

# NATIONAL INSTITUTE OF TECHNOLOGY

## TIRUCHIRAPPALLI – 15

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

Phone : 0431 – 250 3831



# TENDER DOCUMENT

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

Dated :17.11.2010

Name of the work : **House Keeping Services in the Institute Zone of NIT, Tiruchirappalli for the year 2011**

EMD Amount : **Rs. 40,920/- (Rupees Forty thousand Nine Hundred and Twenty only)**

Last Date of submission of Tender : **08.12.2010 upto 3.00 p.m.**

Address for submission of Tender : **The Director  
N.I.T., Tiruchirappalli - 620 015**

Date of opening of bid : **08.12.2010 at 4.00 p.m.**



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI –**

**INSTITUTE ZONE**

**NOTICE INVITING TENDER**

**TECHNICAL BID (COVER –I)**

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

Name of work	:	House Keeping Services in the Institute Zone of NIT, Tiruchirappalli for the year 2011.
Earnest Money Deposit	:	Rs. 40,920/-
Period	:	12 Months
Cost of Tender Schedule	:	Rs.500 /-
VAT@4%	:	Rs. 20 /- ----- Rs. 520/-
Last date and Time of Receipt of Tender documents	:	Date: 08.12.2010 @ 03:00pm
Date and Time of Opening Technical bid (Cover I)	}	Date: 08.12.2010 @ 4:00pm
Date and Time of Opening Financial bid (Cover II)	}	Will be intimated later to the qualified Contractors.

The tender document consists of 24 pages only.

DIRECTOR



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

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Certified that the tender document downloaded is replica of the document published by NIT, Tiruchirappalli and no alteration/addition have been made by me/us in the tender document. The tender document consists of 24 Pages.

Contractor



# NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – INSTITUTE ZONE

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

National Institute of Technology, Tiruchirappalli invites sealed tenders, in **Two cover system (Technical Bid and Financial bid) up to 3.00 PM on 08.12.2010** for the following work:

Name of work	EMD	Period
House Keeping Services in the Institute Zone of NIT, Tiruchirappalli for the year 2011	Rs. 40,920/-	12 Months

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

### 1. Eligible criteria :-

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

Experience in having successfully completed works as follows during the last 5 years ending 31-03-2010.

- 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. 12 Lakhs.

OR

- b. Two similar completed works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 15 Lakhs.

OR

- c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 24 Lakhs.

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

“Cost of work” for this clause shall mean final cost as mentioned in the final bill carried out under single contract including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work.

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

2. Should have an average annual financial turnover of Rs. 9 lakhs during the last three years ending 31.03.2010.

3. Should not have incurred any loss in more than two years during the last five years ending 31-3-2010.
4. Should have a solvency of Rs. 12 Lakhs from Applicant's bank.
5. Contractor has to produce ESI, EPF Code No. and PAN No.
6. Contractor has to produce live Agency/Company Registration.
7. Contractor has to Produce Labour licence (renewal/current).
8. Contractor has to be registered under GOI Labour Enforcement Act.
9. The tenders should be accompanied by two crossed Demand Drafts, both drawn in favour of The Director NIT, TIRUCHIRAPPALLI and payable at Trichy.
  - a. One Draft for Rs. 520/- (Rupees Five hundred and twenty only) towards the cost of application which is non refundable.
  - b. Another Draft for Rs. 40,920/- (Rupees Forty Thousand Nine Hundred and Twenty only) towards Earnest Money Deposit which is refundable to the unsuccessful bidders. In respect of successful bidders, the same will be adjusted against the security deposit.
10. Tender documents received without Cost of Document and EMD shall be summarily rejected.
11. Completed Qualification Documents and Tenders received in time will be opened after 4.00 P.M. on 08.12.2010 at Registrar's Chamber in the presence of Tenderers or their authorized representatives.

## 12. Submission of Tender

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

1. **Envelope 1** - marked as TENDER - **TECHNICAL BID** FOR HOUSE KEEPING SERVICES IN THE INSTITUTE ZONE OF NIT, TIRUCHIRAPPALLI FOR THE YEAR 2011.

This shall contain the Following:-

- a) Two drafts, one for EMD and another for cost of tender documents as stated in Sl. No. 9 above.
  - b) The various details regarding experience, financial status etc. as detailed in the enclosed documents.
2. **Envelope 2** - marked as TENDER - **FINANCIAL BID** FOR HOUSE KEEPING SERVICES IN THE INSTITUTE ZONE OF NIT, TIRUCHIRAPPALLI FOR THE YEAR 2011.

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

3. Both envelopes shall be placed in a third envelope and name of work, date of opening etc. shall be written on the cover.
12. Other details and the method of evaluating the capacity or the prospective contractors are detailed in the enclosed documents.
13. The Director, NIT, Tiruchirappalli reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
14. Separate Housekeeping service contractor will be selected for Hostels and Institute Zone.
15. In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the construction, validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.



**NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI**

**TECHNICAL BID**

(DOCUMENTS TO QUALIFY THE TENDERER)

(TO BE SUBMITTED IN A SEALED ENVELOPE

**MARKED AS ENVELOPE 1 - TECHNICAL BID FOR TENDER OF HOUSE  
KEEPING SERVICES IN THE INSTITUTE ZONE OF NIT, TIRUCHIRAPPALLI  
FOR THE YEAR 2011)**

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

## SECTION-I

1. Salient details of work for which the contractors have to be qualified to take part in the tendering process

<b>Name of work</b>	<b>EMD</b>	<b>Period</b>
House Keeping Services in the Institute Zone of NIT, Tiruchirappalli for the year 2011	Rs. 40920/-	12 Months

2. The work has to be carried out in the Institute Buildings of NIT, Tiruchirappalli.
3. General features of the work are as under:

House keeping service to various buildings at Institute Zone of NIT, Tiruchirappalli which involves sweeping, cleaning toilets etc. The various operations involved are detailed in the tender documents (Financial bid).

- (i) Adequate safety measures should be evolved and implemented
  - (ii) The measurements and bill should be prepared by the contractor and submitted to the Estate Maintenance office by the contractor as per the detailed procedure given in the Tender documents (Financial bid)
  - (iii) All the materials, equipment, 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 which are not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.



## SECTION – II

### INFORMATION AND INSTRUCTION TO APPLICANTS

#### 1. General

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

The following documents should be enclosed:

- (i) Letter of transmittal in the enclosed format.
  - (ii) Solvency certificate.
  - (iii) Financial information in **Form - A** (format enclosed).
  - (iv) Details of similar works carried out in the past in **Form - B** (format enclosed).
  - (v) Details of works in progress in **Form - C** (format enclosed).
  - (vi) Performance report in **Form - D** of works referred in Form - B and Form - C (format enclosed).
  - (vii) Details regarding the structure of the organization in **Form - E** (format enclosed).
  - (viii) Details of personnel establishment in **Form - E1** (format enclosed).
  - (ix) Details of equipment in **Form - F** (format enclosed).
  - (x) Details of ISO certification (if any) in **Form – G** (format enclosed).  
(An optional document)
  - (xi) Details of Consolidated statement of completed and ongoing projects in **Form – H** (format enclosed).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘Nil’ or ‘no such case’. If any particular / query is not applicable in case of the applicant, it should be stated as ‘Not applicable’. However, the applicants are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application. Application made by fax and those received late after the prescribed date and time will not be entertained.
- 1.3 **The applicant should sign in each page of the application.**
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neat out, initialing, dating and rewriting.
- 1.5 References, informations 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**

In these documents the following words and expressions have their meaning here by assigned to them.

- a) Employer means NIT, Tiruchirappalli acting through the Director, NIT, Tiruchirappalli
- b) Applicant means individual, proprietary firm, and firm in partnership, limited company (private, public and corporation).

## **3. Method of Application**

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

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

The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process / tender process at any time without assigning any reason or incurring any liability to the applicants.

## **5. Particulars – Provisional**

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

## 6. Site Visit

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

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

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

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

The applicant shall be evaluated initially considering the following criteria.

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

Experience in having successfully completed works as follows during the last 5years ending 31-3-2010.

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. 12 Lakhs.

OR

b. Two similar completed works (at least one of them should be for Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking) each costing not less than Rs. 15 Lakhs.

OR

c. One similar completed work (Central/State Government / Central/State Autonomous Bodies / Public Sector Undertaking/ in a Reputed University) costing not less than Rs. 24 Lakhs.

7.2.2 The applicant should not have incurred any loss in more than two years during the last five years ending 31-03-2010.

7.2.3 The applicant should have a solvency of Rs. 9 lakhs from a bank.

### 7.2.4 Bidding Capacity:

The bidding capacity of the contractor should be equal to or more than that 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 completed 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 ongoing 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 contract. The applicant should submit a list of his employees with their qualification stating clearly how they would be involved in this work.

7.2.7 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 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 40 Marks
(c) Performance on works (Form - D)	Maximum 15 Marks
(d) Personnel and Establishment (Form - E and E-1)	Maximum 10 Marks
(e) Equipment (Form - F)	Maximum 10 Marks
Total	100 Marks

Note: To qualify, the applicant must secure at least 50 % (fifty Percent) marks in aggregate.

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

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

## **10.0 Organizational Information**

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

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

### **11.0 Equipment**

Applicant should furnish the list of equipment likely to be used for carrying out the work (in Form F). Details of any other equipment not mentioned in Form F, but available with the applicant and likely to be used in this work may also be indicated.

### **12.0 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 will be intimated. The financial bids (Tender) of the applicants who have not been included in the list of applicant, who can take part in the tendering process, shall be returned unopened. Other tenders shall be opened on the date and time to be intimated, in the presence of the tenderers or their authorized representatives who may be present.

**QUALIFICATION INFORMATION  
LETTER OF TRANSMITTAL**

To

The Director,  
NIT  
Tiruchirappalli – 15.

Subject: House Keeping Services in the Institute Zone at NITT  
Campus for the year 2011

Sir,

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

1. I / we hereby certify that all the statements made and informations supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all informations 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 Tiruchirappalli or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

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

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

**Form - A**

**FINANCIAL INFORMATION**

I. Financial Analysis

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

Sl. No.	Details	Year Ending 31 <sup>st</sup> March of				
		2006	2007	2008	2009	2010
1.	Gross annual turnover in House Keeping work					
2.	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details.

IV. Solvency certificate from Applicant's Bank

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 personnel 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 personnel deployed on the work:
7. Value of work :

Signature of Applicant(s)

**Form - D**

Performance Report for works referred to in forms 'B' & 'C'

1. Name of the work / Project & Location :
2. Scope of work :
3. Agreement No. :
4. Tendered Cost :
5. Value of work done :
6. Date of 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 quality of work, time management and resourcefulness : Very Good / Good / Satisfactory

Date :

Executive Engineer  
Project Manager,  
or Equivalent

## Form - E

### Structure and Organization

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
  - a) An Individual
  - b) A Proprietary Firm
  - c) A Firm in Partnership
  - d) A limited Company or corporation :
4. Particulars of registration with various Government bodies (Attach attested photocopy):
  - a) Registration Number
  - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend housekeeping for a period of more than one month continuously after the work was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
10. If any other information considered necessary related to housekeeping works but not included above.

Signature of Applicant (s)

**Form E- 1**

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

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

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

**Signature of Applicant(s)**

**FORM - F**

**Equipment Details**

List of available equipment

<b>Sl. No.</b>	<b>Equipment</b>	<b>Numbers</b>
1.	High pressure jet pump	
2.	Industrial type vacuum cleaner	
3.	Any other	

Signature of Applicant (s)

**PROFORMA ON ISO CERTIFICATION  
(OPTIONAL)**

1. Year of Certification :
2. Name and Address of Certifying Agency :
3. Name of Management Representative :
4. Validity of Certificate :

Note: Attested copy of certificate (attested by a Government officer or Notary Public) to be enclosed.

Signature of Applicant

**Form – H**

**CONSOLIDATED STATEMENT OF COMPLETED AND ONGOING PROJECTS**

<b>Sl. No.</b>	<b>Name of Work / project &amp; location</b>	<b>Owner of sponsoring organizations</b>	<b>Agreement Number</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 if 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>

**Signature of Applicant(s)**