

HOSTEL ADMINISTRATION COMMITTEE,  
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI -15

Web: [www.nitt.edu](http://www.nitt.edu)

Phone: 0431 –250 4136

**Notice inviting tender**

Tender Number: HAC/ NITT Hostels/OS-HK/2013

Dated: 4.12.2012

Name of the work	Rendering of House Keeping Services in students Hostel at National Institute of Technology, Tiruchirappalli-15
EMD Amount	Rs. 80,000/- (Rupees Eighty Thousand only)
Last Date of submission of Tender	20.12.2012 upto 3.00 p.m.
Address for submission of Tender	The Chief Warden, Hostel Office, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli - 620 015
Date and time of opening of Technical bid	20.12.2012 at 4 P.M
Date and time of opening of Financial Bid	Will be intimated separately for those who have technically qualified based on eligibility criteria specified in the tender document.

**HOSTEL ADMINISTRATION COMMITTEE,  
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI -15**

NOTICE INVITING TENDER

**TECHNICAL BID (COVER -I)**

Tender Number: HAC/ NITT Hostels/OS-HK/2013 dated 4.12.2012

Name of work	:	Rendering of House Keeping Services in students Hostel at National Institute of Technology, Tiruchirappalli-15
Earnest Money Deposit	:	Rs. 80,000/- (Eighty thousand only)
Period	:	January 2013 to December 2013
Cost of Tender document	:	Rs.500 /-
VAT@5%	:	Rs. 25/- ----- Rs. 525/-
Last date and Time of Receipt of Tender documents	:	Date: 20.12.2012 @ 03:00p.m
Date and Time of Opening Technical bid ( <b>Cover I</b> )	} :	Date: 20.12.2012 @ 04:00 p.m
Date and Time of Opening Financial bid ( <b>Cover II</b> )	} :	: Will be intimated separately for those who have technically qualified based on the eligibility criteria specified in the tender document

**Hostel Administration Committee,  
National Institute of Technology, Tiruchy-15**

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 34 Pages.

Contractor/ Bidder

**Note: The Hostel Administration Committee does not own any alteration/ omission in the contents of the tender document either while downloading on the website or otherwise**

Hostel Administration Committee,  
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI -15

**NOTICE INVITING TENDER**

Tender Number: HAC/ NITT Hostels/OS-HK/2013

Dated: 4.12.2012

Chief Warden, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli invites sealed tenders, in **two cover system (Technical Bid and Financial bid) up to 3.00 PM on 20.12.2012** for the following work:

Name of work	Period
Rendering of House Keeping Services in students Hostel at National Institute of Technology, Tiruchirappalli-15 for the calender year 2013	01.01.2013 to 31.12. 2013

Initial Contract period is for one year, extendable to maximum of two more years, on year to year basis **based on performance and review.**

**Eligibility criteria :-**

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

Experience in having successfully completed works as follows during the last 7 years ending last day of the month October 2012.

a. Three similar works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ banks/ reputed educational institution) each costing not less than Rs. 16 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/ reputed educational institution) each costing not less than Rs. 24 Lakhs.

OR

c. One similar completed work (Central/State Government/Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 32 Lakhs.

“Similar works” under this clause means house keeping services to educational buildings, institutional buildings, public buildings, hostels, hotels 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. Further the value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications to bid.

2. Should have an **average annual financial turnover** of Rs. 12.00 lakhs during the last three years ending 31.03.2012. This should be certified by a chartered accountant

3. Should not have incurred any loss in more than two years during the last five years ending 31-3-2012.
4. Should have a solvency of Rs. 16 lakhs from Applicant's bank.
5. Contractor has to produce ESI, EPF Code No. and PAN No.
6. Contractor has to produce live Agency/Company Registration certificate.
7. Contractor has to Produce Labour licence (renewal/current).
8. Contractor has to be registered under GOI Labour Enforcement Act.
9. **The tenders should be accompanied by two crossed Demand Drafts, both drawn in favour of the Chief Warden, Hostel Administration Committee, NIT, Tiruchirappalli – 620 015 and payable at Trichy.**
  - a. **One Draft for Rs. 525/- (Rupees Five hundred and twenty only) towards the cost of application which is non refundable.**
  - b. **Another Draft for Rs. 80,000/- (Rupees Eighty 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.**
10. **Tender documents received without Cost of Document and EMD shall be summarily rejected.**
11. Completed Qualification Documents and Tenders received in time will be opened at 4.00 p.m. on 20.12.2012 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.

## **12. Submission of Tender**

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

**Envelope 1** – Superscripted as “**TENDER - TECHNICAL BID** for rendering of House keeping services in students Hostel at National Institute of Technology, Tiruchirappalli-15 for the year 2013”. This shall contain the following: - (a) two demand drafts, one for EMD and another for cost of tender documents as stated in Sl. No. 9 above. (b) The various details regarding experience, financial status etc. as detailed in the enclosed documents.

**Envelope 2** - Superscripted as “**TENDER - FINANCIAL BID** for rendering of House keeping services in students hostel at National Institute of Technology, Tiruchirappalli-15 for the year 2013. This shall contain the tender (Financial bid) for the work. The tender documents and various conditions, specifications, Bill of quantities etc. for the work is enclosed. The bill of quantities shall be filled with rate, amount and total amount.

**Envelope 3** - Superscripted as “**TENDER** for rendering housekeeping services in students Hostel at National Institute of Technology, Tiruchirappalli-15” **Due on 20.12.2012.**

**Envelope 1 (TECHNICAL BID) and Envelope 2 (FINANCIAL BID) shall be placed in Envelope 3.**

13. Other details and the method of evaluating the capacity or the prospective contractors are detailed in the enclosed documents.
14. The Chief Warden, NIT - Hostels, Tiruchirappalli reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
15. In the student's welfare, if found necessary, Hostel Administration Committee reserves the right to engage two Housekeeping service contractors and the scope of work will be distributed between two contractors at uniform rate.
16. After award of the contract, if performance of the selected contractor found to be not satisfactory, Hostel Administration Committee reserves the right to terminate the contract at any time by giving one month notice.
17. The Hostel Administration Committee also reserves the right to disqualify such bidders whose performance was not satisfactory against the earlier contracts entered into with Hostel Administration, NIT, Tiruchy.
- 16.** 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.

**Hostel Administration Committee, National Institute of Technology**

Tender for Rendering of House Keeping Services in students Hostel at National Institute of Technology, Tiruchirappalli-15 for the year 2013

**TECHNICAL BID**

DOCUMENTS TO QUALIFY THE TENDERER

(TO BE SUBMITTED IN A SEALED ENVELOPE)

**MARKED AS ENVELOPE 1 - TECHNICAL BID - TENDER FOR** rendering of House Keeping Services in students Hostel at National Institute of Technology, Tiruchirappalli-15 for the year 2013

Tender Number: HAC/ NITT Hostels/OS-HK/2013      Dated: 4.12.2012

## SECTION-I

1. The work has to be carried out at the Students Hostel at NIT, Tiruchirappalli.
2. General features of the work are as under: Rendering of House keeping service to various Hostels at NIT, Tiruchirappalli which involves Cleaning and washing of toilets, bath rooms (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, cob-web removal works at toilet, urinals and bath rooms, etc. The various operations involved are detailed in the tender documents (Financial bid).
  - (i) Adequate safety measures should be evolved and implemented
  - (ii) The bill should be prepared by the contractor and submitted to the Hostel office by the contractor as per the detailed procedure given in the tender documents (Financial bid)
  - (iii) All the equipment, machinery etc. required for the work have to be arranged by the contractor.
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.
- iii. Financial information in **Form - A** (format enclosed).
- iv. Details of similar works carried out in the past in **Form - B** (format enclosed).
- v. Details of works in progress in **Form - C** (format enclosed).
- vi. Performance report in **Form - D** of works referred in Form - B and Form - C (format enclosed).
- vii. Details regarding the structure of the organization in **Form - E** (format enclosed).
- viii. Details of personnel establishment in **Form - E1** (format enclosed).
- ix. Details of equipment in **Form - F** (format enclosed).
- x. Details of ISO certification (if any) in **Form – G** (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 Hostel Administration.

- 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 Chief Warden, Hostel Administration Committee, NITT.
- 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 Chief Warden, NIT Hostels, 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 the various hostel buildings where the works are to be carried 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 Chief Warden.

## 7. Criteria for Qualifying an Applicant to Take Part in the Tendering Process

7.1 The applicants shall be evaluated for qualifying them to take part in the tendering process by a two stage system.

### 7.2 .1 Stage – I – Initial Criteria

The applicant shall be evaluated initially considering the following criteria.

Contractors who full fill the following criteria will be eligible to submit the qualification application and tender.

Experience in having successfully completed works as follows during the last 7 years ending last day of the month October 2012.

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. 16 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. 24 Lakhs.

OR

c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 32 Lakhs.

7.2.2 The applicant should not have incurred any loss in more than two years during the last five years ending 31-03-2012.

7.2.3 The applicant should have a solvency of Rs. 16 lakhs from a nationalized bank

7.2.4 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.

7.2.5 The applicant should have sufficient number of employees for the proper execution of contract. The applicant should submit a list of his employees with their age **(Not more than 50 years)** and qualification stating clearly how they would be involved in this work.

7.2.6 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 Stage – II – Evaluation by Scoring

7.3.1 The applicants who qualify the initial criteria mentioned in para 7 to 7.2.6. above 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 client's 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. Negotiation will be carried out and work may be split among the successful bidders so that the work is carried out more effectively.

7.3.3 Only the applicants who qualify the initial criteria as above shall be evaluated further for the following criteria:-

(a) Financial strength (Form - A)	Maximum 20 Marks
(b) Experience in similar nature of work During last five years. (Form - B)	Maximum 20 Marks
(c) Performance on works (Form - D)	Maximum 35 Marks
(d) Personnel and Establishment (Form - E and E-1)	Maximum 10 Marks
(e) Plant and Equipment (Form - F)	Maximum 15 Marks

Total 100 Marks

To qualify, the applicant must secure at least 50 % (fifty Percent) marks in each one the above criteria and 70% (Seventy percent) marks in aggregate. The Hostel Administration Committee 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 Experiences in Similar Works**

9.1 The applicant should furnish the following:-

- (a) List of all works of similar nature successfully completed during last 5 years in Form - B
- (b) List of projects under execution or awarded in Form – C

9.2 Particulars of completed works and performance of applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in Form – D

## **10.0 Organizational Information**

Applicant is required to submit the following information in respect of his organization in forms E and E1

- (a) Name and postal address including telephone, fax number, E-mail ID, etc.
- (b) Copies of original documents defining the legal status, place of registration and principal places of business.
- (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (e) Authorization for employer to seek detailed reference from clients to whom works were carried out.
- (f) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form - E1.

## **11.0 Equipment**

Applicant should furnish the list of equipment likely to be used for carrying out the work (in Form F). Details of any other equipment not mentioned in Form F, 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 included in the list of applicant, who can take part in the tendering process, 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 hostel buildings for which the service is to be rendered. The requirement of labour 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 Chief Warden, NIT Hostels 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 Hostel Office will furnish such information, but it must be clearly understood that tender must be received in order and according to instruction.
- 4) The Chief Warden, NIT Tiruchirappalli Hostels reserves the right to reject any or all the tenders without assigning reason therefore. Any attempt to under quote the rate with a view to obtain the contract will be summarily ignored. Keeping in view the welfare of the students, Hostel Administration Committee shall free to select a contractor which it considers shall fulfill the requirements of the contract. The competent authority does not bind itself to accept the lowest tender.
- 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) 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 Wardens and Convener of Hostels 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 Tamilnadu 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 40 labours perday. In the case of absentees, a sum of Rs.200 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 hostel and the same should be certified by the nominated officials from Hostel Administration Committee, NIT, Tiruchy and hand over a copy to the Convener of Hostels on the next working day and throughout the year.
- 15) The contractor should pay the labour wages in first week of the successive month.
- 16) The contractor shall obtain a feedback certificate on performance of work from each hostel 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 alongwith each running account bill.
- 18) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
- 19) For calculating the daily wage, the monthly wage shall be divided by 26
- 20) For calculating the monthly wage, the daily wage shall be multiplied by 30. Accordingly the labour wage should be calculated for 30 days not 26 days.
- 21) Minimum wages shall be fixed as per the Central/ State Government norms (whichever is higher is to be paid)
- 22) 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.

**Nature / Scope of Work/ Frequency of Operation:**

- a) Cleaning of Toilets, Urinals, Washbasins and Bathrooms in all hostels daily.
- b) Cleaning of Cob webs in Toilet and Bathroom area- Once in a week
- c) Any other service/work that might arise depending upon contingency
- d) Any blockage in water closets, urinals, washbasins and bathrooms, the contractor should clean the same
- e) The contractor should issue the ESI card to all the workers.
- f) Lady workers should be engaged for ladies hostel and men workers for boys hostel.
- g) The contractor should produce Workers monthly pay (acquaintance) roll with bill.

**Working Conditions:**

1. The "House keeping service" is required to be carried out on all days of the year.
2. Sufficient man power is required to be provided to all the Hostels and Messes 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 Hostel Authorities.
6. The supervisors under whom the labourers work, shall have to report daily to the Convener Hostels 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.
8. **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.**

9. The payment will be made after deducting necessary recoveries like Income Tax, CST, Labour Welfare Cess etc.

**Working Hours (all days):** 8:30 am -5:30 pm (with one hour lunch break)

**Service Materials :** All the materials required for the cleaning work work such as brooms, thatti, malars, baskets, cob- web sticks, mopping rods, cloth, waste, brushes etc., and disinfectants, acid, phenol, (scented phenol) naphthalene balls, soap oil, bleaching powder, sabena etc., required for toilet cleaning and floor mopping will be provided by the Hostel Administration Committee.

**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 Hostel property
- f) The Hostel 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 hostel 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 Hostel Administration, NIT Tiruchirappalli or other enforcing agencies during their inspection.
- f) A certificate must be obtained from the Hostel Wardens (As per the format enclosed) and produced along with the bills.
- g) The contractor should employ minimum 40 labourers and supervisor(s) staff for housekeeping work per day as per required.

- h) The supervisor(s) must be provided with the mobile phone and the mobile numbers must be given to the Warden/Hostel authorities.
- i) Performance of housekeeping services shall be graded by the students and Hostel Management 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 Chief Warden, NIT  
Hostels, Tiruchirappalli  
620 015.

Subject: House Keeping Services in the Institutes Hostel Buildings at NITT  
Campus for the year 2013

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 s t a t e m e n t s 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 Chief Warden, NIT Tiruchirappalli or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Chief Warden, 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 <sup>st</sup> March of				
		2007	2008	2009	2012	2012
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 Applicants Bank.

Signature(s) of Applicant (s) with seal

Signature of Chartered Accountant with seal

**Form - B**

**Additional Information for Completed House Keeping Works:**

1. Name of work :
2. Location :
3. Client' s Name and address :
4. Scope of work :
5. Details of equipment deployed :
6. Details of personnel deployed on the work:
7. Value of work :

Signature(s) of Applicant (s) with seal

**Form - C**

**Additional Information for House Keeping Works under progress:**

1. Name of work :
2. Location :
3. Clients Name and address :
4. Scope of work :
5. Details of equipment deployed :
6. Details of personnel deployed on the work:
7. Value of work :

Signature(s) of Applicant (s) with seal

**Form - D**

Performance Report for works referred to in forms „B“ & „C“

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 – E**

**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 E- 1**

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

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

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

Signature(s) of Applicant (s) with seal

**FORM-F-1**

DETAILS OF PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK.

SL NO	Name of the Equipment	Nos	Capacity or Type	Age	Condition	Ownership status			Current Remarks	Location
						Presently Owned	To be Purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11
1										
2										

**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

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI  
TENDER FOR HOUSE KEEPING SERVICES IN NIT, TIRUCHIRAPPALLI HOSTELS FOR THE YEAR 2013

**FINANCIAL BID (COVER –II)**

DOCUMENTS TO QUALIFY THE TENDERER (TO BE

SUBMITTED IN A SEALED ENVELOPE

MARKED AS **ENVELOPE 1 - FINANCIAL BID - TENDER FOR RENDERING HOUSE KEEPING**

**SERVICES IN STUDENTS HOSTEL AT NIT, TIRUCHIRAPPALLI FOR THE YEAR 2013**

Tender Number: HAC/ NITT Hostels/OS-HK/2013 Dated: 4.12.2012

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.	Jade	36	18	36	36
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.	Diamond	44	36	28	18
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 to 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 <sup>27</sup>
20.	Amber B	44	48	35	44
21.	Amber C	44	48	35	44
22.	Aquamarine	44	48	35	44
22	3 more hostels will start functioning in the month of July 2013				

**MINIMUM NUMBER OF LABOUR TO BE ENGAGED PER DAY**

<b>Sl . No.</b>	<b>Name of Hostel</b>	<b>Minimum no of Labour to be Engaged per Day</b>
1.	Agate & A mess	2
2.	Coral & B mess	2
3.	Diamond	2
4.	Emerald & F mess	1
5.	Ruby	1
6.	Garnet A	1
7.	Garnet B	1
8.	Garnet C	1
9.	Jade	1
10	Lapis	1
11	Pearl	1
12.	Sapphire	1
13.	Topaz	1
14.	Opal Girls Hostel (A to E) Ladies only	10
15.	Zircon A	1
16.	Zircon B	1
17.	Zircon C	1
18.	Amber A	2
19.	Amber B	2
20.	Amber C	2
21	Aquamarine	2
18.	Messes and Hostel Office	2
19.	New Ladies Hostel	1
	<b>Total labours</b>	<b>40</b>

28

**NOTE: SUPERVISOR(s) AS PER REQUIREMENT.**

The above numbers are only indicative.

**Hostel Administration Committee proposes to issue the following minimum quantity of cleaning materials to the selected contractor/s, every month. As such the selected contractor/s NEED NOT procure any of the cleaning materials.**

**In other words, the rate quoted against this tender should be only for the supply of labour for rendering house keeping services and the rate should not include cleaning material cost.**

<b>Sl. No</b>	<b>Materials</b>	<b>Quantity per month</b>
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 above numbers are only indicative. At the discretion of Hostel Administration Committee the above quantity may be increased by 25 per cent.**

**Annexure – “ A ”**

**FEED BACK CERTIFICATE FROM HOSTELS**

**NAME OF HOUSE KEEPING CONTRACTOR:**

**Name of the Hostel:**

**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	Daily					
2.	Cleaning of Walls and partitions in Bathrooms and Toilets)	Daily					
3.	Scrubbing of floors	Daily					
4.	Removing of blockage in water closets, urinals, wash basins, toilers and bath rooms	Daily					
5.	Any other comments						

Hostel Representatives

RSC

Warden

(1)

(2)

TOTAL AMOUNT PAYABLE PER MONTH WILL BE DIVIDED INTO TWO HALVES

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

Hostel Administration Committee, National Institute of Technology, Tiruchirappalli-15

**Tender schedule Financial Bid (Cover II)**

Sl. No.	Description of work	Qty	Rate in Figures and Words	Unit	Total Amount in Figures and Words
01	Rendering of Housekeeping services in students hostel at National Institute of Technology, Tiruchirappalli viz. Cleaning and Washing of toilets and bathrooms (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 etc., <b>The rate quoted shall be inclusive of labour charges, hire charges for equipments, ESI, EPF all taxes, duties and levies.</b>	<b>12 months</b>		<b>One Month</b>	
<b>Total</b>					

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

**Signature(s) of Applicant(s) with seal**

### Format - Working Sheet

Sl. No.	Item	Quantity	Rate	Unit	Amount
<b>I. Labour</b>					
1					
2					
3					
<b>II. Others</b>					
1					
2					
<b>Total</b>					

Signature(s) of Applicant(s) with Seal