



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

Tender Notice No:19/EM/2012-13

Closing Date:17.08.12

Sealed tenders are invited for

**ANNUAL MAINTENANCE CONTRACT (CIVIL) FOR STAFF
QUARTERS,ACADEMIC BUILDINGS, HALLS OF
RESIDENCE & OTHER FACILITIES ON RATE CONTRACT
BASIS AT NIT ROURKELA.**

for details, visit www.nitrkl.ac.in/tender.asp

Contact: Sri S.P.Mohapatra, Exe. Er (C), Ph No: 0661-2462071

Email id: mohapatrasp@nitrkl.ac.in S/d Registrar

An Institute where everyone strives to attain his Potential



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

Tender Notice No: 19/EM/2012-13

Date: 17.07.2012

To
M/s

**Sub : Annual Maintenance contract (Civil) for Staff Quarters and Academic buildings and Hall s
of residences and other facilities of NIT Rourkela**

Dear Sir,

We are pleased to invite your offer in sealed covers for the work mentioned above. The offer shall be as per terms and conditions mentioned in the Tender document enclosed here with.

- 1 (a) All the original tender documents should be signed and stamped by the authorized signatory as a token of acceptance of all the term and conditions mentioned there in.
- (b) The EMD/security amount i-e Rs 25000.00 will be deposited along with the tender documents which was retained with N.I.T Rourkela till the maintenance period is over i.e. 6 months from the date of completion of the job. Unsuccessful tenderers will get back their EMD/SD after official procedure.
- (c) The guarantee and maintenance period shall be 6 (six)-calendar months from the date of completion.
- (d) All necessary material required for this job will be arranged by the tenderer in good quality and as per specification and direction of Engineer-in-charge.
- (e) Tools Tackles, equipment & labour etc shall be arranged by you. Your price is deemed to include cost of all the above.
- (f) Your rates shall be inclusive of taxes and duties including sales tax etc as applicable.
- (g) Water and Electricity required for the job will be provided by N.I.T, Rourkela.
- (h) During execution of work, safety measures to be followed strictly by the Agency.
- (i) Any safety hazard occurred during the execution of the job will be the responsibility of the Agency.

- (j) The tender shall submit the enquiry, duly filled in by 3.00 PM on 17.08.2012 .in the office of the undersigned.
 - (k) The subject enquiry will be opened on 17.08.2012 p.m at 3.30 PM in the office of the under signed. You are requested to attend the same.
 - (l) The rates for the works will remain firm and no escalation admissible.
 - (m) The Contract shall remain in operation up to_____ from the date of issue of Work order. However, NIT reserves the right to extend if further required.
 - (n) General condition, Special terms conditions, specifications, drawings, related to the job are available in the office of undersigned. The tenderer should go through the same before quoting their rates.
 - (o) Tenderers are advised to inspect & examine the site and its surrounding and satisfying themselves before submitting tender.
 - (p) The above work may be divided among the tenderers who agrees to match their prices with L-1 Rate for early completion of the job.
2. EXTRA ITEM :- Any extra work executed during the period of execution if not covered in the work-order, schedule, shall be settled mutually on prevailing rate.
 3. PAYMENT TERM :- Running payment shall be released on the basis of work executed and final measurements duly checked and passed by the concerned NIT representative after the job is over.
 4. The tenderer shall submit an undertaking in the prescribed format (enclosed) that he has gone through the general condition of contract and special condition for civil engineering works of NIT, Rourkela and accordingly has quoted the price.

Yours faithfully,

Sd/-

(Sri S.P.Mohapatra)
Executive Engineer
N.I.T, Rourkela



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

Tender Notice No: 19/EM/2012-13

Date: 17.07.2012

TENDER NOTICE

Sealed Tender are invited from registered civil contractors of NIT, Rourkela of 'B', 'C' & 'D' category and agencies registered under CPWD, OPWD, RSP (SAIL) and any other PSU or Govt. Organization for the above work to be executed in NIT campus, Rourkela.

Name of Work: Annual Maintenance contract (Civil) for Staff Quarters and Academic buildings and Hall s of residences and other facilities of NIT Rourkela

Estimated Cost : Rs. 25 Lakhs (Approx)

EMD/SD : Rs 25,000.00

Eligibility Criteria : The Tenderer must possess the following: The attested copies of all documents are to be sent along with the Tender.

- (a) Valid Class of contractor registration certificate from appropriate authority
- (b) Valid Value added tax clearance from local sales tax authority in form No-612
- (c) Permanent account number (PAN) issued by income tax dept.

NO of Contractor to be awarded with this work : Maximum 20 Nos

EMD shall be in the form of Bank drafts to be made separately from Nationalized Banks in Favor of NIT, Rourkela, except C-operative and Grameen Bank.

The firms should have executed similar types of at least one job of Rs. 4.00 Lakhs or two jobs of Rs 2.50 Lakhs each during last three years.

The bid must be submitted in three parts (1st part : Techno Commercial Bid, 2nd Part: EMD, 3rd Part : Price Bid) in separate sealed covers, super scribing on the top of the envelopes addressed to the Registrar, NIT Rourkela-769008:

**RATE CONTRAT FOR CIVIL MAINTENANCE WORKS
DUE ON 17/08/2012, at 3.00 p.m
Open On 17/08/2012, at 3.30 p.m for Part 1 & 2**

Necessary Tender documents along with Terms and Conditions can be downloaded from NIT website <http://www.nitrkl.ac.in> during office Working Hours latest by 18/07/2011.

The bid must be accompanied with EMD without which the bid will be summarily rejected. The work may be awarded more than one firm for all items on Overall L1 Basis. NIT reserves the right to reject any or all tenders without assigning any reason.

Sd/-
(Sri S.P.Mohapatra)
Executive Engineer
N.I.T, Rourkela

CERTIFICATION BY THE TENDERER

Name of Work: Annual Maintenance contract (Civil) for Staff Quarters and Academic buildings and Hall s of residences and other facilities of NIT Rourkela

Tender Notice No: 19/EM/2012-13

Date: 17.07.2012

I/We hereby certify the following:

1. I/We shall undergo through the Notice inviting tender , General and special conditions of contract of NIT Rourkela, Specifications, safety code, schedule of rates of NIT Rourkela, Material specifications for this tender etc. issued to me/us along with the tender set. I/We have also understood the specifications in details for the items of this work. I/We completely understood the entire tender conditions and their implications basing on which I/ we have quoted in the price bid (part C of the tender set).
2. I/We have submitted demand draft/pay order/bankers Cheque/Cash receipt for required amount payable to NIT Rourkela, towards earnest money deposit for this tender.
3. I/ We have filled up tenders and submitted in three parts Part –“A” containing earnest money deposit. Part- “B” (Techno commercial bid with eligible attested copies of required documents and part- ‘C” (Price bid) in separate sealed covers as detailed in Notice Inviting Tender .
4. I/We have signed all the pages of tender set with seal in the appropriate places.
5. I/We shall justify our rates (if so required by authority of NIT Rourkela) quoted by me /us in the price bid (Part-‘C”). There are no other conditions given for these rates other than tender conditions. These rates shall remain valid at east for a period of 3 (Three) months from the date of Opening of the price bids.
6. I/We shall be present during opening of the Techno commercial bid or send any of our authorized representatives with authorization letter for the purpose, failing which any decision taken up by authority of NIT Rourkela in this regard shall be acceptable and binding to me/us.
7. I/We shall have no objection if he distribution of order will be in the descending order as per the quoted price ranking of the tenderers i-e L1 tenderer will highest share and last ranked tenderers (Within which the orders is to be distributed) will get smallest share.

Signature and seal of the Tenderer

Name of the firm:

Address

NIT registration No:

Date of Validity

ABSTRACT

To be filled by the agency

Name of Work: Annual Maintenance contract (Civil) for Staff Quarters and Academic buildings and Hall s of residences and other facilities of NIT Rourkela

Tender Notice No: 19/EM/2012-13

Date: 17.07.2012

- Name of Agency
- Address
- Name of the Bank, Branch and A/C No:
- Permanent Account Number
- VAT/TIN
- Service ax registration No and Category:
- Contact Telephone/ Mobile No:

Signature and seal of the Tenderer

Name of the firm:

Address

NIT registration No:

Date of Validity



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

NO:NITR/ET/CM/

Date:

Proposals for maintenance of quarters by contractors under Rate contract
(To be submitted by Engineer in Charge to EE (Civil))

1. Register Entry No: _____ 2. Date: _____
3. Qtr No/ Building: _____ 4. Occupied: Yes/No _____
5. Name of the Resident or Past Resident: _____
6. Total Estimated Maintenance Cost As per Item no 8(A): Rs. _____
7. Time required for completion: _____ Month _____ Days
8. List of items and approximate cost estimate.

| Sl.No | Description of Items | Approximate cost |
|------------------------------|----------------------------|------------------|
| 1. | | Rs. |
| 2. | | Rs. |
| 3. | | Rs. |
| 4. | | Rs. |
| 5. | | Rs. |
| 6. | | Rs. |
| 7. | | Rs. |
| 8. | | Rs. |
| 9. | | Rs. |
| 10. | | Rs. |
| 11. | | Rs. |
| 12. | | Rs. |
| 13. | Cleaning of Building Space | Rs. |
| 14. | Cleaning of Compound | Rs. |
| 15. | Transportation of Debris | Rs. |
| 16. | Miscellaneous Items | Rs. |
| | | Rs. |
| TOTAL | | |
| Total Estimate (approximate) | | Rs. =A |

Note: A copy of item no –9 (Sl.No., Description of items & Approximate cost is to be handed over to the contractor as annexure to work order.

9. Estimate of repair cost of damages caused by resident or past resident (With details): Rs. _____

10. Signature of JE / Stipendiary Engineer _____ date _____

12. (a) I agree with the proposal. It may be assigned to the contractor, M/S_____
- (b) In case of repair of residential quarters the limit of expenditure has been kept is below Rs 30,000.00 for A, B and C type quarters and below 15,000.00 for Other types.
- (c) The work proposed are only towards restoring the original condition of the building and for minor enhancement of standard.
13. Finance Officer will be intimated for recovery of Rs._____ to wards cost of maintenance including overhead charges (@ 300 %) from the resident/ past resident, if willful damage caused by the resident.

14. Submitted for Approval

Signature of EE (Civil) _____ date _____

15. Approved / Recommended for Approval

PIC (Civil Maintenance)

Approved / Recommended for Approval

Approved

Dean (PD)

Director

16. Work Order No: NITR/EC/WO/ _____ Date: _____
Issued

Signature of EE (Civil) _____ date _____

| Approving Authority | |
|---------------------|-------------------------|
| ≤ 50,000.00 | PIC (Civil Maintenance) |
| ≤ 100,000.00 | Dean (PD) |
| ≤ 5,00,000.00 | Director |



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

NO:NITR/ET/CM/

Date:

OFFICE OF THE EXECUTIVE ENGINEER (CIVIL)
Work order for minor maintenance work under rate contract

1. Work order No : NITR/EC/WO/_____ date _____
2. Name of the Work : Maintenance of Quarter No. _____/ _____ Bldg
3. Name of the Contractor : _____
4. Estimated maximum cost : Rs. _____ [Any expenditure beyond this figure will be on the contractors Account]
5. Duration : _____ Month _____ Days
6. List of Works : [As per Annexure] Enclosed
7. General terms of contract : As per terms given with the agreement on rate contract
8. Special terms of contract (if any) : _____

9. Note :

- (a) All materials and workmanship must be highest quality available in the market.
- (b) Liquidated damage clause shall be applied if the work is not completed in time. It is the contractors responsibility to obtain the work completion certification from the Site Engineer
- (c) Any time extension necessary must be sought as soon as obstacle is faced, not later.
- (d) The institute undertakes to make payment with in 30 days of completion of the measurement and submission of bills. In case of delay there is a provision for payment of interest
- (e) In case of difference of opinion with site Engineer, please contact EE (Civil), PIC (Civil Maintenance), Dean (PD) or Director.

10. Signature of EE (Civil)

Executive Engineer (Civil)

To :

1. Contractor : M/S _____

Copy to :

1. Finance officer (To be sent along with certified invoice from the contractor)
2. Resident/user _____ with a request to extend cooperation to the contractor and site Engineer to ensure the quality maintenance. Resident/users are expected to assist through minor work such as watering of masonry repairs and assistance to the workmen. Please monitor the quality of work and give the certificate requested by the contractor. In case of any flaw in workmanship or materials used, please inform the Engineer in Charge during the work instead of waiting till the end.



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

OFFICE OF THE EXECUTIVE ENGINEER (CIVIL)

Certificate of Quality from Resident/User for minor Civil Work

1. Work order No : NITR/EC/WO/_____ date _____
2. Name of the Work : Maintenance of Quarter No. _____/ _____ Bldg
3. Name of the Contractor : _____
4. Estimated maximum cost : Rs. _____ [Any expenditure beyond this figure will be on the contractors Account]
5. Duration : _____ Month _____ Days
6. Name of the Occupant or User of Facility/ Resident : _____ Designation : _____
Department : _____
7. (Tick only one)

Certified that work specified above has been completed to my satisfaction in terms of specifications, speed and quality of work.

The Work specified above is defective on the following counts. Engineers in charge are requested to examine and make professional decision

8. Signature of Occupant /User of the Facility/ Resident

Date :

Signature

To:
EE (Civil)
(Through Contractor)



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008(ODSISHA)**

OFFICE OF THE EXECUTIVE ENGINEER (CIVIL)

NO:NITR/ET/CM/

Date:

TO

Date:

1. Complaint No : _____ Date : _____
2. Work Order No : _____ Date _____
3. Contractor : M/S _____

Dear Sir,

Please refer to the copy of the work order mentioned above where is you were requested to extend cooperation to the contractor doing civil maintenance work in your Office/ residence. The contractor has informed that although he has completed the work, you have not given him the requested certificate.

Kindly note that success of our maintenance effort depends on your support. You have complete choice of either writing "satisfactory" or stating why you are not satisfied . Please give the certificate as you think fit within a week of the date mentioned above, and send to this office either directly or through the contractor.

Thanking You.

Yours Faithfully

Sri. S.P.Mohapatra
Executive Engineer (CIVIL)

UNDERTAKING

I/We hereby undertake that I/we have gone through the General Condition of Contract and special condition for Civil Engineering Works of NIT, Rourkela and accordingly, have quoted the price.

(Signature of Agency)

UNDERTAKING

I/We hereby undertake that I/we have gone through the General Condition of Contract and special condition for Civil Engineering Works of NIT, Rourkela and accordingly, have quoted the price.

(Signature of Agency)

UNDERTAKING

I/We hereby undertake that I/we have gone through the General Condition of Contract and special condition for Civil Engineering Works of NIT, Rourkela and accordingly, have quoted the price.

(Signature of Agency)

FORM-A/

CHECK LIST FOR PRE-QUALIFICATION

Forms to be filled in properly.

1. Form-A: This form (check list)
2. Form-B: Letter of Transmittal
3. Form-C
4. Form-D
5. Form-E
 - a. Photocopy of documents to be attached.
 1. Valid license
 2. Work orders of last 3 years.
 3. Vat Clearance Certificate, PAN Card
 - b. Performance report from the client(S)

The firm/ Contractor is required to apply for performance certificate (at least for three works).

Please state the details below

| <u>Sl.No.</u> | <u>Name of work</u> | <u>Client</u> |
|----------------------|----------------------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Note: The performance report is to be submitted along with the pre-qualification documents in sealed covers.

(Signature of the Agency)

**PRE-QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

(To be typed on the Agency's Letterhead)

To

The REGISTRAR
National Institute of Technology,
Rourkela-769008.

Sir,

Having examined the details of pre-qualification document, I hereby submit the pre-qualification documents and other relevant information.

1. I hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.
2. I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I certify that my firm is not **blacklisted/banned** from business by any organization.
4. I hereby accept the rules and procedures of the institute for pre-qualification of contractors and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

(Signature of the Agency)

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA
APPLICATION FOR PRE-QUALIFICATION

1. NAME OF AGENCY/FIRM:- _____
2. ADDRESS:- _____
3. FAX/TELEPHONE NUMBER:- _____
4. SPECIAL QUALIFICATION OF TECHNICAL PERSON:- _____
5. LIST OF EQUIPEMENT / MACHINERY IN POSSESSION
FOR ROAD WORK :- _____
6. DETAILS OF REGISTRATION WITH
OTHER GOVT/PSU ORGANISATION:- _____
 - NAME OF THE DEPARTMENT/ORGANISATION _____
 - CLASS OR CATEGORY _____
 - ENLISTMENT AUTHORITY _____
 - DATE OF VALIDITY _____

1. VOLUME OF BUSINESS IN LAST THREE FINANCIAL YEARS
2002-03 Rs _____
2003-04 Rs _____
2004-05 Rs _____

2. Important jobs executed in Govt./psu including specifications, materials used, quality adherence, methods of testing including test/inspection certificates.
3. Valid Income Tax clearance certificate (ITCC).
10. Any other information regarding technical capability and financial soundness.

(Signature of the Agency)

CONFIDENTIAL

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

(To be submitted in a sealed covered along with the pre-qualification documents)

Letter No.-----

Date:

Name and address of the Client:-----

Details of works executed by the Contractor:

| | | |
|----|--|--|
| 1 | Name of work with brief particulars | |
| 2 | Agreement No and date | |
| 3 | Date of commencement of work | |
| 4 | Stipulated date of completion | |
| 5 | Actual date of completion | |
| 6 | Details of compensation levied for delay, if any | |
| 7 | Tendered amount | |
| 8 | Gross Amount of the work completed | |
| 9 | Name & address of the authority under whom works executed | |
| 10 | Whether the contractor employed qualified Engineer/Technical person during execution of work? | |
| 11 | i) Did the contractor go for arbitration? ii) If yes, total amount of claim. iii) Total amount awarded. | |
| 12 | Comments on the Capabilities of the contractor (indicate grading) please tick () a) Quality of work b) Technical Proficiency c) Financial Soundness d) Mobilization of adequate T & P e) Mobilization of manpower f) General behavior | Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor Out standing/v.Good/Good/Poor |

*Note: All Columns should be filled in properly.

“COUNTERSIGNED”
Officer of the rank of Executive Engineer
or equivalent and above

Signature of the Reporting
Officer with seal

N.B. The Executive Engineer or equivalent officer is requested to hand over the performance certificate of the Contractor only in sealed covers to the concerned contractor.