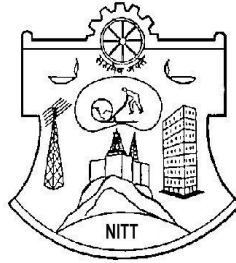


NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 –250 3831



TENDER DOCUMENT

Tender Notification No.: EMD/ CoW/ Institute Zone /83 /2014 - 15 Dated:12 06.2014

Name of the work : **Rendering House Keeping Services in NIT,
Tiruchirappalli (Institute Zone)**

Estimated cost put to tender : **Rs. 80, 00,000/-**

EMD Amount : **Rs. 1, 60,000/- (Rupees One Lakh &
Sixty thousand only)**

Last Date of submission of Tender : **09. 07 .2014 upto 3.00 p.m.**

Address for submission of Tender : **The Dean (Planning and Development),
Hall No.: A23, Administrative Block,
National Institute of Technology,
Tiruchirappalli - 620 015**

Date and time of pre bid meeting : **27.06.2014, 11.00 a.m.**
(Venue: Administrative Building)

Date and time of opening of Tender (Technical Bid) : **09. 07.2014 at 03.30 p.m.**



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

TECHNICAL BID

TENDER No. : EMD/ CoW/ Institute Zone /83 /2014 - 15 Dated: 12.06 .2014

Name of work	:	Rendering House Keeping Services in NIT, Tiruchirappalli (Institute Zone)
Earnest Money Deposit	:	Rs.1, 60,000 /- (Rupees One Lakh & Sixty thousand only)
Period	:	Twelve Months
Cost of Tender Schedule	:	Rs.500/- (Including taxes)
Date and time of pre bid meeting	:	27.06.2014, 11.00 a.m. (Venue: Administrative Building)
Last date and Time of Receipt of Tender documents	:	Date: 09.07.2014 @ 03:00 p.m.
Date and Time of Opening Technical bid	}	Date: 09.07.2014 @ 03:30 p.m.
Date and Time of Opening Financial bid	}	Will be intimated separately for those who are technically qualified based on the evaluation as per the conditions specified in the tender document



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI

Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration / addition have been made by me / us in the tender document. The tender document consists of 43 Pages including layout drawing.

Contractor



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

No. : EMD/ CoW/ Institute Zone / 83 /2014 - 15 Dated:12 06 .2014

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Two cover system (Technical Bid and Financial bid) up to 3.00 p.m. on 09.07.2014** for the following work:

Name of work	EMD	Period
Rendering House Keeping Services in NIT, Tiruchirappalli (Institute Zone)	Rs. 1,60,000/-	Twelve Months

Initial Contract period is for one year, extendable to maximum of one more year only, based on performance and review.

1. Eligibility criteria :-

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

Experience of having successfully completed similar works during the last 7 years ending 31-03-2014 should be either of the following:

- a. Three similar works (at least one of them should be for Central / State Government/Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 32.00 Lakhs.
OR
- b. Two similar completed works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 40.00 Lakhs.
OR
- c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) costing not less than Rs. 64.00 Lakhs.

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

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

- ii) Should have an average annual financial turnover of Rs. 24.00 lakhs during the last three years ending 31.03.2014.
 - iii) Should not have incurred any loss in more than two years during the last five years ending 31.03.2014
 - iv) Should have a solvency of Rs. 32.00 lakhs from any Nationalised bank.
 - v) Separate Registration code No. for ESI, EPF and PAN on contractor's name / firm
 - vi) Contractor has to submit live Agency/Company Registration certificate.
 - vii) Contractor has to submit Labour licence (renewal/current).
2. The tenders should be accompanied by two crossed Demand Drafts, both drawn in favour of The Director, NIT, Tiruchirappalli and payable at Trichy.
- a. One Draft for Rs. 500/- (Rupees Five hundred only) towards the cost of application which is non refundable.
 - b. Another Draft for Rs. 1,60,000/- (Rupees One Lakh Sixty thousand only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidders, the same will be adjusted against the security deposit.
3. Tender documents received without Cost of Document and EMD shall be summarily rejected.
4. Completed Qualification Documents and Tenders received in time will be opened at **03:30 p.m.. on 09.07.2014 at A12 Hall, NIT, Tiruchirappalli** in the presence of Tenderers or their authorized representatives by a committee duly constituted for this purpose. In the event of this day being declared as a holiday, the tenders will be opened at the scheduled time and place on next working day.

5. **Submission of Tender**

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

Cover 1 – Superscripted as “TENDER – DD towards EMD & DOCUMENT COST FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE) ”.

This shall contain the following:-

- a) Two drafts, one for EMD and another for cost of tender documents as stated in Sl. No. 2 above.

Cover 2 - Superscripted as “TENDER - TECHNICAL BID FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE)

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

Cover 3 - Superscripted as FINANCIAL BID FOR RENDERING HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI (INSTITUTE ZONE)

This shall contain the Bill of Quantity with rates quoted for all items , Labour rate working sheet including material & other charges matching the monthly rate quoted under item 01 in the BOQ, time table / periodicity for various activities, list of materials / consumables, feedback format, basis for 5 point grading etc.,

Master cover:

All the above three covers (EMD cover, TECHNICAL BID & FINANCIAL BID) shall be placed in the Master cover superscripting: Tender for Rendering House Keeping Services in NIT, Tiruchirappalli (Institute Zone)

6. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
7. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. After award of the contract, if performance of the selected contractor found to be not satisfactory, The Director reserves the right to terminate the contract at any time by giving one month notice.
9. The Director, NIT, Tiruchirappalli-15 also reserves the right to disqualify such bidders in the future tenders whose performance was not satisfactory against the earlier contracts entered into NIT, Tiruchirappalli-15.
10. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the construction, validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.
11. As Institute policy, separate housekeeping service contractors will be engaged for each zone viz. Hostel, Quarters & Institution. Hence housekeeping service providers who are engaged by NIT at the time of opening of this tender, will not be considered for this tender.
12. **EARNEST MONEY DEPOSIT:-**

Earnest Money Deposit of Rs. 1,60,000/- (Rupees One lakh sixty thousand only) should be in the form of Demand Draft drawn in favour of The Director, National Institute of Technology/ Trichy-15 (Payable at Trichy).

The Earnest Money deposit shall not carry any interest.

SECURITY DEPOSIT

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

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

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

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

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

Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be remitted in advance before commencement of work (any of the above form) and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be collected from the contractor as mentioned above.

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

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

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



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

**TENDER FOR RENDERING HOUSE KEEPING SERVICES IN NIT,
TIRUCHIRAPPALLI (INSTITUTE ZONE)**

TECHNICAL BID

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

**TENDER FOR RENDERING HOUSE KEEPING SERVICES IN NIT,
TIRUCHIRAPPALLI (INSTITUTE ZONE)**

TENDER No- EMD/ CoW/ Institute Zone / 83 /2014 - 15 Dated:12 06 .2014

SECTION-I

GENERAL INFORMATION ON THE SCOPE OF WORK

1. The work has to be carried out in NIT, Tiruchirappalli (Institute Zone).
2. The scope of work inter alia includes the following.

Housekeeping service to Institutional buildings including hospital of NIT, Tiruchirappalli which involves broadly the following activities.

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

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

Desilting the drain 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.

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

Sweeping / mopping the entire floor area of identified building indicated in the tender

Dusting and cleaning of furniture in the identified buildings

Removal of cobweb in the toilet & bathroom and in identified buildings.

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

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

Transporting the garbage, horticulture waste etc., collected from the surrounding / open space / common areas / dustbins by tractor

Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats (debris) etc

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

Dewatering the accumulated effluent completely from the septic tank

Cleaning and removing all unwanted things from the terrace of various buildings

Injecting chemical emulsion for POST CONSTRUCTIONAL Anti termite treatment

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

- (i) Adequate safety measures should be evolved and implemented
 - (ii) The bill should be prepared by the contractor and submitted to the Estate office by the contractor as per the detailed procedure given in the tender documents (Financial bid)
 - (iii) All the materials, equipment, machinery etc. required for the work have to be arranged by the contractor except where specifically indicated.
3. The tenderer should furnish the complete details called for. Inadequate and incomplete details which are not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.
4. The bidders are cautioned that furnishing of incomplete information/ ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.

SECTION – II

INFORMATION AND INSTRUCTION TO APPLICANTS

1. General

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

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 in **Form - E** (format enclosed).
 - viii. Details of ISO certification (if any) in **Form – F** (format enclosed).
(An optional document)
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular / query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.
- 1.3 **The applicant should sign in each page of the application.**
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Project Manager or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous / additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Chief of Works / EMD / NITT
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2. Definitions

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

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

3. Method of Application

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

4 Final Decision Making Authority

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

5. Particulars – Provisional

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

6. Site Visit

The applicant is advised to visit various Institute buildings where the works are to be carried out at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the **Sanitary Inspector (I), Estate Office (Mobile : 9486001147)**.

7. The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firm from whom he proposes to hire.
- 7.1 The applicant should have sufficient number of employees for proper execution of contract. The applicant should submit a list of his employees with their age (**Not more than 58 years**) and qualification stating clearly how they would be involved in this work.
- 7.2 The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

7.3 Evaluation By Scoring

- 7.3.1 The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by scoring method based on the details submitted by them.
- 7.3.2 Inspection committees will carry out surprise visit to tenderers clients' places and their reports, form valuable inputs for the short-listing process.

The final selection of the contractors will be based on a weighted criteria system to be derived from the tender documents of the bidders. The tender will be considered as a whole and hence overall lowest value will be the lowest tenderer. Quoting all the items is mandatory and partial offer will be treated incomplete tender and rejected.

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

(a) Financial strength (Form - A)	Maximum 30 Marks
(b) Experience in similar nature of work During last five years. (Form - B)	Maximum 30 Marks
(c) Performance on works (Form - B)	Maximum 15 Marks
(d) Personnel and Establishment (Form - D)	Maximum 15 Marks
(e) Equipment (Form -E)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 70% (Seventy percent) marks in aggregate. For qualification norms, refer pages 27 & 28 of tender document. The Director, NITT reserves the right to restrict the list of pre qualified contractors to any number deemed suitable by it.

- 7.3.4 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
 - (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

8.0 Financial Information

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

9.0 Experience in Similar Works

- 9.1 The applicant should furnish the list of *all* works of similar nature successfully completed during last 5 years and 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

10.0 Organizational Information

Applicant is required to submit the following information in respect of his organization in forms 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.
- (a) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (b) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (c) Authorization for employer to seek detailed reference from clients to whom works were carried out.
- (d) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form D

11.0 Equipment

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

12.0 Tender Submission and Decision

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

**SECTION – III
ADDITIONAL CONDITIONS**

- 1) Every tenderer is expected before quoting his rates to inspect the Institute buildings for which the service is to be rendered. The requirement of labour and materials should be assessed and no claim for extra payment at a later date on that account shall be entertained.

Without written permission of The Chief of Works, EMD, NITT, no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractors behalf.

- 2) If further information is required, the Estate Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 3) The Director, NIT Tiruchirappalli reserves the right to reject any or all the tenders without assigning reason therefore.
- 4) The contractor should employ supervisors who have experience in this type of work.
- 5) The contractors comply with the provision of all acts, statutes, rules and regulation etc. of the central and state governments as the case may be and if necessary get himself duly registered as required by the said acts, statutes rules and regulation etc. He shall make necessary payment of wages as per acts, applicable for the work and keep necessary records for verification by the enforcing agencies.
- 6) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 7) All the materials required for the work shall be arranged by the contractor.**
- 8) 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.
- 9) Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Chief of Works on or before tenth of subsequent month by obtaining all formalities.
- 10) All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The Contractor is solely responsible for the payment of minimum wages for their employees as per the Government of India norms and E.S.I. 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.
- 11) 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.

- 12) The contractor should employ minimum 55 labours per day. In the case of absentees, a sum of Rs. 370/- per day per person as compensation will be levied on the contractor and same will be recovered from each running account bill of the contractor.
- 13) The contractor shall bring the required equipments at his/her own cost and risk and no extra payment will be made for the same.
- 14) The contractor should maintain an attendance register in each Institute and Department buildings and the same should be certified by the nominated officials from NIT Administration and hand over a copy to The Chief of Works, EMD, NITT on the next working day and it should be followed throughout the year.
- 15) The contractor should pay the labour wages in the first week of the successive month and delay / failure will attract fine as deemed fit by the Institute.
- 16) The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting his/ her running account bill along with the attendance registrar.
- 17) The contractor shall submit a copy of the EPF/ESI/bonus/ insurance documents along with each running account bill. Monthly bill will not be processed unless the above are submitted.
- 18) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 19) Minimum wages shall be fixed as per the Central Government norms
- 20) The contractor shall be responsible for payment of minimum wages, EPF, ESI, Bonus, workman compensation etc., as per relevant acts and rules. Necessary records shall be kept in compliance of the same.
- 21) Rate per each activity of work should be quoted in Rupees only. In case of any difference in rate quote in figures and words, the lower of the two rates will be taken as the tendered rate
- 22) The quoted rate should be of all taxes and duties levied or to be levied both by Central and State Government Statutory / regulatory authorities from time to time. NITT will not entertain any claim whatsoever in this regards.
- 23) If after opening the tender, the tenderer revoke his tender to increase his earlier quoted rate or after acceptance of his tender does not commence the work in accordance with the instruction of CHIEF OF WORKS, ESTATE MAINTENANCE DEPT., the earnest money deposited by him, will be forfeited and acceptance of his tender withdrawn.
- 24) Quantities shown in the Bill of Quantity under Financial bid for items 2 and thereon are approximate and are liable for variation without entitling the contractor any compensation provided the total value of the contract does not vary by more than 30% (thirty percent).

- 25) The rate quoted in the tender shall remain valid for a period of three months from the date of opening Financial Bid. Once the contract is awarded after acceptance of tender, the rate as accepted by NITT shall be valid for billing till the entire work is completed and final bill is paid.

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 all the item rates.
- b) The list of buildings and number of toilet with sanitary fitting details that are covered under the scope of contract is attached in the financial bid.
- c) The time table / periodicity of each activity are also shown in the financial bid.
- d) The broad list of consumables with tentative quantity required per month for the work is also attached in the financial bid
- e) Deployment of manpower building wise is also indicated. .
- f) The scope shall cover any other service / work that might arise depending upon contingency
- g) The contractor should produce the P.F. return for all workers, every six months.
- h) Lady workers should be engaged for ladies toilets and men for gents toilets.
- i) The contractor should issue the ESI card to all the workers.
- j) The contractor should produce ESI, EPF remittance challan for the previous month to process the current month bill..
- k) The contractor should produce Workers monthly pay (acutance) roll with bill.

Working Conditions:

- 1. The “Rendering Housekeeping service” is required to be carried out on days all except Sundays & declared holidays. Necessity may arise to deploy labour on Sunday & on holiday also for which the agency is required to cooperate.
- 2. Sufficient man power is required to be provided to all the Departments for the work.
- 3. Strict discipline must be observed by the workers.
- 4. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
- 5. The labourers and other staffs must be provided with identity card with the NITT’s approval of Institute Authorities.
- 6. The supervisors, under whom the labourers work, shall have to report daily to the Sanitary Inspector (I) and take instructions.
- 7. No payment will be made for a non-working days, proportionate reduction will be made if any item of work is not carried out or work is not carried out on any day due to any reason, as indicated in the bill of quantities.
- 8. The rate quoted shall have to take care of increase in minimum wages and any other incidental charges..
- 9. The payment will be made after deducting Income Tax, Labour Welfare Cess etc.

Normal Working Hours (all days):

Normal working hours is 8:30 am -5:30 pm (with one hour lunch break) and for extended hours if required by NITT for specific purpose.

Service Materials and Tools:

- a) All the materials required for the work viz. Toilet cleaning / floor mopping etc are listed by NITT indicating minimum quantity per month . These are to be supplied and stored by the contractor in advance every month and the Institute shall reserve the right to issue gate passes for all empty cans/bottles etc., on fixed regular periods. The storage space for the materials shall be provided by the Institute. Prior approval for quality of the material is to be obtained from the estate office. Any material of substandard quality, found on surprise check will attract penal action.
- b) The contractor should use High pressure jet pump and Industrial type vacuum cleaner for cleaning works.

Statutory Requirement:

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

General:

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

Special Conditions:

- a) The house keeping contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- b) The Institute buildings should be kept in spick and span.
- c) If the contractor performance is not satisfactory, the contract shall be terminated by giving one month's notice.
- d) 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.

- e) Attendance registers and the salary registers for the labours engaged per building and other registers required as per acts and rules and the same may be verified by the Committee Members and Institute Administration, NIT Tiruchirappalli or other enforcing agencies during their inspection.
- f) A certificate must be obtained from the head of the Department (As per the format enclosed) and produced along with the bills. Required cleaning materials for succeeding month must be procured on the last week of preceding month and deposited with the Estate office.
- g) The contractor should employ minimum 55 labourers and 4 supervisors staff for housekeeping work per day .
- h) The supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Institute authorities.
- i) Performance of housekeeping services shall be graded by the departments and Institute 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.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

The Director
NIT,
Tiruchirappalli 620 015.

Subject: Rendering House Keeping Services in NITT, Tiruchirappalli (Institute Zone)

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 to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite solvency certificate 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 the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

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

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

Form - A

FINANCIAL INFORMATION

I. Financial Analysis

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

Sl. No.	Details	Year Ending 31 st March of				
		2010	2011	2012	2013	2014
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. Solvency certificate from any Nationalised Bank

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

Form - B

**Performance Report form for works completed and are in progress during last 5 years
(Attach copies of work order / agreement)**

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 : Very Good / Good / Satisfactory/Bad/ Very Bad
quality of work, time
management and resourcefulness

Date :

Executive Engineer
Project Manager,
or Equivalent

Form - C

Structure and Organization

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

Signature(s) of Applicant (s) with seal

Form D

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

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

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

Signature(s) of Applicant (s) with seal

FORM - E

Equipment Details

List of available equipment

Sl. No.	Equipment	Numbers
1.	High pressure jet pump	
2.	Industrial type vacuum cleaner	
3.	Floor scrub & Auto scrub Machines	
4	Grass cutting machine	
5	Tricycle with dust bin	
6	Push cart with dust bin	
7	Sewer cleaning machine	
8	Any other	

Signature(s) of Applicant (s) with seal

**PROFORMA ON ISO CERTIFICATION
(OPTIONAL)**

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

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

Signature(s) of Applicant (s) with seal

NORMS FOR QUALIFICATION

Name of work: Rendering House Keeping Services in NIT,
Tiruchirappalli (Institute Zone)

Tender value of Rs. 80.00 Lakh

ELIGIBILITY:-			
<p>1. Separate Registration Code No. for EPF, ESI and PAN on contractor's name /firm.</p> <p>2. Average annual turnover of similar works in the last three financial years should be at least Rs 24 lakh.</p> <p>3. During last seven years should have successfully completed either</p> <p style="padding-left: 40px;">I. Three similar works each not less than Rs. 32 lakh or</p> <p style="padding-left: 40px;">II. Two similar works each not less than Rs. 40 lakh or</p> <p style="padding-left: 40px;">III. One similar work not less than Rs. 64 lakh</p> <p>4. Solvency for at least Rs. 32 lakh from Nationalised Bank</p> <p>5. Should not have incurred any loss in more than two years during the last five years ending 31.03.2014</p>			
	<u>THRUST AREA</u>	SCORE	QUALIFICATION NORMS
I	FINANCIAL STATUS	30 (Max)	
	i) Nature of Company	5	
		5	Public Limited
		3	Private Limited/Partnership Firm
		2	Sole Proprietor
	ii) Average annual turnover for similar works in the last three years	15	
		15	More than Rs.48 Lakh
		9	Rs.24 Lakh (Pro-rata for in between cases)
	iii) Solvency	10	
		10	More than Rs. 64 Lakh
		6	Rs.32 Lakh. (Pro-rata for in between cases)
II	<u>Similar Experience (Housekeeping works)</u>	30 (Max)	
	i) Value of housekeeping works executed in the last three years	30	More than Rs.144 Lakh.
		18	Rs.72 Lakh (Pro-rata for in between cases)

III	Performance on previous works	15 (Max)	
	i) Value of housekeeping works executed in the last three years	10	Successful completion of three major works in time. (each costing at least Rs.32 lakh)
		8	Successful completion of two major works in time (each costing at least Rs.32 lakh)
		6	Successful completion of one major work in time (each costing at least Rs.32 lakh)
	ii) Highest value of single work completed	5	
		5	More than Rs. 64 Lakh.
		3	Rs. 32 Lakh. (Pro-rata for in between cases)
IV	i) Qualified staff availability	15 (Max)	
		15	Executive / Area in charge with more than 5 years experience supported by other personnel listed below
		10	If senior level qualified supervisors (more than 5 yrs experience), Sanitary Inspectors & Field staff available
		5	If adequate Sanitary Inspectors, Supervisors & Field Staff available
		3	If adequate Supervisors & Field Staff available
V	i) Equipments owned	10	
		10	High pressure jet pump, Industrial type vacuum cleaner, Floor scrub & Auto scrub Machines, Grass cutting machine tricycle with dust bins, push carts with dust bins, cobweb remover, sufficient tools like crowbars, spades, shovels etc. sewer cleaning machine, .
		8	Industrial type vacuum cleaner, Floor scrub Machines, Grass cutting machine, push carts with dust bins, cobweb remover, sufficient tools like crowbars, spades, shovels etc. sewer cleaning machine,
		6	Floor scrub Machines, Grass cutting machine, push carts with dust bins, cobweb remover, sufficient tools like crowbars, spades, shovels etc. sewer cleaning machine,

NOTE: Minimum score required for qualification is 70 out of 100.



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

**TENDER FOR RENDERING HOUSE KEEPING SERVICES IN NIT,
TIRUCHIRAPPALLI (INSTITUTE ZONE)**

FINANCIAL BID

(TO BE SUBMITTED IN A SEALED ENVELOPE)

FINANCIAL BID

**TENDER FOR RENDIERING HOUSE KEEPING SERVICES IN NIT,
TIRUCHIRAPPALLI (INSTITUTE ZONE)**

TENDER No- EMD/ CoW/ Institute Zone /83 /2014 - 15 Dated: 12 06 .2014

Minimum number of labours to be engaged per day for various activities under item 01 of Financial Bid		
Sl. No.	Department / Building / Activity	Min.No.of labours per day
1.	Chemical Engineering, CEESAT, A2 Hall, Architecture Dept. Building	2
2.	Main office & Dean Chambers	2
3.	Civil Engineering, EEE, Gallery Hall, Estate office, GYM, Security office	2
4.	Mechanical Engineering, Instrumentation and Control Engineering ,IT – Center Exam hall	3
5.	CSG & Silver jubilee buidling	2
6	Powder Metallurgical building, Automobile lab, Production Engg. Dept. , IT Centre (Annexure), MME Annexure Building and Civil Annexure Building	2
7	New Central library building	7
8	Director Bungalow	2
9	Hospital & School building	5
10	Lecture Hall Complex	6
11	OJAS (Science block)	7
12	ORION (New Lect. Hall complex)	9
13	MBA Block, Multipurpose Indoor stadium	2
	Total manpower has to take care of not only toilet cleaning twice a day in the above buildings but also sweeping / mopping the floor, dusting furniture and cob web removal in Main office, Dean chambers, CSG, Central lecture hall complex, ORION, OJAS, Central library building, IT centre examination halls & Hospital as per the periodicity indicated elsewhere in the tender	51
14	Up keeping of roads, surroundings, common areas, de weeding, de silting of drains, removal of blockages in sewers, removal of carcasses etc as per the periodicity indicated in the tender	4
	Total work force	55
	Number of Supervisors to be deployed per day	4
	Total deployment including supervisor	59

Note:

The strength of workforce is only indicative and minimum requirement. Actual may be higher. The agency is required to assess the need by making site visit before submitting the tender. Upkeeping of BARN Hall, EEE Gallery Hall, A2, A11 & A12 prior to any programme than routine is also covered under item 01

Details of Water closet, Urinal & Washbasin				
Sl. No.	Department	Water closets	Urinals	Wash basins
1.	Central library	30	32	52
2.	Lecture hall complex	29	34	32
3.	CSG	20	10	12
4.	Hospital	24	6	37
5.	Director's Bungalow			
6.	Main office	51	14	16
7.	EEE	8	8	10
8.	Mechanical Engineering	15	15	11
9.	Auto Lab	2	2	4
10.	Civil Engineering	11	6	7
11.	Sports Center	9	3	4
12.	Metallurgical and Materials Engineering.	12	8	5
13.	Security office	5	-	5
14	Silver Jubilee building	26	34	30
15	Work shop	9	12	5
16	Instrumentation and Control Engineering	16	12	13
17.	IT –Center	32	39	45
18.	Chemical Engineering	5	2	10
19.	CEESAT	15	12	6
20.	Estate office	4	2	4
21.	Architecture Dept. Building	10	8	12
22.	Production Engineering	8	11	10
23.	Powder Metallurgy Department	2	-	2
24.	IT Centre (Annex Building)	15	6	12
25.	Civil (Annex Building)	12	6	9
26.	MME (Annex Building)	12	6	9
27	Shopping centre& school building	14	5	4
28	Science block	126	54	54
29	New PG Lect. Hall	102	150	102
30	New MBA Block	24	16	26
31	Multipurpose Indoor stadium	11	13	12
	Total	659	444	427
Periodicity of cleaning - twice a day from Monday to Friday and once on Saturday				

LIST OF MINIMUM QUANTITY OF MATERIALS TO BE USED IN THE BUILDING PER MONTH			
Sl. No	Materials	Unit	Quantity
1	Scented phenyl concentrated	Lits	100
2	SOAP Oil	Lits	75
3	Liquid toilet cleaner (Harpic)	Lits	70
4	Coconut brooms	Number	35
5	Hill brooms (400 gms)	Number	35
6	Cleaning powder (Exo /Vim)	Kg	140
7a	Urinal cubes	Number	4200
b	Odonil	Number	750
8	Naphthalene balls white (Big)	Kg	15
9	Toilet brush (EWC& IWC) LCR Commode brush	Number	60
10	Hand brush (scrubber)	Number	100
11	Mirror cleaner	Number	10
12	Air freshner	Packs	30
13	Bleaching powder ISI	Kg	110
14	Mop with stick	Number	45
15	Checked cloth	Number	75
16	Yellow cloth	Number	10
17	Thatti malar	Number	40
18	Cob-web remover	Number	15
19	Bamboo basket big size	Number	20
20	Lysol (500 ml)	Number	60
21	Jasmine Flavour Liquid	Litre	4
22	Dettol Liquid	Litre	2
23	Acid (Harpic)	Litre	65

NOTE:

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

Above list is not exhaustive and Tools such as long knife required for de weeding, spade, crow bar, pick axe, racker for surrounding cleaning are to be made available as per the requirement & consumption pattern.

Annexure – “A”

FEED BACK CERTIFICATE FROM DEPARTMENTS

NAME OF HOUSE KEEPING CONTRACTOR:

Name of the Department:

Period: Every Friday

Sl. No.	Particulars	Cleaning Schedule	Excellent	Very Good	Good	Average	Poor
	POINTS		5	4	3	2	1
	Types of Service						
1	Cleaning /Washing of all Toilets, Bathrooms, Wash basins and Urinals	Twice in a day (Mon-Fri) Once on Sat.					
2.	Cleaning of Walls and partitions (Bathrooms/ Toilets)	Daily on working days					
3.	Scrubbing of floors	Daily on working days					
4	Removal of cobweb in the toilets	Once in a week					
5.	Sweeping / Mopping of floors in specified buildings	Daily on working days					
6	Dusting of furniture in specific buildings	Twice in a week					
7.	Whether using sufficient good quality/Quantity materials						
8	Any other comments						

Signature of the Head of the Department

Name and seal

TOTAL AMOUNT PAYABLE PER MONTH WILL BE DIVIDED INTO TWO HALVES

Manpower deployment – 50%	Performance 50%		
Payment will be made for actual man power deployed only	Total Score – 80 (on a 5 Point Grading)		
	Weekly	Feed Back Form	Total points
	First Week		
	Second Week		
	Third Week		
	Fourth Week		
	Rating	Score	% of Deduction
	Good to excellent	64-80	NIL
	Average	48-63	10%
	Poor	32-47	20%
		Below 32%	50%

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI -15

BILL OF QUANTITIES

Name of Work: Rendering Housekeeping services to the Institute Zone in NIT, Trichy

Sl. No.	Qty.	Description	Rate Rs. (Both in figures & in words)	Unit	Amount (Rs)
1	12	<p>Implementation of housekeeping activities in the entire area of Institute Zone as marked in the enclosed layout by way of keeping the premises and surroundings clean and free from garbage, loose materials, cow dung, carcasses, plastics including de-weeding, de silting etc. all as specified below and as per the instructions of Engineer in charge. The composite single rate per month under item 1 shall include all labour as per Central Govt. Minimum wages, material, consumables, hire & running charges for equipments / machineries, statutory payment like ESI, PF, Bonus, taxes, duties, establishment and all other incidental charges etc., complete.</p> <p>a) Up keeping of all roads, berms, pavements, drains, common areas, surroundings of Institutional buildings etc. within the layout by sweeping once in a week except the surroundings of Admin. Block, Lecture hall complexes, Central library & Hospital which are to be swept daily. All as per standard practice and column 3 of annexure</p> <p>b) Clearing grass, vegetation, weeds etc. once in a month in the surrounding of the Institutional building including common areas, open spaces, all roads & drains etc. within the identified layout. All as per standard practice and column 4 of annexure</p> <p>c) De silting the drains within the identified layout once in three months by sectioning the accumulated earth and disposing off the removed earth by leveling the berms as protection to the road edges or to the identified places. All as per standard practice and column 5 of annexure</p> <p>d) Cleaning and washing the water closet, wash basin & urinal twice in a day from Monday to Friday and once a day on Saturday including scrubbing the floor area of the toilet & bathroom in all the buildings within the layout once a day in all working days using cleaning powder, soap oil, pine oil etc as the case may be and as per the proportion indicated elsewhere in the tender schedule and putting minimum three naphthalene balls in each urinal & wash basin once in a week. Acid / bleaching powder shall be used to remove stains whenever required.</p>		MONTH	

Sl. No.	Qty.	Description	Rate Rs. (Both in figures & in words)	Unit	Amount (Rs)
		e) Sweeping / Mopping the entire floor area of Lecture hall complexes, Science block, Central library , main office, Dean Chambers & Hospital on all working days and IT Centre examination halls twice in a week. All as per standard practice and column 6 of annexure			
		f) Dusting and cleaning of furniture at Main office, Lecture Hall complexes, Science Block, Central Library, Hospital and IT centre examination halls twice in a week. All as per standard practice and column 7 of annexure			
		g) Removal of cobweb in the toilet & bathroom area once in a week and in Lecture Hall complexes, Science Block, Central Library, Hospital and IT centre examination halls once in a fortnight. All as per standard practice and column 8 of annexure			
		h) Attending to blockage complaints on all days including holidays in the waste water/sewage disposal system inside & outside institutional buildings falling within the identified layout immediately on notice by the housekeeping group or on receipt of complaint from the Institute. Exclusive personnel shall be available to attend to these complaints. If the situation warrants, machinery shall have to be deployed to clear the block without delay. All as per standard practice and column 9 of annexure			
		i) Removal of carcasses and burial as per the direction of the department. All as per standard practice and column 9 of annexure			

Sl. No.	Qty.	Description	Rate Rs. (Both in figures & in words)	Unit	Amount (Rs)
2	500	Transporting the garbage, horticulture waste etc., collected from the surrounding / open space / common areas / dustbins within the identified layout by tractor having a capacity of minimum 120 cft covering with suitable net to avoid spilling during transport and unloading at the earmarked place on the eastern side of NITT campus with an average lead of 1-2 Kms. Rate also includes clearing the dust bin & nearby by spill out, segregation of bio-degradable & non-bio-degradable waste at respective dust bin itself (disposing of collected non-bio-degradable waste ie. Plastics, polythene bags etc. away from NITT premises is the sole responsibility of the contractor), collection, loading, all lead, unloading, 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 to be quoted for one trip of tractor load of 120 cft garbage.		TRIP	
3	100	Conveyance of earth, sand, gravel, rough stone, broken stone, brick bats (debris) etc. up to 2 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 to be quoted for one trip of tractor load of 120 cft garbage.		TRIP	
4	100	Labour charges for spraying chemical for mosquito/cockroach control inside & outside Institutional buildings, Open areas, Manhole chambers, Gully traps etc. and also for fogging operation in the entire area. All as directed by the Department. All the required chemical, equipments, machineries etc. will be provided by NITT at free of charges. The payment will be made for the work done on the basis of number of days, supported by log sheet maintained jointly.		MANDAY	
5	20	Dewatering the accumulated effluent completely from the septic tank by using contractor's vehicle & equipments. Scope includes removing and refixing of septic tanks cover slabs & disposal of effluent at the places as specified by the department..Rate includes all labour, materials, hire charges for vehicle & equipment etc. complete. Payment will be made for the quantity of effluent disposed off.		CUM	

Sl. No.	Qty.	Description	Rate Rs. (Both in figures & in words)	Unit	Amount (Rs)
6	25000	Cleaning and removing all unwanted things from the terrace of various buildings at an elevated level of 8 to 16 metre from the FFL. Rate includes labour,tools,wire brush, brooms,baskets etc. sweeping and cleaning of all dirt,silt,dust,leaves and other foreign matters etc. without damaging the terrace treatment and thereby collecting all the wastes in bags/baskets, lowering to ground floor without affecting the working environment and dumping the same in the nearby dust bins/ earmarked areas / lowlying areas etc. complete. Payment will be made only for the area where actually the job was carried out.		SQM	
7	2000	Diluting and injecting chemical emulsion for POST CONSTRUCTIONAL Anti termite treatment (excluding the cost of chemical emulsion): Treatment of soil under existing floors using chemical @1litre per hole 300mm apart including drilling 12mm Dia holes and plugging with cement mortar 1:2(one cement; two coarse sand) to match the existing floor. With Chloropyiphos/ Lindane EC 20% with 1% concentration, or equivalent chemical.		SQM	
8	10	Removal of Honey-bee hives / Kadhandu / such insects of any size / magnitude completely from any level / height of the building without any disturbance to the occupant of the building and with safe working. The contractor is required to adopt safe approach / technology while removing the insects.		EACH	
				TOTAL	
(RUPEES -----ONLY)					

NOTE:

The break up details for the monthly rate quoted under item 01 shall be provided in the prescribed format attached with this financial bid meeting the statutory payments like minimum wages as per Central Govt. wages, ESI, PF, Bonus etc.

1. NITT is exempted from remittance of Service Tax vide service tax notification No.25/20/2-ST dated 20.06.12 (Mega exemption notification) . The quoted rate shall be firm throughout the contract period and extended period also and hence should take care of any increase in wages etc . No cost escalation will be entertained on any account

2. 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.
3. Area of activities under this contract is shown in the enclosed General layout drawing. Up keeping of BARN, EEE gallery hall, A2, A11, A12, & A13 prior to any programme, is also covered under item 1
4. 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.
5. The volume of work under item No.1 requires a minimum of 55 labours for effective performance. Minimum 4 supervisors are to be deployed for effective supervision of this contract.
6. Deployment of lesser labour than specified above will attract a recovery of Rs. 9700/- per month including penalty for each labour on pro rata basis and Rs.10800/- for supervisor.
7. All labour, consumables, tools & plants etc. are under the scope of the contractor except the chemical & equipment for item 04. Successful tenderer is required to maintain proper logbook for the consumption of materials and submit to the department for its approval. Required chemical & equipments for Item No.4 alone will be issued by NITT at free of charges. Sufficient labour are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always.
8. Minimum wage as fixed by Govt.of India including statutory payments like ESI, PF, Bonus etc are to be paid to the workmen.
9. The contractor shall comply all safety rules and regulations of NITT and shall ensure their working group wear uniform supplied by the contractor & always carry identity card in English approved by NITT.
10. Garbage shall have to be regularly transported to the earmarked area as per Item No.2. Non deployment of tractor on any day when required by NITT will attract a penalty of Rs.500/- per day.
11. The agency shall have to maintain the log book for daily transportation of garbage in the prescribed format and get the signature from the Institute official before transport which is the basis for making payment.
12. A recovery of Rs.100/- per trip shall be effected for non-segregation of waste under Item No.2
13. Following recovery shall be effected for non-compliance of any activity/ periodicity under Item No.1 per month and on pro rata basis. In addition a punitive charge of 12.50 % will also be recovered.

a) Sweeping roads, berms, pavements, common areas, surroundings	11%	b) Deweeding surroundings	5%
c) De-silting drains	2%	d) Toilet cleaning	60%
e) Sweeping / Mopping floor area	11%	f) Dusting furniture	3%
g) Removal of cobweb	4%	h) Removal of carcass / blockage	2%

Format - Working Sheet to arrive at the labour / supervisor cost & Material for item 01

Sl.No	Description (As per Central Govt. Minimum Wages Act)	Unskilled worker (Rs)	Supervisor (Rs)
	Monthly wage		
1	Basic wage for B grade City (Trichy)		
2	Variable Dearness Allowance		
3	Bonus @ 8.33%		
4	EPF @ 13.61%		
5	ESI @ 4.75%		
	Total		
	Total for 55 Labours and 4 supervisors		
	Grand Total for Labour component		
	Cost of Materials		
	Cost of other charges		
	Total cost		
	Total Tender rate for item (1) per month		

Signature(s) of Applicant(s) with Seal

Note: The above format should be filled in and the total should match the item rate (monthly) quoted under item 01 of Bill of Quantities.

TIME TABLE / PERIODICITY FOR VARIOUS ACTIVITIES UNDER ITEM 01

1	2	3	4	5	6	7	8	9
Sl.No	Area / Building	Sweeping of roads, drains, surrounding, common areas (once in a week in general & daily in specific places)	Deweeding (Once in a month)	Desilting of drains (Once in three months)	sweeping / Mopping floor (daily / twice in a week)	Dusting of furniture (Twice in a week)	Cobweb removal (once in a week in toilets & once in a fortnight in specific places)	Removal of blockage / carcass
1	Science block, Architectural & New PG Lect.Hall	Mon	1st to 4th	Aug,Nov, Feb, May	daily except Arch	Except Arch	fortnight except Arch.	As and when required
2	Chemical Engg. Dept. Main office, Dean chambers	Tues	5th to 8th	Sep, Dec, Mar, Jun	daily except Chem.	Except chem.	fortnight except Chem	As and when required
3	CEESAT, EEE, Gallery Hall, Estate office, GYM, Security office	Wed	9th to 12th	Oct, Jan, Apr, July	NIL	NIL	Only toilets	As and when required
4	Mechanical, Civil , ICE, Silver Jubilee Bldg, New MBA Block	Thurs	13th to 16th	Aug,Nov, Feb, May	NIL	NIL	Only toilets	As and when required

1	2	3	4	5	6	7	8	9
Sl.No	Area / Building	Sweeping of roads, drains, surrounding, common areas (twice in a week in general & daily in specific places)	Deweeding (Once in a month)	Desilting of drains (Once in a three months)	sweeping / Mopping floor (daily / twice in a week)	Dusting of furniture (Twice in a week)	Cobweb removal (once in a week in toilets & once in a fortnight in specific places)	Removal of blockage / carcass
5	Lect.Halls, CSG, IT Exam Hall	Saturday	17th to 20th	Sep, Dec, Mar, Jun	daily for LH&CSG - IT twice a week	Twice a week	fortnight except Chem	As and when required
6	Powder Metallurgical building, Automobile lab, Production Engg. Dept., MME Annexure Building and Civil Annexure Building	Friday	21st to 25th	Oct, Jan, Apr, July	NIL	NIL	Only toilets	As and when required
7	IT Centre (Annexure) Central Library, Hospital	daily	26th to 30th	Aug, Nov, Feb, May	daily except IT	Except IT	fortnight except IT	As and when required

