



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

NOTICE INVITING TENDER

FINANCIAL BID (COVER –II)

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

Name of work	:	House Keeping Services in the Institute Zone of NIT, Tiruchirappalli for the year 2011.
Earnest Money Deposit	:	Rs. 40,920/-
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)		

The tender document consists of 14 pages only

DIRECTOR



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI**

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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.

Applicant(s)



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

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 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 HOD's and Committee members.
- 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.



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – INSTITUTE ZONE

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

- a) Sweeping / Mopping - The entire floor areas of Lecture Hall Complex, Central Library, Hospital - **Daily** and IT Center examination halls – **Weekly two times**.
- b) Cleaning of Toilets, Urinals, and Washbasins in all Departments and Lecture Hall Complex, Central Library, Hospital - **Thrice a day**.
- c) Any blockage in water closets, urinals, washbasins and bathrooms, the contractor should clean the same.
- d) Cleaning of Cob webs in Lecture Hall Complex, Central Library, Hospital and IT Center examination halls - **Once in a week**.
- e) Cleaning of furniture – Main office, Hospital, Central Library, Lecture hall and IT Center examination halls – **Twice in a week**.
- f) Any other service/work that might arise depending upon contingency.
- g) The contractor should produce the P.F. statement for all workers, for every six months.
- h) The contractor should issue the ESI card to all the workers.
- i) The contractor should remit the Service tax quarterly.
- j) The contractor should produce ESI, EPF remittance challan along with the bill.
- k) 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	:	07:30 am – 12:30pm
Lunch break	:	12:30 pm – 01:30pm
Afternoon session	:	01:30 pm – 04:30pm

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 institute 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 HOD's / 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 HOD's (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 Sanitary Inspector.
- i) The contractor should employ minimum 24 labourers and 1 supervisor 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

SI NO	TASKS	Buildings/locations where carried out
1.	Cleaning of Toilets, Washbasins, Urinals etc.	
2.	Sweeping of common floor area	
3.	Cleaning of cob-webs	
4.	Mopping the floors of all common areas	
5.	Cleaning of Doors / Windows / Furnitures / Sunshades / Lofts	

The report shall be submitted in duplicate, one copy to Estate Officer /Sanitary inspector, another copy to the Committee member.

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

Certified that Sri / M/shas carried out the following works for
.....Department, 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	Hospital, Lecture Hall, Central Library	
2.	Cleaning / wiping of furniture items and block board cleaning.	Daily	Hospital, Lecture Hall	
3.	Cleaning of aluminium glassed doors / windows	Twice in a week	Hospital, Lecture Hall, Central Library	
4.	Dusting / wiping blinds, cob web work	Twice in a week	Main office, Hospital, Central Library	
5.	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	All depts	
		Four times in a day	Main office, Hospital, Central Library, Lecture Hall	

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	30 Liters
2.	SOAP Oil	30 Liters
3.	Liquid toilet cleaner	20 Liters
4.	Coconut brooms	20 Numbers
5.	Hill brooms (400 gms)	15 Numbers
6.	Cleaning powder	100 kg
7.	Urinal cubes , odonil	20 Packs, 15 Packs
8.	Naphthalene balls white (Big)	10 kg
9.	Toilet brush (EWC)	40 Numbers
10.	Hand brush (IWC)	70 Numbers
11.	Mirror cleaner	5 Numbers
12.	Air freshner (Floro , Odonil)	20 Packs
13.	Bleaching powder ISI	75 kg
14.	Mop with stick	30 Numbers
15.	Checked cloth	50 Numbers
16.	Yellow cloth	5 Numbers
17.	Thatti malar	20 Numbers
18.	Cob-web remover	10 Numbers
19.	Date basket	15 Numbers
20.	Lysol (500 ml)	10 Liters

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

SI No.	Name of buildings	Minimum No of Labour to be Engaged Per Day
1.	Chemical , CEESAT , A-2 hall toilets	1
2.	Main office	1
3.	Civil, EEE dept, EO office, GYM, Security office	1
4.	Mechanical block IC building & IT bldg and Exam hall	3
5.	C.S.G building	1
6.	Powder Metallurgical building, Auto lab, Production Engg. Dept	1
7.	New library	4
8.	Silver Jubilee building	1
9.	Hospital	4
10.	Lecturer hall complex	6
11.	Supervisor	1
12.	Architecture department building	1
	Total labours including one supervisor	25

The quantities are only indicative, and depend upon the requirement. 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.	Department	Water closets	Urinals	Washbasins
1	Main office	38	8	10
2	EEE	8	8	10
3	Mechanical Engineering	15	15	11
4	Auto Lab	2	2	4
5	Civil Engineering	11	6	7
6	Sports Center	9	3	4
7	Metallurgical and Materials Engineering.	12	8	5
8	Security office	3	-	3
9	Old library	6	3	6
10	Central library	30	32	52
11	Lecture hall complex	29	34	32
12	Silver Jubilee building	26	34	30
13	Work shop	9	12	5
14	Instrumentation and Control Engineering	16	12	13
15	IT -Center	32	39	45
16.	Chemical Engineering	5	2	10
17	CEESAT	15	12	6
18	Estate office	4	2	4
19	CSG	20	10	12
20	Architecture Department Building	10	8	12
21	Production Engineering	8	11	10
22	Powder Metallurgy Department	2	-	2
23.	Hospital	24	6	37
	Total	334	103	358



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

Tender schedule

Sl. No.	Description of work	Qty	Rate in Figures and Words	Unit	Total Amount Figures and Words
01.	Housekeeping work viz. 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, sweeping and mopping of common floor area in all floors, cleaning / wiping of furniture items and block board cleaning, cleaning of aluminium glassed doors / windows, dusting / wiping blinds, cob web work 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(s) 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 the Applicant(s)