



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

An Institute of National Importance under Ministry of HRD, GOI

NOTICE INVITING TENDER

Tender Notification No: NITR/TS/14-15/03

Dt: 27.06.2014

The National Institute of Technology, Rourkela invites **sealed quotations from experienced Firms/Agencies or Self employed individuals for Cleaning and maintenance of all buildings, academic area, electric substations and relevant surroundings and Verandas of the respective buildings (measuring upto 110000 sq. mtr. approx,)etc.at NIT, Rourkela.**

Last date of Submission of Bid : 22.07.2014 at 03.00 PM

Opening date of tender : 22.07.2014, at 03.30 PM

For details: [http:// www.nitrkl.ac.in/Jobs & Tenders/Maintenance & Services](http://www.nitrkl.ac.in/Jobs & Tenders/Maintenance & Services)

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REGISTRAR



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

Tender Notice No: NITR/TS/14-15/03

Date: 27.06.2014

**TENDER FOR CLEANING AND MAINTENANCE OF ACADEMIC & ADMINISTRATIVE
AREA IN THE INSTITUTE.**

Sealed tenders are invited from experienced Firms / Agencies / self employed individuals for Cleaning and maintenance of all buildings, academic area, electric substations and relevant surroundings & verandas of the respective buildings (measuring upto 110000 sq. mtr. approx.) etc. 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, labs, classrooms, staircases, lift (elevator) and some centralized facilities of academic and administrative departments/ offices, 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 office 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 and staircases 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 item within a toilet room.
5. Maintenance of water supply and plumbing system within the toilet areas of all administrative and academic departments/buildings or have a contract with a self employed plumber/plumbing contractor whose name & contact details should be informed to the Institute.
6. 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.

7. Broken taps, valves, stop cocks, pans, plastic pipe of wash basins etc. and other plumbing accessories when spotted must be changed promptly within 24 hours.
8. 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, after which new accessories may be bought accordingly for replacement / repair.
9. 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.
10. All the cleaning appliances and accessories must be supplied by the agency to their cleaning personnel.
11. Machines generally used for this purpose are hot & dry vacuum cleaner, floor scrubber, high pressure water jet etc. Machines must be procured by the firm and the Institute will pay machine allowances @7% per month of the cost of the machine throughout the contract. Bills/invoices of the machines procured to be produced for calculation of allowance. Proper record regarding machine usage must be kept and produced along with every monthly bill.
12. Labs equipped with valuable equipments / machines should be cleaned with utmost care. Delicate and costly machines should be used for dust free environment.
13. 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. Adequate personnel as necessary for effective execution of the job must be deployed by the firm/agency for six 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. The Institute will pay at minimum rates of wages to the personnel employed. Other charges (Supervision charges & consumables) will be scaled up with the proportionate increase in minimum wages. Maximum no. of 36 personnel in the pay roll of the firm are to be employed for the job (with proper uniform & ID card). At any point of time at least 24 personnel must be present in the campus failing which penalty at the rate of 1.5 times of a day's wage of the no. of shortfall staff(s) will be deducted.
2. 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.
3. Names and other personal details of the employees engaged by the Agency under this contract has to be submitted and approved by the Institute.
4. 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. Smoking, tobacco chewing & spitting, alcohol etc. are strictly prohibited inside the campus area. Any personnel found with this act or with improper/indecent behaviour may be dismissed from the job and Institute shall not be responsible for any situation arising out of that. Also three months unsatisfactory report of any employee would amount to dismissal from the job without assigning the reason thereof.
5. The Institute augurs for state-of-art technology. If necessary at any period of the contract the Institute may introduce biometric attendance for the personnel.
6. Deficiency in service: The institute authorities shall inspect the facility from time to time to assess the performance of the contractor. 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 terms of 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.
7. Manager/Staff Substitution: During an assignment, if substitution is necessary (for example because of ill health or because a staff member proves to be unsuitable, or the member is no longer working with the firm) the firm shall propose of other staff of at least the same level of qualifications for approval of the competent authority of the Institute.
8. In case the bidder is an "Owner-manager" type firm then the promoter should supervise/monitor the works /services in the Institute by being present physically or if the bidder is a firm/Company then it must have its presence/experience in similar kind of works/services at least in 3 states of the country or with 3 corporations/Institutes/Offices of national repute.
The manager to be employed should have at least 03(Three) years of work experience in the said firm's pay roll.

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. 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 & E.S.I. 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).

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 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.
10. The initial cost of the contract price shall remain valid for one year. Any mid-year increase in expenditure because of enhancement of minimum wage of the Central govt., cost of goods and services in the market or tax rates (except service tax) will be scaled up proportionately.

D. MODE OF SELECTION:

1. A committee constituted by the Institute will examine all the proposals on the basis of
 - a. Credentials of the contractor and the key personnel.
 - b. Past experience in similar business.
 - c. Materials and methodology to be applied for cleaning and maintenance works.
 - d. The quality and reliability of service.
 - e. Service charges quoted.
2. The recommendation of the committee will be put up to Director NIT for his consideration. Decision of 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. If desired the Institute reserves the right to split the entire works of the tender into two parts of 60% and 40% between L1 & L2 among the bidders.
3. 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 an amount equal to one month's contract value or Bank Guarantee of an amount of twice the said contract value 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. The firm should have the financial stability (with evidence) to absorb two months' expenses of the contract value. All the payment to the personnel employed to be done/transacted only through Bank.
3. If the Firm/Agency fails to initiate the job within specified time given by the institute, the EMD shall be forfeited and the next eligible firm/Agency shall be offered.
4. 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 departments.

F. CONTRACT VALIDITY:

1. The contract, if awarded, 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 the service found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Rourkela.
2. This contract can be terminated under following circumstances.
 - (a) 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.
 - (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 wilfully 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.

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.
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H. INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the sites in our academic and administrative complex on any working day. In case of any further clarification, the bidders may contact Registrar, NIT, Rourkela.
2. The bids must be submitted in three **separate** sealed envelopes as listed below all kept in one sealed big envelope.
 - a) Techno-Commercial
 - b) Price Bid
 - c) EMD
3. E.M.D of **Rs.70,000/- (Rupees Seventy 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 bid shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids.
5. The bidders are requested to apply in a sealed envelope, addressed to The Registrar, NIT Rourkela, superscribing the following on the top of the envelope.

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ADMINISTRATIVE AREA IN THE INSTITUTE.**

Tender Notice No. NITR/TS/14- 15/03

Date: 27.06.2014

Due Date: 22.07.2014

6. All relevant information and documents must be furnished along with the proposals in the given format (Annexure- I).
7. Pre-bid discussion with institute committee and finalization of technical details shall be held on **Dt. 15.07.2014 at 03.30 P.M.** All interested bidders are requested to come with their draft Techno-commercial details / presentations along with the details of the machineries to be used for discussion.
8. **Last date for submission of proposals : Dt. 22.07.2014 by 3.00 P.M.**
Date of opening of proposals : Dt. 22.07.2014 at 3.30 P.M.
9. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

ON THE LETTERHEAD OF THE FIRM/AGENCY

**TENDER FOR CLEANING AND MAINTENANCE OF ACADEMIC & ADMINISTRATIVE
AREA IN THE INSTITUTE.**

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. PAN No. (Mandatory) : _____
8. E.P.F & ESI Registration No. : _____
9. Service Tax Regn. No. : _____
10. Labour License No. : _____
11. Volume of Business in the Financial Year 2012-13/2013-14 : _____
12. Volume of Business in the Financial Year 2012-13/2013-14 with NIT, Rourkela, If any give details : _____
13. Past experience in similar business or credential (enclose relevant documents/order copies of other organizations)
14. Number and qualification of personnel, the firm proposes to use : _____
(Attach separate sheet for qualification, experience and other details of personnel)
15. Materials, Machinery and methods used in executing the job : **Use separate sheet**

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 and KYC documents of the promoter(s).
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations if any.

Quoted price:

Component SL. NO.	Description	Unit Price in Rupees	Number of personnel	Total Price
A	Monthly rate per Cleaning Staff	Rs.8,551.00	Max 34 excluding working supervisor	
B	Monthly rate per Working Supervisor	Rs.9,951.00	02 Nos.	
C	Consumable and equipment usage charges			To be supplied
D	Supervision charges and additional cost (Fixed cost) (Cost of uniform, shoe, ID card, Administrative charges etc.to be included)			To be quoted