



**STUDENT ACTIVITY CENTRE  
NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA - 769008, ODISHA**

**Tender No: NITR/PW/SA/2017/L/1705**

**Date: 30.11.2017**

**TENDER FOR MAINTENANCE AND CLEANING OF SWIMMING POOL  
AND GYMNASIUM (ASF CENTRE) OF THE INSTITUTE**

Sealed tenders are invited from experienced Firms / Agencies / Self-employed individuals for cleaning and maintenance of Swimming pool and Gymnasium (ASF Centre) on daily basis at NIT Rourkela as per the following terms and conditions:

**A. JOB DESCRIPTION**

1. General sweeping, cleaning, mopping and maintenance of all floors, corridors, offices including furniture, Tools, Equipment and Water pools (Floor inside the water) of swimming pool at least twice daily with brooms, mops and non-corrosive liquid cleaner or detergent etc. Mopping and drying the floors should be done at regular intervals during working hours.
2. All surfaces must be cleaned and maintained stain free by regular cleaning and scrubbing using non-metallic soft scrubbers. (e.g. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap. Electric motor driven scrubbing machines will be used wherever feasible. All vertical surfaces, roofs and windows must be cleaned regularly. High reach areas and roofs must be cleaned properly using high access pole brushes and duster.
3. All floors, corridors, etc are to be cleaned using good quality soap/detergent and mopping. Corners or dirty places if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry. Use of any type of phenol or acidic solution is strictly prohibited on the vitrified tile tops or granite floors.
4. Sweeping, cleaning and maintenance of toilets, floors, doors, windows, cisterns, wash basins, latrines, urinals and every other items within a toilet room.
5. Cleaning of toilets continuously during the day, at least twice a day with good quality phenol, detergents, disinfectants etc. Maintaining the toilet floors dry during office hours. Cleaning of window and window sills of all toilets with proper cleaner and wiping with microfiber cloths. Other surfaces in the toilets like walls, roofs, pipes, mirrors etc. are to be cleaned & maintained dust free. Taps and flushing system of all toilets are to be checked regularly and at regular intervals during the day. Wash basins, urinals, are to be cleaned with proper cleaning liquid of approved brand. Providing phenol, detergent, naphthalene balls, air purifier, toilet paper roll, liquid soap, air fresheners, etc. on daily basis. All drains must be cleaned & unwanted materials to be removed to ensure smooth discharge of waste water.
6. Any case of damage or malfunctioning of the toilet and bathroom accessories (taps, valves, stop corks, plastic drainage pipes etc.) when spotted must be recorded in an appropriate register, provided by the Institute. The same must be duly certified by the PIC/OIC or Maintenance Engineer.
7. All the cleaning appliances and accessories must be supplied by the agency to their cleaning personnel.
8. Rooms equipped with valuable equipment / machines should be cleaned with utmost care.

9. The job to be executed as per the Instruction of the Faculty/Officer-In-charge designated by the Institute.

## **B. OPERATIVE TERMS AND CONDITIONS:**

1. **The contract is purely service provision.**
2. The Agency will maintain the agreed deployment of service personnel for **seven days** a week throughout the year. In addition to this extra days or hours may be added to the normal timing or working days as per the requirement of the Institute.
3. In addition to above, in case of emergency, cleaning should be done at call on unforeseen events like breakage, spillage and special occasions.
4. All the cleaning appliances, accessories and consumables shall be supplied by the agency to their cleaning personnel.
5. The firm may use modern cleaning gadgets or equipments for cleaning and maintenance purpose.
6. The assets and articles provided by the Institute shall be property of the Institute and agency shall be merely the custodians of such assets and articles. On termination of the contract, any such property shall be handed over to the Institute in good condition.
7. The Agency shall assure that in the event of shortage of cleaning personnel on duty, the routine cleaning and other assigned work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
8. The Agency shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases.
9. The Agency shall ensure that all cleaning personnel are imparted proper training at regular intervals.
10. Names and other personal details of the employees engaged by the agency under this contact have to be submitted and approved by the Institute.
11. All cleaning personnel are required to turn up on their duty in neat uniform and cleaning appliances/accessories, which are to be supplied by the Agency.
12. The Agency shall designate their representative stationed at the Institute, who would act as a liaison officer between the agency and the Institute as and when required.
13. Administrative Service Charge (Bid Value) claimed for providing service contract shall not be raised at any cost during the contract period for any reason, force majeure etc.

## **C. STATUTORY OBLIGATIONS:**

1. The Agency/Firm shall be directly responsible for payment of wages (including other benefits like E.P.F & E.S.I) to his manpower engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of “person displaced from job”.
2. All the cleaning personnel provided for the cleaning services shall be governed by Minimum Wages Act of GOI including EPF, ESI and all statutory recovery & remittance shall be taken care by the Contactor.

3. The contractor shall liable to pay, the monthly wages to his deployed cleaning personnel in accordance to applicable Minimum Wages Act.
4. Month wise detail statement of wages paid to the personnel including E.P.F/ E.S.I deduction, if applicable, should be enclosed along with the monthly bill by the Firm/Agency and submitted to the designated Officer of the Institute.
5. The payment to the deployed personnel must be transacted through bank only and the copy of the acknowledgement of bank transaction should be submitted along with the monthly bill.
6. The Agency should have E.P.F registration No. and a valid Labour License under Section-7 of the contract Labour (R & A) Act, 1970 and contract Labour (R & A Central Govt. Rules, 1971).
7. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
8. The Firm/Agency shall comply with the regulatory clauses of Labour Act and shall not engage any minor under this contract.
9. In case of any accident caused to the cleaning personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
10. All safety measures must be taken care, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Institute shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other clauses of the contract.
11. If there is any damage to the Institute property or any other financial burden on the Institute because of willful or negligent action by the Firm or its personnel, the Institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
12. The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency.
13. The staff engaged by the Firm/Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.

#### **D. MODE OF SELECTION:**

1. A committee constituted by the Institute or Purchase Committee of Student Activity Centre, NIT Rourkela will examine all the proposals on the basis of
  - a. Materials and methodology to be applied for cleaning and maintenance works.
  - b. The quality and reliability of service.
  - c. Contract value quoted.
2. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The decision of the Director, NIT Rourkela in choosing or rejecting a bidder shall be binding on all the bidders.
3. The recommendation of the committee will be put up to the Director, NIT Rourkela for his consideration. The decision of the Director, NIT Rourkela will be final and binding. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.
4. Photo copy of all relevant documents as mentioned in **Annexure-I** have to be submitted along with the proposal, failing which the same is liable to be rejected.

## **E. COMMERCIAL TERMS AND CONDITIONS:**

1. The successful bidder/firms shall deposit the Bank Draft of Rs. 20,000.00 from a nationalized bank in favour of the Director, National Institute of Technology Rourkela payable at Rourkela for the entire period of contract towards security deposit. The security deposit shall be released within one month after realization of the Institute dues, if there would be any on termination of the contract. If the firm fails to operate as per agreed terms and conditions of the contract, the Security deposit shall be forfeited.
2. **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of a sole proprietorship, partnership or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of JV/consortium may be permitted. A proof for supporting the legal validity of the bidder shall be submitted. The firm should have Zonal or Regional headquarter in Odisha/Rourkela.
3. **Registration:** The Bidder should be registered with Income Tax, GST and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.
4. The firm should have the financial stability (with evidence) to absorb two months' expenses of the contract value.
5. The agency shall submit the monthly bill (the mutually agreed rate as per the contract) to the Institute through the designated officer of the Institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill. The officer's certificate shall normally be based on daily/weekly or monthly noting of designated personnel of different departments.

## **F. CONTRACT VALIDITY:**

1. The contract shall be initially for the period of **One year from the date of award of contract and may be extendable for another two years** subject to continuous satisfactory performance. However, the Institute has the right to terminate the contract at any point of time without any notice, if performance of the firm found unsatisfactory.
2. This contract can be terminated under following circumstances.
  - i. By giving one month's notice by the Institute, anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the Contractor.
  - ii. The firm/Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The Institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
  - iii. For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
  - iv. The firm/Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation
  - v. For indulging in any grossly unsafe practice, stealing or wilfully damaging institute property or engaging in any illegal activity, the contract shall be terminated on immediate notice. Decision of the Director, NIT Rourkela in this matter shall be final and binding.

During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT Rourkela.

#### **G. JURISDICTION AND RIGHT TO AMEND RULES:**

1. The Institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the firm/contractor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

#### **H. INSTRUCTIONS TO THE BIDDERS:**

1. Interested bidders can visit the sites (ASF centre) in our campus on any working day and shall take note the assignment, areas, etc to be cleaned. In case of any further clarification, the bidders may contact the President, SAC, NIT Rourkela.
2. The bids (Techno-commercial as well as Price bid) must be submitted in one sealed envelopes.
3. The bid shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids.
4. The bidders are requested to apply in a sealed envelope addressed to **The President, Student Activity Centre, NIT Rourkela, Rourkela- 769008, Odisha, India**, superscribing the following on the top of the envelope.

### **TENDER FOR CLEANING AND MAINTENANCE OF SWIMMING POOL & GYMNASIUM (ASF CENTRE) OF THE INSTITUTE**

**Tender No. NITR/PW/SA/2017/L/1705**  
**Due Date: 19.12.2017 by 04:30 PM**

**Date: 30.11.2017**

6. All relevant information and documents must be furnished along with the proposals in the given format (**Annexure- I, II & III**).

7. **Last date for submission of bid: Dt. 19.12.2017 by 04.30PM**

8. **Date of opening of bid (Techno-commercial as well as Price bid): Dt. 19.12.2017 at 5.30 PM.**

9. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

**Sd/-**  
**Registrar**  
**NIT Rourkela**

ON THE LETTERHEAD OF THE FIRM

TENDER FOR CLEANING AND MAINTENANCE OF SWIMMING POOL & GYMNASIUM  
(ASF CENTRE) FOR NIT ROURKELA

Sl. No.	Particulars	
1	Name of the Agency/Firm/Contractor	
2	Full Postal Address	
3	Other Business of the Firm	
4	Office/Residence Phone No./Mobile No.	
5	Email Id / Office Fax No. if any	
6	Name (s) of the Proprietor/Partners	
7	PAN No.	
8	E.P.F. Registration No.	
9	E.S.I. Registration No.	
10	GST Registration No.	
11	Labour Licence No.	
12	Volume of Business in the Financial Year	2015-16: 2016-17:
13	Volume of Business in the Financial Year with NIT Rourkela, if any, give details	2015-16: 2016-17:
14	Past experience in similar business or credential (enclose relevant documents/order copies of other organisations)	
15	Number and qualification of personnel that the firm proposes to use: <b>Use separate sheet.</b> (Attach a separate sheet for qualification, experience and other details of personnel)	
16	Materials, Machinery and methods proposed for executing the job: <b>Use separate sheet.</b> (Attach a separate sheet for make, model and number of machinery proposed for use)	

**Signature of the Proprietor / Partner**

**N.B. (Please enclose the photo copy of the following documents along with form)**

1. Income Tax Clearance Certificate
2. GST Registration No. and PAN No. & KYC documents of the promoter (s)
3. E.P.F, ESI & Labour Licence.
4. Order copy of other organisations, if any.

**BID SUBMISSION FORM**

**Ref No:** .....

**Date:** .....

**LETTER OF BID**

To

**The President**

SAC

NIT Rourkela-769008

Ref: Invitation to TENDER NO. .... Date .....

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including agenda issued in accordance with instruction to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing cleaning and maintenance services to Swimming Pool and Gymnasium (ASF Centre), NIT Rourkela.
3. Our bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain bidding upon us and be accepted at any time before expiry of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all terms and conditions of this bidding documents and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

**Yours sincerely,**

**Authorized Signatory with company seal**

**(Authorized person should attach a copy of Authorization for signing on behalf of Bidding Company)**

**Full Name and Designation**

**(To be printed of Bidder's letterhead)**

Price Bid

<b>Sl. No.</b>	<b>Description / Particulars</b>	<b>Total Price (Rs.) Expenditure / month</b>
1.	<p>Bid value should be quoted only for one month for the quantified work <b>including variable cost for cleaning and sweeping materials.</b> (All cleaning items like spray, room freshener, deodorant, brooms, naphthalene ball, Phynile, etc. and other disinfectants and consumables shall be provided by the agency )</p> <p>Bid value should not include GST which shall be raised in invoice every month in accordance to Government notification from time to time.</p> <p><b>Note:</b> <b>Only one bid value shall be quoted and it shall not be bifurcated in any manner.</b></p>	<p>Rs. In Figures:</p> <p>Rupees in Words:</p>

Date:

Place:

**(Name and Signature of Tenderer  
with Stamp of the firm)**