

**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – 620015
TAMILNADU, INDIA**

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GSTIN/UIN NO: 33AATN5491Q1ZZ



TENDER DOCUMENT

Tender Notification No.	NITT/EMD/EE/HK/Quarters Zone/2018–19 /42(270) dated 20.09.2018.
Name of the work	Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli.
Estimated cost put to tender	Rs. 43, 00, 000/- (Forty three Lacs only) for 1 (One) year.
EMD Amount	Rs. 86,000/- (Rupees Eighty Six Thousand Only)
Last Date of submission of Tender	04/10/2018 up to 3.00 p.m.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli – 620015. Tamilnadu, India.
Date and time of pre-bid meeting	27/09/2018, 11.00 a.m. (Venue: Estate Maintenance Department)
Date and time of opening of Tender (Technical Bid)	04/10/2018 up to 3.30 p.m.



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620015.
TAMILNADU, INDIA**

**NOTICE INVITING TENDER FOR RENDERING HOUSEKEEPING SERVICES TO THE
QUARTERS ZONE**

BID SYNOPSIS	
Tender Notification No.	NITT/EMD/EE/HK/Quarters Zone/2018–19 /42(270) dated 20.09.2018.
Name of work	Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli.
Earnest Money Deposit	Rs. 86,000/- (Rupees Eighty Six Thousand Only)
Period of contract	12 (Twelve) Months; Extendable for further 1 year based on performance.
Cost of Tender Schedule	NIL
Date and time of pre-bid meeting	27/09/2018 at 11.00 a.m (Venue: Estate Maintenance Department)
Last date and Time of Receipt of Tender Documents	04/10/2018 up to 3.00 p.m.
Date and Time of Opening of Technical Bid	04/10/2018 up to 3.30 p.m.
Date and Time of Opening of Financial Bid	Will be intimated separately for those who are technically qualified based on the evaluation as per the conditions specified in the tender document

Check list:

**Tenderer's response should be clear, firm, complete & legible.
If necessary, separate sheet shall be used.**

Sl.No	Description / Requirement from the tenderer	Page no: (Must be filled by bidder)
1	Name & Complete address of the tenderer with contact details:	
2 (a)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	
2 (b)	NSIC / MSME Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited/ Public Limited	
4	Eligibility criteria	
5	Average annual financial turnover	
6 (a)	Details of PAN	
6 (b)	Employees provident fund Registration:	
6 (c)	No loss in more than two years during the last five years ending 31/03/2018	
6 (d)	Solvency	
6 (e)	Employees State Insurance Registration:	
6 (f)	EPF Registration	
6 (g)	GST Registration:	
6(h)	Company registration	
7	Letter of Transmittal (in format given)	
8	Forms A to E (In format given)	
9	Copy of Income Tax Return for the last 3 years ending 03/2016	
10	Details of similar works executed with Government Departments during last 3 years	

Note: Attested copy of relevant certificates 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 – 620015**

Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration/addition have been made by me/us in the tender document. The tender document consists of 38 including layout drawing.

Contractor



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620015

NOTICE INVITING TENDER

Tender Notification No.:
NITT/EMD/EE/HK/Quarters Zone/2018–19 /42(270)dated 20.09.2018.

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Three Cover System (Demand Draft against EMD, Technical Bid and Financial bid)** up to 3.00 p.m.on 04/10/2018 for the following work:

Name of work	EMD	Period
Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli	Rs.86,000/-	12 (Twelve) Months*

***Initial Contract period is for three months on trial, extendable to nine more months and another 1 year based on the satisfactory performance and review.**

1. Eligibility criteria(s):-

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

Experience of having successfully completed similar housekeeping/manpower rendering 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/Private sector) each costing not less than Rs. 17.00 Lakhs.
OR
b. Two similar works (at least one of them should be for Central/State Government/Central/State Autonomous Bodies/Public Sector Undertaking/Private sector) each costing not less than Rs. 22.00 Lakhs.
OR
c. One similar work (Central/State Government/Central/State Autonomous Bodies/Public Sector Undertaking/Private sector) costing not less than Rs. 35.00 Lakhs.

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

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

- ii) Should have an average annual financial turnover of **Rs. 7.00 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 five years ending 31/03/2018.
iv) Should have a solvency of **Rs. 17.00 lakhs** from any Nationalised bank.
v) Separate Registration Code No. for ESI, EPF, PAN and GSTIN on contractor’s name/firm.
vi) Contractor has to submit live Agency/Company Registration certificate.
vii) Contractor has to submit Labour licence (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. Draft for Rs. 86,000/- (Rupees Eighty Six 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 before commencement of work. NSIC/MSME registered contractors are exempted from EMD payment. The certificates must be clearly indicating the work value (should be higher than estimated cost), validity as on date and registration under housekeeping services failing which tender shall be rejected reasoning 'EMD not deposited'.
3. Tender documents received without EMD, NSIC/MSME(as above) shall be summarily rejected.
4. Completed Qualification Documents and Tenders received in time will be opened at 03.30 p.m on 04/10/2018 at **Stores & purchase section, NIT Tiruchirappalli** in the presence of tenderers or their authorized representatives by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.

5. **Submission of Tender**

The Tender should be submitted in three envelopes as detailed below:-

Cover 1 – Superscribed as “TENDER – DD towards EMD FOR RENDERING HOUSE KEEPING SERVICES TO THE QUARTERS ZONE IN NIT, TIRUCHIRAPPALLI”.

This shall contain the following:-

- a) The demand draft against EMD as stated in Sl. No. 2 above.

Cover 2 - Superscribed as “TENDER - TECHNICAL BID FOR RENDERING HOUSE KEEPING SERVICES TO THE QUARTERS ZONE IN 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 HOUSE KEEPING SERVICES TO THE QUARTERS ZONE IN NIT, TIRUCHIRAPPALLI”.

This shall contain the Bill of Quantity with rate indicated for all items, Service charges quoted by the bidder in percentage & related absolute value, Labour rate working sheet on minimum wages as on 01/04/2018 including statutory payments, consumables & other charges matching the monthly rate indicated under item 01 in the BOQ, time table/periodicity for various activities, list of consumables & its cost, feedback format, basis for 5 point grading etc.,

Master cover:

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

6. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
7. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor is found to be not satisfactory during the trial period of three months, NITT reserves the right to terminate the contract at any time by giving 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 may be extended for another nine months and further one year with same terms & conditions under mutual consent.

9. The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.
10. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of Hon'ble High Court of Madras Branch at Madurai.

11. EARNEST MONEY DEPOSIT:-

Earnest Money Deposit Rs. 86,000/- (Rupees Eighty Six Thousand Only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-620015 (Payable at Trichy). The Earnest Money deposit shall not carry any interest.

SECURITY DEPOSIT

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

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

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

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

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

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

The security deposit shall not carry any interest.

Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. No interest shall be allowed on Security Deposits. NITT shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

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

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



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

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

TECHNICAL BID

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

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

TENDER NOTIFICATION No.:

NITT/EMD/EE/HK/Quarters Zone/2018-19 /42(270)dated 20.09.2018.

SECTION – I
GENERAL INFORMATION AND BRIEF SCOPE OF WORK

1. The work has to be carried out in NIT, Tiruchirappalli (Quarters Zone).
2. The scope of work inter alia includes the following with free power wherever needed.

Housekeeping service to the quarters zone of NIT, Tiruchirappalli which involves broadly the following activities.

The scope of work inter alia includes the following with free power wherever needed, all within the layout including front & rear of the occupied houses where fence or garden does not exist and within fenced area of the vacant houses.

- a) Door step collection of garbage, segregation of bio degradable and non-bio-degradable waste, transporting & stacking at the earmarked site, attending to sewer line blockages, Burial of carcasses, Up keeping of all roads, De-weeding of surrounding using grass cutting equipment, De silting of drains, all inclusive with men, material & machineries. Transporting the garbage collected from the surrounding / open space / common areas / dustbins, by tractor or by other means in a covered condition to avoid spillage enroute. The scope also covers cleaning of toilets and mopping of floors at KV School, Kalyanamandapam and surrounding cleaning of guest house and other public buildings within the layout.
- b) Spraying chemicals for Mosquito and post constructional anti-termite treatment.
- c) Dewatering the accumulated sewage and sullage from septic tank by mechanical means
- d) Supply of plastic bins red and green colors to quarters wherever required for the collection of waste generated by the inmates.
- e) Earth work by mechanical means for bio-compost disposal of bio degradable garbage and carcasses.
- g) Cleaning and removing all unwanted things in vacant houses and from the terrace of various buildings
- h) Safe removal of honey bee hives / kadandu / such insects from any height of the buildings and nearby
- i) Deployment of additional manpower as & when required by the Institute.

The various operations involved are detailed in the tender documents (Financial bid).

- (i) Adequate safety measures should be evolved and implemented.
 - (ii) The bill should be prepared and submitted by the contractor to the Estate office as per the detailed procedure given in the tender document (Financial bid).
 - (iii) All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor except where specifically indicated.
3. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time, unwanted and irrelevant details need not be furnished. The individual page number with link to be given for the particular mentioned in the checklist by the bidder.
 4. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
 5. Should a bidder find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender for clarification well before the due date so as to submit the tender in time. No extension of time shall be given for submission of the tender on any account.
 6. Conditional tenders, late tenders, tenders containing prima-facie absurd rates, tenders which are incomplete or otherwise considered defective, tenders not in accordance with the tender conditions therein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
 7. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and

EPF having been deposited do not accompany the bill as a documentary proof, the Institute has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Institute. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.

SECTION – II INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

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

The following documents should be enclosed:

- (i) Letter of transmittal in the enclosed format.
- (ii) Solvency certificate from a nationalized bank.
- (iii) Financial information in **Form – A** (format enclosed).
- (iv) Performance report in **Form – B** of works (format enclosed).
- (v) Details regarding the structure of the organization in **Form – C** (format enclosed).
- (vi) Details of personnel establishment in **Form – D** (format enclosed).
- (vii) Details of Equipments deployable for this specific work in **Form – E** (format enclosed).

1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'Nil' it should also be mentioned as 'Nil' or 'no such case'. If any particular/query is not applicable in case of the applicant, it should be stated as 'Not applicable'. However, the applicants are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.

1.3 **The applicant should sign in each page of the application.**

1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.

1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer/Project Manager or equivalent with Seal and contact number.

1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Estate Officer/EMD/NITT.

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

2. Definitions

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

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

3. Method of Application

- 3.1. If an individual makes the application, it shall be signed by him above his full type written name and current address.
 - 3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
 - 3.3. If the application is made by a firm in partnership, it shall be signed by (with seal) all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
 - 3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.
4. **Final Decision Making Authority:** The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process/tender process at any time without assigning any reason or incurring any liability to the applicants.
 5. **Particulars – Provisional:** The Particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.
 6. **Site Visit:** The applicant is advised to visit various Quarters zone buildings where the works are to be carried out at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Sanitary Inspector(9486001146) /Executive Engineer(9489066204) Estate Maintenance Department .**
 7. **The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, the firm should certify that they would be able to manage the equipment by hiring etc. and submit the list of firm from whom proposed to hire.**
 - 7.1 The applicant should have sufficient number of employees for proper execution of contract. The applicant should submit a list of his employees with their age (Not more than 58 years) and qualification stating clearly how they would be involved in this work.
 - 7.2 The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers with 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 quoted percentage among the qualified bidders taking into account the combination of all the items and the respective rate indicated therein leading to the ultimate value for 12 months. The tender will be considered as a whole and hence overall lowest value will be the lowest tenderer. Quoting single percentage as service charges for all the items is mandatory and partial offer will be treated incomplete tender and rejected.

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

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

Note: To qualify, the applicant must secure at least 60% (Sixty percent) marks in aggregate. For qualification norms, refer pages 24 & 25 of tender document. The Director, NITT reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

7.3.4 Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:

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

8. **Financial Information:** The applicant should furnish the annual financial statement for the last 5 years in Form – A.
9. **Experience in Similar Works:** The applicant should furnish the list of all works of similar nature successfully completed during last 5 years and are now in progress in Form – B. Such Particulars duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work.
10. **Organizational Information:** Applicant is required to submit the following information in respect of his organization in Form – C.
 - (a) Name and postal address including telephone, fax number, e-mail ID, etc.,
 - (b) Copies of original documents defining the legal status, place of registration and principal places of business.
 - (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
 - (d) Information on any litigation/arbitration in which the applicant was involved during the last five years including any current litigation/arbitration in process.
 - (e) Authorization for employer to seek detailed reference from clients to whom works were carried out.
 - (f) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work (Form – D).
11. **Equipment:** Applicant should furnish the list of equipment to be used/deployed for carrying out the house keeping works in quarters zone (in Form – E). Details of any other equipment not mentioned in Form E, but available with the applicant and likely to be used in this work may also be indicated.

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

12. Corrigendum / Amendment:

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

SECTION – III ADDITIONAL CONDITIONS

1. Every tenderer is expected to inspect the Quarters Zone for which the service is to be rendered before quoting his rates. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained. Without written permission of The Estate Officer, EMD, NITT, no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractor's behalf.
2. If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
3. The contractor should employ supervisors who have experience in this type of work.
4. Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
5. All the materials required for the work shall be arranged by the contractor.
6. Permits for workers and supervisor to the campus/building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
7. Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Estate Officer on or before tenth of subsequent month by obtaining all formalities including attaching of copy of statutory remittances.
8. All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
9. The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste etc. and ensure that there are no adverse effect on the ecology, particularly on flora and fauna of the campus.
10. The contractor on receipt of work order should submit a list consisting of maximum of 25 workers to be deployed at NITT with all data and the contractor should uniformly provide 20 workers including 2 supervisors from this list only. The addition/deletion of labourers in enrolled list will not be entertained without proper justification and approval of Executive Engineer.

11. The contractor should employ minimum 18 Labourers and 02 Supervisors on all days for doorstep collection and housekeeping . In the case of absentees, a sum of Rs. 571 /- per day per person as compensation will be levied and will be recovered from each running account bill of the contractor. Similarly, recovery rate for supervisor will be Rs. 645/- per day and revision of wages if any shall be applied for recovery.
12. The contractor shall bring the required equipments at their own cost and risk including fuel and no extra payment will be made for the same. Penalty for not deploying the equipments shall be as follows: a) Grass Cutter Rs. 500/ per day, b) Scrubber Machine Rs. 1,000/- per day, c) Sewerline Cleaning tools Rs. 5,00/- per day which will be recovered from the respective months running account bill of the contractor or as per the percentage fixed at page 34 of this document at the discretion of the Executive Engineer.
13. The contractor should maintain an attendance register of all workers duly signed by the representative of NITT and daily deployment report of all individuals (Location wise/Shift wise) to be submitted on all working days including holidays before 09:30 a.m. and the same should be certified by the nominated officials from NIT Administration and hand over a copy to The Estate Officer, EMD, NITT on the same working day and it should be followed throughout the tenure of the contract. Daily deployment/progress report should be submitted by the agency by 09.30AM.
14. The contractor is required to release monthly wages to the workforce on or before 7th of successive month by NEFT to the respective individual bank account, the copy of which shall have to be submitted to NITT. A fine of Rs. 2000/- per delayed day will be recovered in the bills due to the agency.
15. The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting their running account bill along with the attendance register.
16. The contractor shall submit the documents to prove the remittance of EPF/ESI/Bonus/Insurance to the individuals along with each running account bill. Monthly bill will not be processed unless above are submitted. Necessary records shall be kept in compliance of the same for verification by the enforcing agencies.
17. The contractor must ensure that no labourers shall work without ID card, uniform and other safety accessories like mask, shoes, hand gloves etc., issued by the firm.
18. The contractor is required to quote the rate against each item & service charge (in %) and the contract value shall be decided by 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.
19. The quoted rate should be of all taxes and duties levied or to be levied other than GST both by Central and State Government Statutory/regulatory authorities from time to time. NITT will not entertain any claim whatsoever in this regards.
20. If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of ESTATE OFFICER, ESTATE MAINTENANCE DEPT.,the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
21. Quantities shown in the Bill of Quantity under Financial bid for items 5(i) to 5(vii) are approximate and are liable for variation without entitling the contractor any compensation provided the total value of the contract does not vary by more than 30% (Thirty percent).

22. Filled in total contract value for 12 months in the financial bid of the tender will remain valid for a period of three months from the date of opening Financial Bid. Once the contract is awarded after acceptance of tender, the service charges as accepted by NITT shall be valid for billing till the entire work is completed and final bill is paid. However the contractor is eligible for any increase in minimum wages by the Govt. and related statutory remittances like ESI, EPF & Bonus during the currency of the contract along with the accepted service charges automatically without necessitating any extra approval/expenditure sanction as and when the Government notifies/ declares Minimum Wages and other statutory orders.

Nature/Scope of Work/Frequency of Operation:

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

Working Conditions:

- 1. “Rendering Housekeeping Service” is required to be carried out on all days based on the requirements.
- 2. Sufficient man power is required to be provided to all the Departments for the work.
- 3. Strict discipline must be observed by the workers.
- 4. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
- 5. The labourers and other staffs must be provided with identity card with the approval of NITT Authorities.
- 6. The Supervisors, under whom the labourers work, shall have to report daily to the Sanitary Inspector (I) and take instructions.
- 7. No payment will be made for a non-working day, proportionate reduction will be made if any item of work is not carried out on any day due to any reason, as indicated in the bill of quantities.
- 8. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.,

Normal Working Hours (All Days):

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

Service Materials and Tools:

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

Statutory Requirements:

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

General:

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

Special Conditions:

1. The house keeping contractor should execute an agreement in the non-judicial stamp, incorporating the various terms and conditions.
2. The Quarters Zone should be kept in spick and span.
3. If the contractor performance is not satisfactory, the contract will be terminated by giving due notice.
4. The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
5. Attendance register, Salary register for the labourers, daily labour deployment report and other registers required as per acts and rules and the same shall be verified by the Inspection Committee approved by the competent authority.
6. The firm must maintain a separate register for consumables/chemicals meticulously and the entries to be made on day to day basis with due signature from all departments.
7. A certificate must be obtained from the Head of the Department (as per the format enclosed) and produced along with the bills. Required cleaning materials for succeeding month must be procured on the last week of preceding month and deposited with the Estate Office.
8. The contractor should employ minimum 18 Labourers and 02 Supervisors on working days for housekeeping/doorstep collection.
9. The Supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
10. Performance of housekeeping services shall be graded on feedback from the residents on monthly basis. Payment will be made on the evaluation of performance on a 5 point scale and deployment of manpower as furnished in the Annexure – A. Adverse comments will result in monetary fine. Continuous bad performance will result in termination of contract.
11. NITT will not be liable for any medical attention, injury/loss of life of the person engaged by the contractor.
12. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 21.
13. In case of any lapse in services, quality standards or noncompliance of periodicity/specification or any standing instruction, the contractor shall be penalized accordingly.
14. The service charges quoted should be exclusive of GST but inclusive of any other taxes & duties levied or to be levied by Government authorities and such levies should be borne by the contractor.
15. The contract period will be initially for 3 months and subject to continuous satisfactory performance will be extended for 9 months. Further extension for 1 more year of contract may be on mutual agreement basis.
16. The contract may be terminated due to violations or poor performance or non-compliance of statutory payments in time, with due notice.
17. The contractor shall at his own expense reinstate and make good to the satisfaction of NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT employees.

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

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

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

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. 1,000/- 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, EPF, ESI, 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.

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

BONUS: The contractor shall ensure payment of Bonus including incentives every month along with wages which will be as per statutory provisions and proof of bonus paid to the workers must be submitted with the running bills.

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 or making payment of wages in their existing Bank A/c is the responsibility of the contractor. Copy of the pass book showing the credit to the individual workers should be attached with each months running bill. Running bill/s submitted by the contractor to NITT kept pending due to non-compliance of observations shall have no any relevancy with the payment to workers in time.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

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

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

Sir,

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

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

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

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

FORM – A
FINANCIAL INFORMATION

I. Financial Analysis

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

S.No.	Details	Year Ending 31 st March of				
		2014	2015	2016	2017	2018
1	Gross annual turnover in House Keeping work/Manpower supply					
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. GSTIN Details.

V. Solvency certificate from any 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 & contact number

FORM – C

Structure and Organization

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

Signature(s) of Applicant (s) with seal

FORM – D

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

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

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

Signature(s) of Applicant (s) with seal

FORM – E
Equipment Details

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

S.No.	Name of the Equipment/Tool	A/U	Qty per year	Cost of machinery	Cost of fuel	Remarks
1	Grass cutting machine-Serviceable	Nos	2			
2	Fogging machine (Mosquito control) ISI certified	Nos	0	0		Supplied by EMD;Fuel by the contractor
3	Sprayer Brasso made - 10 Ltrs capacity (Mosquito and cockroach control)	Nos	4		0	
4	Tricycle with dust bin	Nos	2		0	
5	Adjustable aluminium ladder -Upto 10 Mtrs Height	Nos	1		0	
6	Sewer line cleaning tool -(9" steel SS Rod (20 m length)	Nos	1		0	
7	Crowbar	Nos	2		0	
8	Spade	Nos	6		0	
9	Aruval	Nos	6		0	
10	Rake	Nos	24		0	
	Cost of machineries and tools in Rs.	-	-			
	Cost of machineries considering depreciation @25% per annum	-	-			
	Cost of fuel in Rs per annum					
	Total cost against machineries&Tools including Fuel etc., per year	-	-			
	Total cost against machineries&Tools including Fuel etc., per month	-	-			

Signature(s) of Applicant (s) with seal

NORMS FOR QUALIFICATION

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

Tender Value: Rs. 43.00 Lakhs.

ELIGIBILITY:-

1. Separate Registration Code No. for EPF, ESI, PAN and GSTIN on Contractor's Name/Firm.
2. Average annual turnover of housekeeping works in the last three financial years should be atleast Rs.7 lakhs.
3. During last five years should have successfully completed either
 - i. Three similar works each not less than Rs. 17 lakhs
 - or
 - ii. Two similar works each not less than Rs.22 lakhs
 - or
 - iii. One similar work not less than Rs. 35 lakhs
4. Solvency for at least Rs. 17 lakhs from Nationalised Bank.
5. Should not have incurred any loss in more than two years during the last five years ending 31/03/2018.

	THRUST AREA	SCORE	QUALIFICATION NORMS
I	FINANCIAL STATUS	30 (Max)	
	i) Nature of Company	5	
		5	Public Limited
		3	Private Limited/Partnership Firm
		2	Sole Proprietor
	ii) Average annual turnover for similar works in the last three years	15	
		15	More than Rs. 43 Lakhs
		9	Rs. 20 Lakhs (Pro-rata for in between cases. Zero mark below 20 lakhs)
	iii) Solvency	10	
		10	More than Rs. 17 Lakhs
6		Rs. 10 Lakhs. (Pro-rata for in between cases. Zero mark below 10 lakhs)	
II	Similar Experience (Housekeeping works)	30 (Max)	
	i) Value of housekeeping works executed in the last three years	30	More than Rs. 43 Lakhs.
		18	Rs. 20 Lakhs (Pro-rata for in between cases. Zero mark below 20 lakhs)
III	Performance on previous works	20 (Max)	
	i) Number of housekeeping works successfully completed in the last three year	10	Successful completion of three major works in time. (each costing at least Rs. 35 lakhs)
		06	Successful completion of two major works in time (each costing at least Rs. 22 lakhs)

		04	Successful completion of one major work in time (each costing at least Rs. 17 lakhs)
	ii) Highest value of single work completed	10	
		10	Rs. 43 Lakhs & more
		6	Rs. 20 Lakhs. (Pro-rata for in between cases. Zero mark below 20 lakhs)
IV	Qualified Staff availability	10 (Max)	
		10	Executive/Area in charge with more than 5 years' experience supported by other personnel listed below
		8	If senior level qualified Supervisors (more than 5 yrs experience), Sanitary Inspectors & Field staff available
		6	If adequate Supervisors & Field Staff available (Zero mark if details not attached)
V	Equipments owned/planned for deployment	10 (Max)	
		10	All Tools& Equipments as in FORM 'E'
		0	Tools& Equipments not as in FORM 'E' /Details not attached.

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



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

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

FINANCIAL BID

(TO BE SUBMITTED IN A SEALED ENVELOPE)

Tender Notification No.:
NITT/EMD/EE/HK/Quarters Zone/2018-19 /42(270)dated 20.09.2018.

MINIMUM NUMBER OF LABOURS TO BE ENGAGED PER DAY FOR VARIOUS ACTIVITIES

UNDER ITEM 01 OF FINANCIAL BID

1. Total manpower has to take care of all house keeping activities throughout the zone(Sweeping all streets, public places,Guest House,KV school and Kalyana mandapam)and toilet cleaning twice a day ,cob web removal, carcasses removal in the KV School building .
2. The strength of workforce is only indicative and minimum requirement. Actual may be higher. The agency is required to assess the need by making site visit before submitting the tender.
3. Up keeping of roads, Surrounding clearance of the buildings to be carried out on all working days between 3:30 p.m. and 5:30 p.m. and on Saturdays by concerned workers.

S.No.	Location/Area in the Quarters Zone and activities	Proposed Minimum Manpower
	Quarters Zone : (A)All streets from 1 to 23, (B)Thuvakudi Annexe Campus & (C) Common places (Open Grounds, KV School, Store,Recreation areas, Kalyanamandapam,Shopping Centre,Guest house etc.,)	
1	All Housekeeping activities including Cleaning ,De-Weeding , De-silting of drains, Removal of cobweb,and upkeeping of roads in the entire quarters zone	6
2	Collection of Household wastes at door steps of every quarters, Segregation and Disposal to Compost yard/Waste pit	4
	Collection of Household wastes at door steps of every quarters, Segregation and Disposal to Compost yard/Waste pit (Weekly off 1)	1
3	General Cleaning of KV school	1
4	To attend day to day complaints including removal of blockages in sewer lines in all areas at SI No.1 above and Removal of Carcasses	3
5	Cleaning of Vacant Residential Quarters	2
6	Cleaning of Guest House surroundings only	1
	Total Workers	18
	Supervisors	2
	Total Work Force	20

List of Consumables in Quarters Zone 2018 per Month					
S.No.	Name of the material/consumables	Unit	Quantity	Market Rate(Rs)	Amount (Rs)
1	Scented phenyl concentrated	Litres	4		
2	Soap Oil	Litres	3		
3	Liquid toilet cleaner (Harpic)	Litres	3		
4	Coconut brooms	Number	8		
5	Hill brooms (400 gms)	Number	4		
6	Cleaning powder (Exo /Vim)	Kg	10		
7	Urinal cubes	Kg	1		
8	Naphthalene balls white (Big)	Kg	1		
9	Toilet brush (EWC& IWC) LCR Commode brush	Number	6		
10	PVC Hand brush (scrubber)	Number	2		
11	Bleaching powder ISI	Kg	2		
12	Mop with stick	Number	4		
13	Checked cloth	Number	2		
14	Yellow cloth	Number	1		
15	Thatti malar	Number	8		
16	Cob-web remover	Number	1		
17	Aluminium basket big size	Number	1		
18	Lysol (500 ml)	Number	1		
19	Jasmine Flavour Liquid	Litre	1		
20	Dettol Liquid	Litre	1		
21	Cleaning Acid (Hydrochloric)	Litre	2		
22	Hand glouse-Washable	Number	50		
Cost of Consumables per month					

NOTE:

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

Above list is not exhaustive and tools such as spade, crow bar, pick axe, for surrounding cleaning are to be made available as per the requirement & consumption pattern.

Annexure – “A”

FEED BACK CERTIFICATE FROM THE RESIDENT

NAME OF HOUSE KEEPING(Quarters Zone) CONTRACTOR:

Street No:

Quarters No:

Period: From To

Sl. No.	Particulars	Cleaning Schedule	Excellent	Very Good	Good	Average	Poor
	POINTS		5	4	3	2	1
1.	Garbage collection at door step	Daily					
2.	General maintenance	Daily					
3.	Removal of cobweb and Carcasses in KV School	Once in a week					
4.	Whether using sufficient Good Quality/Quantity Materials	Daily					
5	Any other comments						

Signature of the Resident

TOTAL AMOUNT PAYABLE PER MONTH WILL BE DIVIDED INTO TWO HALVES

Manpower Deployment – 50%	Performance 50%		
Payment will be made for actual man power deployed only	Total Score – 80 (on a 5 Point Grading)		
	Weekly	Feed Back Form	Total points
	First Week		
	Second Week		
	Third Week		
	Fourth Week		
	Rating	Score	% of Deduction
	Good to Excellent	65-80	NIL
	Average	48-64	5%
	Poor	32-47	10%
	Very Poor	Below 32%	30%

Note:

Monthly bill shall be processed only if the attendance and feedback evaluation as above are attached by contractor duly verified and signed by Section in-Charge

BILL OF QUANTITIES

NAME OF WORK: Rendering Housekeeping Services to the Quarters Zone in NIT, Tiruchirappalli ,2018-19.

Item No.	Qty.	Description	Rate (Rs.)	Unit	Amount (Rs.)
1	12	Implementation of housekeeping activities in the entire area of Quarters Zone as marked in the enclosed layout by way of keeping the premises and surroundings clean and free from garbage, loose materials, cow dung, carcasses, plastics including de-weeding, de-silting etc. all as specified below and as per the instructions of Engineer in charge. The composite single rate per month under item 1 shall include all labour as per Central Govt. Minimum wages, material, consumables, hire & running charges for equipments/machineries, statutory payment like ESI, PF, Bonus, taxes, duties, establishment and all other incidental charges etc., complete.		Month	
		a) Up keeping of all roads, berms, pavements, drains, common areas,play grounds, surroundings of KV school ,Kalyana mandapam,Guest house etc. within the layout by sweeping once in a week . All as per standard practice and column 3 of Annexure			
		b) Clearing grass, vegetation, weeds etc. in the surrounding of the entire quarters zone area including guest house ,common areas, open spaces,terrace of all buildings, all roads & drains etc. within the identified layout. All as per standard practice and column 4 of Annexure			
		c) De-silting the drains within the identified layout once in three months and regular during rainy seasons by sectioning the accumulated earth and disposing off the removed earth by leveling the berms as protection to the road edges or to the identified places. All as per standard practice and column 5 of Annexure			
		d) Cleaning and washing the water closet, wash basin & urinal twice in a day from Monday to Friday and once a day on Saturday including scrubbing the floor area of the toilet & bathroom in KV school and Kalyana mandapam once a day in all working days using cleaning powder, soap oil, pine oil etc., as the case may be and as per the proportion indicated elsewhere in the tender schedule and putting minimum three naphthalene balls in each urinal & wash basin once in a week. Acid/bleaching powder shall be used to remove stains whenever required.			
		e) Sweeping/Mopping the entire floor area of KV school and kalyana mandapam on all working days. All as per standard practice and column 6 of Annexure.			
		f) Collection of household wastes from all quarters including Sunday and conveyance to compost yard /Bio-pit including segregation of Bio de-degradable and non- degradable.			

		g) Removal of cobweb in the toilet & bathroom of KV school and kalyanamandapam area once in a fortnight and removal of cobweb in the staircase area of storeyed buildings once in a month. All as per standard practice and column 8 of Annexure			
		h) Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system in the quarters zone within the identified layout immediately on notice by the housekeeping group or on receipt of complaint from the Quarters. Exclusive personnel shall be available to attend to these complaints. If the situation warrants, tools/machinery shall have to be deployed to clear the block without delay. All as per standard practice and column 9 of Annexure			
		i) Removal of carcasses and burial as per the direction of the department. All as per standard practice and column 9 of Annexure.			
		j) Cleaning of Vacant quarters			
2	12	Cost of Consumables		Month	
3	12	Cost of machineries and tools		Month	
4	12	Cost of Manpower ,Consumables and machineries		Month	
		ADDITIONAL ITEMS			
5(i)	360	Transporting the garbage, horticulture waste etc., collected from the surrounding/open space/common areas/dustbins within the identified layout by tractor having a capacity of minimum 120 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus with an average lead of 2-3 Kms. Rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste at respective dust bin itself (disposing of collected non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., away from NITT premises is the sole responsibility of the contractor), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 120 cft garbage.		TRIP (6 Cum/Trip)	
5(ii)	20	Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats ,Construction debris etc. up to 3 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 120 cft garbage.		TRIP (6 Cum/Trip)	

5(iii)	150	Labour charges for spraying chemical for mosquito/cockroach control inside & outside Institutional buildings, Open areas, Manhole chambers, Gully traps etc. and also for fogging operation in the entire area. All as directed by the Department. All the required chemical, equipments, machineries etc. will be provided by NITT at free of charges. The payment will be made for the work done on the basis of number of days, supported by log sheet maintained jointly.		MANDAY	
5(iv)	48	Dewatering the accumulated effluent completely from the septic tank by using contractor's vehicle & equipments. Scope includes removing and re fixing of septic tank cover slabs back in position & disposal of effluent at the places as specified by the department. Rate includes all labour, materials, hire charges ,fuel for vehicle & equipment etc. complete. Payment will be made for the quantity of effluent disposed off.		Trips (at 6000 Ltrs/Trip)	
5(v)	90	Supply of good quality plastic bin of dia 18 cm at bottom &24 cm at top with a height of 24 cm(approx size) in Green and Red colours. Rate also includes stenciling the Quarters number in paint in the plastic bin and distributing to houses. Sample has to be got approved before effecting bulk supply.		Nos	
5(vi)	1000	(2.35.3.1)Diluting and injecting chemical emulsion for POST CONSTRUCTIONAL Anti termite treatment (excluding the cost of chemical emulsion): Treatment of soil under existing floors using chemical @1litre per hole 300mm apart including drilling 12mm Dia holes and plugging with cement mortar 1:2 (one cement; two coarse sand) to match the existing floor with Chlorpyriphos/Lindane EC 20% with 1% concentration, or equivalent chemical. Required tools, cement & all material except chemical emulsion are under contractor's scope.		Sqm	
5(vii)	20	Removal of Honey-bee hives/Kadhandu/Such insects of any size/magnitude completely from any level/height of the building without any disturbance to the occupant of the building and with safe working. The contractor is required to adopt safe approach/technology while removing the insects.		Each	
TOTAL for 12 months without Contractor's Service Charges					
Rounded off				Rs	
Contractor's Service Charges at _____ % (To be quoted in not more than two decimal place) of the above total and excluding GST					
Total Contract value for 12 Months					
(RUPEES _____ ONLY)					

NOTE:

1. The tenderers are advised to visit NITT/site of work and get themselves acquainted with the site conditions, quantum and nature of works before submitting the offer.
2. Area of activities under this contract is shown in the enclosed General layout drawing.
3. The successful tenderer is required to submit detailed programme matching the above periodicity and as per Annexure before commencing the work so as to maintain clean and garbage free environment at any point of time.
4. The price quoted will meet out establishment / uniform / ID / safety tools ,any incidental charges etc., and as such **MINUS or AT PAR bids will be summarily rejected.**
5. The volume of work under item No.1 requires a minimum of 18 labourers for effective performance. 02 Supervisors are to be deployed for effective supervision who are responsible for submission of day to day reports, issue of the consumables to the workers, collecting feedback from the departments and getting day to day instructions from the authorities.
6. Only the inside of occupied building areas are excluded from the scope of work under Item No.1 except blockage removal, garbage and debris transportation .However, Cleaning of vacant quarters is under the scope of the Contract.
7. Deployment of lesser labour than specified above will attract a recovery of Rs.15,145/- per month or as revised including penalty for each labour on pro rata basis and Rs.17,112/- for supervisor.
8. All labour, consumables, tools & plants,Fuel etc., are under the scope of the contractor except the chemical & equipment for item no. 05 and item no. 09 Successful tenderer is required to maintain proper logbook for the consumption of materials and submit to the department for its approval. Required chemical & equipment for item no. 05 and Chemical for item no. 09 alone will be issued by NITT at free of charges. Sufficient labour are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always.
9. The contractor may convert / process the garbage into bio compost as directed by NITT using the cow dung available in the campus.
10. Other Garbage not meant for bio compost shall have to be regularly transported to the earmarked area. Non deployment of tractor when required by NITT will attract a penalty of Rs.2000/- per day.
11. Minimum wage as fixed by Govt. of India including statutory payments like ESI, EPF, Bonus etc., are to be paid to the workmen on monthly basis before 7th day of succeeding month and payment to the workers to be claimed automatically without necessitating any extra approval/expenditure sanction as and when the Government notifies/ declares Minimum Wages and other statutory orders.
12. The contractor shall comply all safety rules and regulations of NITT and shall ensure their working group wear uniform supplied by the contractor & always carry identity card in English approved by NITT.
13. The agency shall have to get the acknowledgement once in a month from the occupants for daily collection of garbage in the prescribed format which is a basis for making payment.
14. A recovery of Rs.200/- per trip shall be effected for non-segregation of waste under Item No.3.
15. Following recovery shall be effected for non-compliance of any activity/ periodicity under Item No.1 per month and on pro rata basis. In addition, a punitive charge of 12.50 % will also be recovered:

a) Up keeping roads, berms, pavements, common areas, surroundings of public buildings & shopping Centre etc	10 %	h) Cleaning of Vacant Quarters	10 %
b) Garbage collection at Door steps & to bio compost	10 %	i) Blockage complaints	10 %
c) De-Weeding Surroundings	10 %	j) Deployment of grass cutting machine per number	15 %
d)De-Silting Drains	10 %	J) Brasso mosquito sprayer	3%
e) Removal of Cobweb at the common staircases /terrace	3 %	k) Upkeeping the surroundings of Guest house	2%
f) Removal of Carcass & burial	3 %	m) Push cart with dust bin	2 %
h) Crowbar,Showels and Tools	4 %	n) Tri Cycle with dust bin	2 %
j) Sweeping/Mopping Floor Area at KV school	3 %	l) Sewer line cleaning tools	3 %

ANNEXURE TO THE BILL OF QUANTITIES

Working Sheet to arrive at the Labour/Supervisor Cost & Material for item 01 as on tender date & with reference to the approved Minimum wages as on 01/04/2018

Wages Calculation as on Apr 2018 -House Keeping -Quarters zone.			
S.No	Particulars	Supervisor	Worker
1	Minimum Wages Basic + VDA as on April 2017	522.00	462.00
2	Number of Days (8 Hrs Duty/Day)	26	26
3	Basic Wage + Variable Dearness Allowance	13,572.00	12,012.00
4	Provident Fund @ 13.00% (EPF, EDLI, Admin Charges) (Limited to first Rs.15,000) wef 1st June 2018	1,764	1,562
5	ESI @ 4.75% of Basic + VDA (Limited to first Rs.21,000)	645	571
6	Bonus @ 8.33% of Basic + VDA	1,131	1,001
7	Total	17,112	15,145
8	No of Workers	2	18

Signature(s) of Applicant(s) with Seal

- a. The Minimum Wages given in the row 1 is, as on **1st April 2018**.
 - b. As per statutory norms, Provident Fund will be limited to the first Rs.15,000/- of the wages (Basic & VDA) and ESI will not be applicable if the wages (Basic & VDA) exceeds Rs.21,000/- per month.
 - c. As per statutory norms, Bonus payment will be paid on monthly basis.
- As per statutory norms, Variation in Minimum Wages (Basic & VDA), EPF, ESI and Bonus as and when notified by the Government will be reimbursed by the NITT. Similarly, other statutory increases will also be considered. Deployment of additional manpower as required by NITT for any programme not covered under this contract will be paid on per day rate as on the day of deployment.

WEEKLY EXECUTION SCHEDULE

DAY	WORKING AREA : TEAM -I	WORKING AREA : TEAM -II	REMARKS
SUNDAY	QIP and RSB Quarters	PG Quarters, Hospital street	Includes cleaning of open spaces & Roads, De-weeding , Removal of cobweb in stair case areas of storeyed buildings, Desilting of drains & outside cleaning of vacant quarters of the area .
MONDAY	1 st to 3 rd streets, Main road -Canteen to Guest house	Opal main road upto 13 th street, Thuvakudi Annex Quarters	
TUESDAY	4 th to 6 th streets	20 th and 21 st streets	
WEDNESDAY	7 th to 9 th streets	22 nd and 23 rd streets	
THURSDAY	10 th to 12 th streets	14 th to 16 th A &16 th B	
FRIDAY	13 including 13A & 13B,	17 th , 18 th and 19 th streets	
SATURDAY	Mass work	Mass work	

1. Door step collection from all occupied quarters and conveyance/disposal in to the bio-pits after segregation of bio de-gradable/non-degradable shall be carried out daily including Sunday and all holidays.
2. Inside cleaning of vacant quarters, Removal and disposal of carcasses, Removal of sewer line blockages should be carried out as and when complaint received.
3. Upkeeping of surroundings of Guest House, All housekeeping activities at KV School and Kalyana mandapam are to be carried out daily .

