column 6 of Annexure -1 (c).
- f) Dusting and cleaning of furniture at Main office, Lecture Hall complex, OJAS, ORION, Central Library, Hospital and IT Centre examination halls twice in a week. All as per standard practice and column 7 of Annexure-1 (c).
- g) Removal of cobweb in the toilet & bathroom area once in a week and in Lecture Hall complex, OJAS, ORION, Central Library, Hospital and IT Centre examination halls once in a fortnight. All as per standard practice and column 8 of Annexure-1 (c).
- h) Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system inside & outside institutional buildings falling within the identified layout immediately on notice by the housekeeping group or on receipt of complaint from the Institute. Exclusive personnel shall be available to attend to these complaints. If the situation warrants, machinery shall have to be deployed to clear the block without delay. All as per standard practice and column 9 of Annexure-1 (c).
- i) Removal of carcasses and burial as per the direction of the department. All as per standard practice and column 9 of Annexure-1 (c).

NOTE:

1. The tenderers are advised to visit NITT/site of work and get themselves acquainted with the site conditions, quantum and nature of works before submitting the offer.
2. Area of activities under this contract is shown in the enclosed General layout drawing.
3. The successful tenderer is required to submit detailed Programme matching the above periodicity and as per Annexure before commencing the work so as to maintain clean and garbage free environment at any point of time.
4. The price quoted will meet out establishment / uniform / ID / safety tools, any incidental charges etc., are included in the contractor's service charges.
5. The volume of work under item No.1 requires a minimum of labourers for effective performance. 06 Supervisors are to be deployed for effective supervision who are responsible for the submission of day to day reports, issue of the consumables to the workers, collecting feedback from the departments and getting day to day instructions from the authorities.
6. Beside 96 workers and 06 supervisors, substitute workers and supervisor should be made available if any workers and supervisors gets absent in any working days.
7. Security deposit including EMD amount will be released after completion of work and EPF clearance to all workers and supervisors.
8. Only the inside building areas are excluded from the scope of work under Item No.1 except blockage removal, garbage and debris transportation.
9. All labour, consumables, tools & plants, Fuel etc., are under the scope of the contractor except the chemical for item no:06 successful tenderer is required to maintain a proper logbook for the consumption of materials and submit to the department for its approval. Required chemical for item no. 06 alone will be issued by NITT at free of charges. Sufficient labour are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always.
10. The contractor may convert / process the garbage into bio compost as directed by NITT using the cow dung available in the campus.
11. Minimum wage as fixed by Govt. of India including statutory payments like ESI, EPF, Bonus etc., are to be paid to the workmen on monthly basis before 7th day of the succeeding month and payment to the workers to be claimed automatically without necessitating any extra approval/expenditure sanction as and when the Government notifies/ declares Minimum Wages and other statutory orders.
12. The contractor shall comply all safety rules and regulations of NITT and shall ensure their working group wears uniform supplied by the contractor & always carry identity card in English approved by NITT.
13. The agency shall have to get the acknowledgment once a month from the institute for daily collection of garbage in the prescribed format which is a basis for making payment.
14. Following recovery shall be affected for non-compliance of any activity/ periodicity under Item No.1 per month and on a pro-rata basis. In addition, a punitive charge of 12.50 % will also be recovered:

| | | | |
|---|------|--|------|
| a) Up keeping roads, berms, pavements, common areas, surroundings of public buildings etc | 16 % | e) Removal of Cobwebs at the Restroom & specified Buildings. | 8 % |
| b) Garbage collection to bio compost | 15 % | f) Removal of Carcass & burial | 8 % |
| c) De-Weeding Surroundings | 15 % | g) Sweeping at surroundings Buildings and Mopping Floors at specified buildings. | 8 % |
| d) De-Silting Drains | 15 % | h) Blockage complaints | 15 % |

QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

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

QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

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

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

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

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

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

FORM – A
FINANCIAL FORMATION

I. Financial Analysis

Details are to be furnished duly supported by figures in the 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 31st March of | | | | |
|---------|---|---------------------------|------|------|------|------|
| | | 2018 | 2019 | 2020 | 2021 | 2022 |
| 1. | Gross annual turnover in House Keeping work/Manpower supply | | | | | |
| 2. | Profit (+) / Loss (-) | | | | | |

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. GSTIN Details.

V. Solvency certificate from any Nationalized 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 – Multiple copies may be generated as per requirement).

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

Date :

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

FORM – C

Structure and Organization

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

Signature(s) of Applicant (s) with seal

FORM – D

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

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

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

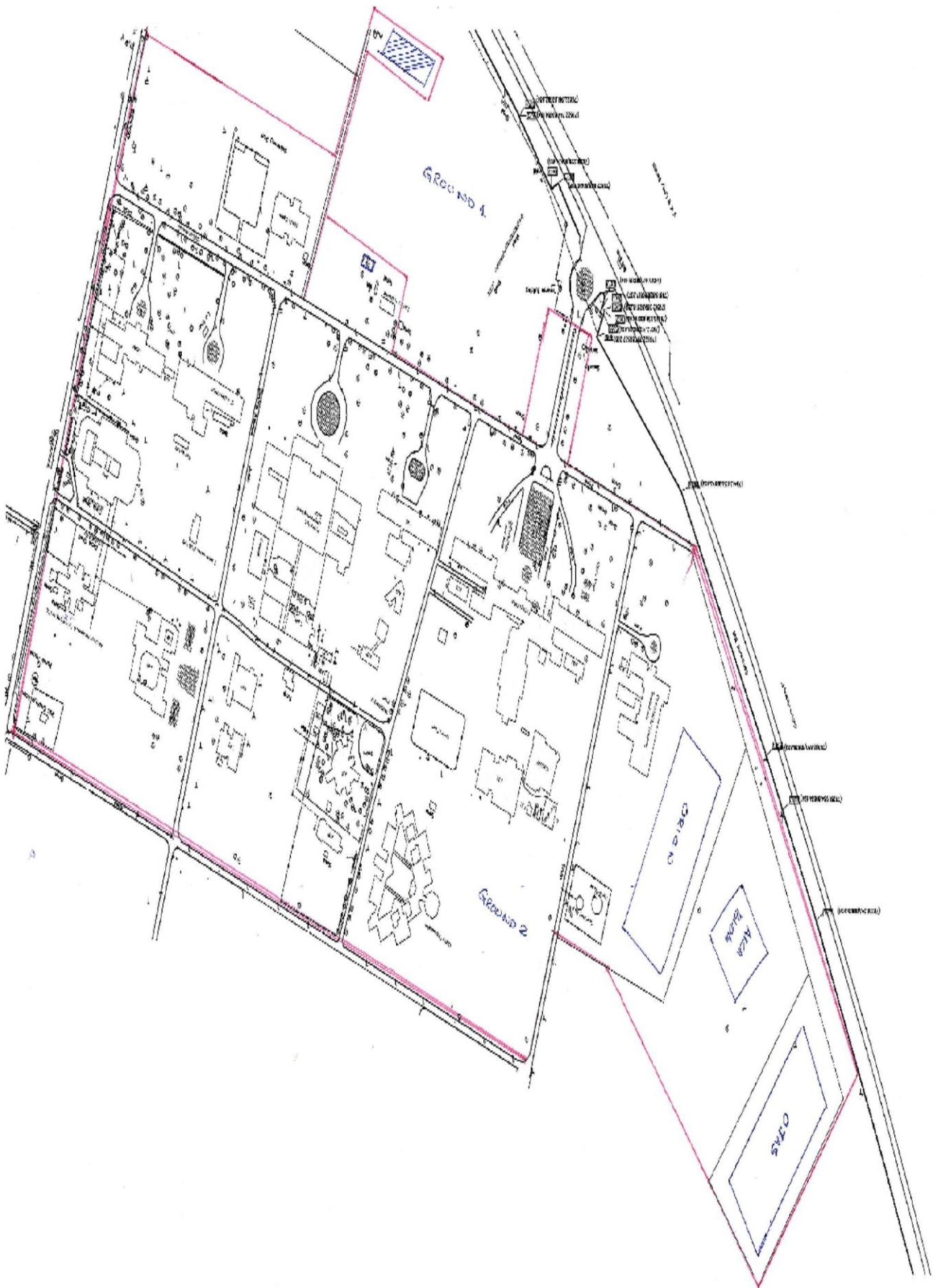
Signature(s) of Applicant (s) with seal

FORM – E
Equipment Details

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

| Minimum requirements of Machineries, Tools and fuels per Month in Institute Zone | | | |
|---|--|-------|-----|
| Sl.No | Name of the Equipment | Unit | Qty |
| 1 | Jet pump – Three Phase | Nos | 7 |
| 2 | Auto Floor Scrubber Machines | Nos | 7 |
| 3 | Grass cutting machine | Nos | 3 |
| 4 | Sewer line cleaning rod (Rotatable threaded 9" steel MS rod-40 mtrs length) | Nos | 1 |
| 5 | Vaccum Cleaner | Nos | 1 |
| 6 | Sprayer Brasso made - 10 Ltrs capacity (Mosquito and cockroach control) chemical will be supplied by EMD | Nos | 2 |
| 7 | Fogging machine for Mosquito control (Supplied by EMD) | Nos | 0 |
| 8 | Adjustable aluminium ladder – upto 10 mtrs Height | Nos | 1 |
| 9 | Crowbars | Nos | 3 |
| 10 | Spades | Nos | 3 |
| 11 | Rake | Nos | 6 |
| 12 | Billhook | Nos | 6 |
| 13 | Aluminium Bucket | Nos | 12 |
| 14 | Tricycle | Nos | 1 |
| 15 | Petrol for grass cutting machine & fogging machine (Sl.no: 3&7) *For petrol supply, payment will be given for the actual cost during execution. | Litre | 25 |
| 16 | The hiring of an E-Scooter bike with 145-150km ARAI certified range, minimum 3kW battery capacity with fast charging capability, 24x7 basis minimum requirement, etc. as required. (Make: Ather, OLA, and TVS) The vehicle for the supervision job of EMD staff) | Nos | 4 |

Signature(s) of Applicant (s) with seal





NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

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

FINANCIAL BID

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

**Tender Notification No.:
NITT/EMD/EE/CVL/TENDER/2022-23/020 dated: 20-10-2022**

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

| S.No. | Department/Building/Activity | Min. No. of Labours per day |
|--|---|-----------------------------|
| 1 | OJAS | 5 |
| 2 | Architecture Dept. Building, Chemical Engineering, CEESAT | 2 |
| 3 | Chemical Engineering Dept. (Main & Annex) | 2 |
| 4 | CEESAT | 1 |
| 5 | ORION | 6 |
| 6 | Main Office, Security Office | 4 |
| 7 | BARN Hall, A2, A11, A12, A13 Halls, EEE Auditorium | 2 |
| 8 | EEE, Estate Office, Auto Lab | 2 |
| 9 | Sports centre, Indoor stadium, SAC | 2 |
| 10 | Mechanical Engineering, Metallurgical and Materials Engineering | 2 |
| 11 | Production Dept. , workshop | 1 |
| 12 | Civil Engineering, Civil (Annex Building), swimming pool | 2 |
| 13 | IT–Centre | 1 |
| 14 | ICE, Lyceum, Shopping complex(rest room only) | 1 |
| 15 | Central Library | 5 |
| 16 | Director's Bungalow | 2 |
| 17 | REC School Building, Hospital | 5 |
| 18 | CSG& Twinnet | 1 |
| 19 | Third 'I' | 4 |
| 20 | SJB | 1 |
| 21 | MBA | 1 |
| 22 | CEDI(old library) | 2 |
| 23 | Lecture Hall | 4 |
| 24 | Golden Jubilee convention hall | 2 |
| 25 | Compost Yard | 4 |
| 26 | Training & Placement | 2 |
| 27 | De weeding and De Silting | 3 |
| 27 | Blockage Removal & terrace cleaning for all buildings. | 3 |
| 28 | Surrounding cleaning in NITT Institute campus. | 2 |
| 29 | Supervisor | 6 |
| Total requirement of manpower | | 79 |
| Additional manpower required for AC Maintenance | | 2 |
| Additional manpower is required for the Lecture Hall | | 1 |
| Part-time worker | | 19 |
| Total | | 102 |

Note:

1. Total manpower has to take care of not only toilet cleaning twice a day in the above buildings but also sweeping/mopping the floor, dusting furniture, cob web removal, carcasses removal in Main office, Deans chamber, CSG, Central Lecture Hall Complex, ORION, OJAS, Central Library building, IT Centre examination halls, Third 'i' & Hospital.
2. The strength of workforce is only indicative and the agency is required to assess the need by making site visit before submitting the tender. Up keeping of BARN Hall, EEE Gallery Hall, A2, A11, A12 & A13 Halls prior to any program than routine is also covered under item 01.
3. Up keeping of roads, surrounding clearance of the buildings to be carried out on all working days and on Saturdays by concerned workers.

Signature of Contractor with Seal

Annexure-1(b)

| Minimum Wages For Manpower | | |
|--|------------------------------|--------------------------------|
| (As per central Govt. Minimum Wages Act) | Unskilled worker (Rs) | Skilled Supervisor (Rs) |
| Rate of wages per day W.e.f 19.01.2017 | 437.00 | 579.00 |
| No of days | 26.00 | 26.00 |
| Basic Wages per month | 11,362.00 | 15,054.00 |
| Rate of V.D.A. Area wise per day W.e.f .01.10.2022 | 158.00 | 209.00 |
| V.D.A per month | 4,108.00 | 5,434.00 |
| (Basic wages+V.D.A) per month | 15,470.00 | 20,488.00 |
| EPF @ 13% w.e.f 01.04.2017 | 1,950.00 | 1,950.00 |
| ESI @ 3.25% | 502.78 | 665.86 |
| BONUS @ 8.33% | 1,288.65 | 1,706.65 |
| Total monthly wages | 19,211.43 | 24,810.51 |
| Total Number of Workers | 96.00 | 6.00 |
| Total Amount | 18,44,296.90 | 1,48,863.06 |
| Total manpower charges per month | 19,93,159.96 | |
| Total manpower charges per Year | 2,39,17,919.50 | |

Signature of Contractor with Seal

Annexure-1(c)

WEEKLY SCHEDULE

| TIMETABLE /PERIODICITY FOR VARIOUS ACTIVITIES UNDER ITEM 01 | | | | | | | | |
|---|---|---|------------------------------|---|---|--|-------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| S.No. | Area/Building | Sweeping of Roads, Drains, Surrounding, Common Areas (Once in a week in General & Daily in Specific Places) | De-weeding (Once in a Month) | De-Silting of Drains (Once in three Months) | Sweeping / Mopping Floor (Daily /Twice in a week) | Dusting of Furniture (Twice in a week) | Cobweb Removal | Removal of Sewer line Blockage/ Carcass |
| 1 | OJAS, Architecture & ORION | Daily except Arch. on Monday | 1st to 4th | Aug, Nov, Feb, May | Daily except Arch | Except Arch. | Once in fortnight | As and when required |
| 2 | Chemical Engg. Dept., with Annex, Main Office, Dean chambers, BARN, A Halls | Daily except for Chemical on Tuesday | 5th to 8th | Sep, Dec, Mar, Jun | Daily except Chem. | Except Chemical | Once in fortnight | As and when required |
| 3 | CEESAT, Golden Jubilee, EEE, Gallery Hall, Estate Office, GYM, T & P Building, Security Office. | Wed | 9th to 12th | Oct, Jan, Apr, July | NIL | NIL | Once in fortnight | As and when required |
| 4 | Mechanical, Civil, ICE, Silver Jubilee Building, New MBA Block | Thurs | 13th to 16th | Aug, Nov, Feb, May | NIL | NIL | Once in fortnight | As and when required |
| 5 | Lect. Halls, CSG, Twinnet, Third-I & IT Exam Hall | Daily except IT Exam hall on Saturday | 17th to 20th | Sep, Dec, Mar, Jun | Daily for LH & CSG twice a week at IT | Twice a Week | Once in fortnight | As and when required |
| 6 | Powder Metallurgical building, Automobile lab, Production Engg. Dept., MME Annexure Building and Civil Annexure Building, Workshop. | Friday | 21st to 25th | Oct, Jan, Apr, July | NIL | NIL | Once in fortnight | As and when required |
| 7 | LYCEUM, Central Library, Hospital | Daily | 26th to 30th | Aug, Nov, Feb, May | Daily except for LYCEUM | Except LYCEUM | Once in fortnight | As and when required |

Signature of Contractor with Seal

ANNEXURE-2

| List of Consumables in Institute zone per Month | | | | | |
|--|---|-------------|-----------------|---------------------------|--------------|
| S.No | Name of the material/consumables | Unit | Quantity | Basic Price / Unit | Total |
| 1 | Scented phenyl concentrated | Ltrs | 130 | | |
| 2 | SOAP Oil | Ltrs | 100 | | |
| 3 | Liquid toilet cleaner | Ltrs | 115 | | |
| 4 | Coconut brooms | Number | 50 | | |
| 5 | Hill brooms | Number | 50 | | |
| 6 | Cleaning powder | Kg | 50 | | |
| 7 | Urinal cubes | Number | 4300 | | |
| 8 | Toilet Freshner (50gm) | Number | 500 | | |
| 9 | Naphthalene balls white | Kg | 12 | | |
| 10 | Toilet brush (EWC& IWC) LCR Commode brush | Number | 40 | | |
| 11 | PVC Hand brush (scrubber) | Number | 40 | | |
| 12 | Mirror cleaner | Ltrs | 10 | | |
| 13 | Air freshener (500 ml) | Packs | 15 | | |
| 14 | Bleaching powder ISI | Kg | 30 | | |
| 15 | Mop with stick | Number | 30 | | |
| 16 | Checked cloth | Number | 30 | | |
| 17 | Yellow cloth | Number | 10 | | |
| 18 | Thatti malar | Number | 12 | | |
| 19 | Cob-web remover | Number | 6 | | |
| 20 | Floor Cleaner (500 ml) | Number | 30 | | |
| 21 | Jasmine Flavour Liquid | Ltrs | 4 | | |
| 22 | Antiseptic Disinfectant Liquid | Ltrs | 2 | | |
| 23 | Cleaning acid (Hydro chloric) | Ltrs | 30 | | |
| 24 | Hand glouse-Washable | Number | 80 | | |

*Note: - All the consumables should be either of Harpic, Domex, Reckitt, Sanifresh, or equivalent brands. For using the consumables get the prior approval.

NOTE:

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

Signature of contractor with seal

ANNXURE -3

| Cost of Machineries, Tools and fuels in Institute Zone. | | | | | |
|--|--|------------|-------------|-------------|---------------|
| Sl.No | Name of the Equipment | Qty | Unit | Rate | Amount |
| 1 | Jet pump – Three Phase | 7 | Nos | | |
| 2 | Auto Floor Scrubber Machines | 7 | Nos | | |
| 3 | Grass cutting machine | 3 | Nos | | |
| 4 | Sewer line cleaning rod (Rotatable threaded 9" steel MS rod-40 mtrs length) | 1 | Nos | | |
| 5 | Vacuum Cleaner | 1 | Nos | | |
| 6 | Sprayer Brasso made - 10 Ltrs capacity (Mosquito and cockroach control) chemical will be supplied by EMD | 2 | Nos | | |
| 7 | Fogging machine for Mosquito control (Supplied by EMD) | 0 | Nos | --- | --- |
| 8 | Adjustable aluminium ladder – upto 10 mtrs Height | 1 | Nos | | |
| 9 | Crowbars | 3 | Nos | | |
| 10 | Spades | 3 | Nos | | |
| 11 | Rake | 6 | Nos | | |
| 12 | Billhook | 6 | Nos | | |
| 13 | Aluminium Bucket | 12 | Nos | | |
| 14 | Tricycle (50 cft) | 1 | Nos | | |
| 15 | Petrol for grass cutting machine & fogging machine (Sl.no: 3&7) *For petrol supply, payment will be given for the actual cost during execution. | 25 | Litre | | |
| 16 | The hiring of an E-Scooter bike with 145-150km ARAI certified range, minimum 3kW battery capacity with fast charging capability, 24x7 basis minimum requirement, etc. as required. (Make: Ather, OLA, and TVS) The vehicle for the supervision job of EMD staff) | 4 | Nos | | |
| | Cost of machineries and tools per month | | | | |
| | Cost of machineries and tools per annum | | | | |

NOTE:

The quantities are only indicative and minimum required.

Signature of contractor with seal

Bill of Quantity

Tender Inviting Authority: The Director, NIT Tiruchirappalli

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

Tender Notification No: NITT/EMD/EE/CVL/TENDER/2022-23/020 dated: 20-10-2022

| | |
|----------------------|--|
| Bidder Name : | |
|----------------------|--|

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)
Quoted Rate is exclusive of GST

| Sl. No. | Item Description | QTY | Units | BASIC RATE PER UNIT In Figures To be entered by the Bidder (RS.) | TOTAL AMOUNT (RS.) | TOTAL AMOUNT In Words |
|---------|--|------|-------|---|--------------------|-----------------------|
| 1 | Housekeeping activities in the entire area of Institute Zone as marked in the enclosed layout by way of keeping the premises and surroundings clean and free from garbage, loose materials, cow dung, carcasses, plastics including de-weeding, de-silting etc. all as specified below and as per the instructions of Engineer in charge. The rate per month shall include all labours as per Central Govt. Minimum wages, statutory payment like ESI, PF, Bonus, taxes, duties, establishment and all other incidental charges etc., complete. As per weekly schedule & Minimum wages (Scope of Work Ref. page No.24) | | | | | |
| 1.1 | Cost of Manpower. [As per Annxure-1 (Ref. page No.35 & 36)] | 1.00 | Year | | | |

| Sl. No. | Item Description | QTY | Units | BASIC RATE PER UNIT In Figures To be entered by the Bidder (RS.) | TOTAL AMOUNT (RS.) | TOTAL AMOUNT In Words |
|---------|---|--------|-------|--|--------------------|-----------------------|
| 1.1.1 | Service Charge for Manpower Per Year (-----%) | 1.00 | Year | | | |
| 1.2 | Cost of Consumables [As per Annexure-2 (Ref. page No.38)] | 12.00 | Month | | | |
| 1.3 | Cost of machineries and tools. [As per Annexure-3 (Ref. page No.39)] | 12.00 | Month | | | |
| 2 | Transporting the garbage, horticulture waste, etc., collected from the surrounding/open space/common areas/dustbins within the identified layout by tractor having a capacity of a minimum of 200 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus with an average lead of 2-3 Kms. The rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste at the respective dust bin itself (disposing of collected non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., away from NITT premises is the sole responsibility of the contractor), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage. | 750.00 | TRIP | | | |

| Sl. No. | Item Description | QTY | Unit | BASIC RATE PER UNIT In Figures To be entered by the Bidder (RS.) | TOTAL AMOUNT (RS.) | TOTAL AMOUNT In Words |
|---------|--|-------|---------|--|--------------------|-----------------------|
| 3 | Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats ,Construction debris etc. up to 3 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. The rate for one trip of tractor load of 200 cft garbage. | 20.00 | TRIP | | | |
| 4 | Labour charges for spraying chemicals for Mosquito/cockroach control inside & outside of the Institutional buildings, Open areas, Manhole chambers, Gully traps, etc. and also for fogging operations in the entire area. All as directed by the Department. All the required chemicals, equipment, machinery, etc. will be provided by NITT at free of charge The payment will be made for the work done on the basis of a number of days, supported by a log sheet maintained jointly. | 70.00 | MANDAYS | | | |
| 5 | Dewatering the accumulated effluent completely from the septic tank by using contractor's vehicle & equipment's. Scope includes removing and re-fixing septic tank cover slabs back in position & disposal of effluent at the places as specified by the department. Rate includes all labour, materials, hire charges, fuel for vehicle & equipment etc. complete. Payment will be made for the quantity of 6000 liters effluent disposal per trip. | 5.00 | Trip | | | |

| Sl. No. | Item Description | Quantity | Units | BASIC RATE PER UNIT In Figures To be entered by the Bidder (RS.) | TOTAL AMOUNT (RS.) | TOTAL AMOUNT In Words |
|---------------------------|---|----------|-------|--|--------------------|-----------------------|
| 6 | Labour charges for post-constructional anti-termite treatment by diluting and injecting chemical emulsion with Chlorpyrifos/Lindane EC 20% with 1% concentration (will be supplied by NITT at free of cost), all as per standard specification. A) Along the external/ internal wall below concrete or masonry apron using chemical emulsion including drilling and plugging holes etc., or equivalent chemical. Required tools, cement & all material except chemical emulsion are under the contractor's scope. | 1500.00 | Rm | | | |
| 7 | 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. | 30.00 | Each | | | |
| 8 | Part-time workers to attend functions arranged by Departments/Faculties and Students | | | | | |
| 8.1 | Half a day (4Hrs) | 150.00 | Hours | | | |
| 8.2 | Additional Hours beyond (4hrs) | 75.00 | Hours | | | |
| 9 | JCB Hiring charges including all convenience diesel charges | 50.00 | Hours | | | |
| TOTAL AMOUNT (Rs.) | | | | | | |
| (RUPEES _____ | | | | | ONLY) | |

Note: The rate quoted is excluding GST.

Signature of the Contractor with Seal

(Annexure – I)

(For E-Tender)

PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)

**The Director,
National Institute of Technology,
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the tendering.

Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.

No. : _____

Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when refloated. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 3% of purchase value in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name :

Designation :

Contact Details :

Date with stamp & seal of organization:

Help Page to Web load the documents in E-Tender Portal for Cover Wise Uploading the Tender Documents AFTER LOGGING IN TO THE BIDDER'S LOGIN COVER WISE TO BE UPLOADED DOCUMENTS

| Cover Details, No. Of Covers - 3 | | | |
|----------------------------------|-------------------|---------------|--|
| Cover No | Cover | Document Type | Description |
| 1 | Fee | .pdf | Scan Copy of Demand Drafts (original) / Exception Certificate |
| | | .pdf | Bid Security Form (Annexure I) |
| 2 | PreQual/Technical | .pdf | Technical Bid and Tender Related Documents. |
| | | .pdf | Self-declaration by the firm that it has never been black-listed. |
| | | .pdf | Technical Check List (Pg. No. 7 and Relevant Documents). |
| | | .pdf | FORM A, B, C, D, E and Supporting Documents. |
| | | .pdf | Solvency Certificate, Letter of Transmittal and other Related Documents. |
| | | .pdf | Similar Work Experience Certificate and Work Orders. (The work order along with work completion certificate alone will be considered. In case of combined work order along with other works, the work value for Civil Work should be separately indicated from client department and that work value alone will be considered for evaluation.) |
| | | .pdf | Other Important Documents |
| 3 | Finance | .xls | BoQ (Duly filled in Price Bid Excel file) |
| | | .pdf | <u>PRICE BID</u> Duly filled Price bid along with Sign & Seal. (Incase of any discrepancy with the Excel file, This signed document shall be taken as final) |

OID Bid (Other Important Documents to be uploaded)

| Other Important Documents | | | |
|----------------------------------|---------------------------------------|--------------|--|
| S.No | Sub Category | Format/ File | Remarks |
| 1 | Permanent Account Number | .pdf | Scanned Copy of Original PAN CARD of the firm. |
| 2 | Registration Certificate | .pdf | Registration Certificate Details (Any firm registration Copy) |
| 3 | Bidders Address Format | .pdf | Bidder Complete Profile (To be provided by the bidder in their business letter head) |
| 4 | Provident Fund Certificate | .pdf | Certificate copy of Employees' Provident Fund Organization |
| 5 | Employees State Insurance Certificate | .pdf | Employees State Insurance Certificate |
| 6 | GST Registration Certificate | .pdf | GSTIN Registration certificate |