



**NATIONAL INSTITUTE OF TECHNOLOGY: TRICHIRAPPALLI**

**NOTICE INVITING TENDER**

**TECHNICAL-BID-COVER -I**

**TENDER /NITT/EMD No. : 2/2012-2013**

National of work	:	House Keeping Services in the Institute Zone at NITT campus- for the year 2012-2013
Earnest Money Deposit	:	Rs. 40,920/-
Period	:	12 Months
Cost of Tender Schedule	:	Rs.520 /-
Last date and Time of Received Of Tender documents	:	Date : 15.02.2012@ 3.00pm
Date and Time of Opening Of Tender i/c Technical bid cover-1	}	Date: 15.02.2012@ 4.00pm
Date and Time of Opening (Financial bid-Cover –II)	}	Will be intimated later to the Qualified contractors.

The tender document consists of (1 to 22 pages only)

DIRECTOR

Certified that the tender document down loaded is replica of the document  
Published by the NIT and no alteration addition have been made by me/us in the tender  
document.

Contractor



# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI

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# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 620015

NOTICE INVITING  
TENDER No. : 1/2010-2011

National Institute of Technology, Tiruchirappalli Invites sealed tenders, in two cover system (Technical Bid and Financial bid ) up to 4.00 PM for the following work:-

Name of work	EMD	Period of Completion
House Keeping service in the Institute Zone for the year 20112-2013 NITT campus.	40,920/-	12 Months

**1. Eligible criteria :-**

Contractors who full fill the following criteria are eligible to submit tender. Experience in having successfully completed works as follows during the last 5 years ending 1-12-202011.

a. Three similar works (at least one of them should be for central/state Government / central /state Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs.8.50 Lakhs.

OR

b. Two similar completed works each costing not less than Rs.12.75 Lakhs.

OR

c. One similar completed work costing not less than Rs.17.00 Lakhs.

Similar works” under this clause means housing keeping work to educational buildings, institutional buildings, public buildings, hotels and factories.

- Cost of work” for this clause shall mean final cost as mentioned in the final bill carried our 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.

- The date of completion of the work should be indicated in the completion certificate.

2. Should not have incurred any loss in more than two years during the last five years ending 31-3-202011

3. Should have a solvency of Rs.8.50 Lakhs certified by the bankers of the applicant.

4. Contractor has to registered under GOI labour enforcement Act

**Instruction for Submission of the tender:-**

- Desirous contractors may download prescribed applications from the web site of NITT [www.nittedu.com/tender](http://www.nittedu.com/tender)
- The tenders should be accompanied by two crossed Demand Draft-one for an amount of Rs. 40,920/--towards earnest money deposit (EMD)- and another for Rs.520/- towards the cost of tender documents – both drawn in favour of Director NITT, Trichirappalli and payable at Trichy. Tender documents received with out EMD and cost of Document shall be summarily rejected ,
- The Tender should be submitted in two envelopes as detailed below:-

Envelope :- 1- marked as –Technical Bid. For house keeping services this shall contain the Following:-

- a) Two drafts one for EMD and another for cost of tender documents

Contractors who full fill the following criteria are eligible to submit the and Technical Bid and financial bid:-

- b. The various details regarding experience, financial standing etc as detailed in the enclosed documents.

2. Envelope -2 – marked as FINANCIAL BID HOUSE KEEPING SERVICES

This shall contain the tender( Financial bid )for the work. The tender documents and various conditions, specifications, Bill of quantities etc for the work is enclosed. The bill of quantities shall be filled with rate and amount and total amount.

3. Both envelopes shall be placed in a envelope and name of work, date of opening etc shall be written on the cover.

Other details and the method of evaluating the capacity or the prospective contractors are detailed in the enclosed documents.

- Director / NITT / Trichy reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
- Completed qualification documents and Tenders received in time will be opened after @4.000 P.M. on in the presence of Tenderers or their authorized representatives.



**NATIONAL INSTITUTE OF TECHNOLOGY: TRICHIRAPPALLI**  
**TECHNICAL BID**

DOCUMENTS TO QUALIFY THE TENDERER  
(TO BE SUBMITTED IN A SEALED ENVELOPE  
MARKED AS “ENVELOPE - TECHNICAL BID”)

HOUSE KEEPING SERVICES

**TENDER/NITT/EMD- No- 2 / 2012**



## NATIONAL INSTITUTE OF TECHNOLOGY: TRICHIRAPPALLI

### SECTION-I

1. Salient details work :-.

Name of work	EMD	Stipulated Period of Completion
House keeping services in the Institute Zone at NITT campus - for the year 2012-2013	40,920	12 Months

2. The work has to be carried out in the NITT campus, Trichy-15.  
3. General features of the work are as under:

House keeping service to various buildings of Academic Zone which involves sweeping, cleaning toilets etc. The various area detailed in the tender documents (Financial bid) ( P -12).

- (i) Adequate safety measures should be evolved and implemented
  - (ii) The measurements and bill should be prepared by contractor and submitted to the department by the contractor as per the detailed procedure given in the Tender documents (Financial bid)
  - (iii) All the materials, equipments, machinery etc required for the work have to be arranged by the contractor.
4. The tenderer should furnish the complete details called for. Inadequate and incomplete details not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.



**NATIONAL INSTITUTE OF TECHNOLOGY:TRICHIRAPPALLI**  
**SECTION – II**

**INFORMATION AND INSTRUCTION TO APPLICANTS**

**1. General**

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

The following documents should be enclosed

- (i) Letter of transmittal in the enclosed format.
- (ii) Solvency certificate.
- (iii) Financial information in the form-“A” - enclosed
- (iv) Details of similar works carried out in the past in form – “B” - enclosed
- (v) Details of works in progress in form – “C” - enclosed
- (vi) Performance report of work referred in form “B” and form C in Form –D - enclosed.
- (vii) Details regarding the structure of the organization in form – “E” -enclosed
- (viii) Details of personal establishment in form – “E1” enclosed
- (ix) Details of ISO certification (if any) details in form –“G” enclosed (an optional documents)

1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘ Nil ’ or ‘ No such case ’. If any particulars / query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that not giving complete information called for in the application or 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. Application made by fax and those received late after the prescribed date and time will not be entertained

**1.3 . The applicant should sign in each page of the application.**

1.4 Overwriting should be avoided. Correction, if any, shall be made by neat out, initialing, dating and rewriting.

1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer / Project Manager or equivalent.



- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous / additional information beyond the requirement of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the institute.
- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

## **2. Definitions :**

- 2.1 In these documents the following words and expressions have their meaning here by assigned to them.
- 2.2 Applicant means individuals, proprietary firms, firm in partnership, limited company – private and public, corporation.

## **3. Method Of Application**

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

## **4. Final Decision Making Authority**

The Director / NIT/Trichy -15 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.

## **5. Particulars – Provisional**

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

## **6. Site Visit**

The applicant is advised to visit the various buildings where the work are to be carried at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.

#### **7.0 Criteria For Qualifying An Applicant To Take Part In The Tendering Process**

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

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

The applicant shall be evaluated initially considering the following criteria. Contractors who full fill the following criteria are eligible to submitted the qualification application and tender.

Experience in having successfully completed works as follows during the last 5years ending 31-12-2012.

- a. Three similar works (at least one of them should be for Central/ State Government / Central / State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs.6.00 Lakhs.
  - b. Two similar completed works each costing not less than Rs.7.50 Lakhs.
  - c. One similar completed work costing not less than Rs.12.00 Lakhs.
- Similar works” under this clause means housing keeping work to educational buildings, institutional buildings, public buildings, hotels and factories. In case of works carried our for private bodies in addition to work orders the TDS certificate issued should be enclosed. The TDS certificate shall be taken into account for deciding the cost of work. In case of works carried our for Government departments and organizations, necessary completion certificate signed by an officer not below the rank of Executive Engineer or equivalent should be enclosed
  - Cost of work” for this clause shall mean final cost as mentioned in the final bill carried our 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.

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

7.2.3 The applicant should have a solvency of Rs.8.50 lakhs has to be certified by the bankers of the applicant.

##### **7.2.4 Bidding Capacity :**

The bidding capacity of the contractor should be equal to or more than the one of the work. The bidding capacity shall be worked out by the following formula.

$$\text{Bidding capacity} = A \times N \times 2 - B$$

Where,

- A = Maximum value of works carried out in any one year during the last five years taking into account the complete as well as works in progress.
- N = Number of years prescribed for completion of work for which qualification application has been invited.
- B = Value of existing commitments and on going works to be completed during the period of completion of work for which pre-qualification has been invited.

The applicant shall workout the bidding capacity and supply the supporting data duly tabulated for evaluating the bidding capacity.

7.2.5 The applicant should own equipment as per list enclosed for proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc and submit the list of firm from whom he proposes to hire.

7.2.6 The applicant should have sufficient number of employees for the proper execution of the contract. The applicant should submit a list of his employees stating clearly how they would be involved in this work.

7.2.7 The applicant's performance in respect of completed works and on going works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

### **7.3 Stage – II – Evaluation By Scoring**

7.3.1 The applicants who qualify the initial criteria mentioned in para 7 to 7.2.7. Above shall be further evaluated for the following criteria by scoring method based on the details submitted by them:-

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

- |   |                  |
|---|------------------|
| (a) Financial strength (Form "A")   | Maximum 25 Marks |
| (b) Experience in similar nature of work During last five years. (Form "B") | Maximum 35Marks  |
| (c) Performance on works (Form "D")   | Maximum 15 Marks |

(d) Personnel and Establishment (Form “E” and “E-1”)	Maximum 10 Marks	
(e) Equipment	Maximum 10 Marks	
(F) Satisfying statutory requirement in Respect of previous contracts	Maximum 5 Marks	
(Form “F”) Marks	Total	100

(f) Satisfying statutory requirements in respect of previous contracts to Mark

Note :

To qualify, the applicant must secure at least 50 % (Fifty percent) marks mentioned in each one of the above criteria and 70 % (Seventy Percent) marks in aggregate.

The National Institute of Technology reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

7.3.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has :

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

## **8.0 Financial Information**

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

## **9.0 Experience In Similar Works**

9.1 The applicant should furnish the following :-

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

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

## **10.0 Organizational Information**

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

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

### **11.0 Equipment**

Applicant should furnish the list of equipment likely to be used for carrying out the work .

### **12.0 Letter Of Transmittal**

The applicant should submit the letter of transmittal attached with the documents

### **13.0 Tender Submission And Decision**

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

**QUALIFICATION INFORMATION  
LETTER OF TRANSMITTAL**

To

The Director,  
NIT  
Tiruchirappalli – 15.

Sub : House Keeping Services in the Institute Zone at NITT  
campus- for the year 2012-2013

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the tender (financial bid) for the work duly filed.

1. I / we hereby 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 Director ,NIT, Trichy or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director , NIT ,Trichy or his representative 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.

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

Seal of the Applicant

Date of submission

Signature(s) of the applicants

**Form "A"**

**FINANCIAL INFORMATION**

**I. Financial Analysis**

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

Sl.No.	Details	Year Ending 31 <sup>st</sup> March of				
		2007	2008	2009	2010	2011
1.	Gross annual turnover in construction work					
2.	Profit (+) / Less (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details

IV. Solvency certificate from Bankers of Applicant

Signature of Applicant (s)

Signature of Chartered Accountant with seal

**Form – “ B”**

**Additional Information for Completed Works:-**

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

Signature of Applicant(s)



**Form – “ C”**

**Additional Information for Works under progress :-**

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

Signature of Applicant(s)

**Form- “D”**

Performance Report for works referred to in form ‘B’ & ‘C’

1. Name of the work / Project & Location :
2. Scope of work :
3. Agreement No. :
4. Tendered Cost :
5. Value of work done :
6. Date of Start :
7. Date of Completion :
- a) Stipulated date of completion:
- b) Actual date of completion :
8. Amount of compensation levied for delayed Completion if any :
9. Performance report based on : Very Good / Good / Fair  
quality of work, time  
Management and resourcefulness

Date : Executive Engineer  
Project Manager,  
Or Equivalent

**Form- 'E'**

**Structure And Organization**

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
  - a) An Individual
  - b) A Proprietary Firm
  - c) A Firm in Partnership
  - d) A limited Company or corporation :
4. Particulars of registration with various Government bodies (Attach attested 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 construction for a period of more than six months continuously after the construction was commenced ? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time ? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
10. In which field of Civil Engineering Construction, specialization and interest is Any other information considered necessary but not included above

Signature Of Applicant (S)



NATIONAL INSTITUTE OF TECHNOLOGY: TRICHIRAPPALLI  
TENDER -NNITT/EMD/ No. :2 /2012-2013

Certified that the tender document down loaded is exact replica of the document published by the NITT and no alteration and addition have been made by me / us in the tender document.

Contractor

**FORM E- 1**

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

<b>Sl.no</b>	<b>Designation</b>	<b>Total number</b>	<b>Names</b>	<b>Qualification / professional Experience</b>	<b>Length of continuous service with employer</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>6</b>	<b>7</b>

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

**Signature of Applicant(s)**

**DETAILS OF PAST CONTRACTS WITH OTHER ENTERTIES**

<b>SL NO</b>	<b>Name of Work / project &amp; location</b>	<b>Owner of sponsoring organization</b>	<b>Agreement No</b>	<b>Cost Of Work</b>	<b>Date of . Commencement As per contract</b>	<b>Stipulated Completion</b>	<b>Up to date percentage Progress of work</b>	<b>Slow Progress Any and Reason There of</b>	<b>Name and address /Tel No of officer to whom reference may be made</b>	<b>Remarks ( indicate whether any show cause notice issued or Arbitration initiated during the progress of work</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>

**Signature of Applicant(s)**