



**NATIONAL INSTITUTE OF TECHNOLOGY : TRICHIRAPPALLI**

**NOTICE INVITING TENDER**

**FINANCIAL-BID –COVER-I I**

**TENDER/NITT/EMD -No. : 2 / 2012-2013**

National of work : House Keeping Services in the Institute Zone at  
NIT campus, Trichy -15 - for the year 2012-2013.

Earnest Money Deposit : Rs.40,920 /-

Period : 12 Months

Cost of Tender Schedule : : Rs. 520/-

Last date and Time of Receipt  
of tender } : Date :15.02.2012 @ 3.00 PM

Date and Time of Opening  
Of Tender i/c Technical  
bid cover-1 } : Date :15.02.2012 @ 4.00 PM

Date and Time of Opening  
(Financial bid-Cover –II) } : Will be intimated later to the  
Qualified contractors.

The tender document consists of \_\_\_\_\_ ( 1 to 15 ) pages only)

DIRECTOR

Certified that the tender document down loaded is replica of the document  
Published by the NIT and no alteration addition have been made by me/us in the tender  
document.

Contractor



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## Additional condition

(in General CPWD details standard condition to be followed )

- 1) Every tenderer is expected before quoting his rates to inspect the building for which the service is to be rendered. The requirement of labour and materials should be assessed and no claim for extra payment at later date on account shall be entertained.
- 2) No part of the contract shall be sublet without written permission of The Director nor shall transfer the power of attorney, authorizing others to receive the payment on behalf contractors.
- 3) If further information is required, the Estate officer / Sanitary Inspector will furnish such information, but it must be clearly understood that tender must be received in order. And according to instruction.
- 4) The Director, NIT,Trichy reserves the right to reject any or all the tenders without assigning reason therefore.
- 5) The contractor should employ supervisor who have experience in this type of work.
- 6) The contractor should comply with the provision of all acts, statutes, rules ,regulation etc, of the central and state governments as the case may be and if necessary get himself duly register as required by the said acts, statutes rules ,regulation etc. He shall make necessary payment of wages as per acts, applicable for the work and keep necessary records for verification by the enforcing agencies.
- 7) Child Labour is strictly prohibited and if there is violation, then the contract will be terminated any time.
- 8) All the materials required for the work shall be arranged by the contractor.

- 9) Permits for workers and supervisor to the campus / building shall be obtained by the contractor from the concerned authorities photo passes shall be issued and no group passes shall be issued.
- 10) Necessary monthly bills should be submitted by the contractor after obtaining the signature from HODs
- 11) The contractor for work shall be liable to pay applicable tax(including Taxes on works contract to state Govt.) if any that may be levied by State or union Government. Any request contrary to this will be not be accepted.

**Minimum wages Act:**

The contractor shall responsible for payment of minimum wages, EPF, ESI, Bonus, workman compensation., as per relevant acts and rules .Necessary records shall be Kept in compliance of the same.

**Satisfaction of Statutory Requirement**

Income Tax clearance Certificate, “No due Certificate “  
for Service Tax , VAT, EPF, and ESI obtained from authorities concerned  
for last three years should be enclosed along with the Technical Bid.



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## **1. Nature / Scope Of Work/ Frequency Of Operation:**

- a) Sweeping / Mopping - The entire floor area in new lecture, new Library, Hospital - Daily Sweeping. IT center Exam halls - weekly two times.
- b) Cleaning of Toilet -Urinals, Washbasin in all dept. and hospital, lecture hall, new library, - two times in a day.
- c) Any blockage in water closet, urinals , washbasin, the contractor should clear the same.
- d) Cob web work – Hospital, New library, Lecture hall, Stair case, Corridor etc-twice in month
- e) Cleaning of Furniture – Main office, Hospital, New Library, Lecture hall etc –twice in week
- f) The contractor should produce the P.F statement for workers, for every month,( .remit the PF,ESI in separate Account in the name of NITT for each Employees
- g) The contractor should issue the ESI card to the workers.
- h) The contractor should remit the Excise tax separately for every year.

## **WORKING Conditions:-**

- a) The “House keeping service” is required to be carried out on all the days of month except Sundays.
- b) Sufficient men power is required to be provided to all buildings for the work
- c) Strict discipline must be observed by the workers.
- d) The labourers put in work must be provided with the proper uniform to distinguish them from other staff.

- e) The labourers and other staffs must be provided with identity card with the institute's approval.
- f) The supervisors under whom the labourers work, shall have to report daily to the Sanitary Inspector/ Estate officer and take instructions.
- g) No payment will be made for non-working days , proportionate reduction will be made if any item of work is not carried out or work is not carried out on any day due to any reason.
- h) The rate quoted shall be inclusive of service tax at present.
- i) The payment made after deducting necessary recoveries like Income Tax etc.

**Working Hours Follows**

Morning Session	:	8.00 am - 12.30pm
Lunch break	:	12.30 pm - 1.30pm
Afternoon session	:	1.30 pm - 4.30pm

**Service Materials And Tools**

- a) All the materials required for the work such as Brooms , Thattimalars , basket, Cob-web stick, mopping stick ,Cloth , Brushes, etc., will have to be provided by contractor.
- b) Disinfectants, Harpik, Lysol, Phenyl Naphthalene balls, etc. Required for Toilet cleaning, floor mopping ,will have to be provided by the contractor.
- c) The contractor should use, Jet pumping for cleaning work. And Techno Trally 3 nos

**STATUTORY.REQUIREMENT**

- a) The contractor is responsible for all as per statutory requirement as per state /central Government rules such as to implement the minimum wage Act. Workman compensation Act, EPF, ESI, BONUS Act .etc. And No additional payment shall be made by Institute on any account.
- b) The contractor should get labour license for the work from licensing authority of the Government if needed by paying necessary fees.
- c) The display board stating all details of the labour, working time, name of the labour officer at the site office of the work as per the labour act.

- d) The contractor should have First aid box with necessary medicines etc. He should make necessary arrangement including care taker for taking injured person to clinic /Hospital in the event of emergencies.

### **GENERAL**

- a) Work men should be vigilant while on work.
- b) Smoking in the institute permission 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 institute will not accept any responsibility if the work man is injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.

### **SPECIAL CONDITIONS**

- a) The house keeping contractor should execute an agreement in the non – judicial stamp – in cooperating the various terms and conditions.
- b) The building should be kept in spick and span conditions.
- c) Contractor should make his arrangements for all required materials used for cleaning. the required material should be deposited with the sanitary store in advance and got issued as per requirements.
- d) If the contractor performance is not satisfactory, the contract shall be terminated by giving one month's notice.
- e) 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.
- f) Attendance registers and the salary registers for the labours engaged per building and other registers required as per acts and rules may be verified by any official of NIT in the Building and Committee members / Sanitary inspector / EO / NITT or other enforcing agencies during their inspection.



- g) Payment to the labourers must be made before 10 (TENTH) of every month the bill should be submitted along with the EPF , ESI ,Service Tax receipt and pay roll of the labourer.(Service Tax to be paid every months, separate Account for NITT)
- h) A certificate must be obtained from the department concerned (As per the format enclosed) and produced along the bills. Required cleaning materials for succeeding month must be procured on the last week of proceeding month and deposited with the Sanitary inspector.
- i) The contractor should employ minimum 33 labourers and one supervisor for housekeeping work per day.
- j) The supervisor must be provided with the mobile phone and the mobile numbers must be given to the sanitary section / Estate officer.

The contractor must submit a report on Friday of every week giving details of weekly task performed in the following format. If Friday happens to be a holiday to the Institute the report shall be submitted next working day.

**Caution Deposit**

Caution Deposit of one lakh (including of EMD Amount) to be submitted immediately after receiving of work order.

**Weekly Reports of Tasks**

SINO	TASKS	Buildings/locations where carried out
1.	Cleaning of Toilet, Washbasin, Urinals etc	
2.	Dusting / wiping blinds	
3.	Cleaning of cob-webs	
4.	Mopping the floors of all rooms / halls etc	
5.	Cleaning of Door / Windows / Furniture	

The report shall be submitted in duplicate one copy to Estate officer /Sanitary inspector, another copy to the Committee member.

**SPECIMEN CERTIFICATE FOR HOUSE KEEPING SERVICE TO BE OBTAINED FROM ALL THE DEPTS FOR EVERY MONTH**

Certified that Sri / M/s .....has carried out the following works for  
 .....Department, during the month of -----

**Works to be Carried Out / Actually Carried Out Details:**

**Annexure – “A”**

SI No	Item of work	Frequency at which it is required to be carried out		Frequency at which actually carried out
1.	a) Sweeping and mopping/of entire floor area in all floors.	Daily	Hospital, lecture hall New library	
2.	Cleaning / wiping of furniture items and block board cleaning.	Daily	Hospital, lecture Hall	
3.	Cleaning of aluminum glazed doors / windows	Twice in a week	Hospital, lecture hall New library	
4.	Dusting / wiping blinds, cob web work	Twice In a week	Main office, Hospital library	
5.	Cleaning / washing of toilets (floors and walls up to dado height ) and sanitary Installations like wash basins, water closets etc with disinfectants and sprinkling phenyl on the floor	Twice In a day	All dept, Main office Hospital New library, lecture hall	

**General Remarks**

**Head of Department**

**List of Minimum Quantity of materials are to be Used Per Month In All Buildings**

<b>Sl. No</b>	<b>Materials</b>	<b>Quantity</b>
1.	Scented phenyl concentrated	50 Liters
2.	SOAP Oil	30 Liters
3.	Harpic liquid toilet cleaner (500 ml)	20 Liters
4.	Coconut brooms	20 Nos
5.	Hill brooms (400 gms )	15 Nos
6.	Vim cleaning powder	100 Kgs
7.	Urinal cubes , odonil	20 Packs,
8.	Naphthalene balls white (Big)	10 Kg
9.	Toilet brush (EWC)	20Nos
10.	Hand brush (IWC)	20 Nos
11.	Colin mirror cleaner (500 ml)	5 Nos
12.	Dettal	3Liters
13.	Air freshner (Floro , Odonil)	20 Packs
14.	Bleaching powder ISI	75 Kgs
15.	Mop with stick	30 Nos
16.	Checked cloth	50 Nos
17.	Yellow cloth	5 Nos
18.	Thatti malar	10Nos
19.	Cob-web remover	10 Nos
20.	Date basket	5Nos
21.	Lysol (500 ml)	10 Liters

The quantities are only indicative and the minimum required. Depending on the usage/ consumption, the actual quantity may be more than the above. The contractor has to procure and use materials as per actual requirements (ensuring the minimum specified above) and no extra shall be paid by Institution if more than the above are consumed.

No.	Name of buildings	Minimum No Of Labour To be Engaged Per Day
1.	Chemical , CEESAT , A-2 hall toilets	1
2.	Main office	1
3.	Civil , gallery hall toilets , EEE dept , EO office ,GYM, Security office	2
4.	Mechanical block IC building & IT bldg and Exam hall	2
5.	C.S.G building, ,Dean office	2
6.	Powder Metallurgical building, Auto lab , Production Engg. Dept	1
7.	New library	7
8.	S.J. building	1
9.	Hospital ,	4
10.	New lecturer hall complex	6
11.	School	1
12	New Architecture department building	1
13	Supervisor	<b>1</b>
14	Directors Bungalow	2
	<b>Total labours</b>	<b>33</b>

**PROFORMA ON ISO CERTIFICATION**  
**(OPTINAL)**

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

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

Signature of Applicant

**Details of : -Water closets / Urinals / Washbasins**

<b>Slno</b>	<b>Department</b>	<b>Water closets</b>	<b>Urinals</b>	<b>Washbasins</b>
<b>1</b>	<b>Main office</b>	<b>38</b>	<b>8</b>	<b>10</b>
<b>2</b>	<b>EEE</b>	<b>8</b>	<b>8</b>	<b>10</b>
<b>3</b>	<b>Mechanical</b>	<b>15</b>	<b>15</b>	<b>11</b>
<b>4</b>	<b>Auto Lab</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>5</b>	<b>Civil</b>	<b>11</b>	<b>6</b>	<b>7</b>
<b>6</b>	<b>GYM</b>	<b>9</b>	<b>3</b>	<b>4</b>
<b>7</b>	<b>Metall.</b>	<b>12</b>	<b>8</b>	<b>5</b>
<b>8</b>	<b>Security office</b>	<b>3</b>		<b>3</b>
<b>9</b>	<b>Old library</b>	<b>6</b>	<b>3</b>	<b>6</b>
<b>10</b>	<b>New library</b>	<b>30</b>	<b>32</b>	<b>52</b>
<b>11</b>	<b>New lecture hall complex</b>	<b>29</b>	<b>34</b>	<b>32</b>
<b>12</b>	<b>S.J.bldg</b>	<b>26</b>	<b>34</b>	<b>30</b>
<b>13</b>	<b>Work shop</b>	<b>9</b>	<b>12</b>	<b>5</b>
<b>14</b>	<b>ICE</b>	<b>16</b>	<b>12</b>	<b>13</b>
<b>15</b>	<b>IT –Center</b>	<b>32</b>	<b>39</b>	<b>45</b>
<b>16.</b>	<b>Chemical</b>	<b>5</b>	<b>2</b>	<b>10</b>
<b>17</b>	<b>CEESAT</b>	<b>15</b>	<b>12</b>	<b>6</b>
<b>18</b>	<b>Estate office</b>	<b>4</b>	<b>2</b>	<b>4</b>
<b>19</b>	<b>CSG</b>	<b>20</b>	<b>10</b>	<b>12</b>
<b>20</b>	<b>B.Arch</b>	<b>10</b>	<b>8</b>	<b>12</b>
<b>21</b>	<b>Production</b>	<b>8</b>	<b>11</b>	<b>10</b>
<b>22</b>	<b>Powder Mett. Dept</b>	<b>2</b>	<b>-</b>	<b>2</b>
<b>23.</b>	<b>Hospital</b>	<b>24</b>	<b>6</b>	<b>37</b>
	<b>Total</b>	<b>334</b>	<b>103</b>	<b>358</b>



**NATIONAL INSTITUTE OF TECHNOLOGY : TRICHIRAPPALLI - 620 015**  
**Tender schedule**

<b>Sln0</b>	<b>Description of work</b>	<b>Qty</b>	<b>Rate in Fig Words</b>	<b>Unit</b>	<b>Amount</b>
<b>01</b>	House keeping Viz. sweeping , Mopping of floors , cleaning of toilets with putting perfumed disinfected materials etc. including cob- web works, cleaning of all furniture , block boards , all door and windows as per the detailed items of works, location and frequency as given in the Annexure “ A” as per the all tender conditions and i/c all taxes as per direction of Engineering in charge	<b>12 months</b>		<b>One Month</b>	
	<b>Total</b>				

Contractor with seal

ESTATEOFFICER/TRICHY