

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15

Web: [www.nitt.edu](http://www.nitt.edu)

Phone: 0431 –250 3830

GSTIN/UIN NO: 33AATN5491Q1ZZ



## TENDER DOCUMENT (TECHNICAL BID)

<b>Name of work</b>	<b>: Man power supporting services for attending civil complaints (Masonry, Carpentry &amp; Plumbing) at NIT, Tiruchirappalli</b>
<b>Value of work</b>	<b>: Rs. 115.54 Lakh</b>
<b>Tender Enquiry No.</b>	<b>: NITT//EMD/EE/ AMC/Artisan/48(285)/2018 -19 Dated:15.11.2018</b>
<b>Period of Contract</b>	<b>: Twenty Four Months</b>

NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPALLI -620 015.  
Estate Maintenance Department

NOTICE INVITING TENDER

<b>01.</b>	Name of work	<b>Man power Supporting services for attending Civil complaints(Masonry, Carpentry &amp; Plumbing) at NIT, Tiruchirappalli</b>
<b>02.</b>	Estimated Cost	<b>Rs.1,15,54,000 /-</b>
<b>03.</b>	Earnest Money Deposit	<b>Rs.2,32,000 /-</b>
<b>04.</b>	Completion Time	<b>24 Months</b> (From the date of commencement of the work which will be reckoned from the date of handing over of site to the Contractor)
<b>05.</b>	Cost of Tender Document	<b>NIL</b>
<b>06.</b>	Last Date & Time for receipt of Tenders	<b>1500 Hrs. on 14.12.2018</b> (The Institute shall not be responsible for non-receipt or delayed receipt or postal delay or non-delivery of the tender etc.,)
<b>07.</b>	a) Date & Time of Tender Opening (Technical bid)	<b>1530 Hrs. on 14.12.2018</b>
	b) Opening of Price bid	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
<b>08.</b>	Date of Pre-Bid Meeting	<b>1100 Hrs. on 30.11.2018 at Estate Maintenance Department, NITT.</b>
<b>08.</b>	Address for submission of Tender	<b>The Director, National Institute of Technology, Tiruchirappalli - 620 015</b>
<b>09.</b>	Procedure for submission of Bid	Envelope 1: EMD Envelope 2: Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (i.e., This wrapper should contain Envelopes: 1,2 and 3) <u>Note</u> : Tender Number and opening date must be mentioned in all envelopes

Tender document contains **43** pages including Price Bid

Name of the Agency  
Submitting the tender

.....  
.....

**Check list to evaluate the capability of the tenderer:**

<b>Sl.No</b>	<b>Description / Requirement from the tenderer</b>	<b>Tenderer's response should be clear, firm, complete &amp; legible. If necessary, separate sheet shall be used.</b>	<b>Page No: ( Must be filled )</b>
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)	MSME/NSIC Registration No: Company Name & Address: Validity : Product for which registered:		
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited		
4	Details of Contract Registration with Govt. depts. Class and value (If available)		
5 (a)	Details of PAN		
5 (b)	Employees provident fund Registration:		
5 (c)	Employees State Insurance Registration:		
5 (d)	GST Registration:		
6	Copy of Income Tax Return for the last 5 years ending 03/2018		
7	Details of similar works (Technical manpower supply) executed with Govt. Depts. during last five years	Use separate sheet to furnish complete details	

**Note:** Self-Attested copy of relevant certificates for items 3-7 are to be enclosed.

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.



**NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI**

**NOTICE INVITING TENDER**

Tender Enquiry No.: NITT//EMD/EE/AMC/Arisan/48(285)/2018 -20 Dated: 15.11.2018

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Three cover system (Technical Bid and Financial bid) up to 3.00 p.m. on 14.12.2018** for the following work:

Name of work	EMD	Period
Man power Supporting services for attending Civil complaints (Masonry, Carpentry & Plumbing) at NIT,	Rs.1,15,54,000 /-	Twenty Four Months*

⊗ **After the award of work, Contract shall be under trail for the first three months and extendable further nine more months on satisfactory performance and later for twelve more months subject to periodical review.**

**1. Eligibility criteria :-**

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

Experience of having successfully completed similar supporting services civil related works during the last 5 (five) years ending 31-03-2018 that should be either of the following:

- a. Three similar works (at least one of them should be for Central / State Government/Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 46.00 Lakhs.  
OR
- b. Two similar works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs.58.00 Lakhs.  
OR
- c. One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) costing not less than Rs. 93.00 Lakhs.

“Similar works” under this clause means deployment of experienced technical personnel under Masonry, Carpentry & Plumbing trade with helpers to carry out civil related complaints / works to educational buildings, institutional buildings, commercial buildings, public buildings, hostels and staff quarters . Necessary documentary proof like completion certificates in case of works carried out for Government Departments 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.

- ii) Should have an average annual financial turnover of Rs. 93.00 lakhs during the last three years ending 31.03.2018.
- iii) Should not have incurred any loss in more than two years during the last three years ending 31.03.2018

- iv) Should have a solvency of Rs. 17.00 lakhs from any Nationalized / Scheduled bank.
  - v) Separate Registration code No. for ESI, EPF and PAN on contractor's name / firm
  - vi) Contractor has to submit live Agency/Company Registration certificate.
  - vii) Contractor has to submit Labour license (renewal / current).
2. The tenders should be accompanied by a crossed Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli and payable at Trichy for Rs. 2,32,000/- (Rupees Two lakh Thirty Two Thousand Only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidder, the same will be returned on deposit of 50% of the security deposit (as per clause 35) before commencement of work. NSIC/MSME registered contractors are exempted from EMD payment provided certificates must be clearly indicating the validity, nature of work (Artisan supply) and the work value which should be higher than estimated cost, failing which tender shall be rejected reasoning 'EMD not deposited'.
  3. Tender documents received without EMD/ NSIC/MSME shall be summarily rejected.
  4. Completed Qualification Documents and Tenders received in time will be opened at 03:30 p.m. on 14.12.2018 at Stores & Purchase Section of Administrative Building, NIT, Tiruchirappalli in the presence of Tenderers or their authorized representatives by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.
  5. **Submission of Tender**
  6. **The Tender should be submitted in three envelopes as detailed below:-**

**Cover 1 – Superscribed as “DD towards EMD FOR Supporting services for attending civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli”.**

This shall contain the following:-

- a) The demand draft against EMD or NSIC or MSME as stated in Sl. No. 1 above.

**Cover 2 - Superscribed as “TENDER - TECHNICAL BID FOR Supporting services for attending civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli”.**

This shall contain various filled in formats detailing experience on similar work; completion certificates etc., as indicated at Letter of Transmittal and 'FORMS A to E', financial status etc., as detailed in the enclosed documents.

**Cover 3 - Superscribed as FINANCIAL BID RENDERING supporting services for attending civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli”.** This shall contain the Bill of Quantity with rate indicated for all items, Service charges quoted by the bidder in percentage & related absolute value up to two decimals. Labour rate quoted shall be in accordance to the Minimum Wages Act 2017 and with revised VDA applicable as on 01/10/2018 including statutory payments.

**Master cover:**

**All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover super scribing: “Tender -Supporting services for attending Civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli”**

This shall contain various filled in formats detailing experience on similar work; completion certificates etc., as indicated Letter of Transmittal and forms A- E financial status etc. as detailed in the enclosed documents.

7. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
8. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
9. After award of the contract, if performance of the selected contractor is not found to be satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving due 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.
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. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re- enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.



NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPALLI -620 015.

Estate Maintenance Department

**INSTRUCTION TO TENDERERS**

- 1) Time is the essence of the contract. This being a maintenance service contract, the contractor should engage only competent skilled / semi-skilled / unskilled personnel of required trade to attend to the complaints efficiently and in time to the satisfaction of the department.
- 2) Even though the overall completion period is indicated as **Twenty Four months**, the work shall be completed progressively against individual complaint and handed over to the user.
- 3) The tenderers are advised to visit NITT and get themselves acquainted with the site conditions before submitting the offer.
- 4) Tender is for deployment of labour under various trade indicated that includes adequate tools required for carrying out the day to day activity towards completion of individual complaint.
- 5) Quoted service charge shall remain valid for a period of 90 days from the date of tender opening for the release of work order and will be firm throughout the contract period of **Twenty Four Months** or till completion of work, once awarded.
- 6) The service charge offered shall provide for the complete cost towards tools, tackles, uniform & ID for labours, levies, any other duties & taxes, transport, supervision, establishment, revenue expenses, overheads, profits & all other incidentals etc., complete. The service charges shall also include all royalties, Octroi duties, Central or Provincial Excise Tax, and other taxes leviable under the State or Central Government rules. GST shall be quoted in the format given with bill of quantities to arrive total cost of contract.
- 7) The service charges quoted shall be deemed to be inclusive of all such contingencies other than GST.
- 8) The work shall be carried out as per allotment then and there, BIS/CPWD specifications, and standard code of practice and as per the instructions of Engineer-in-charge. The brief description of items of work is given in the bill of quantities. **Tenderer has to quote single service charge in percentage up to two decimals & related absolute value taking into account the labour rate working sheet on minimum wages as on 01.10.2018 including statutory payments & other charges provided in the Financial Bid.**
- 9) The contractor has to furnish the security deposit, as per the Clause indicated elsewhere in this document, if the work is awarded. Further the contractor has to furnish 50 % of security deposit before signing of agreement and commencement of work. {Refer Clause 35 (III)}
- 10) Since the responsibility for the quality, workmanship and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no repeat or unacceptable work is done and if so, this may attract non-payment of equivalent wages at the discretion of NITT.
- 11) The decision of Engineer-in-charge shall be final and binding on the contractor regarding clarification of items in this tender schedule.
- 12) The contractor shall strictly adhere to various labour laws in force.
- 13) To safeguard the persons working at height in roof, wall etc., sufficient number of Industrial Safety nets shall be provided at tenderer's cost in appropriate level and locations. The working hand including Supervisors / Engineers should wear the personal protective items and safety measures such as helmets, safety belts, rain coats, shoes, etc., before entering into working place.

- 14) The tenderer has to deploy adequate labour of required categories such as Unskilled, Skilled, Mason, Carpenter, Plumber, Fitter, Technically experienced, etc. so as to execute the works simultaneously in all areas of work.
- 15) NITT shall inform category wise additional labourers as in the Bill of Quantities to the representative of the agency at NITT in advance of two days of physical requirement and contractor has to supply the manpower accordingly without fail.
- 16) The contractor shall follow norms of NITT security system for movement of men & tools within the complex.
- 17) All the works shall be executed as per the standard specifications as provided in CPWD / BIS.
- 18) All safety measures are to be followed during execution of work. Sufficient care shall be taken by the contractor during excavation to avoid damages to the buried pipe lines, cables and other infrastructure if any etc. Damages caused if any shall be rectified at contractor's risk and cost.
- 19) The contractor should extend fullest co-operation with the third party agencies engaged, if any by NITT, to adhere the Quality Control Procedures ensuring quality.
- 20) The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
- 21) Tenderers are requested to furnish "A to E" formats attached as separate sheet.
- 22) No advance / mobilization advance will be given.
- 23) NITT reserves its right to reject a tender due to unsatisfactory past performance in the execution of a contract awarded against a different Tender.
- 24) The tenderer has to ensure payment of Minimum Wages as per Central rules and Minimum Wages as applicable under law from time to time.
- 25) Also the labourers shall be paid a minimum bonus which shall be 8.33% as per the payment of Bonus Act 1965 for the total wages paid and the bonus shall be paid to the workers on monthly basis.
- 26) The Contractor shall have to remit EPF & ESI contributions at the rates applicable under law to the authorities concerned for the total wages paid / abide by BOCW Act / Coverage in Group Insurance Scheme / All Risk Policy.
- 27) Tenders received after the due date and time of opening, will not be accepted.
- 28) The contractor's responsibility under this contract shall commence from the date of receipt of the LOI by the tenderer. The scheduled period of completion for this work is as mentioned in page No. 01 and the Contractor will have to plan his work accordingly.
- 29) Since this being a supporting service contract by way of deploying required manpower, does not carry any maintenance period.
- 30) Any deviation to this tender, terms & conditions and schedules of this tender will cause total rejection of the offer submitted.
- 31) Incomplete offers will become liable for rejection.
- 32) Tender addressed to **THE DIRECTOR, NIT**, Tiruchirappalli-620 015 will be received up to 15.00 Hrs of 14.12.2018 **at the office of the Registrar** as per the schedule of tender notice and will be opened at 15.30 Hrs in the presence of those who may choose to attend the tender opening.
- 33) Tender submitted by post should be sent superscripting "**Register Post with Acknowledgement Due**". These should be posted with due allowance for any postal delay. Tender received after due date and time of opening tenders, will be rejected and NIT, Trichy will not be responsible for any postal delay.

34) **Earnest Money Deposit:**

Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him. Shall also be furnished in the form of Pay Order or Demand Draft in favour of The Director, NIT Tiruchirappalli. EMD in any other form will not be accepted. The rate of earnest money deposit shall be as 2% of the estimated cost.

EMD by the Tenderer will be forfeited if:-

- a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- b) The tenderer does not commence the work within the period as per LOI / Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract.
- c) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- d) EMD shall not carry any interest.

35) **Security Deposit**

- I. Security Deposit should be collected from the successful tenderer. 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.

The security Deposit should be collected before start of the work from the contractor.

- II. Only Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli and payable at SBI Branch at NITT is accepted towards Security Deposit.
- III. 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.
- IV. The security deposit shall not carry any interest.
- V. Unless the contractor whose tender is accepted signs the Contract Agreements and makes the necessary security deposit within seven 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.

- 36) 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.
- 37) 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.
- 38) The expenses for completing and stamping the agreement shall be paid by the contractor.
- 39) AMC regulating committee is the authority vested to decide on negotiation if required in case of the service charge quoted by the contractor is abnormal.
- 40) 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.
- 41) All entries in the tender documents should be in one ink. Erasers and over writings are not permitted. All cancellations and insertions should be duly attested by the tenderer concerned.
- 42) 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 there to, before submitting their tender.

- 43) Tenders not submitted in the prescribed form, Conditional, Unwitnessed tenders, Tender containing absurd rates and amounts, Tenders which are incomplete or otherwise shall be considered as defective. Also, Tenders not in accordance with the tender conditions laid down and Tenders submitted with irrelevant/unclear documents are liable to be rejected.
- 44) This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
- 45) The tenderers are advised to go through the condition stipulated in Tender document & code of conduct for safety of contract labourers in detail. Any violation thereof will invite punitive action being taken against them. While quoting the rate all the above factors are to be taken into account.
- 46) **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 Estate Officer / 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.

- 47) **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 tenderer 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 tenderer 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 tenderer, NITT will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalisation of the subject tender irrespective of the status of the subject tenderer in that tender. Such tenderers 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.

48) **RECOVERY FROM CONTRACTOR:-**

Deployment of lesser labour/er than specified strength from each category (USW / SSW /SW) will attract a recovery of the day's entitled wage including VDA,PF,ESIC,Bonus etc., other than loss of pay from attendance.

Penalty for Non- supply of additional workers in time (within 48 Hours of intimation) required to be supplied by the contractor on demand basis will be levied at twice the entitled payment to each category wise unsupplied worker in the corresponding month and same shall be deducted from the monthly running bill payable to the contractor.

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with NITT or from his Security Deposit or he shall pay the claim on demand

**SECTION-I**  
**GENERAL CONDITIONS OF**  
**CONTRACT**

1. The work has to be carried out in NIT campus, Tiruchirappalli.
2. The scope of work inter alia includes the following wherever needed.

Providing support services for Civil Engineering Maintenance works by deploying specified number of skilled Mason, Carpenter and Plumber with equivalent unskilled workers to work as a pair in attending to the complaints assigned to them on day to day basis at Quarters / Institute / Hostel zones of NITT.

Required tools and tackles including bicycle for movement of workers for day to day works will have to be arranged by the contractor. Non-performance by the worker either for want of tool or for any other reasons on any day or inadequate outturn in completing the assigned task by the worker will attract appropriate cut in the payment at the discretion of NITT.

3. Scope:

Mason with helper to attend to the masonry nature of complaints such as attending to patch works, wall / floor cracks, fixing of joineries, plastering, brick work, repairs to storm water drain, approach / cover slabs all related to maintenance nature of masonry.

Carpenter with helper to attend to the carpentry nature of complaints such as repairing and replacing doors/ windows/ cupboards, furniture & fittings, lock, tower bolt, al drop, hinges, door closure, stopper, floor spring, glass panes, aluminium door / window / partly glazed partly panelled partition, false ceiling all related to maintenance nature of carpentry.

Plumber with helper to attend to the plumbing nature of complaints such as tap leak, line burst, repair / replacement of worn out fittings, pipe line and fittings, special fixtures like health faucet, flushing cistern, flush cock, float valve control valves, no water supply complaint, waste water / sewage disposal system all related to maintenance nature of plumbing.

**The contractor is solely responsible for payment of compensation if any against medical attention/injury/loss of life etc., of the person engaged by them while carrying out the day to day works and NITT will have no any liability in this regard. NITT/Executing authorities are in no way liable/responsible for untowards caused to the workers at work site as above due to carelessness or improper safety precautions etc.,**

4. Any damage or loss caused to company's property due to negligence of the contract worker shall be recovered from the contractor's bills.
5. The contractor should ensure strict discipline in the campus. In case the contractor or his labours are involved in any theft or undisciplined activity, the cost of the material and suitable penalty as decided by NITT shall be recovered from the contractor's bill and the contract is also liable for termination.
6. NITT will carry out the services through alternate source in case of failure to provide adequate support service in attending to the complaints by this agency. The excess cost so incurred including the administrative charges will be recovered from the contractor's bills.
7. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.
8. The bidders are cautioned that furnishing of incomplete / ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
9. 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.

10. Conditional tender, late tenders, tenders containing prima-facie absurd rates, tenders which are in complete or otherwise considered defective, tenders not in accordance with the tender conditions therein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
11. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1980 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. **EPF /ESIC etc., shall be applicable to the additional labourers engagable by the agency on demand basis also.**
12. The successful tenderer / Contractor shall observe all safety regulations and take necessary safety precaution as called for and Safety Precautions enclosed herewith.
13. In all matters of dispute, the decision of the Director, National Institute of Technology, Tiruchirappalli -620 015 shall be final and binding on the tenderer / contractor.
14. Engineer in charge / Civil or his duly authorized representative shall have all reasonable times access to Contractor's premises of work and shall have the power at all the reasonable times to inspect and test any portion of the work and workmanship
15. The Contractor shall closely scrutinize all the drawings issued in connection with the work by this organization and bring to the notice of the Engineer-in-charge if any discrepancies, omissions in the drawings before undertaking the actual work pertaining thereto.
16. The contractor should submit weekly progress report for the work completed by the workmen engaged under this contract along with acceptance by the respective user / department confirming the work done.
17. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
18. All personal protective equipment conform with standard specification and Contractor including their agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measurers. Any violation thereof will invite punitive action being taken against them. Also contractors with frequent violations of safety regulations will not be entrusted with further work in this organization.

## **TERMS AND CONDITIONS REGARDING COMPLIANCE WITH VARIOUS LABOUR LAWS BY THE CONTRACTORS FOR NITT**

1. The Contractor shall not employ in connection with the work any person who has not completed 18 years of age.
2. The Contractor shall in respect of labour employed by him either directly or through subcontractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.
  - a) The Contract Labour (Regulation & Abolition) Act 1970
  - b) The Minimum Wages Act 1948 and related Central Rules.
  - c) The Payment of Wages Act 1936 and related Central Rules.
  - d) The Employee's Provident Fund & Miscellaneous Provisions Act 1952.
  - e) The Employees State Insurance Act 1948.
  - f) The Workmen Compensation Act 1923.
  - g) The Industrial Disputes Act 1947.
  - h) The payment of bonus act 1965
  - i) Minimum Wages Act 2017 and VDA revisions thereon.and any other law or modifications to the above or to the Rules made thereunder from time to time.
3. The Contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be). The license shall be amended and / or renewed wherever, there is an increase in the workmen employed by him or in the event of contract being extended or renewed. The Contractor shall inform the license number to the NITT Management before taking up the work.
4. The Contractor (Licensed or unlicensed) shall promptly furnish every information and document required by NITT authorities for the purpose of fulfilling their obligations as Principal Employer and shall render all necessary assistance for the same.

## **WAGES**

5. The Contractor shall pay wages to the workmen employed by him at the rate which shall not be less than the minimum wages applicable under Law from time to time.
6. The Contractor shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month.
7. The contractor is required to release monthly wages to the workforce on or before 7<sup>th</sup> of successive month by NEFT to the respective individual bank account and the copy of the same shall have to be submitted to NITT. A fine of Rs. 2000/- per day delay will be recovered in the bills due to the agency.
8. Where the employment of any worker is terminated by or on behalf of the Contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
9. Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency in both.

## **CONTRACTOR**

**REGISTERS & RECORDS:-**

10. The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

**POST TECHNICAL AUDIT OF WORK AND BILLS:-**

11. NITT reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. Such recovery shall be enforced any time even after passing the final bill.

**SUBMISSION OF BILLS BY CONTRACTOR:-**

12. The Contractor at the end of each month shall submit a bill in duplicate, if required, detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the EE / EMD separately details of his claims for the work done by him up to and including the previous month which are not covered by his contract agreement in any of the following respects:
- a) Deviation from the items provided in the contract documents.
  - b) Extra items / new items of work.

**PAYMENT OF BILLS:-**

13. All payments to be made to the Contractor, under this contract shall be by NEFT or RTGS within a reasonable time, after the certification of bills by the execution department.

**CANCELLATION OF CONTRACT FOR CORRUPT ACTS:-**

14. NITT, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to NITT cancel the contract in any of the following cases and the Contractor shall be liable to make payment to NITT for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default,

If the Contractor shall:-

- a) Offer or give or agree to give to any person in NITT service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for NITT service,  
OR
- b) Enter in to a contract with NITT in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to NITT.  
OR
- c) Obtain a contract with NITT as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to NITT.

**CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-  
LETTING OF CONTRACT:-**

15. NITT, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to NITT shall cancel the contract in any of the following cases:

If the Contractor,

(a) Being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any

Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

OR

(b) Being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

OR

(c) Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the NITT.

(d) Whenever NITT exercise the authority to cancel the contract under this conditions, NITT may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by Engineer in charge which is final and conclusive) being less than the contract cost, the advantage shall accrue to the NITT and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by Estate Maintenance Dept. or the same shall be recovered from the Contractor by other means.

(e) In case the NITT carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the NITT with an addition of such percentage to cover superintendence and establishment charges as may be decided by Estate Maintenance Dept., whose decision shall be final and conclusive.

**CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'S DEFAULT:**

16. If the Contractor:

(a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from Engineer in charge or his authorised representative

(b) fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder

(c) NITT may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to NITT, CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever 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 (as certified by Engineer in charge, which is final and conclusive) being less than the contract cost, the advantage shall accrue to the NITT. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by Estate Maintenance Dept. or the same shall be recovered from the Contractor by other means. In case the NITT carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the NITT with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the Engineer in charge, whose decision shall be final and conclusive.

**TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-**

17. Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, NITT shall have the option of terminating the contract without compensation to the Contractor.

**SPECIAL POWER TO TERMINATION:-**

18. If at any time after the award of contract, NITT shall for any reason whatsoever not require whole or any part of the work to be carried out the Engineer in charge shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

**LABOUR:-**

19. The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Acts 1923, 2017 or any other Act or enactment, relating thereto and rules framed, thereunder from time to time.

**PRECAUTIONS AGAINST RISK:-**

20. The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
23. **Rate for additional item / substituted item:**

This will be as per the rate analysis based on the market rate for material and labour prevailing at the time of execution at place of work as ascertained by Engineer in charge raised to the overall tender percentage at which the work was awarded to cover overheads / establishment/ profit.

24. **Corrigendum / Amendment:**

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

## SECTION – II

### INFORMATION AND INSTRUCTION ON TECHNICAL BID

#### 1. General

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

The following documents should be enclosed:

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

### **3. Method of Application**

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

### **4 Final Decision Making Authority**

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

### **5. Particulars – Provisional**

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

### **6. Site Visit**

The applicant is advised to visit NITT campus 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 (**Mobile : 9489066204**).

7. The applicant should own required tools & tackles for proper and timely execution of the work. Else, he should certify that he would be able to manage the tools & tackles by hiring etc.
- 7.1 The applicant should have sufficient number of employees for proper execution of contract. The applicant should submit a list of his employees with their age (Not more than 50 years) and trade s t a i n g 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 Project Manager or equivalent with official seal and contact details.

### **7.3 Evaluation by Scoring**

7.3.1 The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by scoring method based on the details submitted by them.

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

The final selection of the contractor will be based on the lowest percentage towards service charges quoted among the qualified bidder taking into account the combination of all the trade and the respective rate indicated therein leading to the ultimate value for 24 months. The tender will be considered as a whole and hence overall lowest value will be the lowest tenderer. Quoting single percentage as service charges for all the items is mandatory and partial offer will be treated incomplete tender and rejected.

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

(a) Financial strength (Form - A)	Maximum 30 Marks
(b) Experience in similar nature of work during last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - C)	Maximum 20 Marks
(d) Personnel and Establishment (Form - D)	Maximum 10 Marks
(e) Tools & Tackles (Form -E)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 60% (Sixty percent) marks in aggregate. For qualification norms, refer pages 34 & 35 of tender document. The Director, NITT reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

7.3.4 Even though an agency may satisfy the above requirements, they would be liable for disqualification if they have:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Records showing mere receipt of work order, poor performance, abandoning work, not properly completing the contract, not meeting the statutory requirement, or financial failures / weaknesses, terminated in the middle of the contract period etc.

## **8.0 Financial Information**

The applicant should furnish the annual financial statement for the last 5 years in Form – A.

## **9.0 Experience in Similar Works**

9.1 The applicant should furnish the list of *all* works of similar nature successfully completed during last 5 years and works currently under in progress in Form – B. Such Particulars duly authenticated / certified by an officer not below the rank of Executive Engineer /Project Manager/ equivalent should be furnished separately for each work with official seal and contact details.

## **10.0 Organizational Information**

Applicant is 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

## **11.0 Tools & Tackles**

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

## **12.0 Tender Submission and Decision**

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 such qualified tenderers will be intimated. Price bids shall be opened on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to present.

**SECTION – III**  
**ADDITIONAL**  
**CONDITIONS**

- 1) Every tenderer is expected to inspect NITT campus for which the service is to be rendered before quoting service charges. The requirement of experienced labour under respective trade and required tools & tackles for the nature of work in general should be assessed and no claim for extra payment at a later date on that account shall be entertained.  
Without written permission of EO, EMD, NITT, no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractors behalf.
- 2) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 3) The contractor should employ workers who have experience in civil maintenance work.
- 4) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 5) Permits for workers to the campus / building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
- 6) Necessary monthly bills should be submitted by the contractor on or before tenth of subsequent month by fulfilling all formalities attaching copy of statutory remittances.
- 7) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
- 8) The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc., and ensure that there are no adverse effect on the ecology, particularly on flora and fauna of the campus.
- 9) The contractor should maintain an attendance register and the same should be certified by the nominated officials from NIT and hand over a copy to The EE, EMD, and NITT on the next working day and it should be followed throughout the year.
- 10) The contractor should pay the labour wages on or before 7<sup>th</sup> of the successive month and delay / failure will attract a fine of minimum Rs.2000/- per day delayed.
- 11) The contractor shall collect completion certificate for the work done from the respective Department which is to be handed over to EMD latest the next day of completion
- 12) The contractor shall submit a copy of the EPF/ESI/bonus/ insurance documents along with each running account bill. Monthly bill will not be processed unless the above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
- 13) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 14) Minimum wages as per the Central Government norms shall have to be disposed.
- 15) Rate per each trade worker is indicated in Rupees. The contractor is required to quote a single average percentage towards service charges and equivalent absolute value against item 7 and fill up the total contract value that will decide the lowest competitor. In case of any difference in the quoted value viz. in figures and words, the lower of the two will be taken as the service charges.

- 16) The quoted service charge should be inclusive of all taxes and duties levied or to be levied both by Central and State Government Statutory / regulatory authorities from time to time except Service Tax. NITT will not entertain any claim whatsoever in this regards. However NITT will reimburse only service tax paid by the agency on submission of documentary evidence for having paid so with respect to this work.
- 17) If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of EE, ESTATE MAINTENANCE DEPT. the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
- 18) Number of workers under each trade shown in the Bill of Quantity under Financial bid are approximate and are liable for variation without entitling the contractor any compensation but for the prevailing wages, related statutory remittances & quoted service charges provided the total value of the contract does not vary by more than 30% (thirty percent).
- 19) The contractor is required to quote service charges as a common single percentage and MINUS or AT PAR percentage will be summarily rejected. Filled in total contract value for 24 months in the financial bid of the tender will remain valid for a period of three months from the date of opening Financial Bid. Once the contract is awarded after acceptance of tender, the service charges as accepted by NITT shall be valid for billing till the contract period is completed and final bill is paid. However the contractor is eligible for any increase in minimum wages by the Govt. and related statutory remittances like ESI, PF& Bonus during the currency of the contract along with the accepted service charges.

**Nature / Scope of Work/ Frequency of Operation:**

- a) The scope of work is well defined in the bill of quantities under financial bid where the agency is required to quote only a single service charge in percentage considering rates indicated for various items.
- b) The scope of work also includes deployment of additional manpower on any day within 48 hours (irrespective of holidays fall in-between) prior notice apart from the regular strength to take care of Institute's requirement for any specific programme. The contractor will be paid towards these additional manpower as per wages and related statutory payments indicated in the tender or prevailing then plus the service charges quoted by the bidder and accepted by NITT.
- c) The scope shall cover any other service / work that might arise depending upon contingency
- d) The contractor should produce the P.F. return for all workers, every six months.
- e) The contractor should produce ESI, EPF, Bonus remittance challans and aquittance roll of of all workers including additional workers on demand basis pertains to previous month along with monthly running bill to process the current month bill.

**Working Conditions:**

1. The contract is normally required to be carried out on all days except Sundays & declared holidays. However if situation warrants, has to carry out works on holidays also.
2. The labourers put in work must be provided with the proper uniform & identity card to distinguish them from other staff.
3. No payment will be made for a non-working day. Proportionate recovery will be made if any identified work is not completed in time or work is not carried out on any day due to any other reason beyond the control of NITT.
4. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.

**Normal Working Hours (all days):**

Normal working hours is 9.00 am - 6.00 pm (with one hour lunch break) and for extended hours if required by NITT for specific purpose.

**Service Tools :**

- a) All tools & tackles including machineries and ladders upto the height of 10 mtrs for the works related to masonry, carpentry & plumbing maintenance nature are under the scope of the contractor.

**Statutory Requirement:**

- 1) The contractor should get labour license for the work from licensing authority of the Government by paying necessary fees.

**General:**

- a) Work men should be vigilant while on work.
- b) Smoking in the institute premise is strictly prohibited.
- c) Workers must be free from influence of alcohol.
- d) Workers must be physically and mentally fit for work.
- e) Workers should avoid causing damage to the Institute property
- f) The NIT, Tiruchirappalli Administration will not accept any responsibility if the work man is injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.

**Special Conditions:**

- 1) The contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- 2) If the contractor performance is not satisfactory, the contract will be terminated by giving due notice.
- 3) The contractor shall recoup NITT the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
- 4) Attendance registers and the salary registers for the labours engaged and other registers required as per acts and rules and the same may be verified by the Committee Members and Institute Administration, NIT Tiruchirappalli or other enforcing agencies during their inspection.
- 5) NITT will not be liable for any medical attention, injury / loss of life of the person engaged by the contractor.
- 6) The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 18.
- 7) In case of any lapse in services, quality standards or any standing instruction, the contractor shall be penalized accordingly.
- 8) The service charges quoted should be exclusive of service tax but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
- 9) The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice.

- 10) The contract period will be under trial for the first 3 months and upon continuous satisfactory performance will be extended initially for 9 more months followed by periodical review and further extension of twelve more months.
- 11) The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees.

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

If the contractor

- 12) Makes default in carrying out the work as directed and continues in that state after a reasonable notice from NITT or his authorized representative.
- 13) Fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued hereunder
- 14) 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).
- 15) 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.
- 16) 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.
- 17) 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.
- 18) The proof of remittance of statutory deductions like EPF, ESI as appropriate, to the respective agency, for those employed at NITT must be provided by the contractor to NITT every month along with the running bill, failing which the claim bill shall not be settled. These remittances / payments must be made in a separate challan specifically for the contract personnel deployed to NITT in the name of NITT.
- 19) 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.
- 20) 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.

- 21) The service charges as quoted by the agency in percentage shall remain firm for the entire contract duration. However the contract value of the job contract will vary depending on the following:
- a) Deployment of any additional manpower on the prevailing wages including statutory remittances as per the requirement of NITT
  - b) The periodic Wage/VDA increase, as and when notified by the Central Government will be applicable in the contract and accordingly the monthly bill of the contractor will get processed for payment;
  - c) Any changes in PF / ESI contribution of employer's portion due to changes in Labour Law.

The value of contract will be worked out based on the percentage service charges as quoted by bidder and applicable GST.

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

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

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

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

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

**BONUS:** The contractor shall ensure payment of bonus on monthly basis to their workforce along with other allowances.

**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.2, 000/- per day or termination of contract. Opening of Bank A/c of their workforce, Making payment of wages in their existing Bank A/c and getting PF/ESIC cards to the workers are 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.

**QUALIFICATION INFORMATION  
LETTER OF TRANSMITTAL**

To

The Director  
NIT,  
Tiruchirappalli 620 015.

Sir,

Sub: Supporting services for attending civil complaints (Masonry, Carpentry & Plumbing)  
at NIT, Tiruchirappalli

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 addressed to NITT 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 technically qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

**Form - A**

**FINANCIAL INFORMATION**

I. Financial Analysis

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

SI. No.	Details	Year Ending 31 <sup>st</sup> March of				
		2014	2015	2016	2017	2018
1.	Gross annual turnover in trade (technician) works					
2.	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. Solvency certificate from any Nationalised Bank

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

**Form – B**

**Performance Report form for works completed and are in progress during last 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 and contact details)

**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 TRADEWISE PERSONNEL PROPOSED TO BE DEPLOYED BY THE FIRM AT NITT**

Sl. No.	Designation	Total number	Names	Qualification / Professional Experience	Length of continuous service with the employer

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

Signature(s) of Applicant (s) with seal

**FORM - E**

**TOOLS & TACKLES  
DEPLOYABLE AT NITT**

List of tools & tackles owned and planned for deployment :

<b>Sl. No.</b>	<b>Equipment</b>	<b>Numbers</b>

Signature(s) of Applicant (s) with seal

## NORMS FOR QUALIFICATION

**Name of work:** Supporting services for attending civil complaints (Masonry, carpentry & Plumbing) at NIT, Tiruchirappalli

**Tender value of Rs. 115.54 Lakh**

<b>ELIGIBILITY:-</b>			
1. Separate Registration Code No. for EPF, ESI and PAN on contractor's name / firm. 2. Average annual turnover of similar work in the last five financial years should be at least Rs 93 lakhs. 3. During last five years should have successfully completed either I. Three similar works each not less than Rs. 46 lakhs or II. Two similar works each not less than Rs. 58 lakhs or III. One similar work not less than Rs. 93 lakhs 4. Solvency for at least Rs.17 lakhs from Nationalised / Scheduled Bank 5. Should not have incurred any loss in more than two years during the last five years ending 31.03.2018			
	<b><u>THRUST AREA</u></b>	<b>SCORE</b>	<b>QUALIFICATION NORMS</b>
<b>I</b>	<b>FINANCIAL STATUS</b>	<b>30 (Max)</b>	
	<b>i) Nature of Company</b>	<b>5</b>	
		5	Public Limited
		3	Private Limited/Partnership Firm
		2	Sole Proprietor
		<b>15</b>	
	<b>ii) Average annual turnover for similar works in the last five years</b>	15	More than Rs. 93Lakhs
		9	Rs. 46 Lakhs (Pro-rata for in between cases)
		0	Zero mark below 46 lakhs
	<b>iii) Solvency</b>	<b>10</b>	
		10	More than Rs. 17 Lakhs
		6	Rs.8 Lakhs. (Pro-rata for in between cases)
		0	Zero mark below 8 lakhs
<b>II</b>	<b><u>Similar Experience (supporting service civil works)</u></b>	<b>30 (Max)</b>	
	<b>i) Value of supporting service civil works executed in the last five years</b>	30	More than Rs.93 Lakhs.
		18	Rs.46 Lakhs (Pro-rata for in between cases)
		0	Zero mark below 46 lakhs
<b>III</b>	<b>Performance on previous works</b>	<b>20 (Max)</b>	
		10	Exemplary
		8	Very good
	<b>i) Grading of previous work experience</b>	6	Good
		4	Satisfactory/Successfully completed

	<b>ii) Highest value of single work completed</b>	<b>10</b>	
		10	Rs. 93 Lakhs & more
		6	Rs. 46 Lakhs. (Pro-rata for in between cases)
		0	Zero mark below 46 lakhs
<b>IV</b>	<b>i) Staff availability</b>	<b>10 (Max)</b>	
		10	Masons, Carpenters & Plumbers with more than 10 years' experience supported by sufficient helpers
		8	Masons, Carpenters & Plumbers with more than 7 years' experience supported by sufficient helpers
		6	Masons, Carpenters & Plumbers with more than 4 years' experience supported by sufficient helpers
		0	Zero mark if details not attached
<b>V</b>	<b>i) Tools &amp; Tackles owned / planned for deployment</b>	<b>10 (Max)</b>	
		10	Individually issued – Masonry tools like ladder, drilling machine, spade, shovel, crowbar, pond, leveller, plumb chord, trowel , Carpentry tools like chisel, hammer, hack saw, screw driver, glass cutter, planner, spanner ,Plumber tools like Dye set, Ringe, spanner, screw driver
		8	Individually issued – Masonry tools like ladder,drilling machine spade, ond, leveller, plumb chord ,carpentry tools like chisel, screw driver, planner, spanner – Plumber tools like Ringe, spanner, screw driver
		6	Collectively issued – Masonry tools like spade, shovel, crowbar, pond, leveller, plumb chord – Carpentry tools like chisel, hammer, hack saw, screw driver, glass cutter, planner, spanner – Plumber tools like Dye set, Ringe, spanner, screw driver
		0	Zero mark if details are not attached as in Form E.

**NOTE: Minimum score required for qualification is 60 out of 100.**

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15



Web : [www.nitt.edu](http://www.nitt.edu)

Phone : 0431 –250 3830

### PRICE BID

**Name of work** : **Man power Supporting services for attending Civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli**

**Value of work** : **Rs.115.54 Lakh**

**Tender Enquiry No.** : **NITT//EMD/EE/ AMC/Artisan/48(285)/2018 -19**  
**Dated:15.11.2018**

**Period of Contract** : **Twenty Four Months**

## **GENERAL CONDITIONS OF CONTRACT**

1. The work has to be carried out in NIT campus, Tiruchirappalli.
2. The scope of work inter alia includes the following wherever needed.

Providing support services for Civil Engineering Maintenance works by deploying specified number of skilled Mason, Carpenter and Plumber with equivalent unskilled workers to work as a pair in attending to the complaints assigned to them on day to day basis at Quarters / Institute / Hostel zones of NITT.

Required tools and tackles including bicycle for movement of workers for day to day works will have to be arranged by the contractor. Non-performance by the worker either for want of tool or for any other reasons on any day or inadequate outturn in completing the assigned task by the worker will attract appropriate cut in the payment at the discretion of NITT.

3. Scope:

Mason with helper to attend to the masonry nature of complaints such as attending to patch works, wall / floor cracks, fixing of joineries, plastering, brick work, repairs to storm water drain, approach / cover slabs all related to maintenance nature of masonry.

Carpenter with helper to attend to the carpentry nature of complaints such as repairing and replacing doors/ windows/ cupboards, furniture & fittings, lock, tower bolt, al drop, hinges, door closure, stopper, floor spring, glass panes, aluminium door / window / partly glazed partly panelled partition, false ceiling all related to maintenance nature of carpentry.

Plumber with helper to attend to the plumbing nature of complaints such as tap leak, line burst, repair / replacement of worn out fittings, pipe line and fittings, special fixtures like health faucet, flushing cistern, flush cock, float valve control valves, no water supply complaint, waste water / sewage disposal system all related to maintenance nature of plumbing.

4. The contractor is solely responsible for payment of compensation if any in case of any injury sustained to the contract labour while carrying out the day to day works and NITT will have no liability in this regard.
5. Any damage or loss caused to company's property due to negligence of the contract worker shall be recovered from the contractor's bills.
6. The contractor should ensure strict discipline in the campus. In case the contractor or his labours are involved in any theft or undisciplined activity, the cost of the material and suitable penalty as decided by NITT shall be recovered from the contractor's bill and the contract is also liable for termination.
7. NITT will carry out the services through alternate source in case of failure to provide adequate support service in attending to the complaints by this agency. The excess cost so incurred including the administrative charges will be recovered from the contractor's bills.
8. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.
9. The bidders are cautioned that furnishing of incomplete / ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
10. 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.

11. Conditional tender, late tenders, tenders containing prima-facie absurd rates, tenders which are in complete or otherwise considered defective, tenders not in accordance with the tender conditions therein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
12. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1980 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.
13. The successful tenderer / Contractor shall observe all safety regulations and take necessary safety precaution as called for and Safety Precautions enclosed herewith.
14. In all matters of dispute, the decision of the Director, National Institute of Technology, Tiruchirappalli -620 015 shall be final and binding on the tenderer / contractor.
15. Engineer in charge / Civil or his duly authorized representative shall have all reasonable times access to Contractor's premises of work and shall have the power at all the reasonable times to inspect and test any portion of the work and workmanship
16. The Contractor shall closely scrutinize all the drawings issued in connection with the work by this organization and bring to the notice of the Engineer-in-charge if any discrepancies, omissions in the drawings before undertaking the actual work pertaining thereto.
17. The contractor should submit weekly progress report for the work completed by the workmen engaged under this contract along with acceptance by the respective user / department confirming the work done.
18. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
19. All personal protective equipment conform with standard specification and Contractor including their agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measurers. Any violation thereof will invite punitive action being taken against them. Also contractors with frequent violations of safety regulations will not be entrusted with further work in this organization

## SCHEDULE 'A'

### LIST OF WORKS AND PRICES

**NAME OF WORK: Supporting services for attending Civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli**

DETAILS & QUANTITIES of each item of work shown in the BILL OF QUANTITIES are only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration of the Competent Authority. The work under each item as executed shall be measured and priced at the corresponding rate quoted by the contractor in the BILL OF QUANTITIES

Sl.No.	Description of work / supplied	Total amount of work (in figures and words) Rs. Ps.	Period of contract
1.	<b>Man power Supporting services for attending Civil complaints (Masonry, Carpentry &amp; Plumbing) at NIT, Tiruchirappalli</b>	<b>115.54 Lakh (Rupees One Crore Fifteen Lakh Fifty Four Thousand only)</b>	<b>TWENTY FOUR MONTHS (first three months under trail extendable initially for nine more months on satisfactory performance and later for twelve more months subject to periodical review)</b>

### BILL OF QUANTITIES

Sl. No.	Appx. Qty.	Description of work	TNBP No.	Rate (Both in Unit fig & Words)	Amount Rs. Ps.
---------	------------	---------------------	----------	---------------------------------	-------------------

AS PER SEPARATE SHEETS ATTACHED CONTAINING 1 PAGE

SERIAL No. **40**

**BILL OF QUANTITIES**

**Supporting services for attending civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli – for 24 months**

Sl. No	Category of worker to be deployed	Number under each trade	Rate per day	Rate per Month per labour as per prevailing minimum wages (Rs)	Amount for one Month (Rs)
(1)	(2)	(3)	(4)	(5)	(6)
<b>(A)</b>	<b>REGULAR WORKERS:</b>				
01	Skilled Mason capable of carrying out masonry related works as in clause 3 of section I of Technical Bid.	3	772.70	20090.29	60270.87
02	Semiskilled Carpenter capable of carrying out carpentry related works as in clause 3 of section I of Technical Bid	3	664.44	17275.48	51826.44
03	Semiskilled Plumber capable of carrying out plumbing related works as in clause 3 of section I of Technical Bid.	4	664.44	17275.48	69101.92
04	Unskilled helpers to support above semiskilled workers in carrying out any nature of work as above	10	587.53	15275.85	152758.50
05	Skilled (Supervisor)	01	772.70	20090.29	20090.29
Wages per Month for regular workers					354048.02
Total for 24 Months					<b>8497152.48</b>

<b>(B) ADDITIONAL WORKERS(Demand Basis)</b>					
SN	Category of worker to be deployed	Number under each trade	Rate per day per labour as per prevailing minimum wages (Rs)	Amount (Rs)	
01	Skilled Mason capable of carrying out masonry related works as in clause 3 of section I of Technical Bid.	480	772.20	370656.00	
02	Semiskilled Carpenter capable of carrying out carpentry related works as in clause 3 of section I of Technical Bid	960	664.44	637862.40	
03	Semiskilled Plumber capable of carrying out plumbing related works as in clause 3 of section I of Technical Bid.	960	664.44	637862.40	
04	Unskilled helpers to support above semiskilled workers in carrying out any nature of work as above	2400	587.53	1410072.00	
Wages for additional workers (B)				<b>3056452.80</b>	
<b>TOTAL (A + B) for 24 months</b>				<b>11553605.00</b>	

**To be filled by the contractor**

Contractor's Service Charges at _____% (for the value of <b>Rs.11553605.00</b> )	
Total contract value for 24 Months including contractor's Service charges	
Add GST @18%	
Total contract value for 24 Months including Service charges and GST	
<b>(Rupees</b>	<b>only)</b>

**CONTRACTOR**

NOTE: The break up details for the monthly rate as above are indicated in the prescribed format attached with this financial bid (page 42) meeting the statutory payments like Central Govt. minimum wages, ESI, PF, Bonus etc. The service charges percentage to be quoted by the bidder against item 7 shall be firm throughout the contract period and extended period also. Revision of minimum wages & statutory payments if any during the currency of the contract, will be accommodated along with the quoted service charges while billing to the contractor. **Service charges will meet out establishment, uniform, safety equipment's including Rain coat, Identity Card, Tools & tackles to carry out the works, cycle for movement and any incidental charges etc., And as such MINUS or AT PAR percentage towards service charges will be summarily rejected.**

Irrespective of actual number of working days of any specific month, 26 (Twenty six) number of working days to be accounted uniformly for billing purpose including February month.

All tools & tackles are under the scope of the contractor

Minimum wage as fixed by Govt. of India including statutory payments like ESI, PF, Bonus etc., are to be paid to the workmen and proof of payments are to be attached with monthly running bills..

The contractor shall comply all safety rules and regulations of NITT and shall ensure their working group always wear uniform , carry identity card (english) and maintain strict discipline in the premises.

**Annexure to the Bill of Quantities**

**Working Sheet to arrive at the labour cost "Supporting services for attending civil complaints (Masonry, Carpentry & Plumbing) at NIT, Tiruchirappalli" with reference to the prevailing minimum wages as on October-2018**

Sl.No	Description (As per Minimum Wages Act 2017 of Gol - As on 01.10.2018 )	USW	SSW	SW
		(Rs)	(Rs)	(Rs)
	<b>Monthly wage</b>			
1	Basic wage for B grade City (Trichy)	11362.00	12844.00	15054.00
2	Variable Dearness Allowance	754.00	858.00	988.00
3	Bonus @ 8.33% (for Rs.7000)	1009.26	1141.38	1336.30
4	EPF @ 13.00%≤Rs 15000 w.e.f 01.06.2018	1575.08	1781.26	1950
5	ESI @ 4.75%	575.51	650.85	762.00
	Category wise total monthly wages without service charges.	15275.85	17275.48	20090.29

**Tender Enquiry No.: NITT//EMD/EE/AMC/ARISIAN /48(285)/2018 -20 Dated: 15.11.2018**

Contract Agreement No.....

**TENDER**

To

The Director,  
National Institute of Technology  
TIRUCHIRAPPALLI –620 015.

I / We hereby offer to carry out the work of

I / We hereby carefully perused the following documents connected with the above noted work and agree to abide by the same.

1. Specifications (General & Particular)
2. Schedule 'A',
3. Bill of Quantities
4. CPWD works Manual in force.

I / We forward herewith the sum of Rs.....as Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the fully Security Deposit for this work as provided for under conditions of the NATIONAL INSTITUTE OF TECHNOLOGY General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & conditions contained or referred therein and as detailed in Schedule 'A' and Bill of Quantities thereto and to carry out such deviations as may be ordered, vide conditions of the NITT upto a maximum of 30% of the tendered amount of Rs.....

I / We further agree to refer all disputes, as required to the sole arbitration of an Officer, to be appointed by the Director, NITT., in his sole discretion whose decision shall be final and binding.

**WITNESS**

Signature of the Contractor

Date:

1. ....

2. ....