



**HOSTEL ADMINISTRATION COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS
TIRUCHIRAPPALLI-620 015, TAMIL NADU**



Phone: 0431- 250 4136

Email: hac@nitt.edu

URL: www.nitt.edu

e-Procurement Notice

Ref: NITTH/Housekeeping/Tender/2025-26/01

Dated: 28/04/2025

Online tenders are hereby invited **in Two Bid system** from INDIAN NATIONALS for **Providing Housekeeping Services on Outsourced Manpower basis to NITT Hostels.**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from **28/04/2025 @ 5.00PM** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 19-05-2025 @ 3.00PM (Server time).
Late bids shall not be accepted.

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

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

CRITICAL DATE SHEET

Published Date	28/04/2025 @ 05.00PM
Bid Document Download Start Date	28/04/2025 @ 05.00PM
Clarification Start Date	28/04/2025 @ 05.00PM
Clarification End Date	05-05-2025 @ 11.00AM
Pre bid meeting	05-05-2025 @ 11.00AM
Venue of Pre-bid Meeting	Hostel Office, NITT, Tiruchirappalli - 15
Bid Submission Start Date	28/04/2025 @ 05.00PM
Bid Submission End Date	19-05-2025 @ 03.00PM
Bid Opening Date (Technical)	20-05-2025 @ 03.00PM
Bid Opening Date (Price)	Will be announced after technical evaluation



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Ref: NITTH/Housekeeping/Tender/2025-26/01

Dated: 28/04/2025

NOTICE INVITING TENDER FROM INDIAN NATIONALS FOR
**PROVIDING HOUSEKEEPING SERVICES ON
OUTSOURCED MANPOWER CONTRACT BASIS
TO NITT HOSTELS**

Name of Work/ Service	PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MANPOWER CONTRACT BASIS TO NITT HOSTELS
Estimated Cost put to Tender	Approx. 3.50 Crore per annum
Tender Document	Tender document can be downloaded from the Government of India eProcurement System https://eprocure.gov.in/eprocure/app for viewing and applying (or) NITT website www.nitt.edu from for viewing only.
EMD Amount (Refundable to unsuccessful Bidders)	Rs.7.00 Lakh. Bid Security declaration to be submitted.
Pre-Bid Meeting Date & Time Venue	05-05-2025 @ 11.00AM Hostel Office, NITT, Tiruchirappalli - 15
Bid Submission Start Date & Time	28/04/2025 @ 05.00PM
Last Date and Time for submission of E-Tender	19-05-2025 @ 03.00PM
Date and Time of Opening of E- Technical Bid	20-05-2025 @ 03.00PM (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
Date of Opening of Financial Bid [E-Price Bid]	Will be informed later
Bid Validity	120 days from the date of opening.
Mode of Submission of E Tender	E-Tender portal (CPP Portal) https://eprocure.gov.in/eprocure/app



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Bidding Procedures

Section I: Instructions for Online Bid Submission

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

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



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bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

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

PRICE BID

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



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EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. **Parallely for any** further queries, the bidders are advised to contact over phone: **1800-233-7315, 0120-4001005** or send an E-mail to cppp-nic@nic.in.



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TENDER NOTICE

01.	Name of work	PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MANPOWER CONTRACT BASIS TO NITT HOSTELS
02.	Estimated Cost	Approx. Rs.3.50 Crore per annum
03.	Earnest Money Deposit	Rs.7.00 lakh (submission of demand draft per EMD to the tender inviting authority) & Bid declaration form should be Submitted
04.	Period of work	12 (Twelve) Months; Initially for a period of 3 months and based on satisfactory performance the work may be extended to a further 9 months. On completion of One year, the contract may be extended for another one year or Part thereof based on the satisfactory Performance of the contractor. The additional extension may be given (i.e., after 2 years) for one more year or part there of and it is extended at the sole discretion of NITT Hostel Administration.
05.	Cost of Tender Document	NIL
06.	Pre-bid Meeting	05-05-2025 @ 11.00AM Hostel Office, NITT, Tiruchirappalli - 15
07.	Last Date and Time for submission of E-Tender	19-05-2025 @ 03.00PM (Server time). Late bids shall not be accepted.
08.	a) Date and Time of Opening of E-Technical Bid)	20-05-2025 @ 03.00PM (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
	b) Opening of Price bid	After the evaluation of technical bids, the date and time of the Price bid opening will be updated and the technical evaluation uploaded in CPPP portal.
09.	Address for submission of Tender	The Chief Warden, NITT Hostels, National Institute of Technology, Tiruchirappalli - 620 015
10.	Procedure for submission of Bid	As Per the E-Bidding Procedure



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Check list:

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

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



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

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

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

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

**All Pages of Tender documents must be serially numbered, duly signed and stamped by the bidder.
Soft copy of the documents to be uploaded in CPP portal.**

Signature of Contractor with Seal



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TENDER DOCUMENT (TECHNICAL BID)

Tender Notification No.	:	NITTH/Housekeeping/Tender/2025-26/01 Dated: 28/04/2025
Name of the work	:	Providing Housekeeping Services on Outsourced Manpower basis to NITT Hostels.
EMD Amount	:	Rs.7.00 lakh. Bid declaration form to be submitted.
Last Date of submission of Tender	:	19-05-2025 @ 03.00PM
Address for submission of Tender	:	The Chief Warden NITT Hostels, National Institute of Technology, Tiruchirappalli - 620015. Tamilnadu, India.
Date and time of pre-bid meeting	:	05-05-2025 @ 11.00AM Hostel Office, NITT, Tiruchirappalli - 15
Date and time of opening of Tender (Technical Bid)	:	20-05-2025 @ 03.00PM



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NOTICE INVITING TENDER

Tender Notification No.: **NITTH/HAC/Housekeeping/2023-24/001 Dated: 28/04/2025**

National Institute of Technology, Tiruchirappalli Hostels invites E-tenders, in **Two bid System (Technical Bid and Financial Bid)** up to **03.00PM** on **19-05-2025** for the following work:

Name of Work	EMD Amount in Rs.	Period
PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MANPOWER CONTRACT BASIS AT HOSTELS	Rs.7.00 lakh. EMD Declaration form to be submitted	12 (Twelve) Months; Initially for a period of 3 months and based on satisfactory performance the work may be extended to a further 9 months. On completion of One year, the contract may be extended for another one year or Part thereof based on the satisfactory Performance of the contractor. The additional extension may be given (i.e., after 2years) for one more year or part there of and it is extended at the sole discretion of NITT Hostel Administration.

ELIGIBILITY CRITERIA: -

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

I. Experience

a. Experience of having successfully completed similar Housekeeping Manpower Providing service during the last 5 (five) years up to that 31.03.2025 should be either of the following.

b. Three similar works (at least one of them should be for Central / State Government/Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than Rs.140.00 lakhs each.

OR

c. Two similar works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) each costing not less than Rs.175.00 lakhs each.

OR

One similar work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/Private limited company /Reputed Education Institute) costing not less than Rs.280.00 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



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out for Government Departments and TDS in case of works carried out for private parties should be enclosed in addition to the completion certificates.

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

Documentary Proof of work order and completion certificate of that particular work order to be submitted

II.TURNOVER

- i) Should have an average Annual financial turnover of Rs.280 lakhs in any of the three financial years among the preceding five financial years ending with 31.3.2024.
- ii) Bidders should not have suffered any financial loss for more than one year during last three financial years ending on 31-03-2024
- iii) Should have a solvency of Rs.70 lakhs from any Nationalised / scheduled Bank issued not later than six months from tender closing date.
- iv) Separate Registration Code No. for ESI, EPF, PAN and GSTIN on bidders' name/firm
- v) Bidder has to submit live Agency/Company Registration certificate.
- vi) Bidder has to submit Labour licence (renewal/current).
- vii) Proof of Audited balance sheet and Profit & Loss account, duly certified by a Chartered Accountant, to be submitted.

EARNEST MONEY DEPOSIT: -

Earnest Money Deposit Rs.700000/- (Seven Lakhs) to be submitted in the form of DD/BG in favour of Chief Warden, NITT Hostel and payable at Tiruchirappalli, Trichy. EMD Exemption shall be as per GOI norms.

Security Deposit: -

The successful bidder has to submit Security Deposit at the rate of 5% of the contract value within 14 days from the date of placement of order / intent / before start of the work.

Security Deposit shall be collected from the successful tenderer, before start of the work in the form of Account payee Demand Draft / Fixed Deposit Receipt, Banker's cheque or Bank guarantee from any of the Nationalized / Scheduled commercial Banks in favour of The Chief Warden, NITT Hostels and payable at Tiruchirappalli is accepted towards Security Deposit. The Performance Bank Guarantee Should be valid for sixty days beyond the Contract completion period.

The security deposit shall not carry any interest.

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



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NITT Hostels shall not be responsible for any loss of securities, due to liquidation for any other reasons, whatsoever 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 Hostels (or) NITT under the terms of this contract or under any other contract with NITT Hostels (or) NITT may be deducted from the Security Deposit or realized by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by NITT Hostels 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 the period of six months of 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.



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SECTION – I

GENERAL INFORMATION AND BRIEF SCOPE OF WORK

The work has to be carried out in NITT Hostels, NIT, Tiruchirappalli (Hostel Zone).

The House keeping work has been divided in three Zones Viz Zone1, Zone2 and Zone3.

- 1) **The scope of work inter alia includes the following with supply of free electric power wherever needed: -**

Housekeeping service to the NITT Hostel buildings according to the Zones including surrounding areas which involves broadly the following activities:

I. Manpower Services for Regular Works

The regular works under this scope of work involved the following works as directed by the NITT Hostels.

Cleaning and washing the water closet, wash basin & urinal including Mopping Hostel Entrance, scrubbing the floor area & the walls of the toilet & bathroom the cleaning should be twice a day (1 Time Per Shift) in all the hostel buildings on all working days (Monday to Sunday).

Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Hostel Buildings including sectioning of undulated grounds etc. [Cleaning of Garbage's / Wastes] in the hostel zone (once in three days)

Clearing vegetation, weeds etc., in the walls, terrace and common areas, open spaces, roads & drains etc. (once a week),

De-silting the drain by sectioning the accumulated earth and disposing off the removed earth by levelling the berms as protection to the road edges or to the identified places. (Once in three months)

Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Hostel buildings etc. within the NITT Hostels area by sweeping once in a week except Hostel Office and Book House which are to be swept daily. All as per standard practice

Clearing grass, vegetation, weeds etc. once in a month in the surrounding of the Hostel building including common areas, open spaces, terraces of all buildings all roads & drains etc. within the identified layout. All as per standard practice

Dusting and cleaning of furniture in the identified buildings (once in a month).

Removal of cobweb at all the toilets & bathrooms in all Hostel buildings (once in a Week).

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

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

Loading and Unloading of Furnitures and other items whenever required from NITT Hostels.

Small Tree Branches Cutting whenever required from NITT Hostels.



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Doorstep Garbage collection at the individual hostels (The Garbage / Wastes Should be Collected & segregated [Bio- degradable, Recyclable, Non-Recyclable] in all the Hostels using contractor vehicle on daily basis by tractor having a capacity of minimum 200 cft. covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side(Micro Compost Yard -only Bio-degradable) of NITT campus with an average lead of 2-3 kms) daily from all the hostels.

Zone wise Blockage removal in sewage lines using the small equipment / instrument. If it is major blockage that will be covered under the rate contract. No manual scavenging is permitted as per scrutiny. Any compensation to be paid will be borne by the contractor.

NITT Hostels may also engage the manpower for any other similar works which may arise during the execution of the contract.

The Details and exact nature and scope of work (Ref Page no; 35-36)

Hostels Inside and outside cleaning Regular Works: -

- a) Daily Sweeping & mopping: Clean all floors, rooms, staircases, common rooms and common areas.
- b) Cobweb Removal: Remove cobwebs from all floors, rooms, staircases, common rooms, and common areas daily.
- c) Room Maintenance: Clean windows, doors, fans, lights, and glass in all rooms.
- d) Property Maintenance: Clean and maintain furniture (beds, tables, chairs), fixtures, appliances, and equipment in common areas. Shifting them as required.
- e) Dustbin Cleaning: Clean all floor dustbins daily. Remove garbage from rooms and outdoor areas.
- f) Keep clean the cycle stands.
- g) Clean the hostel entrance/Surrounding two days once.
- h) Maintain the garden by watering and planting new plants in hostels.
- i) General Maintenance: Maintain cleanliness and greenery in the hostel zone.
- j) Water dispenser, RO Plant tank cleaning

The Details and exact nature and scope of work (Ref Page no; 35-36)

II. Rate contract for Special Works

Transporting the garbage collected from the surrounding/open space/common areas/dustbins, etc., by truck of size not less than 200 cft capacity covered with net to avoid spillage enroute & disposing the bio-gradable waste at the specified pits inside the campus identified by NITT Hostels.

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



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Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats (debris) etc.,
Spraying chemical for mosquito/cockroach control inside & outside Hostel buildings, Open areas,
Manhole chambers, Gully traps etc. and also for fogging operation in the entire area.

Dewatering the accumulated effluent completely from the septic tank using compressor.

Once in three months the Sewage lines should be cleaned using machineries. Hire charges applicable as per the quoted rates.

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

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

Backhoe loader and excavator / Tractor Dozer / Tractor with Rotavator / Tractor with ploughing tool rental on hourly basis.

Additional manpower supply as and when needed.

The Details and exact nature and scope of work (Ref Page no; 37)

General Terms and Conditions

1. The bill should be prepared and submitted by the contractor to the Hostel Office as per the detailed procedure given in the tender document (Financial bid).
2. All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor except where specifically indicated.
3. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the document are liable to be rejected. At the same time, unwanted and irrelevant details need not be furnished.
4. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of 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.



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7. The successful bidder will be the L1 bidder of overall amount quoted in price bid. In case of tie on overall lowest price, the contract will be awarded to the bidder who is having highest average annual Turnover as per the financial criteria submitted.
8. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards to the personnel to be deployed by him in respect of Minimum wages, Provident Fund, ESI and Bonus etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Hostel authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to Wages, ESI, EPF and Bonus (as per the eligibility) having been deposited do not accompany the bill as a documentary proof, the NITT Hostels 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 NITT Hostels. 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 there of the Hostel / Institute is put to any loss or obligation, monetary or otherwise, the NITT Hostels 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.
9. Other details and the method of evaluating the capacity of the prospective contractors are detailed elsewhere in this document.
10. The Chief Warden, NITT Hostels reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. The Chief Warden, NITT Hostels also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NITT Hostels, NIT, Tiruchirappalli-15.

**The award of tender will be based on overall lowest basis including housekeeping materials
scheduled in the BOQ (Bill of Quantity)**

12. 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 Hostels reserves the right to terminate the contract at any time by giving short notice and forfeiting the security deposit to compensate the extra cost to be incurred by NITT Hostels in carrying out the service through alternate agency. If the performance is satisfactory, the contract will be extended for nine more months.
13. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation here to, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT Hostels. 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.



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SECTION – II

INFORMATION AND INSTRUCTION TO BIDDERS

1. General

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

The following documents should be enclosed:

- (i) Letter of transmittal in the enclosed format.
 - (ii) Solvency certificate from a nationalized bank.
 - (iii) Financial information in Form – A (format enclosed).
 - (iv) Performance report in Form – B of works (format enclosed).
 - (v) Details regarding the structure of the organization in Form – C (format enclosed).
 - (vi) Details of personnel establishment in Form – D (format enclosed).
 - (vii) Details of equipment’s deployable for this specific work in Form – E (format enclosed).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘Nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular/query is not applicable in case of the bidder, it should be stated as ‘Not applicable’. However, 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. Application made by fax and those received late after the prescribed date and time will not be entertained.
- 1.3 The bidder 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 bidder should be signed by an officer not below the rank of Executive Engineer/Project Manager or equivalent with seal and contact details.
- 1.6 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the bidders 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 The Hostel Convener, NITT Hostels.
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.



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2. Definitions

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

- a) Employer means The Chief Warden, NITT Hostels, NIT, Tiruchirappalli.
- b) Bidder 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 bid, it shall be signed by him above his full type written name and current address.
 - 3.2. If a proprietary firm makes the bid, 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 bidder shall also furnish a copy of the Memorandum and Articles of Association duly attested by a Notary Public.
4. **Final Decision-Making Authority:** The Chief Warden, NITT Hostels, NIT, Tiruchirappalli reserves the right to accept or reject all or any of the bids and to annul the qualification process/tender process at any time without assigning any reason or incurring any liability to the bidders.
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 bidder.
6. **Site Visit:** The bidder is advised to visit the Hostel zone buildings and surrounding areas 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 **Hostel Convener, NITT Hostels, National Institute of Technology, Tiruchirappalli – 620015** by way of sending permission email to hosteloff@nit.edu with a copy to so@nitt.edu.
7. **The bidder 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 firms from whom proposed to hire.**
- 7.1. The bidder should have sufficient number of employees for proper execution of contract. The bidder 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 bidder's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and attached the Certificate Copies and contact details.



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- 8. Financial Information:** The bidder should furnish the annual financial statement for the last 3 years in Form – A.
- 9. Experience in Similar Works:** The bidder 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:** Bidder 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 bidder 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:** Bidder should furnish the list of equipment to be used/deployed for carrying out the house keeping works in Hostel zone (in Form – E). Details of any other equipment not mentioned in Form E, but available with the bidder and likely to be used in this work may also be indicated.

Tender Submission and Decision: After the details submitted by the bidder 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 bidders who have not been qualified after evaluation, shall be returned unopened. Qualified tenders shall be opened by the committee constituted for this purpose on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may choose to present.

12. Corrigendum / Amendment:

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



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DISPUTE RESOLUTION MECHANISM:

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

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

- a) If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, NITT reserves the right to reject such tender at any stage.
- b) The expenses for completing and stamping the agreement shall be paid by the contractor.
- c) Tenderers shall not increase their quoted rate in case NITT, negotiates for a reduction of rate. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rate originally quoted shall be binding on the tenderers for a period of Four months from the date of opening of tenders
- d) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- e) TENDERERS should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of Tender Documents including the drawings attached thereto, before submitting their tender.
- f) Conditional and Un witnessed tenders, tender containing absurd rates and amounts tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions laid down by the Accepting Officer are liable to be rejected.
- g) Tenders not submitted on the prescribed form are liable to be rejected.
- h) This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
- i) The tenderers are advised to go through the condition stipulated in Tender document & code of conduct for Safety of Contract Labourer' in details. Any violation thereof will invite punitive action being taken against them. While quoting the rate all the above factors are to be considered.
- j) Agency registered with NSIC/MSME/UDAYAM as per Govt. norms is exempted from payment of tender Earnest Money Deposit but required to attach the attested copy of valid registration indicating the company name, address, registration number, validity & product for which registered in the technical bid, for the specified financial criteria. Any deviation in the certificate on product or validity or name of the company tendering, will attract rejection resulting non-opening of respective price bid.



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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 Chief Warden of NITT and if Chief Warden is unable or unwilling to act, to the sole arbitration of some other person appointed by the Chief Warden, willing to act as such arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Convener of Hostels 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, Chief Warden 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.



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FORCE MAJEURE CLAUSE:

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

Neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non-performance and delay is resumed as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by NITT subject to prompt notification by the tenderer to NITT of the particulars of the events and supply to the NITT if required of any supporting evidence. Any waiver of time in respect of partial instalment shall not be deemed to be a waiver of time in respect of remaining deliveries.

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

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

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

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



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SECTION – III ADDITIONAL CONDITIONS

The Hostel Area has been divided into three zones for the House Keeping work, the Zone wise Hostel list is as follows:

Zone Wise

S No	Hostel Areas	Floors	Wash Basin	Bath Rooms	Urinals	Rest Rooms Indian	Rest Rooms Western	Total Rest rooms
Zone-1								
1.	Coral	G+1	22	24	24	20	8	28
2.	Agate	G+2	32	48	42	54	2	56
3.	Diamond	G+1	26	36	22	36	2	38
4.	Garnet A	G+2	33	30	30	30	24	54
5.	Garnet B	G+2	33	30	30	30	22	52
6.	Garnet C	G+2	32	30	30	24	8	32
7.	Jade	G+2	30	36	18	36	0	36
8.	Emerald	G+2	12	18	12	18	0	18
9.	Lapis	G+2	12	18	12	18	0	18
10.	Pearl	G+2	12	18	12	18	0	18
11.	Ruby	G+2	12	18	12	18	0	18
12.	Amethyst	G+3	66	72	32	48	34	82
Zone-1 Total			334	414	288	386	112	498



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Zone-2								
S No	Hostel Areas	Floors	Wash Basin	Bath Rooms	Urinals	Rest Rooms Indian	Rest Rooms Western	Total Rest rooms
1	Sapphire	G+2	12	18	12	17	1	18
2	Topaz	G+2	12	18	12	18	0	18
3	Zircon A	G+2	32	30	30	24	10	34
4	Zircon B	G+2	31	30	29	24	7	31
5	Zircon C	G+2	32	30	30	24	8	32
6	Amber A	G+3	26	30	36	30	4	34
7	Amber B	G+3	34	40	47	40	4	44
8	Aquamarine A	G+3	34	40	48	32	11	43
9	Aquamarine B	G+3	34	40	32	40	4	44
10	Jasper	G+3	34	40	32	42	4	46
11	Hostel Office	G+0	3	0	2	2	0	2
12	Hostel Guest / Book House	G+0	9	10	0	2	0	2
Zone-2 Total			293	326	310	295	53	348

Zone-3								
S No	Hostel Areas	Floors	Wash Basin	Bath Rooms	Urinals	Rest Rooms Indian	Rest Rooms Western	Total Rest rooms
1	Opal A	G+2	36	30	0	29	1	30
2	Opal B	G+2	12	18	0	18	1	19
3	Opal C West	G+2	30	36	0	30	6	36
4	Opal C East	G+2	30	36	0	30	6	36
5	Opal D	G+3	34	40	0	32	12	44
6	Opal E	G+3	50	40	0	32	12	44
7	Opal F	G+4	72	50	0	40	22	62
8	Beryl	G+1	12	36	12	36	12	48
Zone-3 Total			264	250	12	211	60	271
Total			891	990	598	892	225	1117



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Opal Mess GF, Opal Mess FF, Mega Mess I GF, Mega Mess I FF, Mega Mess II GF, Mega Mess II FF, Kailash Mess

Annapurna Mess, Sabari Mess, G-Mess, F-Mess, C-Mess, A-Mess -13 no's Messes

Zone wise Manpower Requirement for the House Keeping

Toilet & Floor Cleaning Workers: 60nos (Unskilled Labours)

General Workers: 12 Nos (Unskilled Labours)

Supervisors: 4 Nos (Semi-Skilled Labours)

Hostel Cleaning Workers: 14Nos (Unskilled Labours)

Total Manpower: 90 Nos

Zones	Wash Basin	Bath Rooms	Urinals	Rest Rooms			Manpower			General works (08.00am to 05.00pm)	Supervisor Morning Shift, Evening Shift, General Shifts	Total
				Indian	Western	Total	Morning Shift (06.00am to 02.00pm)	Evening Shift (02.00Pm to 10.00pm)	General Shift (08.00am to 05.00pm)			
Zone-1	334	414	288	386	112	498	9	9	4	4	1	27
Zone-2	293	326	310	295	53	348	8	8	3	4	1	24
Zone-3	264	250	0	211	60	271	0	0	19	4	1	24
Zone 1,2,3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1
	891	990	598	892	225	1117	17	17	26	12	4	76

S.no	Hostel Name	Required manpower for Hostel Cleaning
1.	Opal	1
2.	Zircon - B	1
3.	Zircon - B	1
4.	Opal	1
5.	Zircon- A	1
6.	Zircon- A	1
7.	Zircon- C	1
8.	Aquamarine - A	1
9.	Amber A	1
10.	Diamond	1
11.	Amber A	1
12.	Diamond	1
13.	Jade	1
14.	Opal	1
Total		14 Nos

Section III: Additional Conditions

- Every tenderer is expected to inspect the Hostel Area (Zone wise, Zone-1, Zone-2, and Zone-3,) for which the service is to be rendered before quoting his rate. The rate quoted shall take care of the Minimum Wages, VDA, Bonus (as per the eligibility), wages towards national holidays, other charges and profit margin etc., and increase in Minimum wages and Variations in the VDA can be escalated to the concerned department be claimed upon proper proof of the benefits had reached the employees.



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2. Gratuity if any shall be in the scope of the contractor. NITT is not responsible at any stage/eventually in this account
3. If further information is required, the Hostel Office will furnish such information through E-Mail, but it must be clearly understood that tender must be received in order and according to instructions.
4. The contractor should employ supervisors who have Knowledge and experience in this type of work.
5. Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
6. All the Materials /Tools/Chemicals/Fuel required for the work shall be arranged by the contractor.
7. 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.
8. Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Hostel Authorities (Hostel Assistant Manager, Hostel Manager and Warden of the respective Hostels) on or before eleventh of subsequent month by obtaining all formalities including attaching the copy of statutory remittances.
9. 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.
10. 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.
11. The contractor on receipt of work order should submit a list consisting of maximum of 86 workers and 4 supervisors as listed above to be deployed at the respective Zones of NITT Hostels with all data and the contractor should uniformly provide 90 Workers including supervisors from this list only. The Employees are scrutinized by the NITT Hostel Authorities at any time. The addition/deletion of labourers in enrolled list will not be entertained without proper justification and approval of The Chief Warden/The Hostel Convener, NITT Hostels, NITT.
 - a) If any worker/Supervisor fails to attend their allotted duty, one warning letter will be given for improvement measures. If it persists, they will be terminated without further notice. In such case the contractor has to replace the manpower without affecting the normal duty
12. **PENALTY CLAUSE (Housekeeping Manpower Services) :** If any worker deployed by the firm at NITT fails to attend the Housekeeping service on all Working days including Sundays & Government Holidays, a Penalty of an amount equal to twice the actual payment entitled shall be levied along with a punitive charges @ 12.5%.
13. **PENALTY CLAUSE (Rate Contract Works):** If any of the work not attended within the time period, then a penalty of an amount of equal to twice of the agreed rate shall be levied along with a punitive charges @ 12.5%.
14. **Penalty Clause (EPF):** If the employer contribution of EPF (or) the worker / labourer EPF subscription is not paid to the statutory authorities to credit in the respective worker account of the respective month, penalty may be imposed in the next month payment @12.5% of the non-credited EPF amount.



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15. The contractor should maintain an attendance register of all workers duly signed by the representative of NITT Hostels 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 NITT Hostel Administration and hand over a copy to The Hostel Convener, NITT Hostels 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.
16. The contractor is required to release monthly wages to the workforce on or before 07th of every month successive month irrespective of the monthly payments received from NITT Hostels by NEFT to the respective individual bank account, the copy of which shall have to be submitted to NITT. A fine of Rs. 1000/- per delayed day will be recovered in the bills due to the agency.
17. **Monthly Bills:**
 - I)** **House Keeping Manpower Services:** The contractor shall obtain a feedback certificate on performance of work from each Hostel (Hostel Assistant Manager, Hostel Manager, Sanitary Inspector, Warden) while submitting their running account bill along with the attendance register.
 - II)** **Rate Contract Works:** The contractor should obtain the Job work indent from the respective Officer of the NITTH and the Job completion certificate from the respective Hostel Assistant Manager, Hostel Manager, Sanitary Inspector and Warden along with the Job work bill.
18. 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.
19. 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 and SOP followed in the institute should be strictly adhered.
20. The contractor should provide Uniform and ID cards for workers - 2 sets per worker per annum within one month of commencement of work. This cost includes in the services charges quoted by the contractor.
21. The contractors should quote the service charges minimum **3.26% (Exclusive GST 18%)** on the manpower wages, however the service charges should also include all other overheads as defined in the scope of work under S.no 1 House Keeping Manpower Services which includes provision of protective accessories to the workers. Further, the bidders should also quote item wise rates under the sl. no. II Rate contract works. The award will be decided based on the overall lowest.
22. 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 Hostels will not entertain any claim what so ever in this regard.
23. If after opening the tender, the tenderer revokes his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of 'The Hostel Convener, NITT Hostels, NIT, Tiruchirappalli', the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.



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24. Filled in total contract value for 12 months in the financial bid of the tender will remain valid for a period of four months from the date of opening the Financial Bid. Once the contract is awarded after acceptance of tender, the service charges as accepted by NITT Hostels 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(As per Eligibility) 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.
25. Any legal disputes arising out of the contract shall be handled in the honorable court having its jurisdiction over NITT.

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, deployment of manpower etc., for the work that are covered under the scope of contract.
- c) The scope shall cover any other service/work that might arise depending upon contingency.
- d) The contractor should make arrangements to display “CLEANING UNDER PROGRESS” boards at the entrance of the toilets while cleaning.
- e) Lady workers should be engaged for Zone -3 (Hostels: Opal-A, Opal-B, Opal-C, Opal-D, Opal-E, Opal – F, Beryl Hostels).
- f) Men workers for Zone-1 (Hostels: Agate, Coral, Diamond, Garnet A, Garnet B, Garnet C, Jade, Emerald, Lapis, Pearl, Ruby and Amethyst) and Zone-2 (Hostels: Sapphire, Topaz, Amber A, Amber B, Aquamarine A, Aquamarine B, Jasper, Zircon A, Zircon B, Zircon C, Hostel Office and Hostel Book House). "In other words, it should be ensured that the deployed staff is gender-specific male staff for boys' hostels and female staff for girls' hostels."
- 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 current month, monthly pay (acquaintance) roll of all the workers and proof of wages & bonus paid to process the current month bill.
- j) The scope of woFrk under the Sl.No. I House Keeping Manpower services is total requirement of manpower for the NITT Hostels, the manpower to be deputed as per the NITT Hostels requirement, it may vary time to time, the minimum requirement is 20 unskilled and 1 supervisor.
- k) The quantity mentioned under the scope of work under the Sl.No. II Rate Contract Works is tentative and the quantity work may vary.

Working Conditions:

1. The deployment of “Rendering Housekeeping Service” is required to be carried out on all days based on the requirements.
2. The required manpower to be provided to all the Hostels 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 Hostels Authorities.
6. The labourers to be provided Uniform, shoes, masks and other sanitary requirements.



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7. The Supervisors, under whom the labourers work, shall have to report daily to the Hostel Managers and Sanitary Inspector at NITT Hostels and take instructions on day-to-day basis.
8. The payment by NITT would be on reimbursement basis after the due submission of all of the bills and scrutiny by NITT will be made after deducting Income Tax, GST and Labour Welfare Cess etc.,

Normal Working Hours (All Days):

- a) The working hours shall be eight hours with one hour lunch break. The manpower should be available in 2 shift basis Morning Shift 6.00 A.M. to 2.00 P.M., 2.00 P.M. to 10.00 P.M & General Shift 8.00 A.M. to 5.00 P.M (with one-hour lunch break) according to that the manpower should be rotated. The cleaning should be twice a day (1 Time Per Shift) and for extended hours if required by NITT Hostels for specific purpose the same will be treated as extra hours duty. Payment will be based on biometric attendance and actual man-days supplied for that particular month.

Service Materials and Tools:

- b) All the materials required for the work viz. Toilet cleaning/Floor mopping etc., scope of the Contractor.
- c) Grass cutting machines, tree root removing tools, Sewage removal tools, Scrubbers, and Industrial type vacuum cleaner whenever required for cleaning works failing which proportionate penalty will be applied in the running bills. De weeding will be carried out only through grass cutting equipment and the agency is required to mobilize at least two such equipment that are always in working condition. Fuel required for operation is under the scope of the contractor and shall be met out from the service charges quoted by the agency. NITT Hostels will not pay extra amount in this case except service charges. The contractor should quote the service charges after taking into the account of the above.

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) Compliance with the provisions of the Prevention of Sexual Harassment of Women at Workplace (POSH) Act -2013 must also be ensured.
- c) Smoking in the institute premise is strictly prohibited.
- d) Workers must be free from influence of alcohol.
- e) Workers must be physically and mentally fit for work.
- f) Workers should avoid causing damage to the NITT (or) NITT Hostels property.
- g) The NITT Hostels Administration will not accept any responsibility if the workmen are injured.
- h) The movement of workers should be restricted to their area of work and should not wander into other areas.
- i) The bidder should have sufficient number of employees for the proper execution of contract. The bidder should submit a list of his employees with their age proof (Not more than 58 years and above 21 years).
- j) Background verification of the employees to be engaged by the contractor has to be ascertained at the sole discretion of the contractor. Necessary details must be submitted to NITT Hostels. However, the deployment of manpower shall be with the consent of NITT Hostels. On any circumstance, the bidder / contractor should be liable for any unforeseen problems arises in this account.



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Special Conditions:

1. The house keeping contractor should execute an agreement in the non-judicial stamp, incorporating the various terms and conditions.
2. The Hostel 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/Tools/chemicals meticulously and the entries are to be made on day-to-day basis with a due signature from all Hostels
7. Day to Day executed regular works to be authorized by the respective Hostel Assistant Manager, and Warden.
8. A certificate must be obtained from the 'The Warden' of the respective Hostel (as per enclosed format) and produced along with the bills.
9. Required cleaning materials for the succeeding month must be procured on the last week of the preceding month and deposited with the Hostel Office.
10. The contractor shall obtain a certificate on performance of work from each Hostel (Hostel Assistant Manager, Hostel Manager, Warden) while submitting their monthly bill along with the attendance register.
11. The scope of Housekeeping Manpower services for NITT Hostels involves providing manpower as per hostel requirements, which may vary over time. The minimum requirement is 20 unskilled workers and 1 supervisor.
12. 365 days' work should be done with sufficient spare manpower.
13. No labour will be engaged/paid for more than 26 days in a month.

Zones	Wash Basin	Bath Rooms	Urinals	Rest Rooms			Manpower			General works (08.00am to 05.00pm)	Supervisor	Total
				Indian	Western	Total	Morning Shift (06.00am to 02.00pm)	Evening Shift (02.00Pm to 10.00pm)	General Shift (08.00am to 05.00pm)		Morning Shift, Evening Shift, General Shifts	
Zone-1	334	414	288	386	112	498	9	9	4	4	1	27
Zone-2	293	326	310	295	53	348	8	8	3	4	1	24
Zone-3	264	250	0	211	60	271	0	0	19	4	1	24
Zone 1,2,3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1
	891	990	598	892	225	1117	17	17	26	12	4	76



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S.no	Hostel Name	Required manpower for Hostels
1.	Opal	1
2.	Zircon - B	1
3.	Zircon - B	1
4.	Opal	1
5.	Zircon- A	1
6.	Zircon- A	1
7.	Zircon- C	1
8.	Aquamarine - A	1
9.	Amber A	1
10.	Diamond	1
11.	Amber A	1
12.	Diamond	1
13.	Jade	1
14.	Opal	1
Total		14 Nos

14. The total maximum manpower supplied should be as listed above which includes relievers in all other working days. So that the contractor may have few more labourers and supervisors to meet the daily man power requirements purely on contractor's scope. No extra cost will be paid for the same.
15. The Supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the NITT Hostel authorities.
16. The contractor should employ a minimum of 86 Laboure's and 04 Supervisors on all working days for housekeeping.
17. The minimum manpower supplied should be 90 no's including relievers on all working days. The indicated manpower will be tentative however, actual manpower will be generally around plus15% of the indicated manpower, so that the contractor may have a few more laborers and supervisors to meet the daily manpower requirements purely on the contractor's scope. No extra cost will be paid for the same. After the award of the work to the contractor, the screening of manpower will be done in the presence of Hostel Office Authorities. Preference will be given to the experienced candidate.
18. The Supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Hostel authorities.
19. 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.
20. NITT Hostels will not be liable for any medical attention, injury/loss of life of the person engaged by the contractor.
21. 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.
22. In case of any lapse in services, quality standards or noncompliance of periodicity/specification or any standing instruction, the contractor shall be penalized accordingly.
23. 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.
24. The contractor shall at his own expense reinstate and make good to the satisfaction of NITT Hostels (or) NITT and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of NITT Hostel employees shall be on the account of contractors only. Cancellation of contract in part or full for contractor's default:



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25. NITT Hostels may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter NITT Hostels to cancel the contract as whole or in part thereof or only such work order or items of work in default from the contract. NITT Hostels 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 Hostels and if higher, the excess will be recovered from the default contractor).
26. Initially for a period of 3 months and based on performance the work may be extended to a further 9 months. On completion of One year, the contract may be extended for another one year or part thereof based on the satisfactory Performance of the contractor. The additional extension may be given (i.e., after 2 years) for one more year or part-year and it is extended at the sole discretion of NITT Hostels on every Year. Every 3 months review meeting will be conducted to assess the performance of the contract works. The contract may be terminated due to violations or poor performance or non- compliance of statutory payments in time, with due notice
27. In case of failure on the part of the contractor to complete any contractual obligations, NITT Hostels reserves the right to get the same done at the contractor's risk and cost by another agency/departmentally apart from imposing penalty.
28. In case NITT Hostels (or) 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 Hostels (or) NITT together with the cost incurred by NITT Hostels (or) NITT on any legal proceedings pertaining thereto.
29. NITT Hostels reserves the right to disqualify such bidders who had a record of not meeting the contractual/statutory obligations against earlier contract entered with NITT Hostels / NITT.
30. NITT Hostels 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.
31. 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 Hostels must be provided by the contractor to NITT Hostels 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 Hostels in the name of NITT Hostels. Any failure in remitting the EPF, ESIC and Bonus to the workers shall lead to the cancellation of the contract. However, if it is found at later stage regarding nonpayment of above statutory dues by the contractor, the contractor has to settle the dues along with interest if any and proof to be submitted within 15 days to NITT hostels. However, it will be viewed seriously and suitable action will be taken on the contractor for such default as per the tender conditions.
32. The technical bids will be subjected to evaluation by a committee calling for a technical presentation by the vendors which will include verifying financial turn over registration certificates, legal, financial, statutory, taxation and other associated compliance of contractual conditions. The committee may evaluate/verify the performance of the agency at any of their existing contracts which may include obtaining references for visiting clients and the quality of services rendered by agencies. Further the committee may disqualify the bidder based on oral/written references or insufficient quality of service provided during existing or previous contracts.
33. The contractor shall at all times indemnify and keep indemnified the principal 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 subcontractor 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.



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34. 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 rate 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 Hostels.
- 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 overall lowest quote in Price Bid** and the contract would be awarded to the overall lowest bidder. The value of contract will be worked out based on the lowest quote inclusive of all taxes (**Excluding GST**).

The bidder should quote the service charges of minimum not less than 3.26% (Exclusive GST 18%) of the manpower wages as per GOI Circular otherwise the bid will be rejected.

The lowest bidder shall be selected based on the overall lowest of quoted service charges including the rates quoted for the rate contract items. If there is a tie on the lowest bidder, the work contract will be awarded to the lowest bidder who is having highest turnover (i.e. average annual turnover of the last three financial years ending by 31/03/2024 as given in the tender document)

LEAVE/HOLIDAYS: For every workforce deployed in our premises, the contractor will give one day weekly off for every six continuous working days. Shift roster should be strictly adhered to the above.

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 within the date of 7th of successive month. Any delay on this account shall be subjected to penalty of Rs.1,000/- per day or termination of contract. Opening of Bank, A/c of their workforce or making payment of wages in their existing Bank A/c is the responsibility of the contractor. Copy of the pass book showing the credit to the individual workers should be attached with each months running bill. Running bill/s submitted by the contractor to NITT Hostels kept pending due to non-compliance of observations shall have no any relevancy with the payment to workers in time.



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Scope of Work:

I. Manpower Services for Regular Works (Three shifts)

- Cleaning and washing the water closet, wash basin, and urinal twice in a day, Mopping Hostel Entrance from Monday to Sunday. The scrubbing of the floor area of the toilet & bathroom in all the buildings within once in a week the NITT Hostels area (Zone Wise – Zone-1, Zone-2, and Zone-3) once a day in all days using the consumables should be provided by the contractor, as the case may be and as per the proportion indicated elsewhere in the tender schedule. (cleaning should be twice a day (1 Time Per Shift)
- Removal of cobweb in the toilet & bathroom area once in a week in the Hostel area (Zone Wise – Total 3 Zones Zone-1, Zone-2, and Zone-3) Hostel Office and Book House. All as per standard practice. Annexure-1 (c).
- De silting the drains within the identified layout once in three months by sectioning the accumulated earth and disposing off the removed earth by leveling the berms as protection to the road edges or to the identified places. All are as per standard practice.
- Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Hostel buildings etc. within the NITT Hostels area (Zone Wise – Total 3 Zones: Zone-1, Zone-2, and Zone-3) by sweeping once in a Three Days except Hostel Office and Book House which are to be swept daily. All as per standard practice. Annexure-1 (c).
- Clearing grass, vegetation, weeds etc. once in a month in the surrounding of the Hostels 1 building including common areas, open spaces, terraces of all buildings all roads & drains etc. within the identified layout. All as per standard practice.
- Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system inside & outside Hostel buildings and associated Messes falling within the Hostel Zone immediately on notice by the housekeeping group or on receipt of complaint from the Officer Incharge / Hostel Office. Exclusive personnel shall be available to attend to these complaints. If the situation warrants, machinery shall have to be deployed to clear the block without delay. All as per standard practice. Annexure-1 (c).
- Removal of carcasses and burial as per the direction of the department. All as per standard practice. Annexure-1 (c).
- Small Tree Branches Cutting whenever required from NITT Hostels.
- NITT Hostel may also engage the manpower for any other similar works which may arise during the execution of the contract.
- Doorstep Garbage collection at the individual hostels on day-to-day basis [Doorstep Garbage collection at the individual hostels (The Garbage / Wastes Should be Collected & segregated [Bio-degradable, Recyclable, Non-Recyclable] in all the Hostels using contractor's vehicle on daily basis by tractor having a capacity of minimum 200 cft. covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus (Micro Compost Yard -only Bio-degradable) with an average lead of 2-3 kms)



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Roles and Responsibilities for General Workers

- These workers were trained to operate the auto floor scrubber for floor cleaning and handle tasks in all hostel zones, including grass cutting, hostels and mess blockage removal, and general maintenance.
- One worker is assigned to maintain and water Miyawaki Forest and plants at Amber Hostel to Jasper Hostel, while another manages tree plantation and watering at Lapis Hostel (Alumni Plantation).
- Additional duties include road sweeping across the entire hostel zone (approx. 6 km), terrace cleaning, small tree branch cutting, vegetation cleaning, cycle stand cleaning, pavement clearing, carcass removal, loading and unloading furniture, and watering the road gardens.
- Other tasks include playground maintenance and maintaining the open gym area.
- Water dispenser, RO Plant tank cleaning.

Hostels Inside and outside cleaning Regular Works: -

- k) Daily Sweeping & mopping: Clean all floors, rooms, staircases, common rooms and common areas.
- l) Cobweb Removal: Remove cobwebs from all floors, rooms, staircases, common rooms, and common areas daily.
- m) Room Maintenance: Clean windows, doors, fans, lights, and glass in all rooms.
- n) Property Maintenance: Clean and maintain furniture (beds, tables, chairs), fixtures, appliances, and equipment in common areas. Shifting them as required.
- o) Dustbin Cleaning: Clean all floor dustbins daily. Remove garbage from rooms and outdoor areas.
- p) Keep clean the cycle stands.
- q) Clean the hostel entrance/Surrounding two days once.
- r) Maintain the garden by watering and planting new plants in hostels.
- s) General Maintenance: Maintain cleanliness and greenery in the hostel zone.
- t) Water dispenser, RO Plant tank cleaning
- u) Report Requirements: Inform HAM/Hostel Manager/Warden if any tools or supplies are needed for work.
- v) Additional Work: Perform any other tasks assigned by wardens or the hostel office.



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II. Rate Contract for Special Works:

Transporting the garbage, horticulture waste, etc., collected from the surrounding/open space/common areas/dustbins within the identified layout by tractor having a capacity of a minimum of 200 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus (Micro Compost Yard-bio-degradable only) with an average lead of 2-3 kms. (The rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., to be taken away from NITT premises is the sole responsibility of the contractor adhering rules and regulation of Tamilnadu govt. and local municipality norms), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage.

Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats, Construction debris etc. up to 3 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. The rate for onetrip of tractor load of 200 cft garbage.

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

Dewatering the accumulated effluent completely from the septic tank using compressor.

Once in three months the Sewage lines should be cleaned using machineries. Hire charges applicable as per the quoted rates.

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

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

Backhoe loader and excavator / Tractor Dozer / Tractor with Rotavator / Tractor with ploughing tool rental on hourly basis.

Additional manpower supply as and when needed.



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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 bidders should quote their service charges manpower service charges should include all establishment / uniform / ID / / safety tools / machineries /Fuel/Chemicals any other incidental charges etc. involved in the execution of the contract and it should not less than **3.26%(Exclusive GST 18%)** of the manpower wages otherwise the bid will be rejected.
5. The volume of work under item No.1 requires total labourers as enlisted in Section III Page 26 (Zone wise Manpower Requirement) for the House Keeping for effective performance. The Supervisor as said in the Zone wise Manpower Requirement under Section III Page 26 is 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 Hostels and getting day to day instructions from the authorities.
6. Beside the Zone Wise labourers, Supervisors, substitute labourers and supervisor should be made available if any labourers and supervisors gets absent in any working days.
7. Security deposit including EMD amount will be released after completion of work and EPF clearance to all workers and supervisors.
8. All labour, consumables, tools & plants, Fuel etc., are under the scope of the contractor Including the chemical for item no. 07 Successful tenderer is required to maintain proper logbook for the consumption of materials and submit to the department for its approval. Sufficient labour are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always.
9. The contractor may be asked to convert / process the garbage into bio compost as directed by NITT using the cowdung available in the campus.
10. 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 on or before day of succeeding month as per the statutory act 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.
11. The contractor shall comply all safety rules and regulations of NITT Hostels and shall ensure their working group wear uniform supplied by the contractor & always carry identity card in English approved by NITT Hostels.
12. 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.
13. Following recovery shall be affected for non-compliance of any activity/ periodicity under Item No.1 per month and on a pro-rata basis. In addition, a punitive charge of 12.50 % will also be recovered:

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



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QUALIFICATION INFORMATION LETTER OF TRANSMITTAL

To
The Chief Warden,
NITT Hostels,
National Institute of Technology, Tiruchirappalli 620015.

**QUALIFICATION INFORMATION LETTER OF
TRANSMITTAL**

Subject: Rendering House Keeping Services to the Hostel 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 Bidder

Date of submission

Signature(s) of the Bidder(s)



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FORM – A
FINANCIAL FORMATION

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 bidder to the Income – Tax Department (Copies to be attached).

S.No.	Details	Year Ending 31 st March of				
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
1	Gross annual turnover in House Keeping work					
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN Details.

IV. GSTIN Details.

V. Solvency certificate from any Nationalized Bank

Signature(s) of Bidder (s) with seal

Signature of Chartered Accountant with seal



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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 :

Convener/Chief Warden



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FORM – C

Structure and Organization

1	Name and address of the bidder	
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 bidder 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 bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?	
8	Has the bidder 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 bidder 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 Bidder (s) with seal



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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 Bidder (s) with seal



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FORM – E

Equipment Details

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

Minimum requirements of Machineries, Tools and fuels at NITT Hostels to carry out the work			
Sl. No	Name of the Equipment	Unit	Qty
1	Jet Pump-three phase supply with pressure adjustable controller. Operated through Electric power, supplied by the NITT	Nos	3
2	Auto Floor Scrubber Machines. (Operated through Electric power, Electric Power supplied by the NITT)	Nos	6
3	Honda or equivalent Four-Stroke Grass Cutting Machines (including grass cutting wire/blades/fuel): 5 machines will be used, working 6 hours per day, 6 days a week, for one year, consuming 1 liter of petrol per hour. Out of 8 machines, 5 must always be in working condition, with the remaining 3 kept as spares.	Nos	8
4	Sewer line cleaning rod (Rotatable threaded 9" steel MS rod-40 mtrs length)	Nos	3
6	Sprayer Brasso made or equivalent - 10 Ltrs capacity (Mosquito and cockroach control)	Nos	5
7	Fogging machine for Mosquito control fuel by the contractor considering 5 months/Year and 5 turns of 3Hrs/month @ 1.5 Ltrs/Hr	Nos	3
8	Adjustable aluminium ladder – upto 10 mtrs Height	Nos	3
9	Crowbars	Nos	5
10	Spades and shovel	Nos	10
11	Rake	Nos	10
12	Billhook	Nos	10
13	Tree Cutting Machine	Nos	2
14	Saw Big Size	Nos	3
15	Tricycle (50 Cft)	Nos	3
16	E-Scooter bike 145-150km ARAI certified range, minimum 3kw battery capacity with fast charging capability, 24 x 7 basis minimum requirement, etc. as required. (Make: Ather, OLA and TVS or equivalent) (Bike registration Should not be earlier than One year as on tender closing date)	Nos	4

Signature(s) of Bidder (s) with seal



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FORM -F

PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

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

**The Chief Warden,
National Institute of
Technology, Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the- Limited
tendering Ref. : The

Terms & Conditions for e-Tendering mentioned in Tender.

No. : _____ Sir,

We hereby confirm the following.

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

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

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

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

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

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

Name :

Designation :

Contact Details :

Date with stamp & seal of organization:



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FEEDBACK CERTIFICATE FORMAT FROM THE HOSTEL ZONE

Name of House Keeping (Hostel Zone) Contractor:

Name of the Hostel:

Period: From To

S.No.	Particulars/Type of Service	Excellent	Very Good	Good	Average	Poor
		5 Points	4 Points	3 Points	2 Points	1 Point
1	Cleaning/Washing of all Toilets, Bathrooms, Wash basins and Urinals					
2	Cleaning of Walls and partitions (Bathrooms/ Toilets)					
3	Scrubbing of Bathroom floors					
4	Removal of cobweb and carcass in the toilets					
5	Sweeping/Mopping of floors at Entrance					
6	Whether using sufficient Good Quality/Quantity Materials					
7	Hostel Surrounding Clearance (De weeding, Grass cutting, etc.)					
8	Any other comments					

Signature of the Student with Roll No

Signature of the HAM

Signature of Hostel Manager

Signature of Warden

Signature of Sanitary Inspector



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FEED BACK CERTIFICATE FORMAT FROM THE HOSTEL ZONE

Name of House Keeping (Hostel Zone) Contractor:

Name of the Hostel:

Period: From To

S.No.	Particulars/Type of Service	Excellent	Very Good	Good	Average	Poor
		5 Points	4 Points	3 Points	2 Points	1 Point
1	Sweeping/Mopping of floors in Hostel					
2	Removal of cobweb and carcass in inside /outside Building					
3	Scrubbing of floors including Veranda					
4	Property Maintenance: Clean and maintain furniture/water dispenser etc					
5	Dustbin Cleaning					
6	Keep clean the cycle stands					
7	Maintain the Hostel Garden					
8	Clean the hostel entrance/Surrounding					
9	Whether using sufficient Good Quality/Quantity Materials					
10	Any other comments					

Signature of the Student with Roll No

Signature of the HAM

Signature of Hostel Manager

Signature of Warden

Signature of Sanitary Inspector



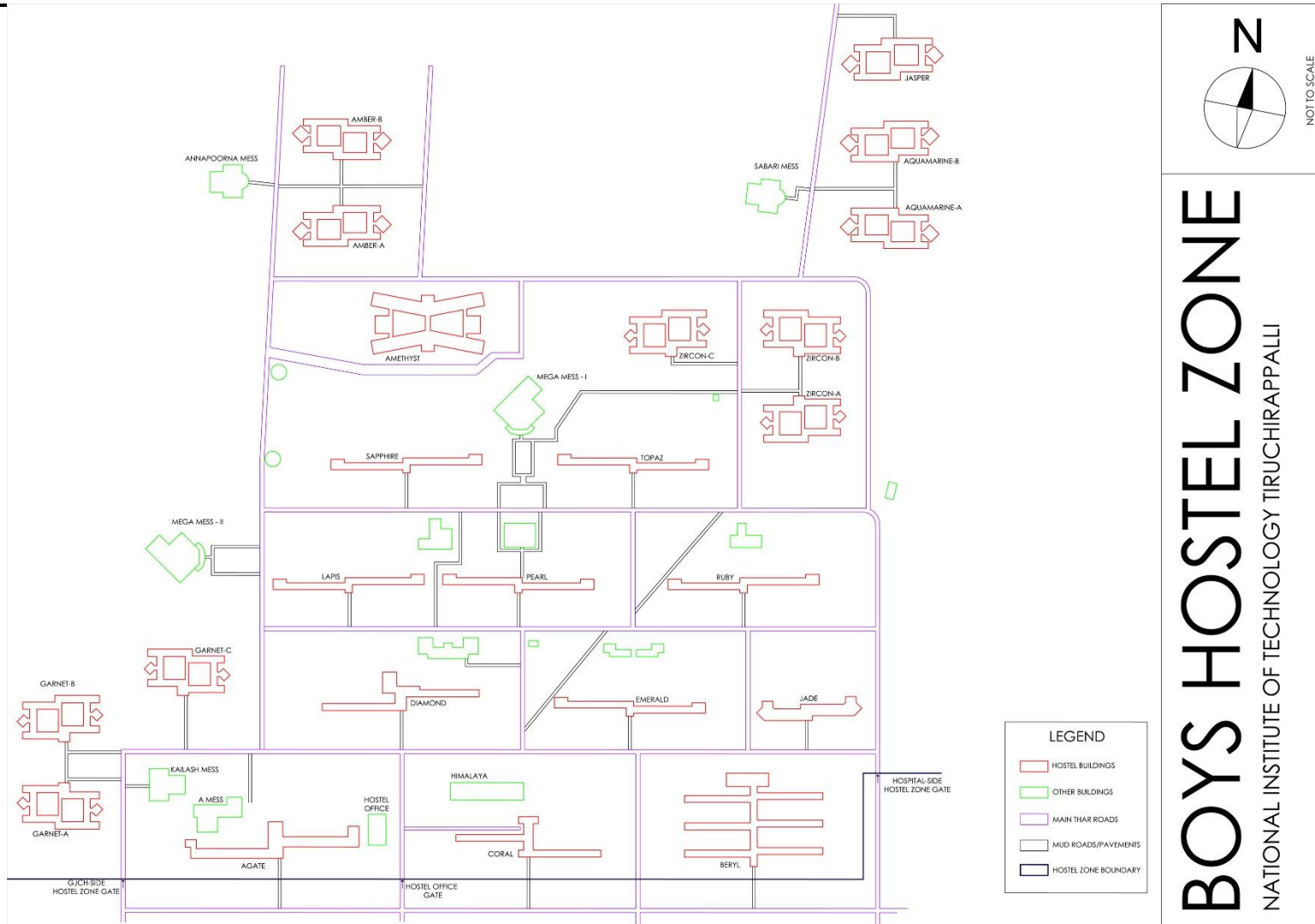
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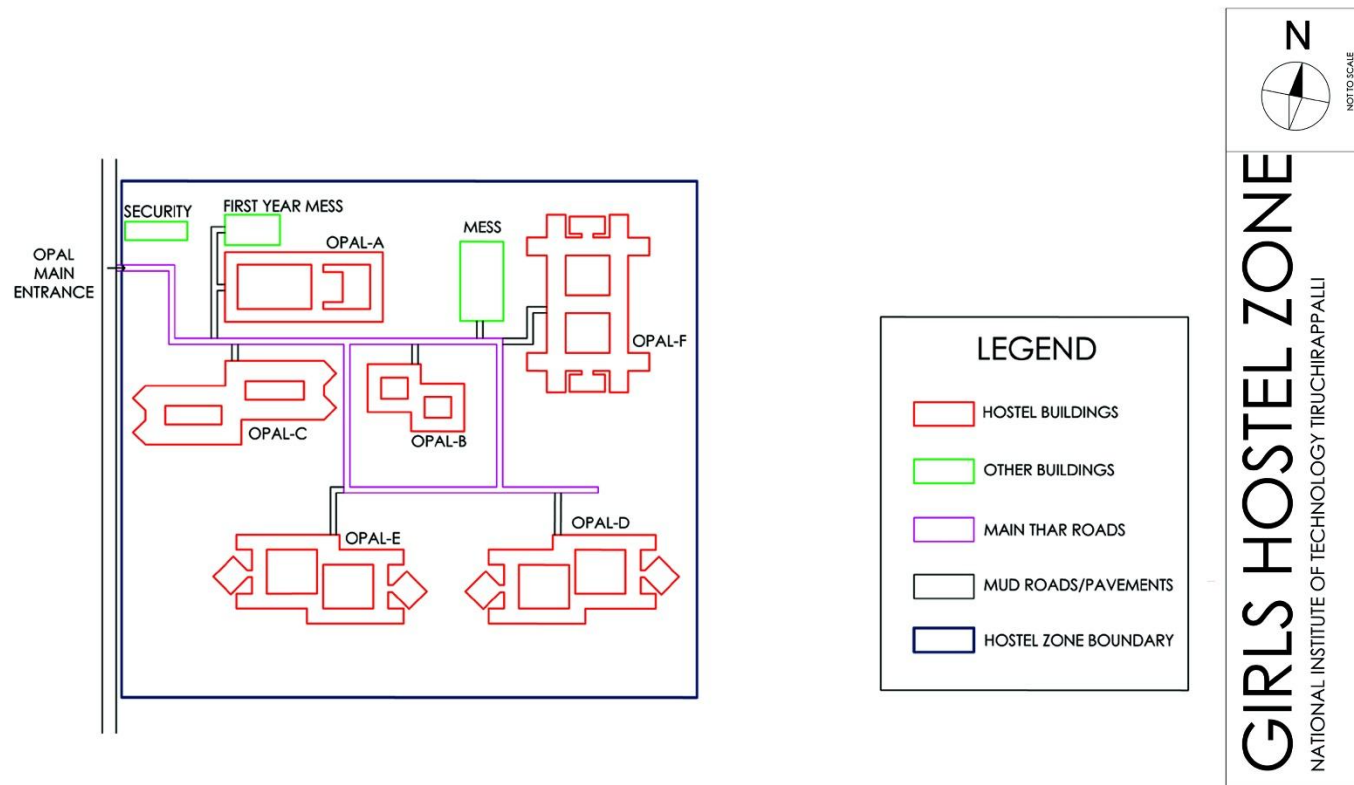
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**PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MANPOWER
CONTRACT BASIS AT HOSTELS**

FINANCIAL BID

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



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Tender Notification No.: NITTH/Housekeeping/Tender/2025-26/01 Dated: 28/04/2025

VARIOUS ACTIVITIES UNDER ITEM OF FINANCIAL BID

I. REGULAR WORKS: Cleaning, Scrubbing, Washing, Mopping etc., Rest rooms in the following Hostels
Quantity, Nature of work, Manpower Requirement and Frequency of Cleaning

S No	Hostel Areas	Floors	Wash Basin	Bath Rooms	Urinals	Rest Rooms Indian	Rest Rooms Western	Total Rest Rooms	Manpower Labourers	General Workers	Supervisor	Frequency of Works		
Zone-1									Unskilled Category		Semi-Skilled Category	Cleaning, Mopping	Scrubbing & Washing	Hostel Common Area Cleaning etc.
1	Beryl	G+1	12	36	12	36	12	48	22	4	1	Cleaning Wash Basin, Urinals, Rest Rooms twice a day and Mopping.	Scrubbing, Washing Once in a week [preferably on Friday]	Once in 3 days Sweeping Hostel foot path, parking shed plat form, Around the Hostel the waste, garbage should be cleaned and Sweeping of Hostel roads
2	Coral	G+1	22	24	24	20	8	28						
3	Agate	G+2	32	48	42	54	2	56						
4	Diamond	G+1	26	36	22	36	2	38						
5	Garnet A	G+2	33	30	30	30	24	54						
6	Garnet B	G+2	33	30	30	30	22	52						
7	Garnet C	G+2	32	30	30	24	8	32						
8	Jade	G+2	30	36	18	36	0	36						
9	Emerald	G+2	12	18	12	18	0	18						
10	Lapis	G+2	12	18	12	18	0	18						
11	Pearl	G+2	12	18	12	18	0	18						
12	Ruby	G+2	12	18	12	18	0	18						
13	Amethyst	G+3	66	72	32	48	34	82						
Zone-1 Total			334	414	288	386	112	498	22	4	1			



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VARIOUS ACTIVITIES UNDER ITEM OF FINANCIAL BID

I. REGULAR WORKS: Cleaning, Scrubbing, Washing, Mopping etc., Rest rooms in the following Hostels

Quantity, Nature of work, Manpower Requirement and Frequency of Cleaning

S No	Hostel Areas	Floors	Wash Basin	Bath Rooms	Urinals	Rest Rooms Indian	Rest Rooms Western	Total Rest Rooms	Manpower Labourers	General Workers	Supervisor	Frequency of Works		
Zone-2									Unskilled Category		Semi Skilled Category	Cleaning, Mopping	Scrubbing & Washing	Hostel Common Area Cleaning etc.
1	Sapphire	G+2	12	18	12	17	1	18	19	4	1	Cleaning, Wash Basin, Urinals, Rest Rooms twice a day and Mopping. Sweeping of Hostel Office and Hostel Guest / Book House Daily.	Scrubbing, Washing Once in a week [preferably on Friday]	Once in 3 day Sweeping Hostel foot path, parking shed plat form, Around the Hostel the waste, garbage should be cleaned and Sweeping of Hostel roads
2	Topaz	G+2	12	18	12	18	0	18						
3	Zircon A	G+2	32	30	30	24	10	34						
4	Zircon B	G+2	31	30	29	24	7	31						
5	Zircon C	G+2	32	30	30	24	8	32						
6	Amber A	G+3	26	30	36	30	4	34						
7	Amber B	G+3	34	40	47	40	4	44						
8	Aquamarine A	G+3	34	40	48	32	11	43						
9	Aquamarine B	G+3	34	40	32	40	4	44						
10	Jasper	G+3	34	40	32	42	4	46						
11	Hostel Office	G+0	3	0	2	2	0	2						
12	Hostel Guest / Book House	G+0	9	10	0	2	0	2						
Zone-2 Total			293	326	310	295	53	348	19	4	1			



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VARIOUS ACTIVITIES UNDER ITEM OF FINANCIAL BID

I. REGULAR WORKS: Cleaning, Scrubbing, Washing, Mopping etc., Rest rooms and Hostel Corridors in the following Hostels

Quantity, Nature of work, Manpower Requirement and Frequency of Cleaning

S No	Hostel Areas	Floors	Wash Basin	Bath Rooms	Urinals	Rest Rooms Indian	Rest Rooms Western	Total Rest Rooms	Manpower Labourers	General Workers	Supervisor	Frequency of Works		
Zone-3									Unskilled Category		Semi-Skilled Category	Cleaning, Mopping	Scrubbing & washing	Hostel Common Area Cleaning etc.
1	Opal A	G+2	36	30	0	29	1	30	19	4	1	Cleaning Wash Basin, Rest Rooms twice a day and Mopping of Co-corridors at Opal Hostel. Cleaning of the Dust Bins.	Scrubbing, Washing Once in a week [preferably on Friday]	Sweeping Hostel foot path, parking shed plat form, Around the Hostel the waste, garbage should be cleaned and Sweeping of Hostel roads
2	Opal B	G+2	12	18	0	18	1	19						
3	Opal C West	G+2	30	36	0	30	6	36						
4	Opal C East	G+2	30	36	0	30	6	36						
5	Opal D	G+3	34	40	0	32	12	44						
6	Opal E	G+3	50	40	0	32	12	44						
7	Opal F	G+4	72	50	0	40	22	62						
Zone-3 Total			264	250	0	211	60	271	19	4	1			



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I. REGULAR WORKS: Cleaning, Scrubbing, Washing, Mopping etc., in the following Hostels

S.no	Hostel Name	<u>REGULAR WORKS</u>	
		Cleaning, Mopping Scrubbing & Washing Hostel Floors, Common Area Cleaning and etc.	Supervisor
1	Opal	1	1
2	Zircon - B	1	
3	Zircon - B	1	
4	Opal	1	
5	Zircon- A	1	
6	Zircon- A	1	
7	Zircon- C	1	
8	Aquamarine - A	1	
9	Amber A	1	
10	Diamond	1	
11	Amber A	1	
12	Diamond	1	
13	Jade	1	
14	Opal	1	
Total		14 (Unskilled Category)	1(Semi-Skilled Category)



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I. REGULAR WORKS: Cleaning, Scrubbing, Washing, Mopping etc., Rest rooms and Hostel Corridors in the following Hostels

Quantity, Nature of work, Manpower Requirement and Frequency of Cleaning

I-B	<u>Zone 1, 2, 3</u> – Cleaning and washing the water closet, wash basin, and urinal twice in a day from Monday to Sunday, Mopping Hostel Entrance (cleaning should be twice a day (1 Time Per Shift))	On Daily Basis
I-C	<u>Zone 1 / Zone 2 / Zone 3</u> The scrubbing of the floor area of the toilet & bathroom in all the buildings within once in a week the NITT Hostels area	Once in a week
I-D	<u>Zone 1 / Zone 2 / Zone 3</u> Removal of cobweb in the toilet & bathroom area once in a week in the Hostel Zone area (Zone Wise – Total 3 Zones Zone-1, Zone-2, and Zone-3)	Once in a week
I-E	De silting the drains within the identified layout once in three months by sectioning the accumulated earth and disposing off the removed earthy by leveling the berms as protection to the road edges or to the identified places.	Once in three months
I-F	Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Hostel buildings etc. within the NITT Hostel Zone area (Zone Wise – Total 3 Zones Zone-1, Zone-2 and Zone-3)	Three Days Once
I-G	Clearing grass, vegetation, weeds etc. once in a month in the surrounding of the Hostel building including common areas, open spaces, terraces of all building all roads & drains etc. within the Hostel Zone area.	Once in a month.
I-H	<u>Zone 1 / Zone 2 / Zone 3</u> Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system inside & outside hostel buildings falling within the identified Zone immediately on notice by the housekeeping group or on receipt of complaint from the Hostel Authority. Exclusive personnel	As and when required



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	shall be available to attend to these complaints. If the situation warrants, machinery shall have to be deployed to clear the block without delay/ All as per standard practice.	
I-J	<u>Zone 1 / Zone 2 / Zone 3</u> Removal of carcasses / Disposal of dead animals from the campus. The work includes burying the animals at designated places in the campus (inside/outside) as directed by Hostel Authority. All the tools & materials required are in the scope of contractor.	As and when required
I-K	<u>Zone 1 / Zone 2 / Zone 3</u> The Garbage / Wastes Should be Collected and Segregated in the Hostels and to be disposed at Disposable place [Garbage / Waste should be collected and Segregated as degradable, bio-degradable, Plastic Wastes (Recyclable and other wastes)]	On Daily Basis the Doorstep Garbage collection at the individual hostels on day-to-day basis [Doorstep Garbage collection at the individual hostels (The Garbage / Wastes Should be Collected & segregated [Bio-degradable, Recyclable, Non- Recyclable] in all the Hostels using contractor's vehicle on daily basis by tractor having a capacity of minimum 200 cft. covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus with an average lead of 2- 3 kms)
I-L	Small Tree Branches Cutting whenever required from NITT Hostels.	As and when required
I-M	NITT Hostel may also engage the manpower for any other similar works which may arise during the execution of the contract.	As and when required



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Other than the regular works under the above, the listed following works to be quoted as Rate contract for Special Works [To be Billed separately] * The arrived quantity is tentative; this will vary during the execution.

SL.No.	Works Description	Quantity	Units	Periodicity
2	Transporting the garbage, horticulture waste etc., collected from the surrounding/open space/common areas/dustbins within the identified layout by tractor having a capacity of minimum 200 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus (Micro Compost Yard) with an average lead of 2-3 kms. (The rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., away from NITT premises is the sole responsibility of the contractor adhering rules and regulation of Tamilnadu govt. and local municipality norms), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage [Rate should be quoted for Tractor along with Driver & Labour]	1700 trips	TRIP (200 cft /Trip)	Monthly Average of 141 Trips
3	Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats, Construction debris etc. up to 3 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage. [Rate should be quoted for Tractor along with Driver & labour]	50.00	TRIP (6 Cum/Trip)	As and when required



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4	Cleaning Materials for all Hostels (Strain Removal Acid, Soap Oil, Scented Compound Phenyl, Harpic, Odonil, Urinal Cube, Napthalin Balls, Soap, Coconut Broom, Plastic Broom, Steel Scrubber, Nylon Scrubber, Lyzol Dettol, Yellow Cloth, Checked Cloth, Hand Gloves, Colin, Room Spray, Perfume, Garbage Bag Large, Bleaching Power, Round Brush Wood, Mop with stick, Wiper with stick, Plunger Cleaning Pump, Exo Powder, Ottadai Stick wood, Ottadai stick plastic, Steel Muram, Thatti Bamboo, Thatti Coconut, Standing Brush, Sweeping Cleaning Brush, Mask, Bucket Plastic, Mug Plastic, Water Hose. Blockage, Removal Powder, Exo Dishwash Bar. (As per annexure-II Page no 65-66)	12 Month (as per annexure-II)	Per month	
5	Labour charges for spraying chemical for mosquito/cockroach control inside & outside Hostel office buildings, Open areas, Manhole chambers, Gully traps etc. and also for fogging operation in the entire area. All as directed by the Hostel Authorities. All the required chemical, equipments, machineries etc. will be provided by Contractor only. The payment will be made for the work done on the basis of number of days, supported by log sheet maintained jointly.	400.00	MANDAY	Monthly average of 30-man days as and when required
6	Dewatering the accumulated effluent completely from the septic tank / man hole by using contractor's vehicle & equipment's. 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. The disposal should be as per Tamilnadu government and local municipality norms.	50.00	Trips (at 6000 Ltrs/Trip)	
7	Labour charges for post-constructional anti-termite treatment by diluting and injecting chemical emulsion with Chlorpyrifos/Lindane EC 20% with 1% concentration (will be supplied by NITT at free of cost), all as per standard specification. A) Along the external/ internal wall below concrete or masonry apron using chemical emulsion including drilling and plugging holes etc., or equivalent chemical. Required tools, cement & all material except chemical emulsion are under contractor's scope.	1500.00	Sq.m.	



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8	Removal of Honey-bee hives/Kadhandu/Such insects of any size/magnitude completely from any level/height of the building without any disturbance to the occupant of the building and with safe working. The contractor is required to adopt safe approach/technology while removing the insects.	30.00	Each	
9	Back hoe with excavator for Uprooting of Kattukaruvai, and other unwanted shrubs, making pits for plantation, levelling of ground, earthwork excavation and refilling for major blockage complaints	250	Hours	
10	Tractor Doser for levelling of ground	150	Hours	
11	Removal of trees / plants in the Hostel Buildings and Associate buildings (Terrace, Walls, Sun shades, etc.) ^	50	Once in a year	
12	Tractor attached with Rotavator	150	Hours	As and when required
13	Rent of machineries and tools (As per annexure-III-page no :67)	12	Months	
14	Part time workers to attend functions / Other works arranged by Hostel Authority / Students			
14.1	Half a day (4Hrs)	300.00	Hours	
14.2	Additional Hours	150.00	Hours	

^ 30 Hostel Buildings, 1- Hostel Office, 1-Hostel Book House, and 13 Mess Buildings.

***The bill of quantity in the tender document should be submitted by the bidder in the technical bid without price to confirm that the bidder has quoted for all the items. If the prices disclosed in the technical bid, then the said bidders bid will be rejected.**
*** The bidders should submit the price bid only in the boqxxxx.xls document alone and should be uploaded in the price bid cover.**



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Annexure - I

MINIMUM NUMBER OF LABOURS TO BE ENGAGED PER DAY

Distribution of Housekeeping Manpower					
S.No	Hostel Name	Zones	Morning Shift (6 AM to 2 PM)	Evening Shift (2 PM to 10 PM)	General Shift (08AM to 5 PM)
1	Garnet-A	Zone 1 (Male workers)	1	1	0
2	Garnet-B		1	1	0
3	Garnet-C		1	1	0
4	Agate		1	1	0
5	Coral		1	1	0
6	Diamond		1	1	0
7	Jade		1	1	0
8	Emerald		0	0	1
9	Pearl		0	0	1
10	Lapis		0	0	1
11	Ruby		0	0	1
12	Amethyst (East)		1	1	0
13	Amethyst (West)		1	1	0
14	Zircon-A	Zone 2 (Male workers)	1	1	0
15	Zircon-B		1	1	0
16	Zircon-C		1	1	0
17	Amber-A		1	1	0
18	Amber-B		1	1	0
19	Aquamarine-A		1	1	0
20	Aquamarine-B		1	1	0
21	Jasper		1	1	0
22	Sapphire		0	0	1
23	Topaz		0	0	1
24	Hostel Office		0	0	1
25	Book House		0	0	
26	Opal-A		0	0	1
27	Opal-B		0	0	1
28	Opal-C (East)		0	0	1
29	Opal-C (West)		0	0	1
30	Opal-D (East)		0	0	1
31	Opal-D (West)		0	0	1
32	Opal-E (East)		0	0	1
33	Opal-E (West)		0	0	1
34	Opal-F (North)		0	0	1



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35	Opal-F (South)	Zone 3 (Female Workers)	0	0	1
36	Beryl		0	0	2
37	Beryl (Floor Cleaning)		0	0	1
38	Opal-A (Floor Cleaning)		0	0	1
39	Opal-B&F (Floor Cleaning)		0	0	1
40	Opal C (Floor Cleaning)		0	0	1
41	Opal D East (Floor Cleaning)		0	0	1
42	Opal D West (Floor Cleaning)		0	0	0
43	Opal E East (Floor Cleaning)		0	0	0
44	Opal E West (Floor Cleaning)		0	0	1
45	Opal Outdoor		0	0	1
46	Zone I, II,III General Worker		0	0	12
49	Supervisor Male Zone I		1	0	0
50	Supervisor Male Zone II		0	1	0
51	Supervisor Male General Works		0	0	1
52	Supervisor Female Zone III		0	0	1
Total			18	18	40
Total Manpower		76			

Signature of Contractor with Seal



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S.no	Hostel Name	Required manpower for Hostels
1.	Opal	1
2.	Zircon – B	1
3.	Zircon - B	1
4.	Opal	1
5.	Zircon- A	1
6.	Zircon- A	1
7.	Zircon- C	1
8.	Aquamarine - A	1
9.	Amber A	1
10.	Diamond	1
11.	Amber A	1
12.	Diamond	1
13.	Jade	1
14.	Opal	1
Total		14 Nos

Notes:

1. Scope of Works: Total manpower will handle tasks outlined on Pages 35-36 under the housekeeping tender agreement.
2. Zone-Wise Coverage: All hostels, messes, will be covered under this agreement.

Signature of Contractor with Seal



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Annexure-1(b)

Minimum Wages for Manpower		
(As per central Govt. Minimum Wages Act)	Unskilled worker (Rs)	Semi-Skilled Supervisor(Rs)
Rate of wages per day (Incl V.D.A) W.e.f 28.03.2025	674.00	760.00
No of days	26.00	26.00
(Basic wages+ V.D.A) per month	17,524.00	19,760.00
EPF @ 13%	1,950.00	1,950.00
ESI @ 3.25%	569.53	642.00
BONUS @ 8.33% (applicable as per Govt. Norms)	1,459.75	1,646.00
Total monthly wages	21,503.00	23,998.00
Total Number of Workers	86	4
Total Amount	18,49,282.00	95,993.00
Total manpower charges per month	Rs. 19,45,275.00	
Total manpower charges per Year	Rs. 2,33,43,300.00/-	

Signature of Contractor with Seal



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Annexure-1(c)

MONTHLY SCHEDULE

TIME TABLE/PERIODICITY FOR VARIOUS ACTIVITIES UNDER ITEM 01						
S.No	Area/Building	1	2	3	4	5
		Sweeping of Roads, Drains, Surrounding, Common Areas (Once in a Three Days & Daily in Specific Places)	Cleaning of Surrounding Areas of the Hostels and Roads	Sweeping / Mopping Floor	Cobweb Removal	Removal of Sewer line Blockage/ Carcass
1.	Zone-1	Once in a Three Days	Four Days for each Hostel in a month	Daily Entrance area	Once in a week	As and when required
2.	Zone-2	Once in a Three Days	Four Days for each Hostel in a month		Once in a week	As and when required
3.	Zone-3	Once in a Three Days	On daily basis Female House Keeping Staff should be used - entire area to be cleaned within a month		Once in a week	As and when required

Signature of Contractor with Seal



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ANNEXURE-II

List of Consumables per month for all Hostels

S.no	Cleaning material Name	Unit of Measurement	Current Requirement	Basic Price / Unit	Total amount
1	Stain Removal Acid (HCL) (5 Ltr Can)	No's	35		
2	Soap Oil (1 Ltr Bottle)	Ltrs	200		
3	Scented Compound Phenyl (5 Ltr can)	No's	35		
4	Reputed toilet cleaners like Harpic/Domex (500ml)	½ Ltr Bottle	400		
5	Reputed air fresheners like Odonil /aer /ambipur /Stop-O/ 75 gms/	No's	700		
6	Urinal Cube (1x6) Per Pkt 6 Nos	Pkts	1500		
7	Naphthalin Balls (500 gms pkt)	Pkts	65		
8	Soap 50gms	No's	100		
9	Coconut Broom	No's	72		
10	Plastic Broom	No's	60		
11	Steel Scrubber (Square Type Big Size)	No's	155		
12	Nylon Scrubber	No's	90		
13	Lyzol Floor Cleaner (500 ml Bottle)	½ ltr Bottle	90		
14	Dettol Liquid (500 ml)	No's	100		
15	Yellow Cloth (Better Quality)	No's	72		
16	Checked Cloth (Better Quality)	No's	72		
17	Hand Gloves (Pair- Length elbow size)	No's	100		
18	Colin Spray (500 ml Bottle)	½ ltr Bottle	70		
19	Room Spray 250 ml	Bottle	75		
20	Perfume Liquid (500 ml)	No's	10		
21	Garbage Bag extra-large (15 Pcs per box)	Box	50		
22	Bleaching powder (500gm Pkt)	Kg	55		
23	Round Brush Wood for floor cleaning	No's	80		
24	Mop with Stick (Large size)	No's	95		
25	Wiper with Stick (Large size)	No's	95		
26	Plunger Cleaning Pumb	No's	40		
27	Exo Powder (Cleaning Powder)	Kg	150		
28	Ottadai Stick (Wood)	No's	35(2 Months Once)		
29	Ottadai Stick (Plastic)	No's	35(2 Months Once)		
30	Steel Muram big Size	No's	35(2 Months Once)		
31	Thatti (Bamboo)	No's	35(2 Months Once)		
32	Thatti (Coconut)	No's	35(2 Months Once)		
33	Standing Brush	No's	35(2 Months Once)		
34	Sweeping Cleaning Brush	No's	35		
35	Mask (single use mask)	No's	200		



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36	Bucket (Plastic) 25Ltrs Capacity	No's	35		
37	Mug (Plastic) 1 Ltr Capacity	No's	35		
38	Blockage Removal Powder 50gm pkt	No's	144		
49	Exo Soap (Water Dispenser Cleaning) 60g	No's	40		
40	Water Hose 30Mtrs	No's	10		

Note:

- Materials should be Standard / BIS quality & Complying Safety Norms
- Total Amount per Month Excluding GST should be filled in PRICEBID EXCEL FILE BoQ xxxxx.xls
- The quantities provided are indicative and represent the minimum required. The contractor must use materials as per actual requirements (ensuring the minimum specified), and no extra payment will be made if more than the minimum is consumed. A one-month stock should be maintained at all times, subject to inspection by Hostel office officials. Consumables for the next month should be supplied during the last week of the current month. Non-compliance will result in a fine at the discretion of the Hostel office.

Signature of Contractor with Seal



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ANNEXURE -III

Rent of Machineries, Tools in Hostel Zones					
Sl. No	Name of the Equipment	Unit	Qty	Rate	Amount
1	Jet Pump-three phase supply with pressure adjustable controller. Operated through Electric power, supplied by the NITT	Nos	3		
2	Auto Floor Scrubber Machines. (Operated through Electric power, Electric Power supplied by the NITT)	Nos	6		
3	Honda or equivalent Four-Stroke Grass Cutting Machines (including grass cutting wire/blades/fuel): 5 machines will be used, working 6 hours per day, 6 days a week, for one year, consuming 1 liter of petrol per hour. Out of 8 machines, 5 must always be in working condition, with the remaining 3 kept as spares.	Nos	8		
4	Sewer line cleaning rod (Rotatable threaded 9" steel MS rod-40 mtrs length)	Nos	2		
5	Sprayer Brasso or equivalent made - 10 Ltrs capacity (Mosquito and cockroach control)	Nos	5		
6	Fogging machine for Mosquito control fuel by the contractor considering 5 months/Year and 5 turns of 3Hrs/month @ 1.5 Ltrs/Hr	Nos	3		
7	Adjustable aluminium ladder – upto 10 mtrs Height	Nos	3		
8	Crowbars	Nos	4		
9	Spades and shovel	Nos	10		
10	Rake	Nos	10		
11	Billhook	Nos	10		
12	Long Billhook with Stick (10 to 15 Ft.)	Nos	5		
13	Tree Cutting Machine	Nos	2		
14	Saw Big Size	Nos	3		
15	Tricycle (50 Cft)	Nos	2		
16	E-Scooter bike 145-150km ARAI certified range, minimum 3kw battery capacity with fast charging capability, 24 x 7 basis minimum requirement, etc. as required. (Make: Ather, OLA and TVS)(Bike registration Should not be earlier than One year as on tender closing date)	Nos	4		

NOTE:

1. The quantities are only indicative and minimum required.
2. Total Amount per Month Excluding GST should be filled in PRICEBID EXCEL FILE BoQ xxxxx.xls
3. Payment will be based on the actual supplies provided and utilized for the work.

Signature of contractor with seal



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ANNEXURE -4

Collection of Garbage on daily basis at all hostels (Zone1, Zone2, and Zone3) in Hostel Area	
Sl. No.	Description
1	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 200 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus (Micro Compost Yard) with an average lead of 2-3 kms. (The rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., away from NITT premises is the sole responsibility of the contractor adhering rules and regulation of Tamilnadu govt. and local municipality norms), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage. Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats (debris) etc., [Rate should be quoted for Tractor along with Driver & Labour]

NOTE:

The quantities are only indicative and minimum required.

Signature of contractor with seal



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Bill of Quantity

Tender Inviting Authority: The Chief Warden, NITT Hostels, NIT, Tiruchirappalli.

Name of Work: PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MANPOWER CONTRACT BASIS AT HOSTELS

Contract No: NITTH/Housekeeping/Tender/2025-26/01,

Dated: 28/04/2025

Bidder Name :						
<div>PRICE SCHEDULE</div> <div>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else thebidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</div> <div>Quoted Rate is exclusive of GST</div>						
Sl. No.	Item Description	Quan tity	U n it s	Sl.No.1 Service Charges Bidder should enter in figures (%) From Sl.No. 2 to 12 BASIC RATE PER UNIT in Figures To be entered by the Bidder	GST is in percentage Bidder should enter the percentage figures	TOTAL AMOUNT
1	Service Charge for Manpower for all the three zones per annum on Rs.24510150/- (---- %) for the Housekeeping activities in all the Zones of NITT Hostels area by way of keeping the premises and surroundings clean and free from garbage, loose materials, cow dung, carcasses, plastics including, de-silting etc. all as specified below and as per the instructions of Officer in charge / Hostel Authority. The rate per month shall include all labours as per Central Govt. Minimum wages, statutory payment like ESI, PF, Bonus, taxes, duties, establishment and all other incidental charges etc., complete. As per weekly schedule & Minimum wages (Scope of Work Ref. page No.35,36)	1	Y e a r			



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Rate contract for Special Works:

SL.No.	Works Description	Quantity	Units	Periodicity
2	Transporting the garbage, horticulture waste etc., collected from the surrounding/open space/common areas/dustbins within the identified layout by tractor having a capacity of minimum 200 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the northern side of NITT campus (Micro Compost Yard) with an average lead of 2-3 kms. (The rate also includes clearing the dust bin & nearby spill out, segregation of bio-degradable & non-bio-degradable waste ie. Plastics, polythene bags, broken glasses etc., away from NITT premises is the sole responsibility of the contractor adhering rules and regulation of Tamilnadu govt. and local municipality norms), collection, loading, all lead, unloading, hire & running charges of lorry, fuels, tools required, all labour and all other incidentals etc., complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage. Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats (debris) etc., [Rate should be quoted for Tractor along with Driver & Labour]	1700 trips	TRIP (200 cft /Trip)	Monthly Average of 141 Trips
3	Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats, Construction debris etc. up to 3 KM by contractor's own tractor including loading, leading, unloading, stacking or spreading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. Trip sheet is to be maintained for each load that will be certified by the concerned official which will form the basis for making payment. Rate for one trip of tractor load of 200 cft garbage. [Rate should be quoted for Tractor along with Driver & Labour]	50.00	TRIP (6 Cum/Trip)	As and when required
4	Cleaning Materials for all Hostels (Strain Removal Acid, Soap Oil, Scented Compound Phenyl, Harpic, Odonil, Urinal Cube, Napthalin Balls, Soap, Coconut Broom, Plastic Broom, Steel Scrubber, Nylon Scrubber, Lysol Dettol, Yellow Cloth, Checked Cloth, Hand Gloves, Colin, Room Spray, Perfume, Garbage Bag Large, Bleaching Power, Round Brush Wood, Mop with stick, Wiper with stick, Plunger Cleaning Pump, Exo Powder, Ottadai Stick wood, Ottadai stick plastic, Steel Muram, Thatti Bamboo, Thatti Coconut, Standing Brush, Sweeping Cleaning Brush, Mask, Bucket Plastic, Mug Plastic, Water Hose. Blockage, Removal Powder, Exo Dishwash Bar. (As per annexure-II Page No: 65-66)	12 Month (as per annexure- II)	Per month	



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5	Labour charges for spraying chemical for mosquito/cockroach control inside & outside Hostel office buildings, Open areas, Manhole chambers, Gully traps etc. and also for fogging operation in the entire area. All as directed by the Hostel Authorities. All the required chemical, equipments, machineries etc. will be provided by Contractor only. The payment will be made for the work done on the basis of number of days, supported by log sheet maintained jointly.	400.00	MANDAY	Monthly average of 30-man days as and when required
6	Dewatering the accumulated effluent completely from the septic tank / man hole by using contractor's vehicle & equipment's. 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.	50.00	Trips (at 6000 Ltrs/Trip)	
7	Labour charges for post-constructional anti-termite treatment by diluting and injecting chemical emulsion with Chlorpyrifos/Lindane EC 20% with 1% concentration (will be supplied by NITT at free of cost), all as per standard specification. A) Along the external/ internal wall below concrete or masonry apron using chemical emulsion including drilling and plugging holes etc., or equivalent chemical. Required tools, cement & all material except chemical emulsion are under contractor's scope.	1500.00	Sq.m.	
8	Removal of Honey-bee hives/Kadhandu/Such insects of any size/magnitude completely from any level/height of the building without any disturbance to the occupant of the building and with safe working. The contractor is required to adopt safe approach/technology while removing the insects.	30.00	Each	
9	Back hoe with excavator for Uprooting of Kattukaruvai, and other unwanted shrubs, making pits for plantation, levelling of ground, earthwork excavation and refilling for major blockage complaints	250	Hours	
10	Tractor Doser for levelling of ground	150	Hours	
11	Removal of trees / plants in the Hostel Buildings and Associate buildings (Terrace, Walls, Sun shades, etc.)	50	Once in a year	
12	Tractor attached with Rotavator	150	Hours	As and when required
13	Rent of machineries and tools ((As per annexure-III Page No: 67)	12	Months	



HOSTEL ADMINISTRATION COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS
TIRUCHIRAPPALLI-620 015, TAMIL NADU



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14	Part time workers to attend functions / Other works arranged by Hostel Authority / Students			
14.1	Half a day (4Hrs)	300.00	Hours	
14.2	Additional Hours	150.00	Hours	

^ 30 Hostel Buildings, 1- Hostel Office, 1-Hostel Book House, and 13 Mess Buildings.

***The bill of quantity in the tender document should be submitted by the bidder in the technical bid without price to confirm that the bidder has quoted for all the items. If the prices disclosed in the technical bid, then the said bidders bid will be rejected.**
*** The bidders should submit the price bid only in the boqxxxx.xls document alone and should be uploaded in the price bid cover.**

	Cover	Document Type	Description
1	Fee	.pdf	SCANNED COPY OF EMD IN THE FORM OF DD
		.pdf	SCANNED COPY OF TENDER FEES IN THE FORM OF DD
2	PreQual/Technical	.pdf	PREQUALIFICATION DETAILS AS PER THE TENDER DOCUMENT
		.pdf	TECHNICAL BID AS PER THE TENDER DOCUMENT
3	Financae	.xls	PRICE BID
		.pdf	PRICE BID