



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI –
HOSTELS**

NOTICE INVITING TENDER

FINANCIAL BID (COVER –II)

TENDER No. : OS-1 / 2010 - 11 (Item 3)

Name of work	:	House Keeping Services in NIT, Tiruchirappalli Hostels for the year 2011.
Earnest Money Deposit	:	Rs. 60,000/-
Period	:	12 Months
Cost of Tender Schedule	:	Rs.500 /-
VAT@4%	:	Rs. 20 /- ----- Rs. 520/-
Last date and Time of Receipt of Tender documents	:	Date: 08.12.2010 @ 03:00pm
Date and Time of Opening Technical bid (Cover I)	}	: Date: 08.12.2010 @ 4:00pm
Date and Time of Opening Financial bid (Cover II)		
	:	Will be intimated later to the qualified Contractors.

The tender document consists of 14 pages only.

DIRECTOR



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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 14 pages only.

Contractor



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Additional conditions

- 1) Every tenderer is expected before quoting his rates to inspect the hostel 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.
- 2) Without written permission of The Director / The Dean (Students Welfare) no part of the contract shall be sublet, shall transfer the power of attorney, authorizing others to receive the payment on contractors behalf.
- 3) If further information is required, the Estate officer / Sanitary Inspector will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 4) The Director, NIT Tiruchirappalli reserves the right to reject any or all the tenders without assigning reason therefore.
- 5) The contractor should employ supervisors who have experience in this type of work.
- 6) 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.
- 7) Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
- 8) All the materials required for the work shall be arranged by the contractor.
- 9) Permits for workers and supervisor to the campus / building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.

- 10) Necessary monthly bills should be submitted by the contractor after obtaining the signature from Wardens and Convenor.
- 11) The contractor for work shall be liable to pay applicable taxes (if any), that may be levied by State or Union Government. Any request contrary to this will not be accepted.

Minimum wages Act:

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



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1. Nature / Scope of Work/ Frequency of Operation:

- a) Sweeping / Mopping - The entire verandah and common areas including staircases in hostels - **Daily Sweeping.**
- b) Cleaning of Toilets, Urinals, Washbasins and Bathrooms in all hostels - **Twice a day.**
- c) Cleaning of Cob webs - **Once in a week**
- d) General Cleaning around the hostel building (outside area) - **Daily.**
- e) Cleaning the terraces – **Once in a month**
- f) Any other service/work that might arise depending upon contingency
- g) Any blockage in water closets, urinals, washbasins and bathrooms, the contractor should clean the same
- h) The contractor should produce the P.F. statement for all workers, for every six months.
- i) The contractor should issue the ESI card to all the workers.
- j) The contractor should remit the Service tax quarterly.
- k) Lady workers should be engaged for ladies hostel and men workers for boys hostel.
- l) The contractor should produce ESI, EPF remittance challan along with the bill.
- m) The contractor should produce Workers monthly pay (acquittance) roll with bill.

WORKING Conditions:-

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

- e) The labourers and other staffs must be provided with identity card with the NITT's approval.
- f) The supervisors under whom the labourers work, shall have to report daily to the Sanitary Inspector/ Estate officer and take instructions.
- g) No payment will be made for 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.
- h) The rate quoted shall be inclusive of service tax at present and also to take care of the increase or decrease for the whole year.
- i) The payment will be made after deducting necessary recoveries like Income Tax, CST, Labour Welfare Cess etc.

Working Hours (all days)

Morning Session	:	11:00 am – 02:30pm
Lunch break	:	02:00 pm – 02:30pm
Afternoon session	:	02:30 pm – 07:30pm

Service Materials and Tools

- a) All the materials required for the work such as Brooms, Thattimalars, basket, Cob-web stick, Mopping stick, Cloth, Brushes, etc., will have to be provided by the contractor.
- b) Disinfectants, Harpic, Lysol, Phenyl Naphthalene balls, etc. required for Toilet cleaning, floor mopping and urinal cubes will have to be provided by the contractor.
- c) The contractor should use High pressure jet pump and Industrial type vacuum cleaner for cleaning works.

STATUTORY REQUIREMENT

- a) The contractor is responsible for all as per statutory requirement as per State / Central Government rules such as to implement the Minimum Wage Act, Workman Compensation Act, EPF, ESI, BONUS Act etc. and no additional payment shall be made by Institute on any account.
- b) The contractor should get labour license for the work from licensing authority of the Government if needed by paying necessary fees.

- c) The display board stating all details of the labour, working time, name of the labour officer at the site office of the work as per the labour act.
- d) The contractor should have First aid box with necessary medicines etc. He should make necessary 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 institute will not accept any responsibility if the work man is injured.
- g) The movement of workers should be restricted to their area of work and should not wander into other areas.

SPECIAL CONDITIONS

- a) The house keeping contractor should execute an agreement in the non – judicial stamp, incorporating the various terms and conditions.
- b) The hostel buildings should be kept in spick and span.
- c) Contractor should make his own arrangements for all required materials used for cleaning. The required material should be deposited with the sanitary store in advance and got issued as per requirements.
- d) If the contractor performance is not satisfactory, the contract shall be terminated by giving one month's notice.
- e) The contractor shall recoup to the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
- f) Attendance registers and the salary registers for the labours engaged per building and other registers required as per acts and rules and the same may be verified by the Committee Members / Sanitary Inspector / Estate Officer, NIT Tiruchirappalli or other enforcing agencies during their inspection.

- g) Payment to the labourers must be made before 10 (TENTH) of every month in presence of Sanitary Inspector or Estate Officer and the bill should be submitted along with the EPF, ESI receipt and pay roll of the labourer.
- h) A certificate must be obtained from the Hostel Wardens (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 preceeding month and deposited with the Sanitary Inspector.
- i) The contractor should employ minimum 34 labourers and 2 supervisors for housekeeping work per day.
- j) The supervisor must be provided with the mobile phone and the mobile numbers must be given to the Sanitary Inspector / Estate officer.

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

Weekly Reports of Tasks

Sl. No.	Tasks	Buildings/locations where carried out
1.	Cleaning of Toilets, Washbasins, Urinals, Bathrooms etc.	
2.	Sweeping of common floor areas	
3.	Cleaning of cob-webs	
4.	Mopping the floors of all common areas	
5.	Cleaning of Doors / Windows / Sunshades/ Lofts	

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

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

Certified that Sri / M/shas carried out the following works for
.....Hostel, during the month
of.....

Works to be carried out / actually carried out details:

Annexure – “A”

Sl. No.	Item of work	Frequency at which it is required to be carried out	Frequency at which actually carried out
1.	Sweeping and mopping of common floor area in all floors.	Daily	
2.	Cob web removal work	Once in a week	
3.	Cleaning / washing of toilets (floors and walls up to dado height) and sanitary Installations like wash basins, water closets, urinals etc. with disinfectants and sprinkling phenyl on the floor	Twice in a day	

General Remarks

Warden

List of Minimum Quantity of materials are to be used Per Month in all Buildings

SI. No	Materials	Quantity
1.	Scented phenyl concentrated	75 Liters
2.	SOAP Oil	45 Liters
3.	Liquid toilet cleaner	30 Liters
4.	Coconut brooms	68 Nos
5.	Hill brooms (400 gms)	34 Nos
6.	Cleaning powder	150 Kgs
7.	Urinal cubes, odonil	100 Packs, 150 Packs
8.	Naphthalene balls white (Big)	30 Kg
9.	Hand brush (for commode)	200 Numbers
10.	Bleaching powder ISI	100 Kgs
11.	Mop with stick	30 Nos
12.	Thatti malar	30 Nos
13.	Cob-web remover	20 Nos
14.	Date basket	20 Nos

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

MINIMUM NUMBER OF LABOUR TO BE ENGAGED PER DAY

Sl . No.	Name of Hostel	Minimum no of Labour to be Engaged per Day
1.	Agate	2
2.	Beryl	1
3.	Coral	1
4.	Diamond	2
5.	Emerald	1
6.	Garnet A	2
7.	Garnet B	2
8.	Garnet C	2
9.	Jade	1
10.	Lapis	1
11.	Pearl	1
12.	Ruby	1
13.	Sapphire	1
14.	Topaz	1
15.	Opal (A-D)	7
16.	Zircon A	2
17.	Zircon B	2
18.	Zircon C	2
19.	Amber	2
	Total labours	34
	Supervisors	2
	Total	36

The above numbers are only indicative. The actual quantity may be more than above. The Contractor has to assess the actual requirement.

DETAILS OF WATER CLOSETS, URINALS, WASHBASINS AND BATHROOMS

Sl. No.	Hostel Name	W.C.	Urinals	Wash Basins	Bath rooms
1.	Agate	50	50	30	42
2.	Beryl	24	24	24	24
3.	Coral	26	28	20	24
4.	Diamond	44	36	28	18
5.	Emerald	18	12	12	18
6.	Garnet A	34	30	34	34
7.	Garnet B	34	30	34	34
8.	Garnet C	34	30	34	34
9.	Jade	36	18	36	36
10.	Lapis	18	12	12	18
11.	Pearl	18	12	12	18
12.	Ruby	18	12	12	18
13.	Sapphire	18	12	12	18
14.	Topaz	18	12	12	18
15.	Opal (A-D)	30+18+72+44	-	36+12+60+35	36+18+72+44
16.	Zircon A	34	30	34	34
17.	Zircon B	34	30	34	34
18.	Zircon C	34	30	34	34
19.	Amber A	44	48	35	44



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Tender schedule

Sl. No.	Description of work	Qty	Rate in Figures and Words	Unit	Total Amount in Figures and Words
01	Housekeeping services in NIT, Tiruchirappalli hostels viz. Cleaning / washing of toilets (floors and walls up to dado height) and sanitary installations like wash basins, water closets, urinals, bathrooms etc. with disinfectants and sprinkling phenyl on the floor, cob-web removal works, sweeping and mopping of common floor area, general cleaning around the hostel building etc. as mentioned in the tender document as per all tender conditions and including all taxes applicable.	12 months		One Month	
					Total

Note: The break up details for the amount quoted above shall be provided along with the tender schedule in the sample format attached.

Signature of Applicant with seal

Format - Working Sheet

Sl. No.	Item	Quantity	Rate	Unit	Amount
I. Labour					
1					
2					
3					
II. Material					
1					
2					
3					
III. Others					
1					
2					
Total					

Signature of Applicant(s)