



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA ODISHA-769008**

**C O R R I G E N D U M**

Tender Notice No:12/12-13

The due date for submission of bids for  
**GENERAL SWEEPING CLEANING & MAINTENANCE  
OF HALLS OF RESIDENCE AT NIT ROURKELA**  
is here by extended up to **11<sup>th</sup> JUNE,2012** by 3.00 p.m  
Those who have already applied against the above tender  
notice need not apply again.  
For details, visit [www.nitrkl.ac.in/tender.asp](http://www.nitrkl.ac.in/tender.asp)



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA-769 008 (ODISHA)**

Tender Notice No. 12/12-13

Date: 11.05.2012

**TENDER FOR GENERAL SWEEPING, CLEANING AND MAINTENANCE OF THE HALLS**  
**OF RESIDENCE IN NIT ROURKELA.**

Sealed tenders are invited from interested Firms/Agencies/self employed individuals for general sweeping, cleaning and maintenance of all floors, dining halls, corridors, staircases, cycle stands, common toilets and bathrooms and other centralized facilities (including new buildings/extension built recently and to be added during the contract period) in the Halls of residence area of NIT, Rourkela as per the following terms and conditions. The above work shall be carried out in the following hostels (09 nos.) as listed below, located inside the campus of NIT, Rourkela. The institute for better convenience has divided all 9 halls into three groups. The tender shall be split between three contractors each getting one group only. No contractor will get more than one group.

<b>Group No.</b>	<b>Names of the Halls of Residence</b>
I.	Kiran Mazumdar-Shaw Hall of Residence (for Ladies). Vikram Sarabhai Hall of Residence. Shanti Swarup Bhattnagar Hall of Residence.
II.	C V. Raman Hall of Residence (for ladies). M. Visweswaraya Hall of Residence. G. D. Birla Hall of Residence.
III.	Dhirubhai Ambani Hall of Residence. M S Swaminathan Hall of Residence. Homi Bhaba Hall of Residence.

## **A. ELIGIBILITY:**

A firm can submit only one proposal showing its order of preference for above three groups. However the institute shall have the right to decide the allotment of groups as per its own convenience. Near relatives or business partners of bidders are to be excluded from bidding. If found so their bids shall be rejected.

1. **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**.
2. **Financial Capacity:** The bidders should have the minimum turnover of **Rupees ten Lakhs** during the last financial years (2011-12). Relevant proof for supporting the above shall be submitted failing which the same shall be treated as void. The firms must be willing and/or capable to invest on month's expenses before being reimbursed the claim. The institute reserves the right to waive this requirement if convinced of the capability.
3. **Registration:** The Bidder should be registered with Income Tax, Service tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.

## **B. JOB DESCRIPTION:**

1. The job consists of :
  - a) General sweeping, cleaning and maintenance of all floors, dining halls, corridors, staircases, cycle stands, and other centralized facilities of all the halls as per need (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 peak use hours.
  - b) All vertical surfaces, walls, roofs etc. are to be cleaned regularly to ensure cleanliness at all times.
  - c) Cleaning and maintenance of toilets and bathrooms including floors, doors, windows, cisterns, wash basins, latrines, urinals and every other item within the toilets and bathrooms.
  - d) Maintenance of water supply and plumbing system within the toilet and bathrooms of all the hostels.
  - e) Complete maintenance of the Hostel Area Sewage system including Coverage from duct outlet of all hostels till disposal point (as per allotted group). Strictly no overflow of sewage at any point of time. Any overflow must be attended within 3 hours of reporting. Any noncompliance shall lead to penalty as decided by Director, NIT Rourkela.
  - f) Security against deliberate misuse/ mishandling shall be the sole responsibility of the contractor.
2. Cleaning of floors, vertical surfaces, dining halls, corridors, staircases, toilets and bathrooms continuously during the day, at least twice a day (Morning: before 7.00 AM, afternoon: after 5.00 PM) with good quality phenol, disinfectant and detergent

etc. Maintaining the toilets & bathroom floors dry during peak use hours. Cleaning of window and window sills of all buildings and toilets with proper cleaner and wiping with microfiber cloths. 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. Removal of unwanted materials and disposing them at designated sites.

3. Broken taps, valves, stop corks, pans, plastic pipe of wash basins etc. and other plumbing accessories when spotted must be changed promptly within 24 hours.
4. 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 JE or Maintenance Engineer, after which new accessories may be bought accordingly for replacement / repair.
5. All damaged / non functional items (which have been replaced by new ones) must be handed over to the authorized representative (JE or Maintenance Engineer) of the institute for records.
6. Bills / Invoice of such items purchased for repair or maintenance purpose must be submitted along with the monthly payment claim for reimbursement.
7. All surfaces must be maintained clean and 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.
8. All floors (that of both buildings & toilets), dining halls, corridors, staircases are to be cleaned using soap/detergent and mopping. All sheds and cycle stands must be cleaned regularly. Corners or dirty places, if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry. Other surfaces in the like walls, roofs, pipes, mirrors etc are to be cleaned and maintained dust free. High reach areas and roofs must be cleaned properly using high access pole brushes and duster.
9. Ordinarily, the toilets should be maintained so clear and dry that then will be no need for aromatic chemicals. However, in heavily used toilets, odonil, naphthalene cakes (not balls) may be used. Phenol can be used sparingly with prior permission. Use of any type acidic solution or poor quality cleaners is strictly prohibited in the toilets, basins, floors or any other areas of the territory.
10. All drains must be cleaned regularly to ensure smooth discharge of waste water.
11. All workers must be trained to report any defective taps, valves or any other defect and the contractor shall take remedial measures for immediate repair/replacement of the same as per the approved procedure of the institute. Whereas major maintenance works are to be done by the Institute.

12. All the cleaning appliances and accessories must be supplied by the agency to their cleaning personnel. Operation, maintenance and supply of consumables shall be the responsibility of the contractor.
13. Cleaning equipment and machinery are recommended for use and the firm/agency shall supply and maintain them at his own cost. Proper record regarding machine usage must be kept and produced along with every monthly bill.
14. Machineries & equipment may be provided by the Institute as per availability to be used regularly and proper record regarding usage to be kept and produced along with the monthly bill. The contractor shall bear the cost of consumables, repair & maintenance and hand them over to the institute in good condition at termination of the contract.
15. The job to be executed as per the Instruction of the faculty/officer in charge designated by the Institute.

**C. OPERATIVE TERMS AND CONDITIONS:**

1. Adequate personnel as necessary (as per need of the institute) for effective execution of the job must be deployed by the agency/firm for seven days a week throughout the year. At least one plumber/ a person with adequate plumbing experience to be engaged by the agency to ensure maintenance of water supply and prompt repair/replacement of plumbing items within the toilets and bathrooms of all hostels.
2. For each assigned group the firm shall engage **12 workers + 03 working supervisors**. To manage the group the firm shall engage one full time **Group manager**. Self employed individuals may act as the **Group manager** and shall fill their quotation accordingly (in Price schedule)
3. It is recommended to deploy lady cleaning staff and supervisors for ladies hostels. No male workers are allowed inside ladies hostels. However ladies workers can be deployed for boys hostels.
4. Names and other personal details of the employees engaged by the Agency under this contract has to be submitted and approved by the Institute. The list of leave reserve or panel of substitute staff must be approved by the institute those can be used as replacement workers in case of any absenteeism. The institute may opt for the biometric system at its own cost. The agency shall cooperate with the institute to all extent.
5. The Agency shall assure that in the event of shortage of cleaning personnel on duty, the routine cleaning and maintenance work shall be executed effectively by engaging substitute personnel (as per approved panel) or assigning overtime duties to other employees at his own cost and expenses.
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 cleaning contract, any such property shall be handed over to the Institute in proper working condition.

7. The Agency shall ensure that all cleaning personnel are imparted proper training at regular intervals.
8. 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. They will also not change their clothes/uniform in open. The cleaners deployed should not squatter in the open veranda/lawns during leisure hours. Dignity & discipline of NIT Rourkela should be maintained always.
9. 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.
10. Deficiency in Service: The institute authorities shall inspect the facility from time to time to assess the performance of the contractor. A Performance Record Book shall be used to evaluate the quality. The designated supervisor/manager of the contractor shall maintain the book as per instruction given therein and shall enclose the copy of the same with the monthly bills. If any deficiency in service is observed, the inspecting personnel may assess the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the deficiency shall include not only the saving to the contractor in materials, equipment usage and personnel, but also the consequence of poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of Director, NIT Rourkela shall be final and binding.

**D. STATUTORY OBLIGATIONS:**

1. The Agency/Firm shall be directly responsible for payment of wages (Minimum wages as per central Govt. rate including other benefits like E.P.F & E.S.I) to all his employees engaged under this contract as per Govt. rule. The Agency/Firm shall abide by all acts and rules of the central or state govt. as per jurisdiction such as; Contract labour regulation & abolition Act, Payment of minimum wages act, Payment of bonus act, EPF and MP Act etc and any other act or law as applicable. No manpower and/or resources should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of "person and/or resources displaced from job".
2. Month wise detailed statement of wages paid to the employees including E.P.F/ E.S.I deduction should be enclosed along with the monthly bill by the Firm/Agency and submitted to the designated Officer of the institute.
3. The Agency should have E.P.F registration number 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) as applicable.
4. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.

5. The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
6. All safety measures must be taken care of, 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.
7. 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.
8. The Registrar or an Officer explicitly authorized by him will represent the Institute in all commercial dealings with the Firm/ Agency.
9. The staff engaged by the 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.

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

1. The successful bidder/firms shall deposit the Bank Draft of Rs. 30,000.00 (Rupees Thirty Thousand only) from a nationalized bank in favour of Director, National Institute of Technology Rourkela payable at Rourkela 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. If the Firm/Agency fails to commence the job within specified time given by the institute, the EMD shall be forfeited and the next eligible firm/Agency shall be offered.
3. The agency shall submit a monthly claim (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 Halls of residence.

#### **F. SUBMISSIONS OF BIDS**

1. The Bidder shall submit his bid in a sealed envelope containing three separate sealed envelopes consisting of (i) Technical Bid, (ii) Financial Bid and (iii) EMD clearly subscribing so and the two envelopes shall be kept in another single sealed envelope.

2. 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.
3. The Bid shall be submitted by **3.00 p.m. on 29<sup>th</sup> May 2012**, addressed to **The Registrar, NIT Rourkela - 769 008**.
4. Bidders sending their bids through courier should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers shall be granted.
5. Bids must be received in the office at the address specified above not later than the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However the competent authority of the office of the NIT Rourkela reserves right to extend the date / time for receipt of bids, before opening of the Technical Bids.
6. Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

#### **G. BID OPENING PROCEDURES**

1. The Technical Bids shall be opened in the Board Room of NIT Rourkela, on **29<sup>th</sup> May 2012 at 3.30 pm** by the Committee authorized by the competent authority of NIT Rourkela in the presence of such bidders or their authorized representatives who may wish to be present.
2. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.
3. A letter of authorization shall be submitted by the Bidder's representative before opening of the Bids.
4. Absence of bidder or their representative shall not impair the legality of the opening procedure.
5. All the presented Bidders or their representative shall be required to sign the main bid envelope to ensure the correctness of the bid.
6. After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meets the minimum eligibility criteria as specified in the Tender Document.
7. Refusal to sign the bid envelope by the bidder or his representative may disqualify his bid based on the decision of the Tender Opening Committee.
8. Bids shall be declared as Valid or Invalid based on the preliminary scrutiny by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.
9. Invalid Bids shall be returned on the spot, if the bidder or his representative is present. In other cases, the bids shall be dispatched by speed post to their address with the remarks of the Tender Opening Committee.



## **H. CLARIFICATIONS ON TECHNICAL BID EVALUATION.**

1. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, The Institute may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Institute shall not be considered. The Institute's request for clarification and the response shall be in writing.
2. If a bidder does not provide clarifications of its bid by the date and time set in the Institute's request for clarification, its bid may be rejected.

## **I. TECHNICAL BID EVALUATIONS (SEGREGATED TYPE)**

1. The Institute shall follow segregated bid evaluation system where the technical bid and financial bid shall be evaluated separately.
2. The technical bid evaluation shall be done based on the following criteria:
3. The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
4. Receipt of valid EMD with requisite amount in acceptable format.
5. Documents in proof of meeting the minimum eligibility criteria.
6. Any other documents as required to support the responsiveness of the bidder, as per tender.
7. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents, or otherwise considered unsuitable to the institute's need shall be rejected and their financial proposals will be returned unopened. The decision of the Director, NIT Rourkela in choosing or rejecting a bidder shall be binding on all bidders.
8. For technical bid evaluation, importance will be given on the basis of size of Organization, Credentials of the contractor and the key personnel, Materials and methodology to be applied for cleaning and maintenance works (proposals with mechanized cleaning shall be given more credits), client list and their feedback (if any), the institute's own experience with the firm (if applicable) and on the subjective judgment of the committee members.
9. The bidders are requested to come with their Group manager to the tender opening meeting. The committee shall take the interview of the Group manager and weightage shall be given on his performance in the interview.
10. The bidders who qualify in the technical evaluation stage shall only be called for opening of financial bids. Institute shall intimate the bidders, the time/ venue for the financial bid opening in written communication/over telephone/email communication.

## **J. FINANCIAL BID OPENING PROCEDURE**

1. The Financial Bids of all qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.
2. All qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be asked to sign on all the sealed envelopes containing the Financial Bid.
3. Absence of bidders or their authorized representatives shall not impair the legality of the process.
4. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
5. The technically qualified bidder who has quoted the lowest price (L1) [as per Total quoted price against **Table:E** of Price schedule] shall be declared as the first winner. Then the L2 and L3 bidders shall be called upon to match with L1 price. If they deny the offer will go to the next one i.e. L4, L5, L6 or so on. The next two bidders who agree to match with L1 price shall be declared as the winners for other two groups. Thus the contract shall be split among three independent firms/contractors getting one group each.
6. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process.

## **K. DETERMINATION OF THE SUCCESSFUL BIDDER**

1. The committee shall choose three winners for three groups as per the procedure defined under previous section. The contract shall be split between three parties, as recommended by the committee members. No contractor will get more than one group.
2. In case of any disagreement or any other reason comes across at the later stage the decision of the Director NIT Rourkela for awarding the contract to a particular bidder shall be final and binding.
3. The recommendation of the committee will be put up to Director NIT Rourkela for his consideration. Decision of Director will be final and binding. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.

## **L. CONTRACT VALIDITY:**

1. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Rourkela. If renewed, the Supervision charges will be 107% and 115% respectively of the base year.
2. This contract can be terminated under any one of the following circumstances.
  - (a) By giving one month's notice by the Institute or one month's fee in lieu thereof 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.

- (b) 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.
- (c) 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.
- (d) The firm/Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
- (e) For indulging in any grossly unsafe practice, stealing or willfully damaging institute property or engaging in any illegal activity, the contract shall be terminated on immediate notice. Decision of 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.

#### **M. 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 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.

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

- 1. Interested bidders can visit the halls of residence area on any working day. In case of any further clarification, the bidders may contact Chief Warden, NIT Rourkela, Phone:0661-2465001.
- 2. The bids must be submitted in three **separate** sealed envelopes as listed below all kept in one sealed big envelope.
  - a) EMD
  - b) Techno-Commercial
  - c) Price Bid

3. **E.M.D of Rs.30,000/- (Rupees Thirty Thousand only)** in the shape of demand draft in favour of “ **Director, NIT, Rourkela**”, payable at any nationalized bank at Rourkela must be deposited along with the bid without which the bid will not be honoured and liable to be rejected . The E.M.D will be refunded to unsuccessful bidders within a month of finalization of tender.
4. The bidders are requested to apply in a sealed envelope, addressed to The Registrar, NIT Rourkela, subscribing the following on the top of the envelope

**TENDER FOR GENERAL SWEEPING, CLEANING AND MAINTENANCE OF THE  
HALLS OF RESIDENCE IN NIT, ROURKELA**

**Tender Notice No: 12 /12-13**

**Date: 11.05.2012**

**Due date: 11.06.2012 by 3.00 p.m**

5. The bid shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids.
6. All relevant information and documents must be furnished along with the proposals in the given format (Annexure- I).
7. **Pre-bid Conference: Pre-Bid discussion** with institute committee and finalization of technical details shall be held on **Dt. 25.05.2012 at 10.00 am**. All interested bidders are requested to come with their draft Techno-commercial details for discussion.
8. **Last date for submission of proposals : Dt. 11.06.2012 by 3.00 p.m.**
9. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.
10. Those who have already applied against the above tender notice need not apply again.

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## **PRICE SCHEDULE**

**QUOTE YOUR PRICES AS PER THE FOLLOWING SCHEDULE: (For each Group)**

**A. Monthly rate per Cleaning Staff:[Linked to Govt. Minimum Wage]**

Sl. No.	Cost head	Price in Rupees
	Rate of minimum wage per day	Rs. 180.00
A 01	Minimum wages Per month [Rs.180.00 x 365 days/12 months]	Rs.5475.00
A02	Statutory dues and benefits i. Employer's share for EPF @13.61% ii. Employer's share for ESI @4.75% iii. National holiday(4 days per year) [Rs. 180.00 x 4/12 ]  iv. Bonus @8.33%	Rs. 745.00 Rs. 260.00 Rs. 60.00  Rs. 456.00
A03	Total Cost to Company (W)	Rs.6996.00

**Payment will be made as per actual expenditure by the company limited to total number of personnel allotted.**

**B. Monthly rate per Working Supervisor [Linked to Govt. Minimum Wage]**

**Typically one working supervisor for 4 nos of cleaning staff<sup>\*\*</sup>**

[\*\*However number of supervisors may be revised as per institute's need at its sole discretion]

Sl. No.	Cost head	Price in Rupees
	Rate of minimum wage per day	Rs. 210.00
B 01	Minimum wages Per month [Rs.210.00 x 365 days/12 months]	Rs.6388.00
B02	Statutory dues and benefits i. Employer's share for EPF @13.61% ii. Employer's share for ESI @4.75% iii. National holiday(4 days per year) [Rs. 210.00 x 4/12 ]  iv. Bonus @8.33%	Rs. 869.00 Rs. 303.00 Rs. 70.00  Rs. 532.00
B03	Total Cost to Company	Rs.8162.00

**Payment will be made as per actual expenditure by the company limited to total number of personnel allotted.**

**C. Consumable and equipment usage charges (Per Month; Not linked to Govt. wage rate)**

Sl. No.	Cost head	Fixed cost (Lump sum)
C01	Minimum cost of Consumables, equipment usage charges and their repair, maintenance and machine consumables (1.5 W=1.5 x Rs.6996.00). <b>Note:</b> This is the minimum limit of spending on the above head. Any noncompliance shall lead to appropriate deduction.	Rs.10494.00

A firm may quote for higher level expenditure against this item with suitable justification. A lower quote shall not be considered and may lead to disqualification.

**D. Supervision charges and additional cost for the group [Not linked to Govt. wage rate]**

Sl. No.	Cost Head	Fixed cost (Lump sum)
D01	Salary of the Group manager (One full time Group manager for the whole working group) and/or administrative charges of the company including cost of recruitment, training, uniform, accessories, health care or insurance, salaries of higher officers, other fixed costs, administrative expenses and profit of the company etc.	Rs. _____ (Lump sum)

**E. Quoted price (per group):**

Component Sl. No.	Description	Unit Price in Rupees	Number of personnel	Total Price
A	Monthly rate per Cleaning Staff	Rs.6996.00	12	83952.00
B	Monthly rate per Working Supervisor	Rs.8162.00	03	24486.00
C	Consumable and equipment usage charges (1.5W)	Rs.10494.00	-----	10494.00
D	Supervision charges and additional cost (Fixed cost)	Rs. _____	-----	Rs. _____
Total quoted price(A+B+C+D)				Rs. _____
In Words: Rupees.....only				

**Note:**

1. Monthly rate for cleaning personnel shall be as per prevailing minimum wage rate of Central Govt. w.e.f. 01.04.2012 which shall be applicable to all bidders. Proposals of Bidders paying less than above applicable rates of minimum wages shall not be considered and shall lead to rejection of the bid. When minimum wage rates or that of other statutory dues is revised by the Central Govt. the revised rates will be automatically applicable to the remuneration payable to all personnel as per rules.
2. The supervision charges and additional cost (**Table: D**) shall be quoted in terms of a fixed price (lump sum) in rupees which shall not be linked to minimum wages and hence shall remain unaltered throughout the contract period. If any bidder who quotes deviating from the above format, his bid shall be rejected.
3. Mandatory Payment of all statutory dues like EPF, ESI, bonus, leave salary and other statutory dues shall be made by the contractor on monthly basis as per the terms and conditions of the Tender Documents. Any default shall lead to immediate termination of the contract.

4. The company must make all salary disbursement through bank account of the personnel employed under this contract. Any other mode of payment except direct bank credit shall not be accepted [Newly appointed employees may be paid in cash for one month only with permission of NIT Rourkela].
5. Normally payment will be made as reimbursement after the company sends the wages to bank, and pays all statutory dues like EPF, ESI etc. Payment shall be released within 20 days of submission of the bill.
6. **As per requirement of the institute adequate manpower and supervisors (As per actual allotment) should be engaged by the agency.**
7. **If a workman is absent, only substitute personnel as per approved panel can be used as replacement and be paid the wages in lieu of the designated person. Replacement workers will be counted as present. If no replacement is done (i.e. others worked extra to complete the job) the dues payable to the company will be reduced accordingly. Suitable distribution of the unpaid wages shall be as follows; (W= total wage payable to the workman, Table: A)**
  - **0.4 W goes to Institute**
  - **0.1 W goes to the Group manager**
  - **0.5 W will be divided among rest of the workers while working supervisor gets twice of the ordinary workers**
8. The institute authorities shall have the right to inspect all attendance and wage records. The institute at its discretion may introduce biometric attendance and computerized records at its own cost and the firm shall cooperate with the institute to all extent.
9. The Institute shall pay only minimum wages and other statutory dues linked to minimum wages (as per above table-A and B) payable to the Cleaning staffs and supervisors including enhancements (As per Notification of GOI issued from time to time).
10. The cost of consumables will also increase with increase in wage rate. At revision of wages the cost of consumables (Table:C) shall be 1.5 times of the total wage of the workman i.e 1.5 W.
11. Company, if paying higher to the supervisors than the admissible minimum wages and other statutory benefits, shall absorb the difference at its own cost and expenses. The Institute shall not entertain any claim in this regard.
12. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Rourkela. If renewed, the Supervision charges (Item D) will be 107% and 115% respectively of the base year.



13. The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rate. Service tax shall be charged only on labour component not on consumable or material cost.
14. Price bid must be submitted in the above format failing which the bid shall not be honoured. However the firms may submit a detailed price breakup annexed to the price bid.

## **FORMS**

- 1. TECHNICAL PROPOSAL SUBMISSION FORM**
- 2. CONTACT DETAILS FORM (Annexure: I)**
- 3. FORM FOR FINANCIAL CAPACITY(Annexure: II)**

## TECHNICAL PROPOSAL SUBMISSION FORM

Ref No: .....

Date: .....

### LETTER OF BID

To  
The Registrar,  
NIT, Rourkela-769 008

Ref: Invitation for TENDER NO. \_\_\_\_ /12-13

Date: \_\_\_\_\_

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing cleaning and maintenance services to 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 binding upon us and maybe 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 the terms and conditions of this bidding document 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 shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation  
(To be printed on Bidder's letterhead)

ON THE LETTERHEAD OF THE FIRM/AGENCY

**TENDER FOR GENERAL SWEEPING, CLEANING AND MAINTENANCE OF THE HALLS OF RESIDENCE IN NIT, ROURKELA**

1. Name of the Firm/Agency : \_\_\_\_\_
2. Full Postal Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
3. Other Business of the Firm : \_\_\_\_\_
4. Office/Residence Phone No./ Mobile No. : \_\_\_\_\_
5. Office Fax No. If any : \_\_\_\_\_
6. Name(s) of the Proprietor/ Partners : \_\_\_\_\_
7. Name of the Group manager : \_\_\_\_\_  
**(attach detailed Biodata in a separate sheet)**
8. PAN No. (Mandatory) : \_\_\_\_\_
9. E.P.F & ESI Registration No, : \_\_\_\_\_
10. Service Tax Regn. No. : \_\_\_\_\_
11. Labour License No. : \_\_\_\_\_
12. Volume of Business in the Financial Year 2011-12 : \_\_\_\_\_
13. Volume of Business in the Financial Year 2011-12 with NIT, Rourkela, If any give details : \_\_\_\_\_
14. Past experience in similar business or credential: (enclose relevant documents/order copies of other organizations )
15. Number and qualification of personnel the firm proposes to use: **Use separate sheet.**  
(Attach separate sheet for qualification, experience and other details of personnel)
16. Materials, Machinery and methods proposed for executing the job:**Use separate sheet.**  
(Attach 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 following documents along with the form)**

1. Income Tax / Service Tax Clearance Certificate
2. Service Tax registration No. and PAN No.
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations, if any.

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2009-10	2010-11	2011-2012
Annual Turnover			
Total Profit of the company			

**CHECKLIST FOR PREPARATION OF BID**

Sl. No.	Particulars	Yes/No
1.	Have you filled in and signed the Contact Details and enclosed relevant documents as per Annexure-I?	
2.	Have you read and understood various conditions of the Contract and shall abide by them	
<b>TECHNICAL BID</b>		
3.	Have you enclosed the EMD of Rs.30, 000/- with the Technical Bid?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5.	Have you attached proof of having met the Minimum eligibility criteria?	
6.	<u>Legally Valid Entity</u> : Have you attached self attested Certificate issued by concerned authority.	
7.	<u>Registration with Government Bodies</u> like IT, ST, ESIC, EPF, Labour Laws: Have you attached a Registration copy Of each of the certificate?	
8.	<u>Experience (if any)</u> : Have you attached the self attested experience certificates issued by the Organizations? Government Depts, if any?	
9.	Have you attached the proof of authorization to sign on Behalf of the bidder in the Technical Bid?	
10.	Have your Technical Bid been packed as per the Requirements of the Tender?	
<b>FINANCIAL BID</b>		
11.	Is your financial Bid proposal duly filled as per price schedule sealed And signed on all pages?	
12.	Have you quoted prices against each of the category as per the price schedule?	
13.	Has your financial bid been packed as per instruction?	

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