

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

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TENDER DOCUMENT

Name of work : **Rendering Housekeeping Services in the Institute and Quarters zones at NIT Trichy**

Tender Enquiry No. : **NITT/EMD/HK/(IZ&QZ)/31(233) / Dated 04.05.2018**

Period of Contract : **12 months (Extendable to further 12 months based on performance)**



NATIONAL INSTITUTE OF TECHNOLOGY TRICHY

ESTATE MAINTENANCE DEPARTMENT

TIRUCHIRAPPALLI – 620 015

Tender Notification No : NITT/EMD/HK/(IZ&QZ)/31 (233) / Dated 04.05.2018

ENVELOPE - 1

ELIGIBILITY DOCUMENT

Name of Work: Rendering Housekeeping Services in the Institute and Quarters zones at NIT Trichy .

INDEX

Sl.no.	Description	Page No.
1	Invitation for Bids	2
2	Eligibility Criteria	3
3	Procedure for submission of Tenders	4
4	Opening of Tenders	5
5	Evaluation of the Applications	7
6	Information and instructions to the applicants	8
7	Opening of Financial Bids	11
8	Forms	12-20



NATIONAL INSTITUTE OF TECHNOLOGY TRICHY

ESTATE MAINTENANCE DEPARTMENT

TIRUCHIRAPPALLI – 620 015

INVITATION FOR BIDS

Tender Notification No : NITT/EMD/HK/(IZ&QZ)/31 (233) / Dated 04.05.2018

The Director, National Institute of Technology Trichy - 620 015 invites lumpsum tenders, in three envelope system (Application for eligibility, technical and financial bid) for the following work from the contractors who satisfy the eligibility criteria given below.

1. PARTICULARS OF WORK

- | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of work | : Rendering Housekeeping Services in the Institute and Quarters zones at NIT Trichy. |
| 2. Earnest Money Deposit (EMD) | : Rs.3,20,000/- (In the form of DD drawn in Favour of the Director, National Institute of Technology, Trichy-15 and payable at SBI Branch NITT; (Exemption from payment of Earnest Money Deposit (EMD) is permitted to the agencies having valid registration with NSIC in the category of turnover exceeding Rs. 100 lakhs for house keeping services). |
| 3. Tender processing fee (Non-refundable) | : Rs. 1000 /- (In the form of DD drawn Favour of The Director and payable at SBI Branch NITT. |
| 4. Time period for completion | : 12 months (Initially for three months and based on the performance as referred in the technical bid and requirement, the contract may be extended for 09 months and further 12 months on sole discretion of NITT authorities) |
| 6. Validity of the tender | : 90 Days from the date of opening of the tender |
| 7. Date of Prebid Meeting & Venue | : 17.05.2018 at 11.00 AM
Estate Maintenance Department,
1 st Floor, NIT, Trichy. |
| 8. Last Date for Submission of Tender | : 31.05.2018 - @ 3.00 PM |
| 9. Date of Opening of the Eligibility document | : 31.05.2018 - @ 3.01 PM |
| 10. Date of Opening of the Technical bid | : 31.05.2018 - @ 3.30 PM |

11. Date of Opening of the financial bid : 05.06.2018 - @ 11.00 AM
12. Address of the Engineer-in-Charge : Office of the Executive Engineer
(Civil), Estate Maintenance Department,
NIT Trichy – 600 015.

13. I/We undertake and confirm that eligible similar work(s) has / have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of the department, then I/We shall be debarred for tendering in NIT Trichy in future forever. Also, if such a violation comes to the notice of department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee. I/We also aware that the information and instructions for bidders posted on website shall form of bid document.

Signature of the Contractor: -----

Name and full address of the Contractor: -----

Contact No:

E-mail ID: ----- LAN-----Mobile: -----

2. ELIGIBILITY CRITERIA

2.1. The applicant should have successfully completed works as follows during the last 5 years ending 31-3-2018.

a. Three similar works each costing not less than Rs. 64 Lakhs

or

b. Two similar completed works each costing not less than Rs. 80 Lakhs

or

c. One similar completed work costing not less than Rs. 128 Lakhs

“Cost of work” for this clause shall mean completed cost as mentioned in the final bill for housekeeping maintenance services, if any, 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.

“Similar work” for this clause means **comprehensive housekeeping/manpower supply Services**. Necessary documentary proof like completion certificates in case of works carried out for Government department and TDS in case of works carried out for private parties should be enclosed in addition to the completion certificate.

2.2. Should have an average annual financial turnover of Rs. 24 Lakhs during the last 3 years ending 31 – 3 –2018. This should be certified by a chartered accountant.

2.3. Should not have incurred any loss in more than two years during the last five years ending 31 . 03 . 2018.

- 2.4. Should have a solvency of Rs. 64 Lakhs certified by the bankers of the applicant; Solvency Certificate received after 01.04.2018 only shall be considered.
- 2.5. Should have own sufficient equipment for proper and timely execution of the work for the entire period of contract including capacity to supply & stacking of fuel in advance. The details of plant & equipment deployable at NITT as referred in Form F of this document must be filled with reference to Annexure 3 of technical bid document.
- 2.6. The applicant should have sufficient number of administrative and housekeeping staff for the proper execution of the work. The applicant should submit a list of these employees stating clearly how they would be involved in this work.
- 2.7. 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 in case of Government works and Project Manager or equivalent officer for other works and should be obtained with contact number and delivered in sealed covers .

3. Interested tenderers to submit the tender in the following order:

3.1 Envelope-1 Eligibility documents :

[Super scribed as “TENDER-DD towards EMD & Processing fee and Eligibility documents for Rendering Housekeeping services to the Institute and quarters zone in NIT, Tiruchirappalli”]

1. Payment of EMD & Tender processing fee at Rs.1000 are to be attached shall be in the form of DD drawn in favour of “The Director, NITT” and payable at SBI, NITT; (Payment of Earnest Money Deposit (EMD) is exempted to the agencies having valid registration with NSIC in the category of turnover exceeding Rs. 100 lakhs for house keeping services).
2. Copies of the following supporting documents as prescribed in the tender to be submitted:
 - Letter of transmittal in the form enclosed.
 - Solvency Certificate received after 01.04.2018 .
 - Financial information in the Form – ‘A’ enclosed
 - Details of similar works carried out in the past in Form – ‘B’ enclosed
 - Details of works in progress in Form – ‘C’ enclosed
 - Performance report of works referred to in Form – ‘D’ enclosed
 - Details regarding the structure of the organization in Form - ‘E’ enclosed
 - Details of Housekeeping staff and Administrative personnel in Form – ‘E1’ enclosed
 - Details of plant and equipment proposed to be deployed at NITT in Form – ‘F’ enclosed.
 - Certificate of Registration for GST and acknowledgement of up to date filed return

3.2 Envelope -2 Technical bid: [Super scribed as “TENDER-Technical bid for Rendering Housekeeping services to the Institute and quarters zone in NIT, Tiruchirappalli”]

Copies of the following documents to be enclosed:

Overall plan pertaining to the housekeeping services.

- 1) Schedule for housekeeping services.
- 2) Housekeeping services labour, material and machineries management plan showing number of proposed men, material and machineries to be engaged by the contractor zone wise at NITT.
- 3) Quality control and Quality assurance plan for superior housekeeping services.
- 4) Detailed specifications for the various items and components of the work involved in the housekeeping services.
- 5) Detailed calculation, Tentative schedule, Consumables and Chemicals proposed to be used per month, Machineries & Equipment’s physically deployable for this work to execute all items under Bill Of Quantities.
- 6) List of consumable materials, machineries/ tools and its make / brand proposed to be used.
- 7) Proposed organizational structure for the housekeeping services in NIT Trichy and total number of housekeeping staff to be deployed.
- 8) If housekeeping works completed is from private agencies “TDS& IT returns must be submitted” and “Work completion certificate” in case of works completed from government departments.
- 9) Scanned copy of the ISO certification if available.

3.3 Envelope-3 Financial bid: [Super scribed as “TENDER-Financial bid for Rendering Housekeeping services to the Institute and quarters zone in NIT, Tiruchirappalli] shall be submitted with the following documents:

1. The tender for the work with various conditions, specifications and drawings etc.,
2. The spread sheet containing the Bill of Quantity can be downloaded from NITT web site (<https://www.nitt.edu/home/other/tenders/>). The file name of the spread sheet document which is downloaded from the web site should not be changed at any case.

3.4. Master Cover: All the three envelopes (Eligibility document with demand drafts, Technical Bid and Price Bid) shall have to be placed in a master cover Super scribed as “**TENDER DOCUMENTS for Rendering Housekeeping services to the Institute and quarters zone in NIT, Tiruchirappalli**”

4. OPENING OF TENDERS

- 4.1. Tenders can be sent by post or in-person at NITT office till the stipulated date and time of submission.
- 4.2. Tenders of only those tenderers, who have deposited Tender Processing Fee, Earnest Money Deposit in the prescribed form and other documents referred at 3.1 of this document will be opened .
- 4.3. Tender Documents submitted without valid EMD/NSIC Registration shall be summarily rejected.

4.4. The Envelope 2 (Technical bid) of only those tenderers who qualify as per the eligibility criteria indicated in 2.1 to 3.1.2 of this document will be opened on 31.05.2018 - @ 3.30 PM.

The technical bid shall be evaluated by a committee constituted by the NIT Trichy. The committee will assign marks based on the evaluation of the technical bid. The maximum marks assigned for this purpose shall be 100 and any bidder who secures less than 50% of marks will be disqualified for further evaluation of price bids.

4.5. If any information furnished by the applicant is found to be incorrect at a later stage, the tenderer shall be liable to be debarred from tendering/taking up work in NIT Trichy. NIT Trichy reserves the right to verify the particulars furnished by the applicant independently without any information to bidders.

4.6. The price bid will be opened for only those tenderers who scored more than 50% of marks in the technical bid.

4.7. 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 form **only** :

- i) **Demand Draft** in favour of The Director, NITT and payable at SBI branch NITT.
- ii) 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 and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

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 six 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".

5. EVALUATION OF APPLICATIONS FOR ELIGIBILITY.

5.1 Stage I - The applications received along with the required Demand Drafts against EMD /NSIC certificate and the processing fee shall be evaluated for eligibility to take part in the tendering process by a three envelope system .

5.2 Stage II – The applications will be evaluated for conformity to the eligibility criteria prescribed in 2.1 to 3.1.2.

5.3 All those applications found eligible in stage I will be further evaluated for selection by the following scoring method based on the details submitted by the applicants in the Envelope I.(All the forms to be filled by the agencies with attachment of relevant supporting documents)

1. Financial Strength (Form “A”)	Maximum 20 Marks
2. Experience in similar nature of work during the last Five Years. (Form “B”)	Maximum 25 Marks
3. Performance on works (Form “D”)	Maximum 20 Marks
4. Personnel and Establishment (Form “E”and“E-1”)	Maximum 10 Marks
5. Plant and Equipment deployable at NITT (Form “F”)	Maximum 25 Marks
Total	100 Marks

5.4. To qualify, the applicant must secure at least 40% (Forty percent) marks in each one of the above criteria and 50% (Fifty percent) marks in aggregate.

5.5 Stage III

5.5.1 The technical bids will be evaluated by the committee for maximum 100 marks. To qualify in the technical bid stage, the contractor shall secure minimum 50 marks.

5.6. Award of work.

The successful bidder for executing the work will be selected based on Combined Quality cum Cost Based System.

1. Under this system, the technical proposals will be allotted weightage of 40% and the financial proposals will be allotted weightage of 60%.
2. Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.
3. The total score, both technical and financial, shall be obtained by weighing the technical and cost scores and adding them up.

The calculation for arriving at the total combined score (Technical and Cost) is given below.

Marks obtained by a Bidder for the technical bid	=	M	
Amount quoted by the lowest bidder	=	L1	
Amount quoted by a Bidder	=	L	
Points for Financial proposal of the bidder	=	$(L1/L) \times 100$	= F
Combined technical and financial score (H) of the bidder	=	$M \times 0.4 + F \times 0.6$	= H

4. The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H will be selected as the successful contractor.
5. The contract will be awarded to the successful bidder at his/her quoted /negotiated amount.
- 5.8. The contractor whose bid is accepted shall sign a written agreement with the NIT,Trichy.
- 5.9. The National Institute of Trichy reserves the right to restrict the list of eligible contractors to any number deemed suitable.
- 5.10. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he has:
 1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
 2. Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or financial failures/ weaknesses etc.
- 5.11. Earnest Money Deposit (EMD)

The Earnest Money of the successful tenderer will be taken as part of the Security Deposit as stipulated in Clause 1A of “General Conditions of Contract” and if the successful tenderer qualified through NSIC ,Security Deposit shall have to be remitted as per para 4.7(b)(ii) above.
- 5.12 The employer reserves the right to accept or reject any application and to annul the qualification process / Tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

6. INFORMATION AND INSTRUCTIONS TO APPLICANTS

6.1. Definitions:

The following words and expressions have their meaning here by assigned to them.

1. EMPLOYER means The Director, NIT Trichy.
2. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and Public Corporation
3. Engineer-in-charge means EXECUTIVE ENGINEER (CIVIL), NITT
4. Tender means “**Tender**” which will be submitted along with all required documents.

6.2 Information and Instructions

1. The applicant is advised to visit both the zones where the works are to be carried out at his own cost and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior permission from the Executive Engineer (9489066204) of Estate Maintenance Department, NIT, Tiruchirappalli.
2. All information called for in the enclosed forms should be duly filled, signed, attached along with the Tender. If additional information needs to be uploaded in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically attached. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'.
3. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
4. 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 upload superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute
5. Applications made by email, fax will not be considered
6. Clarifications, if any, or any additional information needed may be requested for in the Pre bid meeting. The clarifications given and additional information furnished by NITT during pre-bid meeting will form part of the contract. The minutes of prebid meeting, corrigendum and Addendums, etc will be considered as part of the tender document which are to be abided by the successful tenderer irrespective of their participation in the pre-bid meeting.
7. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
8. Contractor must ensure to quote composite lumpsum rate for house keeping and individual rates for additional items .
9. The rate (s) must be quoted in decimal coinage. Contractors must ensure to quote rate of each item in words as well as in figure and the lower value among the both shall be taken into account.
10. The contractor will be responsible and liable for the monthly payment of workers ie. Wages, VDA, EPF, ESIC, Bonus as per Minimum Wages Act and NITT shall not be liable to pay the contractor against any increase in the wages during the period of contract.
11. The tender submitted shall become invalid if:
 1. The tenderer is found ineligible.
 2. The tenderer does not submit all documents as stipulated in the tender document .
12. Over writing should be avoided. Correction if any, shall be made by neatly crossing out, initialing, dating and writing.

6.3 Authority to sign the application:

- 1 If an individual makes the application, it shall be signed by him above his full type-written name and current address.
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. If the application is made by a firm in partnership, it shall be signed (with seal) by 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.
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 of Articles of association duly attested by a Public notary.

6.4. Clarification on tender document.

A prospective Tenderer requiring any clarification on the Tender Document may notify EXECUTIVE ENGINEER (CIVIL), NITT at Trichy upto the date of prebid meeting. All clarifications will be provided along with the minutes of prebid meeting. No further communication regarding clarification/queries will be entertained after the prebid meeting.

6.5. Pre-bid meeting.

The Tenderers or his authorized official representatives are invited to attend a Pre-bid Meeting which will take place at the First Floor of Estate Maintenance department on 16.05.2018 at 11.00 AM. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The Tenderers are required to submit questions if any in writing so as to reach the EXECUTIVE ENGINEER (CIVIL), NITT before the pre bid meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer. However, Clarifications given in the Pre-bid meeting are the part of tender documents and bound to be agreed & signed by lowest bidder during the issue of work order.

6.6. Amendment to tender documents

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda. **Any Addendum issued shall be part of the Tender Documents and shall be uploaded in the NITT website only.** To give prospective Tenderers reasonable time in which to take the Addenda into account in preparing their tenders, extension of the deadline for submission of Tenders may be given as necessary.

6.7 Instructions for filling up the forms A,B,C,D,E&E1

6.7.1. Financial Information

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

6.7.2. Information about works

1. List of all similar works successfully completed during last the 5 years in Form – B (If house keeping works completed is from **private agencies “TDS& IT returns must be submitted”** and “Work completion certificate” in case of works completed from government departments).
2. List of projects under execution or awarded in Form – C
3. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately (with contact official mail ID & phone number) for each work in Form - D .

6.7.3. Information about the organization

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

1. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
2. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
3. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
4. Authorization for employer to seek detailed references from clients to whom works were carried out.
5. Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E 1

6.7.4. Plant and Equipment

Applicant should furnish the list of plant and equipments planned to be deployed at NITT for carrying out the house keeping works (in Form F).

Details of any other equipment not mentioned in Form-F but available with the applicant and likely to be used for the housekeeping services at NITT may also be indicated under separate head in Form F.

6.7.5. Letter of Transmittal

The applicant should submit the letter of transmittal as per the format attached.

7. OPENING OF FINANCIAL BIDS

- 7.1 The Financial bids (Tender) of the eligible applicants will be opened on 05.06.2018 at 11.00AM
- 7.2 Agreement shall be executed with the successful tenderer on prescribed Form.

8. FORMS

1. LETTER OF TRANSMITTAL

(To be duly filled, signed, and submitted along with Envelope 1 by the tenderer)

To

The Director,
NIT, Trichy- 620015.

Sub: Rendering Housekeeping Services in Institute and Quarters zone at NIT Trichy.

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender (financial bid) for the work duly filled in.

1. I / We here by certify that all the statement 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 EXECUTIVE ENGINEER (CIVIL), Estate Maintenance Department, NIT Trichy to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize the EXECUTIVE ENGINEER (CIVIL) to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed following works.

Name of work

Certificate from

5. I/We certify that that the tender documents uploaded is the exact replica of the document published by the NITT and no alterations and additions have been made by me / us in the e-tender document.
6. I am / We are aware that the Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
7. The Demand Draft against EMD has been deposited by me/us along with the tender document .

Seal of the Applicant

Date of submission

Signature(s) of the applicants

FORM 'A'

**(Must be duly filled, signed, and submitted along with Envelope 1
by the tenderer along with supportive documents)**

FINANCIAL INFORMATION

I Financial Analysis –

Details 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).

SI No	Details	Year ending 31 st March of				
		2014	2015	2016	2017	2018
1	Gross annual turnover					
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details

IV. Solvency certificate from Bankers of Applicant.

V. GST Registration Details

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

FORM 'B'

(To be duly filled, signed, and submitted along with Envelope 1 by the tenderer)

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS
ENDING BY 31st MARCH 2018.**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commence nt as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* indicate Number of stories in super structure and total carpet area of the building.

- 1) No of floors of the building
- 2) Carpet area of toilet cleaned
- 3) Carpet area of the building
- 4) Carpet area of building actually serviced by the contractor

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works with out TDS certificates shall not be considered for valuation.

FORM- B1

(To be duly filled, signed, and submitted along with Envelope 1 by the tenderer)

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Scope of work.
 - 1) No of floors of the building
 - 2) Carpet area of toilet cleaned
 - 3) Carpet area of the building
 - 4) Carpet area of building actually serviced by the contractor
- a. Details of operation and maintenance contract.
6. Brief of the project
7. Time taken for
 - i. Total project.
9. Specialized service provided, with cost details, if available
(If any, specialized services provided through associate's -
Particulars of the Associate's
10. Specialized equipment deployed for the project.
11. Project Management organization structure.
12. Number of shift and its duration adopted in execution.
13. Systems adopted for timely completion of the project.

SIGNATURE OF APPLICANT(S)

FORM 'C'

(To be duly filled, signed, scanned and submitted along with -Envelope 1 by the tenderer)

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location including Name, designation & No of housekeeping staff	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks(Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

Signature of Applicant(s)

FORM 'D'

(Must be duly filled, signed, and submitted along with Envelope 1 by the tenderer)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of the work / Project & Location.
2. Scope of work –House Keeping services.
 - 1) No of floors of the building
 - 2) Carpet area of toilet cleaned
 - 3) Carpet area of the building
 - 4) Carpet area of building actually serviced by the contractor
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - i) Stipulated date of completion.
 - ii) Actual date of completion.
 - iii) Amount of compensation levied for delayed Completion if any.
 - iv) TDS& IT returns If house keeping works completed is from private agencies
 - v) Work completion certificate” in case of works completed from government departments
 - vi) Quality of Work, Time Management,
and Resourcefulness : Very Good / Good /Satisfactory

DATE :

**EXECUTIVE ENGINEER /
PROJECT MANAGER
OR EQUIVALENT
(WITH SEAL AND CONTACT NUMBER)**

FORM 'E'

(To be duly filled, signed and submitted along with Envelope 1 by the tenderer)

STRUCTURE AND ORGANISATION

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 photo-copy)
 - 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 contract for a period of more than six months continuously after the contract 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?
If so, give the name of the project and give reasons thereof.
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.
9. In which field of Civil/Electrical Engineering specialization and interest is?
10. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM 'E1'
(To be duly filled, signed, and submitted along with Envelope 1 by the tenderer)

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYABLE AT NITT
BY THE FIRM / COMPANY**

SL NO	Name of the housekeeping staff employed by the bidder	Designation	Total number	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Signature of Applicant(s)

FORM -'F'
 (To be duly filled, signed, and submitted along with Envelope 1 by the tenderer)

TAILS OF PLANT / EQUIPMENT & CONSUMABLES TO BE PHYSICALLY DEPLOYED/USED AT NITT TO CARRY OUT THE HOUSEKEEPING WORK.

SL NO	Name of the Equipment	Nos	Capacity or	Age	Conditio	Ownership status			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11
	Single / Double disc scrubber & drier High pressure Jet washer Multi-action mops Vacuum cleaner Mechanized floor sweeper Industrial use blower Moving trolley with container drum Floor \ Toilet / Urinal / water closet / washbasin cleaning chemicals (list to be enclosed For all of the above items, indicate the name / brand / quantity of the item in									



NATIONAL INSTITUTE OF TECHNOLOGY TRICHY

ESTATE MAINTENANCE DEPARTMENT

TRICHY – 620015.

Tender Notification No : NITT/EMD/HK/(IZ&QZ)/ 31(233) / Dated 04.05.2018

ENVELOPE - 2

TECHNICAL BID

**Rendering Housekeeping Services in the
Institute and Quarters zones at NIT Trichy.**

INDEX

Sl.no.	Description	Page No.
1	Particulars of work	22
2	Scope of work	23
3	Breakdown maintenance of housekeeping services & Documents to be enclosed and additional conditions	29
4	Annexures	33
5	Lay out drawing	44



NATIONAL INSTITUTE OF TECHNOLOGY TRICHY

ESTATE MAINTENANCE DEPARTMENT, TRICHY – 620015.

TECHNICAL BID

Tender Notification No: NITT/EMD/HK/ (IZ&QZ)/ 31(233) / Dated 04.05.2018

The Director, National Institute of Technology Trichy - 620 015 invites lump sum tenders, in three envelope system (Application for eligibility, technical and financial bid) for the following work from the contractors who satisfy the eligibility criteria given below.

Name of work: Rendering Housekeeping Services in the Institute and Quarters zones at NIT Trichy.

Check list to evaluate the capability of the tenderer qualifying for price bid opening.

Sl.No	Description / Requirement from the tenderer	Tenderer's response should be clear, firm, complete & legible. If necessary, separate sheet shall be used.
1	Name & Complete address of the tenderer with contact details:	
2	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	(Bids without EMD/Valid NSIC will be summarily rejected)
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
4 (a)	Details of PAN	
4 (b)	Employees provident fund Registration:	
4 (c)	Employees State Insurance Registration:	
4 (d)	GSTIN/UIN Registration:	
4 (e)	Sales Tax Registration:	
5	TDS/IT and Work Completion certificate	
i)	Copy of Income Tax Return for the last 3 years ending 03/2018 & Proof of records for the TDS (for the works completed from private agencies)	Use separate sheet to furnish complete details
ii)	Work Completion Certificate (If similar works executed with Govt. Depts. during last 3 years).	

Note: Attested copy of relevant certificates for items 2 to 5(ii) are to be enclosed.

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

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

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

2. SCOPE OF WORK

2.1 Rendering Housekeeping Services in Institute and Quarters zones at NIT Trichy.

- 2.1.1 The details of the buildings in Institute and Quarters zones are indicated in Annexure 1 and the Annexure 7 is the sketch showing Institute and quarters zones.
- 2.1.2 The scope of the Housekeeping service includes all manpower, materials, vehicles/plants/ equipments including fuel and services as listed in the Bill Of Quantities.
- 2.1.3 Continuous monitoring of calls and complaints regarding housekeeping work allocation to labourers.
- 2.1.4 Generation of reports for housekeeping operation and services.
- 2.1.5 The service provider shall provide and maintain proper & efficient housekeeping services in the premises by deploying sufficient number of trained and experienced personnel.
- 2.1.6 All statutory requirements like Minimum Wages,VDA,PF, ESIC,Bonus shall be provided to the persons employed by the contractor as per the directions of the Government.
- 2.1.7 Child labour is strictly prohibited.
- 2.1.8 The agency to submit the nominal roll with aadhar number of the maximum workers to cover absentees and additional labour requirement etc., from which only the deployment to be done and to facilitate NITT will make cross checking that all workers received their entitlement as per prevailing labour laws.
- 2.1.9 The age limit for the housekeeping staff shall be 58 years.
- 2.1.10 The contractor shall engage only males for boys toilets cleaning and females for girls toilets cleaning. Proportion of Male to Female to be maintained as required for the house keeping works at NITT.
- 2.1.11 Housekeeping services at Institute Hospital shall be carried out at 24 x 7 basis and for Academic buildings the service shall be provided on all days except on national holidays and Sundays. Doorstep collection of household wastes from all the quarters shall be carried out on all days (once in a day).
- 2.1.12 All the medical wastes shall be properly disposed from the institute hospital and the premises to be kept clean always.
- 2.1.13 Scope of work includes housekeeping of Institute and Quarters zone premises & surroundings clean and free from unwanted materials like garbage, loose materials, stone boulders, cowdung,plastics,broken glasses, constructional wastes ,Removal of cobweb in buildings, Upkeeping of roads & berms, Removal of carcasses and burial as per the direction of EMD including conveyance, Desilting of all lined and unlined drains including excavation of unlined drains ,Deweeding/Removal grass vegetation in the surrounding areas including all open grounds and terrace of the buildings in the Institute and Quarters zones incl.guest house, Cleaning of water closets, wash basins, Urinals of toilets ,Verandahs, rooms and common places using appropriate chemicals and equipments in all Departments/KV school/ Kalyana mandapam, Sweeping,Mopping, Scrubbing of entire floor area of Lecture Hall Complex, Science Block, Orion, Central Library, Main office, Dean chambers and Hospital using appropriate chemicals/ bleaching powder/acid. Removal of dust in furnitures at Main office, Lecture Hall Complex, Science block, Central Library, Hospital, Orion, IT centre and Examination Halls. Removal of blockage in sewer lines and Collection of household wastes at the door step of all residents on daily basis(including holidays&Sundays)from the plastic bins kept by the occupants inside their fencing(at the staircase in case of upper floor) and transporting them through tri-cycle segregating bio de gradable&non bio degradable waste in quarters zone, Conveyance of garbages, constructional and horticultural

wastes away from NITT campus ,Cleaning of vacant quarters in quarters zone, Transportation of Garbage, horticultural waste, constructional wastes etc.,and Spraying of chemical to control insecticides, De-watering of accumulated effluent completely from septic tanks of thuvakudi annex, Supply of two plastic bins to all quarters once in a year, Post constructional anti-termite treatment, Removal of honey bee/khadhandu,Spraying/Fogging of mosquito and cockroach chemicals etc.,

- 2.1.14 The composite single rate includes manpower, consumables/chemicals,vehicles, equipments/tools including fuels etc., complete and no extra claim will be entertained for any reason .Additional items if executed and certified by the Engineer in charge shall be payable as per the rates agreed by the contractor on actual measurement.

2.2 Materials, Consumables & Spares:

- 2.2.1 All the consumable materials required for the day-to-day proper cleaning of the premises shall be supplied by the contractor as specified in the Annexure 2.
- 2.2.2 The material, machineries, tools specified are indicative only. However, the material, machineries and tools required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work.
- 2.2.3 All consumables, Equipment's &Tools specified for the services will be supplied by the contractor including manpower and fuel (Diesel/petrol/lubricants etc.,) at the rate of six physical working hours per day.
- 2.2.4 Manual grass cutting and floor scrubbing shall not be allowed and appropriate machineries only to be deployed.
- 2.2.5 The faulty equipment shall be replaced / repaired immediately so as not to affect the work.
- 2.2.6 The Contractor shall give two or three brands of cleaning materials and equipment's proposed to be used in the housekeeping services.

2.3 Housekeeping:

- 2.3.1 Standard Cleaning Services and Procedures as defined below shall be provided by the service provider. For these services all consumables (like brooms, cleaning cloth/sponges/wipes, mops, cleaning chemicals and liquid soaps for toilets. etc will be provided by the service provider.
- 2.3.2 For cleaning chemicals/material, the service provider has to use standard and widely used brands with the approval of the Engineer-in-charge.
- 2.3.3 Additional attention shall be paid to keep the premises clean during the conference / seminar / workshop /convocation and functions.

2.4 Sweeping:

- 2.4.1 Sweep clean all corridor and floor areas including:
- 2.4.1.1 Damp Mopping of Tiles, Vitrified floors, Kota / marble /cement/mosaic floors, staircases, elevators floor, sidewalls and entrance areas.
- 2.4.1.2 Floors shall be free of dirt, mud, sand, footprints, liquid spills, and other debris.
- 2.4.1.3 Chairs, trash receptacles, and easily movable items shall be moved to clean underneath.
- 2.4.1.4 During inclement weather, the frequency may be higher than the minimum agreed schedule. When completed the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
- 2.4.1.5 After sweeping all floors, areas shall be machine scrubbed.
- 2.4.1.6 Sweep Clean of debris from walkways, driveways and all around the building.
- 2.4.1.7 The minimum frequency of cleaning in various areas is indicated in Annexure – 4 a & b.
- 2.4.2 The cleaning frequency specified is indicative only. However, the actual frequency required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work.

2.5 Vacuuming:

- 2.5.1 Appropriate type of vacuum cleaner shall be used to ensure adequate cleaning.
- 2.5.2 When completed, the area shall be free of all litter, lint, loose soil and debris.
- 2.5.3 Any chairs, trash receptacles, and easily moveable items, shall be moved to vacuum underneath, and then replaced in the original position.

2.6 Toilets Cleaning:

- 2.6.1 Using of jet water pumps for toilet cleaning is encouraged ; Buckets must be used to avoid wastage of water and if any worker found wasting water during surprise check by the department/committee, a spot fine of Rs.500 per instance shall be levied.
- 2.6.2 Thorough cleaning and sanitization of toilets, bathrooms, wash basins, urinals and shower facilities using suitable non- abrasive cleaners and disinfectants.
- 2.6.3 All surfaces shall be free of grime, soap mud and smudges.
- 2.6.4 Cleaning of mirrors, glass windows, etc.
- 2.6.5 Refilling of soap dispenser with liquid soap in all toilet / bathrooms shall be performed.
- 2.6.6 The frequency of cleaning of toilets in various buildings is given in Annexure – 4 a and b.
- 2.6.7 The cleaning frequency specified is indicative only. However, the actual frequency required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work.
- 2.6.8 The toilet shall be cleaned in all days except holidays.
- 2.6.9 In case of any conference / seminar / workshop additional attention shall be paid to keep the premises clean.
- 2.6.10 The contractor should make arrangements to display “CLEANING UNDER PROGRESS” boards at the entrance of the toilets while cleaning.

2.7 Trash Removal:

- 2.7.1 Emptying all waste paper baskets, from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.
- 2.7.2 All waste from waste paper baskets will be collected and deposited in the building’s waste containers and disposed further on day to day basis.
- 2.7.3 Dry & wet garbage should be segregated and disposed through vehicles away from the Institute.

2.8 Glass Surface Cleaning:

- 2.8.1 All glass at entrance doors louvers or elsewhere of the premises would be cleaned using damp and dry method.
- 2.8.2 Glass tabletops, cabin doors, cabin partitions and glass accessories would also be cleaned.
- 2.8.3 Removal of grease marks or fingerprints on glass counters and partitions. This cleaning shall be done using approved all-purpose cleaner and lint free cloth.

2.9 Damp & Dry Cleaning:

- 2.9.1 Wipe clean all boards of class rooms,meeting rooms,Conference rooms,workstations, etc.
- 2.9.2 Wipe clean all table tops of workstations, cubicles and other furniture & fixtures including doors,windows,ventilators.
- 2.9.3 Cleaning the walls free from foot marks and stains.

2.10 Deep Cleaning:

- 2.10.1 Stairways, Surrounding Common Areas, Terraces, generator rooms, AHU Rooms, Car parking, etc.
- 2.10.2 Ceilings, Walls, Partitions, etc.
- 2.10.3 Toilets and Washrooms.

2.11 Window Glass Cleaning:

- 2.11.1 Interior & Exterior glass will be cleaned on both sides, throughout the building. Safety devices shall be used for cleaning at the heights.
- 2.11.2 Dusting window- sills and blinds.

2.12 Sanitizing:

- 2.12.1 Office Desk paper bins shall be cleaned and sanitized.
- 2.12.2 All washroom dustbins shall be thoroughly cleaned and sanitized.
- 2.12.3 All telephone / PC / printers / monitors and other instruments shall be cleaned properly.
- 2.12.4 Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfectant.

2.13 Sweep Cleaning:

- 2.13.1 Sweep cleaning external common areas of all roads including Main gate in and out, parking areas, pathways, Walkways etc.
- 2.13.2 The areas and frequency of cleaning is indicated in Annexure – 4a and b.
- 2.13.3 The cleaning frequency specified is indicative only. However, the actual frequency required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work.

2.14 Dusting & Wiping:

- 2.14.1 Dusting & wiping light and fan fixtures, when completed the light fixtures shall be free from dirt, grime, dust and marks

2.15 Scrubbing:

- 2.15.1 Scrubbing of all floor areas with scrubbing machines only.

2.16 Fire exit stairs & main stairs:

- 2.16.1 Fire exit stairs will be swept, mopped and dusted once a day.
- 2.16.2 Wall skirting, windows ledges and window glass (from inside) will be cleaned on a daily basis.
- 2.16.3 Handrails will be buffed on a daily basis.
- 2.16.4 Fire exit doors will be wiped and cleaned daily.
- 2.16.5 Fire extinguishers will be dusted on a daily basis
- 2.16.6 Ensuring that Fire exit routes are clear without stacking of any material.

2.17 Common Areas

- 2.17.1 Main Entrances, roads, approach roads car parks, paving, paths, within the zone must be maintained so that no debris, litter or dirt are seen after cleaning.
- 2.17.2 Regular Cleaning of Terrace of all buildings.
- 2.17.3 Cleaning of signages to be carried out at regular intervals.
- 2.17.4 All hard paved areas to be cleaned periodically through appropriate mechanized means.
- 2.17.5 Cleaning of common area / long corridor shall be carried out using approved mechanical equipments and no hand scrubbing / mopping will be allowed.

2.18 Cleaning activity during Institute holidays / vacations

- 2.18.1 The furniture inside the class room / seminar / meeting / conference rooms shall be taken out and the entire room shall be deep cleaned. The furniture shall be cleaned thoroughly and rearranged in proper position. This activity shall be carried out once in a 3 month and proper record should be maintained for the same.

2.19 Inspections:

- 2.19.1 The service provider shall keep sufficient number of supervisors having housekeeping experience to monitor activities of their staff to ensure proper housekeeping services.
- 2.19.2 Supervisors should develop an inspection checklist that is tailored to the individual work area.
- 2.19.3 The check list for cleanliness should be fixed at appropriate location and shall be signed by the supervisor as a token of inspection of the respective area.
- 2.19.4 All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.
- 2.19.5 During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the Executive Engineer, Estate Maintenance Department, NIT Trichy.

2.20 Third party inspection.

- 2.20.1 NITT may appoint an independent third party if felt necessary to inspect the services rendered by the service provider and check the level of housekeeping services. Any deficiency observed and pointed out by the agency shall be rectified by the service provider.

2.21 SECURITY DEPOSIT

Security Deposit should be paid by the 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 and shall be only in the form of Demand Draft in favour of The Director, NIT, Trichy – 15 payable at SBI Branch at NITT.

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 and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

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 Six 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”.

2.22 Feedback on Performance:

The Contract period is initially for three months and may be extended for nine months and further 12 months based on the performance of the firm and on sole discretion of NITT authorities.

The performance shall be evaluated based on the monthly feedback reports received by the agency from all the Head Of Departments &Residents(streetwise) which shall be on a mark scale from 1 to 10 and the score above 5 shall only be considered as satisfactory. The average of scores between 5 to 10 shall be calculated by the section in charge of NITT and to be attached with the Monthly running bill of the contractor.

3.0 Breakdown maintenance of housekeeping services

3.1 **Manned Help Desk:** Manpower required for manning the help desk between 7AM to 5.30 PM will be provided by the contractor. Complaints received manually will be fed into the complaint register .

3.2 Work allocation: The complaint as and when received will be allocated to the appropriate

Housekeeping personnel for rectification . **Time limit for attending the complaints:** All complaints should be attended within one hour and the same shall be fed into the system.

3.3 Equipments to be used: All equipment required for the housekeeping shall be made available by the contractor duly filled with fuel.

3.4 Material required for maintenance: All consumables required for attending to day to day housekeeping have to be arranged by the contractor on monthly basis.

3.5 Penalty for improper housekeeping: If any violation in the cleaning schedule will attract suitable penalty given in the Annexure – 5.

4. DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID

4.1 Envelope 2 (Technical bid) shall be submitted with the following documents;

Scanned copies of the following documents to be submitted :

- 1) Overall plan pertaining to the housekeeping services.
- 2) Schedule for housekeeping services.
- 3) Housekeeping services labour, material and machineries management plan showing number of proposed men , material and machineries to be engaged by the contractor in each zone.
- 4) Quality control and Quality assurance plan for superior housekeeping services.
- 5) Detailed specifications for the various items and components of the work involved in the housekeeping services.
- 6) Detailed calculation and tentative schedule of quantities for floor , toilet, cleaning of open areas, chemicals, plant & equipment to complete item 1 of Bill Of Quantities .
- 7) List of materials ,machineries, tools & plants and its make / brand proposed to be used.
- 8) Proposed organizational structure for the housekeeping services in NIT Trichy and total number of housekeeping staff to be deployed.
- 9) If house keeping works completed is from private agencies “TDS& IT returns must be submitted” and “Work completion certificate” in case of works completed from government departments.
- 10) Scanned copy of the ISO certification if available.

5. ADDITIONAL CONDITIONS :

- 5.1.1. Work schedule shall be provided by the Estate Maintenance Department to the successful tenderer along with the work order which is to be strictly followed.
- 5.1.2 The schedule of quantities referred to above is only limited for the purpose of assessing the quantum of work involved by the tenderers. It is not meant for subsequent measurement and payment in the course of execution of the work. Before submitting their tenders, the tenderers shall, therefore, have to satisfy themselves that the quantities given in the tender documents for the various items and components of the work are correct.
- 5.1.3 The contractor shall execute the work as per the standard specifications and schedule as given in the tender documents, and shall have no claim for any payment on account of deviations, increase in wages/cost etc.,
- 5.1.4 Essential material stocks to be maintained by the contractor.
- 5.1.5 All materials, equipment and manpower needed for the scope of the work shall be supplied by the contractor.
- 5.1.6 Daily deployment report as directed by the Executive Engineer shall be submitted by the contractor.
- 5.1.7 Weekly and monthly work reports, safety reports and labour reports, etc. shall be submitted by the contractor.
- 5.1.8 The Engineer(s)-in-charge will review the work at the end of every week.
- 5.1.9 For hospital, housekeeping services shall be provided on 24 x 7 basis and door step collection shall be once in a day x 7 days.
- 5.1.10 The housekeeping staff should not be more than 58 years of age.
- 5.1.11 The Contractor shall maintain an attendance register in each department and the same should be certified by the Estate Maintenance Department staff and handover a copy to the Engineer-in-charge.
- 5.1.12 The contractor shall obtain a feedback certificate on performance of work from each department / quarters while submitting monthly running account bill along with the attendance register and statement showing material consumed.
- 5.1.13 The contractor shall submit a copy of documents as Proof of having credited in the individual workers bank account against Wages/VDA/EPF/ESI/Bonus etc., along with each running bill. The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.
- 5.1.14 All the housekeeping materials given in the tender schedule shall be stocked at the store identified within NITT campus well before the start of work on monthly basis. The materials will be issued by the nominated person from NITT by the Executive Engineer (Civil) and all the balance materials at the end of the day should be returned back to the

department. Necessary registers should be maintained by the contractor for the same. No materials should be given without the knowledge of the department staff. The materials register should be submitted along with the RA bill.

- 5.1.15 The contractor shall provide a cell phone to one of the supervisor working in each building/ department and the list of phone numbers shall be submitted before start of work.
- 5.1.16 Rate shall be inclusive of all the above special conditions and other conditions mentioned in the tender documents, labour charge, material cost, charges/ hire charge for equipments including fuel , ESI, EPF, other taxes and levies etc.
- 5.1.17 For calculating the monthly wage, actual number of working days multiplied by the daily wage as per MWA 2017 published by Govt.of india vide Part II-section 3-sub section (ii) No:173 dated 19 Jan 2017 and Ministry of Labour&Deployment Order NO:1/13(5)/2017-LS-II dated 20.04.2017 and further orders of Govt of India and one day weekly off should be given to the workers.

5.2 Dispute Resolution Mechanism:

- 5.2.1 In case of any dispute arising out during execution of the contract the following procedure will be followed for resolving the issue.
- 5.2.2 If any dispute during execution of the work, the contractor can submit a written request to the Engineer-in-charge for resolving the issue.
- 5.2.3 If the Engineer-in-charge could not able to resolve the issue within 15 working days from the date of receipt of the request letter, the case will be forwarded to the Dean (P&D).
- 5.2.4 The Dean(P&D) will go through the merit of the request and recommend a suitable resolution to resolve the issue within 15 working days from the date of intimation to the Director.
- 5.2.5 If the contractor not satisfied with the Director's resolution, the CPWD general conditions of contract will be followed for resolving the issue.

5.3 A quarterly review will be conducted by the Dean(P&D) in the following aspects of the contract implementation:

- 5.3.1 Performance of the contractor
- 5.3.2 Schedule for work assigned
- 5.3.3 Levy of penalty for delayed completion of jobs
- 5.3.4 Rating the work done
- 5.3.5 Operation of dispute resolution mechanism for settlement of dispute with the contractor.

5.4 TERMINATION OF CONTRACT:

- 5.4.1 A show cause notice will be served if the performance score is less than 5.0 in addition to the penalty.
- 5.4.2 If the score again falls below 5.0, suitable warning in addition to penalty shall be given to the contractor.
- 5.4.3 The contract shall be terminated if the score is below 5.0 as third time followed by the committee proceedings.

6. ANNEXURES**Annexure – 1****Page 1****Details of buildings covered under Academic and Quarters zone**

S.No	Building	Approximate Area in Sqm [Faculty room / office / Research scholar room / Corridor / staircase /Class room / seminar room / meeting room / conference room / library /Hospital Research lab / DCF / workshop / store / service room / utility room / common room /Toilet] Area in Sqm.
1	2	3
	Academic zone	
1	IT Centre	5774.82
2	ICE Department	2365.68
3	Hospital(old)	344.39
4	CEESAT Department	2518.17
5	Physics department	850.85
6	A13 Hall	264.18
7	A11 Hall	403.67
8	Dean (ICSR) office	109.33
9	A23 Hall(administrative Office)	816.57
10	Dean Academic(Old administrative office)	522.11
11	A2 Hall	619.70
12	Lecture Hall complex(UG)	6267.00
13	A15 Hall	816.57
14	Senate room	259.85
15	ECE Department	1488.21
16	Library(Old)	2031.56
17	Computer Support Group	1321.66
18	Internet Lab	345.72
19	Swimming Pool	747.28
20	Gymnasium	3180.00
21	Estate Maintenance Department	164.80
22	Security Office	39.79
23	BARN Hall	1721.19
24	Chemical Engg.Department	2716.22
25	Electrical &Electronics Engg.Department	2229.51
26	Mechanical Engg. Department	5059.78
27	Metallurgy Department	715.31
28	Production Engineering Department	4283.2

29	Powder Metallurgy Lab	864.59
30	Civil Engineering Department	2649.41
31	Physics Annexe(Old MCA Department)	549.01
32	Silver Jubilee Building(Arch,MBA Dept)	3832.58
33	Library(New)	8098.60
34	PG Lecture Hall Complex(ORION)	9400.00
35	Architecture Department(New)	2614.00
36	Health Centre	1835.13
37	Science Block(OJHA)	12600.00
38	Training & Placement Block(New)	3000.00
39	Golden Jubilee Conventional Hall(new)	13000.00

S.No	Building	Approximate Area [Quarters zone] in Sqm.
1	2	3
40	Professor quarters	3161.51
41	Assistant professor quarters	3750.08
42	Lecturer quarters	7708.36
43	Kendriya Vidyalaya School	4399.00
44	Shopping Centre	1208.24
45	Guest House	8100.00
46	Other quarters	45052.00

Note:

- 1) The above mentioned area is indicative and for reference only. The contractors should visit all of the above buildings and its surrounding to assess the actual quantum of work, minimum men and equipment requirement for delivering superior quality of housekeeping services. No extra claim will be entertained for any deviation in the above information.
- 2) House keeping services covers entire area of the Institute and Quarters zones including main gate in/out entrances, Open grounds , Surrounding areas of all buildings ,Shopping Complex area, Water supply over head tank & sumps, Community halls,all open grounds etc.,

Annexure – 2

List of materials deployable at NIT,Tiruchirappalli.

Sl.No	Materials	A/U	Min. Qty	Make/brand	Qty to be filled by the contractor
Floor / toilet cleaning / refilling of waterless urinals chemicals / cartridges / sanitizing chemicals / materials (The contractor shall enclose the detailed list separately)					
1	Scented phenyl concentrated				As per the requirement
2	Liquid Soap Oil / Hand wash soap				As per the requirement
3	Coconut brooms (300 gms)				As per the requirement
4	Soft Brooms (Broom stick)				As per the requirement
5	Hill Brooms(Broom stick)				As per the requirement
6	Cleaning powder (Exo/Vim)				As per the requirement
7	Urinal cubes				As per the requirement
8	Odonil 50 mg				As per the requirement
9	Naphthalene balls white (Big)				As per the requirement
10	Toilet brush(EWC& IWC)LCRCommode brush				As per the requirement
11	Hand brush (scrubber)				As per the requirement
12	Liquid toilet cleaner(Harpic)				As per the requirement
13	Mirror/Glass cleaner				As per the requirement
14	Air Freshner(Odonil)				As per the requirement
15	a) Bleaching powder ISI				As per the requirement
	b)Appropriate acid				As per the requirement
16	Mop with Stick				As per the requirement
17	Cobweb remover				As per the requirement
18	Jasmine flavour liquid				As per the requirement
19	Dettol liquid				As per the requirement
20	Checked Cloth				As per the requirement
21	Yellow cloth				As per the requirement
22	Thatty malar				As per the requirement
23	Bamboo basket				As per the requirement
24	Dust bins				As per the requirement
25	Plastic Bucket				As per the requirement
26	Rack				As per the requirement
27	Dust Pan(Plastic big size for doorstep collection)				As per the requirement
28	Floor wiper				As per the requirement
29	Face Mask				As per the requirement
30	Hand Glouse (Pair)				As per the requirement
31	Shoe				As per the requirement
32	Safety goggles(white)				As per the requirement
33	Scrubbing Brush				As per the requirement
34	Bamboo Waste Bin				As per the requirement
35	Sponge / soft scrubber				As per the requirement
36	Mug				As per the requirement

List of Minimum consumables Per Month For Institute zone & Quarters zone					
S.No.	Name of the material/consumables	Unit	Quantity	Rate	Amount (Rs)
1	Scented phenyl concentrated	Lits	75		
2	Soap Oil	Lits	75		
3	Liquid toilet cleaner (Harpic)	Lits	75		
4	Coconut brooms	Number	50		
5	Hill brooms (400 gms)	Number	50		
6	Cleaning powder (Exo /Vim)	Kg	50		
7	Urinal cubes	Number	3000		
8	Odonil (50gm)	Number	400		
9	Naphthalene balls white (Big)	Kg	13		
10	Toilet brush (EWC& IWC) LCR Commode brush	Number	50		
11	Hand brush (scrubber)	Number	50		
12	Mirror cleaner	Number	10		
13	Air freshener	Packs	15		
14	Bleaching powder ISI	Kg	50		
15	Mop with stick	Number	40		
16	Checked cloth	Number	50		
17	Yellow cloth	Number	10		
18	Thatti malar	Number	20		
19	Rake	Number	2		
20	Cob-web remover	Number	5		
21	Bamboo basket big size	Number	8		
22	Lysol (500 ml)	Number	30		
23	Jasmine Flavour Liquid	Litre	2		
24	Dettol Liquid	Litre	2		
25	Cleaning Acid (Harpic)	Litre	50		
26	Aruval	Number	2		
Total cost of Consumables for both the zones					

Note: The material specified is indicative and for reference only. However, the material required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work. Along with the technical bid, the contractor shall provide a detailed list of material proposed to be used for floor cleaning, toilet cleaning, glass cleaning, outdoor cleaning and toilet sanitizing etc for superior quality of housekeeping services. If any additional quantity and additional material required during the housekeeping services shall be provided by the contractor without any additional claim.

Annexure – 3

List of Minimum equipments deployable at NIT,Tiruchirappalli.

Tools & Plants deployable at NITT means including labour charges, cost of material,chemicals and fuel .				
S.No	TOOLS & EQUIPMENT	Min.Qty	Qty deployable at NITT	To be filled by the contractor
1	Grass cutting machine-Heavy duty	06		As per the requirement
2	Grass cutting machine-Light duty	02		As per the requirement
3	Double disc scrubber cum driver	02		As per the requirement
4	Single disc scrubber	02		As per the requirement
6	Vacuum cleaner with blower& suction	01		As per the requirement
7	High pressure jet washer-Light duty	01		As per the requirement
8	Waste trolleys	04		As per the requirement
9	Ride on sweeper	01		As per the requirement
10	Toilet and room freshener kit	04		As per the requirement
11	Safety/Service sign boards to be used during cleaning operation	10		As per the requirement
12	Sewage removal tool(Grooved steel rod 6 mm-Roll)	02		As per the requirement
13	Tricycle/Push cart with dust bin	02		As per the requirement
14	Aluminium ladder-Adjustable upto 20 mtrs	01		As per the requirement
15	Crowbar	06		As per the requirement
16	Spade	06		As per the requirement
17	Showel	06		As per the requirement
18	Aruvaal	04		As per the requirement
	<u>For additional works(Item 2 to 7 of BOQ):</u>			
19	Fogging machine	02		As per the requirement
20	Sprayer- Brasso made-10 Ltrs capacity	04		As per the requirement
21	Drilling Machine Heavy duty for Anti termite works	02		As per the requirement

Note: The tools and equipment specified is indicative and for reference only. However, the required tools and plants to maintain the standard of housekeeping shall be deemed to have been included in the scope of work. Along with the technical bid, the contractor shall provide a detailed list of tools and plant proposed to be used for superior quality of housekeeping services. If any additional quantity and additional tools and plants required during the housekeeping services shall be provided by the contractor without any additional claim. Any repair / replacement of the equipment shall be carried out immediately so as not to affect the housekeeping services at any case.

S. No	Area	Example	Type of cleaning	Frequency of cleaning – No of time per												Remarks
				day			week			month			year			
				On ce	Tw ice	Thri ce	On ce	Tw ice	Thri ce	On ce	Tw ice	Thri ce	On ce	Tw ice	Thri ce	
11	BARN HALL,A2, A11,A12, A13	Bowl and gallery, surrounding area	Sweeping	X											Other than the schedule mentioned, the house keeping agency should provide additional services before and after any events conducted in the premises.	
			Mopping				X									
			Deep cleaning							X						
12	BARN HALL,A2, A11,A12, A13	Toilet	Sweeping	X											Other than the schedule mentioned, the house keeping agency should provide additional services before and after any events conducted in the premises.	
			Mopping				X									
			Deep cleaning							X						
13.	LHC	Bowl and gallery	Sweeping	X			X								Other than the schedule mentioned, the house keeping agency should provide additional services before and after any events conducted in the premises.	
			Mopping				X									
			Deep cleaning							X						
14.	LHC	Toilet	Sweeping	X											Other than the schedule mentioned, the house keeping agency should provide additional services before and after any events conducted in the premises.	
			Mopping					X								
			Deep cleaning							X						
15.	Common facilities	Water supply OHT&Sumps , Top of the sumps & surroundings/ In& Out gate/Approach roads including parking area	Sweeping	X												
16	Both zones	All Open Areas	De-weeding							X					During rainy season twice in a month	

17	Both zones	Drains	De-Silting							X						
18	Both zones	Sewer line	Flushing							X						
19	Both zones	Manholes	Cleaning							X						
20	Quarters Zone	Garbage/House hold wastes	Door step collection	X												Once in day x 365 Days
21	Quarters Zone	Street Cleaning	Collection and Disposal of wastes					X								
22	Quarters Zone	Guest House	Collection and Disposal of wastes	X												

Note: The cleaning frequency specified is indicative only. However, the actual frequency required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work. For hospital three shifts of housekeeping services to be done.

Annexure – 4b

In respect of Institute hospital housekeeping services shall be rendered 24 hrs x365 days as per the following schedule. The cleaning of building premises, joineries, stair cases and parking area, the schedule mentioned in Annexure 4a shall be followed.

S. No	Area	Example	Type of cleaning	Frequency of cleaning – No of time per												Remarks	
				day			week			month			year				
				On ce	Tw ice	Thri ce	On ce	Tw ice	Thri ce	On ce	Tw ice	Thri ce	On ce	Tw ice	Thri ce		
22	Hospital	Entire floor area in all floors such as Verandah, doctors rooms, office space, ward room, laboratories,	Sweeping and mopping		X												Institute Hospital services 24 Hrs x 365 Days
		Tables / chairs / desks / benches / boards / signage / screens / blinds	Mopping	X													
		Toilets / bathrooms	Sweeping mopping and deep cleaning				X										

Annexure – 5

Penalty for non-attendance / failure of housekeeping services

In addition to the general conditions of contract, any violation in the schedule of operation of housekeeping services and poor performance of services will be resulted with penalty as decided by the Executive Engineer EMD and the penalty will be imposed by deducting from running account bills. Non- compliance or delayed service of any housekeeping activity given below shall attract penalty at the rate shown against each.

Sl No	Item of work	A/U	Penalty Cost (Rs)
1a	Keeping Cleanliness of entire Institute and Quarters zone (Removal of Garbage, Loose materials, Cow dung, Plastics, Stone boulders, Broken glasses, Constructional wastes), Outside Cleaning of Residential areas in Quarters zone, Cleaning inside fencing in the vacant quarters of quarters zone including Open areas ,Roads, Grounds etc.,	Performance Score 7.00 and above	No Penalty is applicable
		Performance Score between 6.00 and 6.99	1.5 % of the base value (Item 1 of BOQ)
		Performance Score between 5.00 and 5.99	3.0 % of the base value (Item 1 of BOQ)
		Performance Score below 5.00 (Up to 5.99)	5.0 % of the base value (Item 1 of BOQ)
2 A	Cleaning of Water closets, Wash basins and Urinals using appropriate chemical/acid/etc.,	Per No/ Day	50
B	Non-usage of jet water pumps / Buckets while cleaning toilet and if found wasting water during surprise check by the department/committee.	Spot fine per instance	Rs.500
3	Sweeping and manual mopping of floor areas of all buildings in the Institute zone and KV School, Kalyana mandapam of Quarters zone .	Per 50 Sqm/Day	50
4	Sweeping/Mopping of entire floor area of Lecture Hall Complex, Science Block, Central Library, Main office,Dean chambers and Hospital Using Scrubbers .	Per 50 Sqm/Day	100
5	Cleaning of verandahs and common areas of the buildings	Per 50 Sqm/Day	50
6	Blockage complaints(sewer lines)	Per Rm/Day	500

7	Up keeping of all roads,berms	Per 200 Rm/Day	50
8	Desilting of drains	Per 100 Rm/Day	500
9	De-weeding - open areas by machine	Per 1000 Sqm/Day	200
10	Removal of cobweb incl.toilet&bath room areas	10 Sqm	20
11	Removal of carcasses including burial	Per No/ Day	1000
12	Cleaning of vacant residential quarters	No	250
13	Conveyance of garbage collected	Trip	1400
14	Conveyance of Constructional wastes	Trip	1600
15	Spraying chemical(mosquito/Cockroach)	Turn	24000
16	De watering of septic tank(Thuvakudi quarters)-6000 Ltrs/Trip	Trip	1600
17	Supply of plastic bins	No	100
18	Earth work excavation in drains	Cum	300
19	Post constructional anti-termite treatment	Sqm	240
20	Dust removal of furnitures at Main office, Lecture Hall Complex, Science block,Central Library, Hospital, IT centre and Examination Halls	Per 100 Sqm/Day	200
21	Removal of vegetations upto the roots on the terrace or any where from all buildings	Per Blg/Day	50
22	Removal of Honey-bee hives/Kadhandu/Such insects of any size/magnitude	Per No/ Day	4000
23	Additional workers to attend functions arranged by Students, Faculties and Departments	Per No/ Day	1100
Use of Tools &Plants			
24	Grass cutting machine-Light duty	Per Day/ No	500
25	Grass cutting machine-Heavy duty	Per Day/ No	600
26	Double disc scrubber cum driver	Per Day/ No	600
27	Single disc scrubber(Manual)	Per Day/ No	500
28	Vacuum cleaner with blower& suction	Per Day/ No	500
29	High pressure jet washer-Light duty	Per Day/ No	500
30	Waste trolleys	Per Day/ No	200
31	Ride on sweeper	Per Day/ No	200
32	Toilet and room freshener kit	Per Day/ No	50
33	Safety/Service sign boards to be used during cleaning operation	Per Day/ No	200

34	Sewage removal tool(Grooved steel rod 6 mm-Roll)	Per Day/ No	100
35	Tricycle	Per Day/ No	400
36	Sprayer- Brasso made-10 Ltrs capacity	Per Day/ No	400
37	Aluminium ladder-Adjustable upto 20 mtrs	Per Day/ No	100
38	Crowbar	Per Day/ No	100
39	Spade	Per Day/ No	100
40	Showel	Per Day/ No	100
41	Aruvaal	Per Day/ No	100
42	Paymant of wages in time (seventh day of succeeding month)		2000
43	Deployment of manpower lesser than 02+40 persons	Per Person/day	1000
44	Wearing uniform/ID	Per person/day	500
45	Issue of safety equipments to work	Per person/day	500
46	Receipt of monthly progress report on due date (i.e. on 10 th of every month)	Per Day of delay	2000
47	Damage to the institute property	Value of the property+10% penalty	
48	Use of consumables	Twice the Cost of Consumable	
49	Any sort of misbehaviour of the agency and workers	Appropriate actions shall be taken	

FORMAT -MONTHLY PERFORMANCE CERTIFICATE:

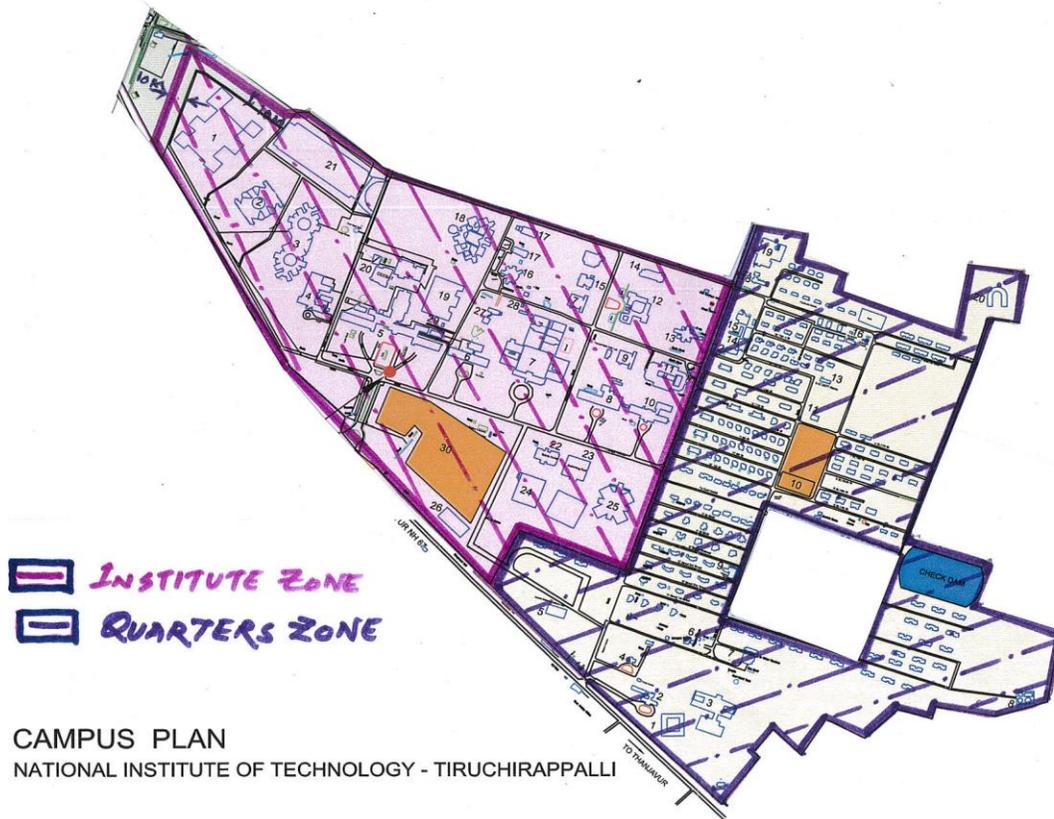
INSTITUTE ZONE:

SI No	DEPARTMENT	HOD or Authorised staff on behalf of the Department	Score in words (1-10)	Signature
1	Civil			
2	Mechanical			
3	Electrical			

QUARTERS ZONE:

SI No	STREET	Quarters No	Score in words (1-10)	Signature of the Resident
1	1			
2	2			
3	3			

ANNEXURE-7 : BOUNDARIES OF INSTITUTE & QUARTERS ZONES



 **INSTITUTE ZONE**
 **QUARTERS ZONE**

CAMPUS PLAN
NATIONAL INSTITUTE OF TECHNOLOGY - TIRUCHIRAPPALLI

- ACADEMIC ZONE**
- 1 - OAS SCIENCE BLOCK (PHYSICS, CHEMISTRY & SIF)
 - 2 - DEPARTMENT OF ARCHITECTURE
 - 3 - ORION LECTURE HALL COMPLEX
 - 4 - DEPARTMENT OF CHEMICAL ENGINEERING
 - 5 - ADMINISTRATIVE BLOCK
 - 6 - DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGG.
 - 7 - DEPARTMENT OF MECHANICAL & METALLURGY ENGG.
 - 8 - DEPARTMENT OF CIVIL ENGINEERING
 - 9 - LYCEUM (DEPARTMENT OF MCA & HUMANITIES)
 - 10 - OLD LIBRARY BUILDING
 - 11 - IT BUILDING (DEPARTMENT OF CSE & MCA)
 - 12 - SILVER JUBILEE BUILDING (DEPARTMENT OF ECE)
 - 13 - DEPARTMENT OF INSTRUMENTATION & CONTROL ENGG.
 - 14 - DEPARTMENT OF MANAGEMENT STUDIES
 - 15 - DEPARTMENT OF PRODUCTION ENGINEERING
 - 16 - COMPUTER SUPPORT GROUP (CSG)
 - 17 - CSO ANNEX 1 & 2
 - 18 - LECTURE HALL COMPLEX
 - 19 - TRAINING AND PLACEMENT
 - 20 - DEPARTMENT OF ENERGY & ENVIRONMENT ENGG.
 - 21 - GOLDEN JUBILEE CONVENTION HALL
 - 22 - SPORTS CENTRE
 - 23 - SWIMMING POOL
 - 24 - MULTIPURPOSE INDOOR SPORTS COMPLEX
 - 25 - CENTRAL LIBRARY
 - 26 - STUDENT'S ACTIVITY CENTER
 - 27 - ESTATE MAINTENANCE DEPARTMENT (E.M.D.)
 - 28 - POWER HOUSE
 - 29 - SBI ATM
 - 30 - NSD GROUND

- RESIDENTIAL ZONE**
- 1 - NEW GUEST HOUSE
 - 2 - OLD GUEST HOUSE
 - 3 - BIT & SIEMENS CENTRE
 - 4 - DIRECTOR RESIDENCE
 - 5 - EMD GROUND
 - 6 - VICHYA VINAYAGAR TEMPLE
 - 7 - BUR BHED
 - 8 - SEWAGE TREATMENT PLANT 300KLPD
 - 9 - COMMUNITY HALL
 - 10 - CHILDREN'S PARK
 - 11 - PRAYER HALL
 - 12 - POST OFFICE
 - 13 - EMD STORE
 - 14 - STATE BANK OF INDIA
 - 15 - SHOPPING COMPLEX
 - 16 - SARVA SIDDI VINAYAGAR TEMPLE
 - 17 - OXIDATION POND
 - 18 - HOSTEL GUEST HOUSE
 - 19 - HOSPITAL
 - 20 - REC AL MIDDLE SCHOOL



NATIONAL INSTITUTE OF TECHNOLOGY TRICHY
ESTATE MAINTENANCE DEPARTMENT – 620 015

ENVELOPE – 3 – FINANCIAL BID

Tender Notification No : NITT/EMD/HK/(IZ&QZ)/31 (233) / Dated 04.05.2018

Rendering Housekeeping Services in the Institute and Quarters zones at NIT Trichy.

INDEX

S.N	Description	Page No
1	Notice Inviting Tender	46
2	Tender	48
3	Acceptance of Tender	49
4	Conditions of Contract	50
5	Schedules	57
6	Additional Specifications & Statutory requirements	58
7	Special Condition for Protection of Environment	59
8	Special condition for safety at the site	60
9	Insurance	63
10	Progress report	65
11	Forms	66
12	C.P.W.D contractors labour regulations	71
13	Bill of quantities	91-93
14	Certificate	94



NATIONAL INSTITUTE OF TECHNOLOGY TRICHY

ESTATE MAINTENANCE DEPARTMENT, TRICHY – 620015.

Envelope 3 - FINANCIAL BID

NITT/EMD/HK/(IZ&QZ)/31 (233) / Dated 04.05.2018

The Director, National Institute of Technology Trichy - 620 015 invites lump sum tenders, in three envelope system (Application for eligibility, technical and financial bid) for the following work from the contractors who satisfy the eligibility criteria given below.

1. PARTICULARS OF WORK

1. Name of work : Rendering Housekeeping Services in the Institute and Quarters zones at NIT Trichy .
2. Approximate Estimate Cost put to Tender : Rs. -----Lakhs (Agency to quote the amount)
3. Earnest Money Deposit (EMD) : Rs.3,20,000/- (In the form of DD drawn in favour of The Director, National Institute of Technology, Trichy-15 and payable at SBI branch NITT. (Exemption from payment of Earnest Money Deposit (EMD) is permitted to the agencies having valid registration with NSIC in the category of turnover exceeding Rs. 100 lakhs for house keeping services).
4. Tender processing fee (Non-refundable) : Rs. 1000 /- (In the form of DD drawn in favour of The Director and payable at SBI branch NITT.
5. Time period for completion : 12 months (Initially for three months and based on the performance, the contract may be extended for 09 months and further 12 months on sole discretion of NITT authorities)
6. Validity of the tender : 90 days
(From the date of opening of the tender)
7. Date of Prebid Meeting & Venue : 17.05.2018 at 11.00 AM
Estate Maintenance Department, 1st Floor,
NIT, Trichy.
8. Last Date for Submission of Tender : 31.05.2018 - @ 3.00 PM
9. Date of Opening of the Eligibility document : 31.05.2018 - @ 3.01 PM
10. Date of Opening of the Technical bid : 31.05.2018 - @ 3.30 PM

11. Date of Opening of the Financial bid : 05.06.2018 - @ 11.00 AM
12. Address of the Engineer-in-Charge : Office of the Executive Engineer (Civil),
Estate Maintenance Department,
NIT Trichy – 620 015.

1.12. Address of the tender calling authority

The Director,
National Institute of Technology
Tiruchirappalli– 620015.

- 1.13. The Employer may extend the deadline for submission of Tenders by issuing an amendment through NITT website in which case all rights and obligations of the Employer and the Tenderer previously subject to the original deadline will be subject to new deadline.

1.14. LATE TENDER

Tenders and supporting documents received after 3.00 pm on 31.05.2018 will not be accepted for any reason.

2. TENDER

- 2.1. I/We have read and examined the notice inviting tender, schedules A & B, Specifications applicable, drawings, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the tender documents for the work.
- 2.2. I/We hereby tender for the execution of the work specified for the National Institute of Technology Trichy, within the time specified in BOQ and with such materials as are provided for, and in all respects in accordance with such conditions applicable.
- 2.3. I/We agree to keep the tender open for Ninety (90) days from the date of opening of tender and not to make any modifications in its terms and conditions
- 2.4. I/We agree that the EMD deposited by me/us be retained by NITT towards Security Deposit to ensure execution of all works referred to in the tender documents on the terms and conditions contained or referred to therein.
- 2.5. I/we agree that in case of forfeiture of earnest money as aforesaid, I/we shall be debarred from participating in the re-tendering process of the work.
- 2.6. If I/we fail to commence work as specified, I/we agree that NITT shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely.
- 2.7. I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate the information derived therefrom to any person other than a person to whom I/we am / are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State.
- 2.8. I/We hereby certify that the tender document submitted is the exact copy of the document published by the NITT in the web site and no alterations and additions have been made by me / us in the tender document.

Contractor's name

Postal Address

Signature of the Tenderer

Dated

Witness

Name

Signature of the witness

Postal Address

Occupation

Dated

3. Acceptance

The above tender is accepted by me for and on behalf of the Director, NITT for a sum of Rs. _____

(Rupees _____

_____)

The letters referred to below shall form part of this contract Agreement:

- a)
- b)
- c)

For & on behalf of the Director NITT

Signature _____

Designation _____

Date _____

4. Conditions of contract

4.1. Definitions

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:-

1. The expression 'works' or 'work' shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed, whether temporary or permanent, and whether original, altered, substituted or additional.
2. The 'Site' shall mean the land/or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
3. The 'contractor' shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
4. The 'Engineer-in-charge' means the Engineer who shall supervise and be in-charge of the work and who shall sign the contract on behalf of NITT as mentioned in Schedule 'F' hereunder.
5. 'Accepting Authority' shall mean the authority mentioned in Schedule.
6. 'Excepted Risks' are riots (other than those on account of contractor's employees), war, acts of God such as earthquake, lightning and unprecedented floods, and other such causes over which the contractor has no control and accepted as such by the Accepting Authority.
7. 'Department' means NITT which invites the tenders.
8. 'District specification' means the specifications followed by the state of Tamil Nadu in the area where the work is to be executed.

9. 'Tendered value' means the value of the entire work as stipulated in the letter of award.
10. 'Employer' means NITT.
11. Where the context so requires, words imparting the singular also include the plural and vice versa. Any reference to masculine gender shall whenever required shall refer to feminine gender and vice versa.
12. Wherever the expression "Divisional Officer" appears in the Clauses, it should be substituted by the expression "Executive Engineer (Civil)".
13. "Engineer in Charge" means Executive Engineer (Civil), NITT, and the Engineer means the officer representing the Engineer-in-Charge of the Project.

4.2. Authority to sign the tender document

The tender must be signed by the person / persons competent to sign as indicated below. Same stipulations will also apply in the case of Receipt of payments for the work done.

1. If the Applicant is an individual, he should sign above his full typewritten name and current address.
2. If the Applicant is a proprietary firm, the Proprietor should sign above his full typewritten name and the full name of his firm with its current address.
3. If the Applicant is a firm in partnership, the Documents should be signed by all the Partners of the firm above their full typewritten names and current addresses. Alternatively the Documents should be signed by a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power of Attorney should accompany the tender documents. In both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.
4. If the Applicant is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by a copy of the Power of Attorney. The Applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary. Nomination from Current Managing Director/Authority as the case must be attached & An affidavit from the Notary Public must be attached.

4.3 .Instructions for filling the Bill of Quantities (Schedule A & B)

The spread sheet containing the Bill of Quantity shall be downloaded from NITT web site and the same shall be submitted after filling the rates. The file name of the spread sheet document which is downloaded from the web site should not be changed in any case.

1. The rate (s) must be quoted in decimal coinage. Contractors must ensure to quote rate of each item both in words and figures and the least value among them shall be taken into account.
2. In the case of item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected
3. Tenders containing proposal for any alteration in the work or in the time allowed for carrying out the work, or which contain any other condition including conditional rebates, will be summarily rejected.
4. The tender for the work shall not be witnessed by a Contractor or Contractors who himself / themselves has/have tendered for the same work. Failure to observe this condition would render tenders of the Contractor tendering, as well as witnessing the tender, liable to summary rejection.
5. In the case of any tender where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such tender is liable to be rejected.
6. The tenderers shall sign a declaration under the Official Secret Act, 1923, for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them.

4.4. Refund / forfeiture of EMD

1. Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him and shall be furnished in the form of Demand Draft in favour of The Director, NIT Tiruchirappalli payable at SBI branch at NITT. The rate of earnest money deposit is Rs.3,20,000/- or valid registration with NSIC in the category of turnover exceeding Rs. 100 lakhs for house keeping services .

2. EMD of the unsuccessful contractor shall be refunded on finalization of the contractor and the EMD amount shall not carry any interest.

3. Tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of the Tender.

4.If successful tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then NITT, shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money.

5. The Security deposit will be released in six months on satisfactory completion of the contract including extended period.

1.5 Documents to be submitted upon acceptance of the tender.

1. On acceptance of the tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from the Engineer in Charge shall be communicated in writing to the Engineer in Charge.
2. The Contractor shall give a list of NITT employees related to him.

4.6 Signing of Agreement.

1. The successful contractor on acceptance of his tender shall, within 14 days from the stipulated date of start of the work, sign the contract.
2. **Documents constituting the contract**
 - a. Non judicial stamp paper for value not less than Rs.100 containing the brief description of the contract duly signed by both parties to the contract.
 - b. The notice inviting tender, the financial bid and all other the documents including drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - c. Decisions taken in the Pre-bid meeting if conducted.
 - d. Letter of acceptance.
 - e. Letter of award (After submission of Performance Guarantee)

4.7 Special conditions

1. Workers under the outsourcing agency having deployment more than three years in the NITT campus should not be deployed again and an undertaking to this effect from all workers duly countersigned by the agency must be submitted in the section office.
2. Workmen should be vigilant while on work.
3. Smoking in the institute premise is strictly prohibited.
4. Workers must be free from influence of alcohol.
5. Workers must be physically and mentally fit for work.
6. Workers should avoid causing damage to the Institute property.
7. The NIT, Tiruchirappalli Administration will not accept any responsibility if the workmen are injured.

8. The payment will be made after deducting Income Tax, Labour Welfare Cess etc., Normal working hours is 07:30/8:30 a.m. to 04:30/05:30 p.m. (with one hour lunch break) based on the requirements and for extended hours if required by NITT for specific purpose.
9. Child Labour is strictly prohibited.
10. Labour shall not be permitted (except staff for watch and ward) to stay inside the campus and no labour camp shall be allowed to be set up inside the campus.
11. All housekeeping activities and storage of materials shall be restricted within the area earmarked for the above purpose.
12. The contractor shall abide by the restrictions imposed by the security wing of the Institute on the working and movement of labour, materials etc. and nothing extra shall be payable on this account. The contractor shall arrange for necessary photo identity passes for the labour for entry into the campus. Advance action for obtaining such passes shall be taken by the contractor and no claim on this account shall be entrained.
13. Movement of labour should be restricted to the areas where work is carried out. Workers should be made to confine themselves to the work areas and should not wander into the near by areas / buildings/ forest.
14. The work should be executed during day time only. If the work is required to be carried out in the night, necessary permission of the Engineer-in-charge shall be obtained. Contractor will make his own arrangement for lighting the area and no extra amount for carrying out the work during night is payable. To the extent possible engaging women labour in the night shift should be avoided
15. The work shall be carried out with least hindrance to the adjoining buildings and offices and the contractor will be responsible for any damage, caused to the existing fixtures, electric fittings, cables, roads, pipelines etc. in the course of execution and the contractor shall make good any such damages for which nothing extra is payable.
16. The contractor will not be allowed to use any of the water resources available within the campus nor will be permitted to dig any bore well inside the campus. Water connection available in the toilet and other area can be utilized by the contractor for the purpose of cleaning / jet cleaning etc at free of cost.
17. No plot rent shall be charged for materials stocked in the institute land during the course of work with the prior approval the Engineer. All such materials shall be removed at the time of completion of the work.

- i. Tenderer shall inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not. Submission of a tender implies that the tenderer has read the complete contract documents and is aware of the conditions, specification of the work to be done and of the local conditions and other factors having a bearing on the execution of work. Any claim either for extra amount or for additional time for execution due to ignorance about the site and working conditions are not admissible /payable. Road cleaning, Corridor cleaning, staircase cleaning and removal littering around the buildings shall be completed before 8 am.
 - ii. The agency should keep manpower required to attend functions beyond 5 pm organised by the departments and student community as and when required.
 - iii. All workers, Supervisors and the management of the firm should maintain strict discipline with proper I -Card & Safety tools .
18. Workers for additional works required if any shall be intimated to the agency one day in advance.
19. All documents forming the contract shall be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scaled. In the case of discrepancy between the schedule of Quantities, the specifications and/or the Drawings, the following order of precedence shall be observed:
 - i. Description of item in the Schedule of Quantities
 - ii. Particular Specifications and special conditions, if any
 - iii. Relevant C.P.W.D Specifications
 - iv. If there are varying or conflicting provisions made in any one document forming part of the contract, the Engineer-in-charge shall be the deciding authority with regard to the interpretation of the documents and his decision shall be final and binding on the contractor.
 - v. Any error in description, quantity or rate in schedule of Quantities or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the works comprised therein according to specifications or from any of his obligations under the contract. All such variations, errors, additions, substitutions etc shall be decided as per the terms of the contract.

20.The work shall be carried out complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Engineer-in-Charge and nothing extra will be paid on this account.

21.Where CPWD specifications are not available for fittings and fixtures, the same should conform to bye-laws and specification of the local Body. The contractor should engage licensed plumbers for the work.

22.The contractor shall comply with all legal orders and directions of the local or public authority or municipality and abide by them.

23.The contractor shall give a performance test of the installation(s) as per specifications before the work is finally accepted and nothing extra whatsoever shall be payable to the contractor for the test.

24.Sample of all materials and fixtures etc, shall be got approved in advance from the Engineer-in-Charge before taking up the respective work. The contractor shall produce all the materials in advance so that there is sufficient time for testing and approving the materials and clearance of the same before their use in work.

25.The contractor shall be furnished, free of cost one certified copy of the contract documents except Standard Specifications, Schedule of Rates and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract

26.For any dispute arising out of this agreement, the legal jurisdiction will be at High Court bench at Madurai in Tamil Nadu only.

27.It is not binding on the competent authority to accept the lowest or any other tender and any or all the tenders received can be rejected without assigning any reason.

28.Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders of the contractors who resort to canvassing will be liable to rejection.

29.The competent authority reserves the right to accept part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

4.8 ROLE OF PRINCIPLE EMPLOYER:

- a) Monitoring the Progress and the Quality of the service.**
- b) Payment (Consolidated single rate) to the contractor on monthly basis within two months from the date of submission of genuine bill (with all relevant supporting documents referred elsewhere in the tender document) and application of Penalty /Termination clauses if warranted.**
- c) Intimation of additional labour requirement to the contractor one day in advance.**

5. SCHEDULES

Schedule 'A' - The Bill of Quantities as Lump sum Contract enclosed in this document.

Schedule 'B' - Schedule of materials proposed to be issued to the tenderer
WATER WILL BE SUPPLIED FROM THE BUILDING AT FREE OF COST FOR HOUSEKEEPING SERVICES. NO OTHER MATERIAL SHALL BE ISSUED TO THE TENDERER BY NITT.

Schedule 'C'- Schedule of tools and plants proposed to be hired to the tenderer
NO TOOLS AND PLANTS SHALL BE HIRED TO THE CONTRATOR BY NITT.

Schedule 'D' - Extra schedules for specific requirements / documents for the work, if any.

General Rules and Directions:

Officer inviting tender : The Director, NIT, Tiruchirappalli

Maximum percentage for quantity of items work to be executed beyond which rates are to be determined in accordance with clause 12.2 and 12.3. } **Not applicable**

Definition

Engineer-in-charge	Executive Engineer (Civil), NIT, Tiruchirappalli.
Accepting authority	The Director, NIT ,Tiruchirappalli.
Department	NIT TRICHY
Standard CPWD contract form	CPWD General Conditions of Contract With up to date Modification and correction

6. ADDITIONAL SPECIFICATIONS

The additional specification given below is not substitute to CPWD specifications or IS specifications. These shall be read along with CPWD specifications or IS specifications.

6.1. GENERAL

1. The work shall be carried out using metric dimensions only and shall be measured and paid in metric dimensions. F.P.S. units, if any, mentioned in drawings etc are for guidance only.
2. Wherever any reference to any Indian Standard Specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued thereto or revision thereof if any, up to the date of receipt of tenders.
3. Unless otherwise specified in the schedule of quantities the rates for the various items are for execution at all heights, levels and locations.
4. Unless otherwise specified in the schedule of quantities the rate for the items of the work shall be considered as inclusive of all incidental charges.

7.0 STATUTORY REQUIREMENTS / APPROVAL FROM STATUTORY

AUTHORITIES

Work for electrical installation shall be carried out in accordance with this specification and complying with the relevant statutory requirements and national standards. It shall be the responsibility of the contractor to obtain approvals of competent Central or State Government authorities and satisfy them regarding the compliance with relevant regulations for this scope of work.

The work should be carried out only under the supervision of licensed supervisors. The licenses possessed by the Contractor's supervisor shall be made available to the Client for scrutiny before commencement.

Test certificate for installation shall be prepared in the form required by the Electrical Inspectorate Govt. of Tamilnadu and Tamilnadu Electricity Board. Any rework on account of remarks by Electrical Inspector shall have to be carried out by the Electrical contractor at no extra cost.

8. Special conditions

8.1. Protection of Environment

1. The debris and other waste generated from the work spot should not be thrown inside the campus. All waste material should be taken out of the campus. All materials should be stored only at places earmarked by the engineer in charge.
2. Materials should not be stored in buildings that are in use. If any material stored in unauthorized location the same shall get removed at the cost of contractor and necessary rent shall be levied for the area used for storage.
3. For Intercarting of various materials use of animal drawn vehicles are strictly prohibited.
4. While transporting the materials along the road, spillage of material should be avoided. If any spillage occurs, the same should be got cleaned immediately.
5. No vegetation inside the campus should be damaged.
6. Smoking is strictly prohibited at workplace.

9.0 Safety at the Site

1. The contractor must appoint a qualified person (full time) for taking care of implementation of Safety systems
2. The Contractor shall submit the **Project Safety Plan** stating the methodology of implementation of systems to ensure the safe and environment friendly work place. The Safety Plan must include the following.
 - a. Organization Chart
 - b. Reporting relationship of the safety enforcement personal in a flow chart
 - c. Safety Committee Structure – Chairman, secretary and committee members

10.0 Roles & Responsibilities of the Safety committee

10.1 Roles & Responsibilities

1. Enforcement of applicable Statutory requirements, standards and codes related to safety and its adherence,
2. General safety rules and regulations concerning use of personal protective equipment and safety devices relevant to site activities, Awareness and Training Programs, Motivational schemes, programs for safe Access, Egress and workstation safety
3. Safe use of construction power supply and upkeep / maintenance of installations
4. Work permit systems
5. Use, maintenance and inspection of Plant & machinery
6. Scaffold & formwork norms
7. Use, maintenance and inspection of Lifting Tools
8. Fire Protection and prevention
9. Emergency preparedness

10.2 Status of Safety implementation at site will be discussed in the Weekly Review meeting. Contractor must submit the safety statistics every month in the enclosed format. Merit Certificate will be issued for the achievement of safety mile stones like 0.5 million safe man hours, one million safe man hours, 1.5 million safe man hours and so on.

10.3 The General Guidelines governing the safety implementation shall include the following Rules., while preparing the safety plan.

1. All the workmen shall undergo Safety Induction, screening before engaging them on the job. Physical fitness of the person to certain critical jobs like working at height or other dangerous locations to be ensured before engaging the person on work.
2. Sub-contractors shall ensure adequate supervision at workplace. They shall ensure that all persons working under them shall not create any hazard to self or to co-workers.
3. All labour should be dressed properly attending to work wearing dhotis, lungies should be avoided to the extend possible.
4. The workmen shall wear suitable protection devices like mask, gloves, shoes etc,
5. No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level.
6. No one is allowed to enter into workplace and work at site without adequate foot protection.
7. All PPE like Safety shoes, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.

8. Adequate illumination at workplace shall be ensured before starting the job at night.
9. All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
10. Horseplay is completely prohibited at workplace. Running at the site is completely prohibited, except in the case of emergency.
11. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
12. No one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
13. All major, minor accidents and near misses to be recorded and reported to the NITT and the management must take necessary steps to avoid the recurrence.
14. All tools and tackles shall be inspected before use. Defects to be rectified immediately. No lifting tackle to be used unless it is certified by the competent authority.
15. All tools and tackles shall be tested and have a Identification no., SWL and date of next test marked on them.
16. A tools and tackles inspection register must be maintained and updated regularly.
17. Good housekeeping to be maintained. Passages shall not be blocked with materials.

18. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work everyday.
19. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
20. No children shall be allowed to enter the workplace.
21. Other than the Driver / operator, no one shall travel in a tractor / tough rider etc.
22. All the lifting tools and tackles shall be stored properly when not in use.
23. Proper eye washing facilities shall be made in areas where chemicals are handled.
24. Spill trays shall be used to contain the oil spills while transferring / storing them.
25. Any violation of above will attract levy of penalty by the engineer in charge on the contractor

11. INSURANCE

1. Workmen's Insurance

The Employer's shall not be liable for any payment in respect of any damages or compensation payable according to law in respect or in consequence of any accident or injury or loss of life to any workman or other person in the employment of the Contractor or any sub-contractor, except an accident or injury resulting from any act or default of the Employer, his agents or servants. The Contractor shall insure against such liability with an insurer approved by the Employer for sum of the established norms during the entire period till completion of Period of Maintenance.

2. Period of Policies

All the insurance covers mentioned above shall be kept alive during the complete period of the contract. If the Contractor shall fail to effect and keep in force the insurance referred to above, or any other insurance which he may be required to effect under the

terms of the Contract, then and in any such case the Employer on advice of the Engineer-in-Charge may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Employer as aforesaid from any moneys due or which may become due to the Contractor, or recover the same as debt due from the Contractor.

3. Damage to Persons and Property – Employer to be Indemnified

The Contractor shall indemnify the Employer against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto, except any compensation or damages for or with respect to:

- (a) The permanent use or occupation of land by the works or any part thereof.
- (b) The right of the Employer to execute the works or any part thereof on, over, under, in or through any land.

(c) Injuries or damage to persons or property resulting from any act or neglect of the Employer, his agents, servants or other contractors, not being employed by the Contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents, such part of the compensations as may be just and equitable having regard to the extent of the responsibility of the Employer, his servant or agent or other Contractors, for the damage or injury.

12. Progress Reports

The contractor shall submit monthly progress report of the work in a computerized form. The progress report shall contain the following.

1. Schedule of the various components of the work
2. Progress chart of the various components of the work that are planned and achieved for the month as well as cumulative up to the month with reasons for deviations, if any, in a tabular 12.format.
3. Plant and machinery statement, indicating those deployed in the work, and their working status.
4. Man power statement, indicating the labour and staff employed in the work and the details of work carried out.
5. Financial statement, indicating the broad details of all the running account payments received up to date, such as gross value of work done. Advances taken, recoveries effected, amounts withheld, net payments, details of payments received, etc.
6. Progress photographs in colour of the various items / components of the work done up to date to indicate visually the actual progress of the work.
7. Quality assurance and quality control tests conducted during the month with results thereof.
9. Safety report.
10. Other details asked for by the engineer-in-charge.

Proforma for Reports

Physical Progress

Name of Item	Details of service calls recieved	Attended	Pending	Rating allotted for the work done
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Financial Progress

Amount of work done during the month	Total amount of work done up to date	Anticipated amount of balance work
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TOTAL MANHOURS WORKED DURING THE MONTH

SL.No	Description	Number	Man-hours worked	OT Performed	Total
1	Semiskilled/Supervisor				
2	Unskilled labour				
GRAND TOTAL OF MANHOURS WORKED DURING THE MONTH					

Total Man-hours worked since inception :

When workers are employed in sewers and manholes, which are in active use, the contractors shall ensure that the manhole covers are opened and ventilated atleast for an hour before the workers are allowed to get into the manholes, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to the public. In addition, the contractor shall ensure that the following safety measure are adhered to :

Entry for workers into the line shall not be allowed except under supervision of the JE or any other higher officer.

At least 5 to 6 manholes upstream and downstream should be kept open for at least 2 to 3 hours before any man is allowed to enter into the manhole for working inside.

Before entry, presence of Toxic gases should be tested by inserting wet lead acetate paper which changes colour in the presence of such gases and gives indication of their presence.

Presence of Oxygen should be verified by lowering a detector lamp into the manhole. In case, no Oxygen is found inside the sewer line, workers should be sent only with Oxygen kit.

Safety belt with rope should be provided to the workers. While working inside the manholes, such rope should be handled by two men standing outside to enable him to be pulled out during emergency.

The area should be barricaded or cordoned of by suitable means to avoid mishaps of any kind. Proper warning signs should be displayed for the safety of the public whenever cleaning works are undertaken during night or day. .

No smoking or open flames shall be allowed near the blocked manhole being cleaned.

The malba(debris) obtained on account of cleaning of blocked manholes and sewer lines should be immediately removed to avoid accidents on account of slippery nature of the malba(debris).

Workers should not be allowed to work inside the manhole continuously. He should be given rest intermittently. The Engineer-in-Charge may decide the time up to which a worker may be allowed to work continuously inside the manhole.

Gas masks with Oxygen Cylinder should be kept at site for use in emergency.

Air-blowers should be used for flow of fresh air through the manholes. Whenever called for portable air blowers are recommended for ventilating the manholes. The Motors for these shall be vapour proof and of totally enclosed type. Non sparking gas engines also could be used but they should be placed at least 2 metres away from the opening and on the leeward side protected from wind so that they will not be a source of friction on any inflammable gas that might be present.

The workers engaged for cleaning the manholes/sewers should be properly trained before allowing to work in the manhole.

The workers shall be provided with Gumboots or non sparking shoes bump helmets and gloves non sparking tools safety lights and gas masks and portable air blowers (when necessary). They must be supplied with barrier cream for anointing tile limbs before working inside the sewer lines.

Workmen descending a manhole shall try each ladder stop or rung carefully before putting his full weight on it to guard against insecure fastening due to corrosion of the rung fixed to manhole well.

If a man has received a physical injury, he should be brought out of the sewer immediately and adequate medical aid should be provided to him.

The extent to which these precautions are to be taken depend on individual situation but the decision of the Engineer-in-Charge regarding the steps to be taken in this regard in an individual case will be final.

The Contractor shall not employ men and women below the age of 18 years on the work.

When the work is done near any place where there is risk of drowning, all necessary equipments should be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision, should be made for prompt first aid treatment of all injuries likely to be obtained during the course of the work.

1. APPLICATION

These rules shall apply to all buildings and construction works in NITT in which twenty or more workers are ordinarily employed or are proposed to be employed in any day during the period during which the contract work is in progress.

2. DEFINITION

Work place means a place where twenty or more workers are ordinarily employed in connection with construction work on any day during the period during which the contract work is in progress.

3. FIRST AID FACILITIES

i) At every work place there shall be provided and maintained, so as to easily accessible during working hours, first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed..

ii) The first-aid box shall be distinctly marked with a red cross on white back ground and shall contain the following equipment

a) For work places in which the number of contract labour employed does not exceed 50 Each first-aid box shall contain the following equipments :-

1. 6 small sterilised dressings
2. 3 medium size sterilized dressings.
3. 3 large size sterilized dressings.
4. 3 large sterilized burn dressings.
5. 1 (30ml) bottle containing a two per cent alcoholic solution of iodine

6. 1 (30 ml) bottle containing salvolatile having the dose and mode of administration indicated on the label.
7. 1 snakebite lancet.
8. 1 (30 gms.) bottle of potassium permanganate crystals
9. 1 pair scissors
10. 1 copy of the first-aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
11. 1 bottle containing 100 tablets (each of 5 gms) of aspirin.
12. Ointment for burns
13. A bottle of suitable surgical antiseptic solution.

b) For work places in which the number of contract labour exceed 50.

Each first-aid box shall contain the following equipments.

- 12 small sterilised dressings.
 - 6 medium size sterilised dressings.
 - 6 large size sterilised dressings.
 - 6 large size sterilised burn dressings.
 - 6 (15 gms.) packets sterilised cotton wool.
 - 1 (60 ml.) bottle containing two per cent alcoholic solution iodine.
 - 1 (60 ml.) bottle containing salvolatile having the dose and mode of administration indicated on the label.
 - 1 roll of adhesive plaster.
 - 1 snake bite lancet.
 - 1 (30 Gms) bottle of potassium permanganate crystals.
 - 1 pair scissors
 - 1 copy of the first-aid leaflet issued by the director General Factory Advice Service and labour Institutes / government of India.
 - A bottle containing 100 tablets (each of 5 Gms) of aspirin.
 - Ointment for burns.
 - A bottle of suitable surgical antiseptic solution.
- iii) Adequate arrangements shall be made for immediate recoument of the equipment when necessary.
 - iv) Nothing except the prescribed contents shall be kept in the First-aid box.
 - v) The first-aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours of the work place.
 - vi) A person in Charge of the First aid box shall be a person trained in First-aid treatment, in the work places where the number of contract labour employed is 150 or more.

- vii) In work places where the number of contract labour employed is 500 or more and hospital facilities are not available within easy distance from the works. First-aid posts shall be established and run by a trained compounder. The compounder shall be on duty and shall be available at all hours when the workers are at work.
- viii) Where work places are situated in places which are not towns or cities, a suitable motor transport shall be kept readily available to carry injured person or person suddenly taken ill to the nearest hospital.

4. DRINKING WATER

In every work place, there shall be provided and maintained at suitable places, easily accessible to labour, a sufficient supply of cold water fit for drinking.

Where drinking water is obtained from an intermittent public water supply, each work place shall be provided with storage where such drinking water shall be stored.

Every water supply or storage shall be at a distance of not less than 50 feet from any latrine drain or other source of pollution. Where water has to be drawn from an existing well which is within such proximity of latrine, drain or any other source of pollution, the well shall be properly chlorinated before water is drawn from it for drinking. All such wells shall be entirely closed in and be provided with a trap door which shall be dust and waterproof.

A reliable pump shall be fitted to each covered well, the trap door shall be kept locked and opened only for cleaning or inspection which shall be done at least once a month.

5. WASHING FACILITIES

In every work place adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.

Separate and adequate cleaning facilities shall be provided for the use of male and female workers.

Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

6. ANTI-MALARIAL PRECAUTIONS

The contractor shall at his own expense, conform to all anti-malarial instructions given to him by the Engineer-in-Charge including the filling up of any borrow pits which may have been dug by him.

7. The above rules shall be incorporated in the contracts and in notices inviting tenders and shall form an integral part of the contracts.

8. AMENDMENTS

Institute may, from time to time, add to or amend these rules and issue directions - it may consider necessary for the purpose of removing any difficulty which may arise in the administration thereof.

13.0 Contractor's Labour Regulations

1. SHORT TITLE

These regulations may be called the Contractors Labour Regulations.

2. DEFINITIONS

1) **Workman** means any person employed by contractor directly or indirectly through a subcontractor with or without the knowledge of the Institute to do any skilled, semiskilled or unskilled manual, supervisory, technical or clerical work for hire or reward, whether the terms of employment are expressed or implied but does not include any person :

a) Who is employed mainly in a managerial or administrative capacity: or

b) Who, being employed in a supervisory capacity draws wages exceeding five hundred rupees per mensem or exercises either by the nature of the duties attached to the office or by reason of powers vested in him, functions mainly of managerial nature: or

c) Who is an out worker, that is to say, person to whom any article or materials are given out by or on behalf of the principal employers to be made up cleaned, washed, altered, ornamental finished, repaired adopted or otherwise processed for sale for the purpose of the trade or business of the principal employers and the process is to be carried out either in the home of the out worker or in some other premises, not being premises under the control and management of the principal employer.

No person below the age of 18 years shall be employed to act as a workman.

ii) **Fair wages** means wages whether for time or piece work fixed and notified under the provisions of the Minimum Wages Act from time to time.

iii) **Contractors** shall include every person who undertakes to produce a given result other than a mere supply of goods or articles of manufacture through contract labour or who supplies contract labour for any work and includes a subcontractor.

iv) **Wages** shall have the same meaning as defined in the Payment of Wages Act.

i) Normally working hours of an adult employee should not exceed 9 hours a day. The working day shall be so arranged that inclusive of interval for rest, if any, it shall not spread over more than 12 hours on any day.

ii) When an adult worker is made to work for more than 9 hours on any day or for more than 48 hours in any week, he shall be paid over time for the extra hours put in by him at double the ordinary rate of wages.

iii) a) Every worker shall be given a weekly holiday normally on a Sunday, in accordance with the provisions of the Minimum Wages (Central) Rules 1960 as amended from time to time irrespective of whether such worker is governed by the Minimum Wages Act or not.

b) Where a contractor is permitted by the Engineer-in-Charge to allow a worker to work on a normal weekly holiday, he shall grant a substituted holiday to him for the whole day on one of the five days immediately before or after the normal weekly holiday and pay wages to such worker for the work performed on the normal weekly holiday at overtime rate.

3. DISPLAY OF NOTICE REGARDING WAGES ETC.

The contractor shall before he commences his work on contract, display and correctly maintain and continue to display and correctly maintain in a clear and legible condition in conspicuous places on the work, notices in English and in the local Indian languages spoken by the majority of the workers giving the minimum rates of wages fixed under Minimum Wages Act, the actual wages being paid, the hours of work for which such wage are earned, wages periods, dates of payments of wages and other relevant information as per Appendix 'III'.

4. PAYMENT OF WAGES

The contractor shall fix wage periods in respect of which wages shall be payable.

No wage period shall exceed one month.

The wages of every person employed as contract labour in an establishment or by a contractor where less than one thousand such persons are employed shall be paid before the expiry of seventh day and in other cases before the expiry of tenth day after the last day of the wage period in respect of which the wages are payable.

Where the employment of any worker is terminated by or on behalf of the contractor the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated.

All payment of wages shall be made on a working day at the work premises and during the working time and on a date notified in advance and in case the work is completed before the expiry of the wage period, final payment shall be made within 48 hours of the last working day.

Wages due to every worker shall be paid to him direct or to other person authorised by him in this behalf. All wages shall be paid in current coin or currency or in both. Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act 1956.

A notice showing the wages period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the contractor to the Engineer-in-Charge under acknowledgment. It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the Junior Engineer or any other authorised representative of the Engineer-in-Charge who will be required to be present at the place and time of disbursement of wages by the contractor to workmen.

The contractor shall obtain from the Junior Engineer or any other authorised representative of the Engineer-in-Charge as the case may be, a certificate under his signature at the end of the entries in the "Register of Wages" or the "Wage-cum Muster Roll" as the case may be in the following form:

"Certified that the amount shown in column No has been paid to the workman concerned in my presence on at....."

5. FINES AND DEDUCTIONS WHICH MAY BE MADE FROM WAGES

(i) The wages of a worker shall be paid to him without any deduction of any kind except the following:

a) Fines

b) Deductions for absence from duty i.e. from the place or the places where by the terms of his employment he is required to work. The amount of deduction shall be in proportion to the period for which he was absent.

c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money or any other deduction which he is required to account, where such damage or loss is directly attributable to his neglect or default.

d) Deduction for recovery of advances or for adjustment of overpayment of wages, advances granted shall be entered in a register.

e) Any other deduction which the Central Government may from time to time allow.

ii) No fines should be impose on any worker save in respect of such acts and omissions on his part as have been approved of by the Chief Labour Commissioner.

Note: - An approved list of Acts and omissions for which fines can be imposed is enclosed. Appendix 'X'

v) No fine imposed on any worker shall be recovered from him by installment, or after the expiry of sixty days from the date on which it was imposed.

vi) Every fine shall be deemed to have been imposed on the day of the act or omission in respect of which it was imposed.

6. LABOUR RECORDS

The contractor shall maintain a Register of persons employed on work on contract in Form XIII of the CL (R &A) Central Rules 1971 (Appendix IV)

The contractor shall maintain a **Muster Roll** register in respect of all workmen employed by him on the work under Contract in Form XVI of the CL (R&A) Rules 1971 (Appendix V).

The contractor shall maintain a **Wage Register** in respect of all workmen employed by him on the work under contract in Form XVII of the CL (R&A) Rules 1971 (Appendix VI)

(iv) Register of accident : The contractor shall maintain a register of accidents in such form may be convenient at the work place but the same shall include the following particulars :

Full particulars of the labourers who met with accident

Rate of wages

Sex

Age

Nature of accident and cause of accident

Time and date of accident

Date and time when admitted in Hospital

Date of discharge from the Hospital

Period of treatment and result of treatment.

Percentage of loss of earning capacity and disability as assessed by Medical officer.

Claim required to be paid under Workmen's Compensation Act.

Date of payment of compensation

Amount paid with details of the person to whom the same was paid.

Authority by whom the compensation was assessed.

Remarks

v) The contractor shall maintain a **Register of Fines** in the Form XII of the CL (R &A) Rules 1971 (Appendix-XI)

The contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omissions for which fines can be imposed (Appendix-X)

vi) The contractor shall maintain a **Register of deductions for damage or loss** in Form XX of the CL (R&A) Rules 1971 (Appendix-XII)

vii) The contractor shall maintain a **Register of Advances** in Form XXIII of the CL (R&A) Rules 1971 (Appendix-XIII)

7. ATTENDANCE CARD-CUM-WAGE SLIP

The contractor shall issue an **Attendance card – cum – wage slip** to each workman employed by him in the specimen form at (Appendix-VII)

The card shall be valid for each wage period.

The contractor shall mark the attendance of each workman on the card twice each day, once at the commencement of the day and again after the rest interval, before he actually starts work.

The card shall remain in possession of the worker during the wage period under reference.

The contractor shall complete the wage slip portion of the reverse of the card at least a day prior to the disbursement of wages in respect of the wage period under reference.

The contractor shall obtain the signature or thumb impression of the worker on the wage slip at the time of disbursement of wages and retain the card with himself.

8. SERVICE CERTIFICATE

On termination of employment for any reason whatsoever the contractor shall issue to the workman whose services have been terminated, a Service certificate in Form XV of the CL (R&A) Central Rules 1971 (Appendix-IX)

9. PRESERVATION OF LABOUR RECORDS

All records required to be maintained under Regulations Nos. 6&7 shall be preserved in original for a period of three years from the date of last entries made in them and shall be made available for inspection by the Engineer-in-Charge or Labour Officer or any other officers authorised by the Institute in this behalf,

10. POWER OF LABOUR OFFICER TO MAKE INVESTIGATIONS OR ENQUIRY

The labour officer or any person authorised by Institute on their behalf shall have power to make enquiries with a view to ascertaining and enforcing due and proper observance of Fair Wage clauses and the Provisions of these Regulations. He shall investigate into any complaint regarding the default made by the contractor or subcontractor in regard to such provision.

11. REPORT OF LABOUR OFFICER

The labour officer or other persons authorised as aforesaid shall submit a report of result of his investigation or enquiry to the Engineer-in-charge concerned indicating the extent, if any, to which the default has been committed with a note that necessary deductions from the contractor's bill be made and the wages and other dues be paid to the labourers concerned, In case an appeal is made by the contractor under Clause 13 of these regulations, actual payment to labourers will be made by the Engineer-in-charge after a decision has been given on such appeal

i) The Engineer-in-charge shall arrange payments to the labour concerned within 45 days from the receipt of the report.

12. APPEAL AGAINST THE DECISION OF LABOUR OFFICER

Any person aggrieved by the decision and recommendations of the labour officer or other person so authorised may appeal against such decision to the Executive Engineer (Civil) within 30 days from the date of decision, forwarding simultaneously a copy of his appeal to the Dean (P&D) but subject to such appeal, the decision of the officer shall be final and binding upon the contractor.

13. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER

i) A workman shall be entitled to be represented in any investigation or enquiry under these regulations by :-

a) An officer of a registered trade union of which he is a member.

b) An officer of a federation of trade unions to which the trade union referred to in clause (a) is affiliated.

c) Where the employer is not a member of any registered trade union, by an officer of a registered trade union, connected with the industry in which the worker is employed or by any other workman employed in the industry in which the worker is employed.

ii) An employer shall be entitled to be represented in any investigation or enquiry under these regulations by :-

An officer of an association of employers of which he is a member

An officer of a federation of associations of employers to which association referred to in clause (a) is affiliated.

Where the employers is not a member of any association of employers, by an officer of association of employer connected with the industry in which the employer is engaged or by any other employer, engaged in the industry in which the employer in engaged.

(iii) No party shall be entitled to be represented by a legal practitioner in any investigation or enquiry under these regulations.

14. INSPECTION OF BOOKS AND SLIPS

The contractor shall allow inspection of all the prescribed labour records to any of his workers or to his agent at a convenient time and place after due notice is received or to the Labour Officer or any other person, authorised by the Central Government on his behalf.

15. SUBMISSIONS OF RETURNS

The contractor shall submit periodical returns as may be specified from time to time.

16. AMENDMENTS

The Central Government may from time to time add to or amend the regulations and on any question as to the application/Interpretation or effect of those regulations the decision of the Executive Engineer (Civil) concerned shall be final.

Appendix 'III'

LABOUR BOARD

Name of work

Name of Contractor

Address of Contractor

Name and address of. Division

Name of. Labour Officer

Address of Labour Officer

Name of Labour Enforcement Officer

Address of Labour Enforcement officer

Sl. No.	Category	Minimum wage fixed	Actual wage paid	Number present	Remarks

Weekly holiday

Wage period

Date of payment of wages

Working hours

Rest interval

Appendix 'IV'

Register of Workmen Employed by Contractor

Name and address of contractor

Name and address of establishment under which contract is carried on

Nature and location of work

Name and address of Principal Employer

Sl. No.	Name and surname of workman	Age and Sex	Father's/ Husband's name	Nature of employment/ designation	Permanent home address of the workman (Village and Tehsil, Taluk and Districts)	Local address	Date of commencement of employment	Signature or thumb impression of the workman	Date of termination of employment	Reasons for terminations	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Form-XVI (See Rule 78(2)(a))

Muster Roll

Name and address of contractor

Name and address of establishment under which contract is carried on

Nature and location of work

Name and address of Principal EmployerFor the Month of fortnight.....

Sl. No.	Name of Workman	Sex	Father's / Husband's name	Dates					Remarks
1	2	3	4	5					6
				1	2	3	4	5	

Form-XVII (See Rule 78(2) (a))

Register of wages

Name and address of contractor

Name and address of establishment under which contract is carried on

Name and location of work

Name and address of Principal Employerwages period: Monthly / Fortnightly

SI.No	Name of Workman	Serial No. in the register of workman	Designation nature of work done	No. of days worked	Units of work done	Daily rate of wages/piece rate	Basic wages	Dearness allowances	Overtime	Other cash payments (indicate nature)	Total	Deductions if any, (indicate nature)	Nett amount paid	Signature or thumb impression of the workman	Initial of contractor or his representative
1	2	3	4	5	6	7	8	9	10	11		13	14	15	16

Wage Card No.

Appendix 'VII'

Wage Card

Name and address of contractor

Date of Issue

Name and location of work

Designation

Name of workman

Month / Fortnight

Rate of Wages

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Morning

Rate

Evening

Amount

Initial

Received from

a sum of Rs.

on account of my wages

The Wage card is valid for one month from the date of issue

Signature.

Employment card

Name and address of the contractor:

Name and address of the establishment under which contract is carried on:

Name of work and location of work:

Name and address of the principal employer:

Name of the workman:

Sl.no in the register of workman employed:

Nature of employment / designation:

Wage rate (with particulars of unit incase of piece work):

Wage period:

Tenure of employment:

Remarks:

Form-XV (See Rule 77)

Service Certificate

Name and address of contractor

Nature and location of work

Name and address of workman

Age or date of birth

Identification marks

Father's/ Husband's name

Name and address of establishment in under which contract is carried on

Name and address of Principal Employer

Sl. No.	Total period for which employed		Nature of work done	Rate of wages (with particulars of unit in case of piece work)	Remarks
	From	To			
1	2	3	4	5	6

Signature

LIST OF ACTS AND OMISSIONS FOR WHICH FINES CAN BE IMPOSED

Willful in-subordination or disobedience, whether alone or in combination with other.

Theft, fraud or dishonesty in connection with the contractors beside a business or property of Institute.

Taking or giving bribes or any legal gratifications.

Habitual late attendance.

Drunkenness lighting, riotous or disorderly or indifferent behavior.

Habitual negligence.

Smoking near or around the area where combustible or other materials are locked.

Habitual indiscipline.

Causing damage to work in the progress or to property of the Institute or of the contractor.

Sleeping on duty.

Malingering or slowing down work.

Giving of false information regarding name, age, father's name etc.

Habitual lose of wage cards supplied by the employer.

Unauthorized use of employer's property of manufacturing or making of unauthorized particles at the work place.

Bad workmanship in construction and maintenance by skilled workers, which is not approved by the Institute and for which the contractors are, compelled to take rectifications.

Making false complaints and / or misleading statements.

Engaging in trade within the premises of the establishments.

Any unauthorized divulgence of business affairs of the employees.

Collection or canvassing for the collection of any money within the premises of an establishment unless authorized by the employer.

Holding meeting inside the premises without previous sanction of the employers.

Threatening or intimidating any workman or employer during the working hours with in the premises.

Form XII (See rule 78 (2) (d))

Register of Fines

Name and address of contractor

Name and address of establishment in under which contract is carried on
Nature and location of work
 Name and address of Principal Employer

Sl.No.	Name of Workman	Father's/Husband's name	Designation/nature of employment	Act/Omission of which fine imposed	Date of Offence	Whether workman showed cause against fine	name of person in whose presence employee's wage period and wages payable	Amount of fine imposed	Date on which fine realised	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12

Form XX (See rule 78 (2) (d))

Register of Deduction for Damage or Loss

Name and address of contractor

Name and address of establishment in under which contract is carried on
Nature and location of work

.....Name and address of

Principal Employer

Sl.No.	Name of Workman	Father's/Husband's name	Designation/nature of employment	Particulars of damage or loss	Date of damage or loss	Whether workman	name of person in whose	Amount of deduction	No. of installments	Date of recovery		Remarks
										1 ST installment	Last installment	
1	2	3	4	5	6	7	8	9	10	11	12	13

Form XXII (See rule 78 (2) (d))

Register of Advances

Name _____ and _____ address _____ of _____ contractor
 Name and address of
 establishment in under which contract is carried onNature and
 location of workName
 and address of Principal Employer

Sl.No.	Name of Workman	Father's/Husband's name	Designation/nature of employment	wage period and wages payable	Date and amount of Advance given	Purpose(s) for which Advance made	Number of installments by which advance to be repaid	Date and amount of each installment repaid	Date on which last installment was repaid	Remarks
1	2	3	4	5	6	7	8	9	10	11

Form XXIII (See rule 78 (2) (e))

Register of Overtime

Name _____ and _____ address _____ of _____ contractor
Name and address of
 establishment in under which contract is carried onNature and
 location of workName
 and address of Principal Employer

Sl.No.	Name of Workman	Father's/Husband's name	Sex	Designation/nature of employment	Date on which Overtime worked	Total overtime worked or production in case	Normal rate of wages	Overtime rate of wages	Overtime earnings	Rate on which overtime wages paid	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

16.0 LIST OF APPROVED MAKE / BRAND

16.1 NITT reserves the right to select any of the make/brand accepted in the technical bid/BIS brand and only those makes/brands will be allowed to be used in the work. Nothing extra is payable even if there is cost difference between one make/brand and another.

NOTE:

List of approved material / make / brand shall be as finalized in the technical bid.

BILL OF QUANTITIES						
House Keeping-Institutional and Quarters zone						
SI No	Description	A/U	Qty	Rate Per Month (Rs)	Amount Per Annum (Rs)	Amount in words (Rs)
1	<p>Agency to quote composite lump sum rate for item 1 and individual rates for additional items operable as per requirement (Item 2 to 7) as against the Cost of wages for Manpower as per MWA 2017 or any other statutory Notifications on Basic, VDA, ESI, PF, Bonus, taxes etc., Consumables, Machineries/ Equipments/ Tools including fuel ,maintenance and escalation charges if any during the occurrence of the contract period, Contractors Service charges including all other incidental charges etc., complete excluding only GST (Reimbursable) to carry out following works in the entire Academic and Quarters Zones as per the directions of the Engineer-in-charge/Respective zone's sanitary Inspector :</p> <p>(a) Keeping Cleanliness of entire Institute and Quarters zone as marked in the enclosed layout free from Garbage, Loose materials, Cow dung, Plastics, Stone boulders, Broken glasses, Constructional wastes, leaning of Residential areas outside fencing in Quarters zone, Cleaning inside fencing in the vacant quarters of quarters zone, Open areas , Roads and play grounds etc.,</p> <p>(b) Cleaning of all Water closets, Wash basins and Urinals other than occupied quarters using appropriate chemical/acid/etc., including scrubbing floor area of toilet & bath room.</p> <p>(c) Sweeping and manual mopping of floor areas of all buildings in the Institute zone and KV School, Kalyana mandapam of Quarters zone.</p> <p>(d) Sweeping/Mopping of entire floor area of Lecture Hall Complex,Science Block,Central Library,Main office,Dean chambers , Hospital and IT centres Using Scrubbers</p> <p>(e) Cleaning of verandahs and common areas of all the buildings</p>	Lump Sum	Agency to evaluate on physical site survey			

<p>(f) Regular monitoring of sewer lines and attending blockage complaints on day to day basis including holidays by deploying experienced persons in the work and cleaning of manholes as per periodicity.</p> <p>(g) Up keeping of all roads and periodical maintenance of berms, pavements, approach roads, pathways including levelling of earth.</p> <p>(h) Desilting of all drains and regulating the unlined drains by manual/mechanical excavation.</p> <p>(i) De-weeding of open areas, including removal of grass,vegetation and weeds etc., by means of Grass cutting machine only.</p> <p>(j) Removal of cobweb in all buildings incl.toilet&bath room areas other than occupied quarters</p> <p>(k) Removal of carcasses including shifting and proper burial (l)Cleaning inside of vacant residential quarters</p> <p>(m)Conveyance of garbage,constructional/horticultural wastes collected from both zones on segregation of bio- degradable and non-bio degradable and proper disposal away from NITT campus</p> <p>(n)Supply of plastic bins of 45 cm height to all residential quarters (613 number of quarters) at 2 Nos/year and to handover the vacant quarters plastic bins to EMD/store.</p> <p>(o) Collection of household wastes at the door step of all residential quarters on daily basis including holidays and disposal by transporting through tricycles/push carts on segregation into bio de-gradable &non-bio de gradable.</p> <p>(p) Dust removal of furnitures at Lecture Hall Complex, Science block,Central Library, Hospital, IT centre and Examination Halls</p> <p>(q) Removal and disposal of vegetations upto the roots on the terrace or any where from all buildings and removing unwanted things from the terrace of all buildings.</p> <p>(r) Surrounding cleaning of Guest house of the Institute</p>					
<p>Amount quoted against item 1 above will be constant throughout the period of contract</p>					

ADDITIONAL ITEMS (Operable only as per requirement)						
SI No	Description	A/U	Qty	Rate Per Month (Rs)	Amount Per Annum (Rs)	Amount in words (Rs)
	These items can be executed on requirement basis and rate for additional items includes all labour, material, chemicals, vehicles, machineries, hire charges if any and incentives etc., complete.					
2	Charges including manpower, machineries and chemicals etc.,complete for institute and quarters zones : (i) For spraying Insecticide chemicals (Bayer or equivalent products on approval of the engineer-in-charge) to control mosquito/cockroach inside & outside the buildings, Open areas, Manhole chambers, Gully traps including all water stagnation points and (ii) For fogging operation in the entire area of both zones	Turn	24			
3	Dewatering of accumulated effluent completely from the septic tank in Quarters zone (Thuvakudi Annex) and disposal through suitable trucks of capacity at 6000 ltrs/trip including re-fixing of septic tank cover slabs.	Trips	36			
4	Diluting and injecting chemical emulsion for post constructional Anti termite treatment including manpower , chemicals , equipments etc., using chemical @1 ltr per hole 300 mm apart on drilling 12 mm dia holes to required height and plugging with cement mortar 1:2(One cement: Two coarse sand) with chlorophyles/Lindane Ec20% with 1% concentration or equivalent chemical.	Sqm	3100			
5	Removal of Honey-bee hives/Kadhandu/Such insects of any size/magnitude at any height with sufficient pre cautions engaging special agencies.	Nos	24			
6	Excavation of Earth to regulate unlined drains(If needed newly)	Cum	2100			
7	Part-time workers to attend functions arranged by Students, Faculties Departments & Shifting of articles and furnitures.	Nos	240			
(Total cost of the bid in Rupees _____) excluding GST.						

Certified that the financial bid as published on the web site contains 95 pages.

Signature of the Contractor

Office of the Executive Engineer (Civil),
Estate Maintenance Department,
NIT Trichy – 620 015.