



**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/14-15/04 Dt: 03.07.2014**  
The National Institute of Technology, Rourkela invites **sealed quotations** from **experienced Firms/Agencies or Self employed individuals** for **Collection and disposal of garbage from Residential area and Halls of residences area of NIT Rourkela.**

**Last date of Submission of Bid : 24.07.2014 at 03.00 PM**

**Opening date of tender : 24.07.2014, 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**

Tender Notice No. NITR/TS/14-15/04

Date: 03.07.14

**TENDER FOR COLLECTION & DISPOSAL OF GARBAGE FROM THE CAMPUS AREA OF NIT  
ROURKELA**

NIT campus has about 5500 students and 3000 campus residents. Solid waste is generated in the campus primarily in four sources.

- (1) Academic area
- (2) Hostels area
- (3) Residential area
- (4) Community Centre and Guest Houses etc.

The solid waste from each source can be classified into three categories:

- (i) Bio-degradable food waste
- (ii) Bio-degradable non-food waste e.g. paper, cloth etc.
- (iii) Non bio-degradable waste e.g. plastic, metals and glass etc.

It is necessary to collect the trash from every

- (i) Garbage cans mounted on poles on the street ( Individual house, if necessary)
- (ii) Hostels and Canteens
- (iii) Designated garbage bins in academic area (Academic and administrative Offices).
- (iv) Canteens, Offices of Guest houses and Garbage bins of community Centre

Sealed tenders are invited from experienced Firms/Agencies/Contractors or self-employed individuals for providing the complete service of collection and disposal of garbage from the campus area of the Institute on annual contract basis.

**A. JOB DESCRIPTION :**

The following is the scope of the job:

1. Collection of trash daily from every street garbage bins, Individual houses, Hostels and Canteens, Designated garbage bins in academic area (Academic and administrative Offices), Canteens, Offices of Guest houses and Garbage bins of community Centre. The Trash to be removed from the designated garbage bins regularly to ensure cleanliness at all times.
2. The garbage collected from all designated garbage bins within the institute campus is to be deposited regularly on one or two designated garbage dumps from where it will be either burnt or be collected by Municipal authorities. Sometimes if the municipal service is not available, the agency will be required to dump the garbage outside the Institute, at designated land fills in the city.
3. The frequency of garbage collection shall be such that the total campus areas shall be maintained in top condition at all times. At no point of time the area should give an impression of being unattended.

4. The contractor is encouraged to deploy motorized vehicles and skilled personnel for collection and disposal of garbage by which the process shall take lesser time and increased frequency with economy.
5. Continual monitoring and supervision shall be done by the contractor to ensure regular and effective service.
6. All garbage collection bins around the campus should be cleaned daily.
7. The contractor's personnel will pick all trash not only from the bins but also from the road sides and wherever they find it. The area around the bins have to be swept and kept in top condition.
8. The Contractor's personnel shall segregate biodegradable & no-biodegradable components & dispose them at designated spots of the campus as per direction of the Office-in-Charge.
9. The Contractor shall deploy motorized vehicles (at least one; preferable two) and skilled personnel for collection and disposal of garbage by which the process shall take lesser time and increased frequency with economy.
10. Continual monitoring and supervision shall be done by Contractor to ensure regular and effective service of daily cleaning of all collection and disposal sites.

**B. OPERATIVE TERMS AND CONDITIONS :**

1. Motorized vehicles and other useful equipments are recommended for use and the Firm/ Agency/ Contractor shall supply and maintain them at his own cost. The contractor shall bear the cost of all consumables, petrol/diesel, repair and maintenance of the vehicle and machineries.
2. The Cost of Motorized and/or man driven vehicles, cleaning gadgets/instruments, accessories and labour shall be borne by the Firm/ Agency/ Contractor.
3. Adequate number of labourers must be engaged every day and continuously for 365 days to carry out the assignments properly to the satisfaction of the campus beneficiaries and the institute.
4. The Firm/ Agency/ Contractor shall maintain the agreed deployment of well trained personnel throughout the year.
5. The assets and articles provided by the Institute shall be property of the Institute and the Firm/ Agency/ Contractor shall be merely the custodian of such assets and articles. On termination of the contract, any such property shall be handed over to the Institute in the same condition as received except the normal wear and tear.
6. The Firm/ Agency/ Contractor shall assure that in the event of shortage of personnel on duty, the routine garbage collection and disposal work shall be executed effectively by engaging substitute personnel or assigning overtime duties to his other employees at his own costs and expenses. Non availability of labour or material shall not be accepted as a reason for poor service.
7. The Firm/ Agency/ Contractor shall ensure that all the personnel are imparted proper training at regular intervals, and follow safety practices, and report such training programs to the institute.
8. Names and other personal details of the employees engaged by the Firm/ Agency/ Contractor under the contract have to be submitted and approved by the institute.

9. The Firm/ Agency/ Contractor shall designate their representative stationed at the institute who would act as a liaison officer between the Firm/ Agency/ Contractor and the institute as and when required.
10. The firm shall employ its own staff or freelance labour and shall not hire any person specifically for this contract, so that in the event of termination of contract, the firm can move out without creating a human problem. The firm shall also not make any major investment specifically for this contract which will remain unused at the end of this contract.
11. Minor addition / alteration to the area covered as well as occasional "Cleanliness drives" are to be included when requested by the institute authority.

**C. STATUTORY OBLIGATIONS:**

1. The institute shall enter into a service contract with the qualified firm. The 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. 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 labourer 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, failing which the bill shall not be processed for payment.
3. 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). If the firm does not have them at the time of award of contract, it should obtain them within one month of award of contract; if required to do so under the rules.
4. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government as per jurisdiction.
5. The Firm/Agency shall comply with the regulatory clauses of labour Act and shall not engage any minor under this contract. The Firm/Agency must ensure payment of minimum wages to its personnel engaged under this contract including other statutory benefits. At any time, the institute shall have the authority to have access to all such records related to labour details and their wages.
6. 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/ Contractor. 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. The institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the Firm/ Agency/ Contractor. Any incident occurring during the contract period is the sole responsibility of the contractor and the institute shall in no way be liable for any such incident.

8. 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 will repair it at the cost of the contractor and levy a service charge of 200% over the cost.
9. The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency/ Contractor.
10. The staff engaged by the Agency shall draw their remuneration from the Firm/ Agency/ Contractor 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.
11. All payments to the workers will be paid by the contractor through bank only.

**D. MODE OF SELECTION:**

1. A committee constituted by the Institute will examine all the proposals on the basis of the following.
  - a. Credentials of the contractor and the key personnel.
  - b. Past experience in similar business.
  - c. Materials and methodology to be applied for garbage collection and disposal work.
  - d. The quality of service.
  - e. Service charges quoted.
2. The selection process will consist of two stages. In the first stage the suitability of the competing Firms/ Agencies will be judged by a committee set up by NIT Rourkela and this judgment will be made by examining the credentials, past experience, financial soundness and quality of the service. This will carry 70% of the total weight for selection.
3. After freezing the list of technically qualified bidders by assessing the techno commercial suitability of the offers submitted, the committee will proceed for the Second Stage. The second stage of selection will be on the basis of the price (Service charge) quoted. This will carry 30% of the total weight. The less the price, the more is the weight.
4. The one having maximum total weight will be chosen for award of the contract.
5. It should be noted that selection will be based on combination of quality and cost, instead of cost alone. The decision of Director will be final and binding.
6. Photo copies of all relevant documents as mentioned in Annexure-A 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 a Bank Draft of Rs.20,000/-(Rupees twenty thousand only) from a nationalized bank in favour of the Director, National Institute of Technology, Rourkela payable at Rourkela. The security money shall be released within one month after realization of the Institute dues, if there would be any on termination of the contract.
2. If the Firm/Agency fails to commence the job within specified time given by the institute, the security money 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.
4. At any point of time, if the service rendered by the Firm/ Agency/ Contractor is found to be deficient or poor in quality, a lump sum amount as deemed fit as per the decision of the institute authorities shall be deducted from the monthly bill/claim of the Firm/ Agency/ Contractor and also the Institute reserves the right to terminate the contract with immediate effect without any compensation.

**F. CONTRACT VALIDITY:**

1. The contract will be effective from 16th August 2014 to 15th August 2015. 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.
2. The contract amount (monthly dues) will be updated from time to time in proportion to the rate of minimum wage applicable to the Institute for unskilled workers. The contractor is obliged to enhance the wages paid to its own employee accordingly.
3. This contract can be terminated under any one of the following circumstances.
  - a) The contract can be terminated by the institute with a month's notice 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/Agency not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the Firm/Agency/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/Agency being declared as insolvent by the court of law. The notice period shall be one week.

During the notice period for termination of contract, in any of the situation contemplated above, the Agency 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/ Agency/ 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 site in our campus on any working day. In case of any further clarification, the bidders may contact Assistant Registrar (Purchase & Works), NIT, Rourkela.
2. The bids must be submitted in two parts in two separate sealed envelopes as listed below.
  - a) Part-I: Techno-Commercial Bid
  - b) Part-II: Price Bid
3. E.M.D of Rs. 20,000/- (Rupees Twenty thousand only) in the shape of demand draft in favour of “ Director, NIT, Rourkela”, payable at Rourkela must be deposited along with the bid without which the bid will not be honored and liable to be rejected . The E.M.D will be refunded to unsuccessful bidders within a week of finalization of tender.
4. 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

**TENDER FOR COLLECTION & DISPOSAL OF GARBAGE FROM THE  
CAMPUS AREA OF NIT ROURKELA**

Tender Notice No. NITR/TS/14-15/04,    Date:  
03.07.2014

5. All relevant information and documents must be furnished along with the proposals in the given format (Annexure- A).
6. Last date for submission of proposals    : **Dt. 24.07.14 by 3.00 PM**  
Date of opening of proposals                : **Dt. 24.07.14 at 3.30 PM**
7. In case the due date is declared to be holiday the next working day shall be treated as the last date for bid submission.
8. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

ON THE LETTERHEAD OF THE FIRM/AGENCY

**Annexure-A**

**TENDER FOR COLLECTION & DISPOSAL OF GARBAGE FROM THE CAMPUS AREA OF**

**NIT ROURKELA**

1. Name of the Firm/Agency : \_\_\_\_\_
2. Full Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Other Business of the Firm : \_\_\_\_\_
4. Office/Residence PhoneNo./ Mobile No., If any : \_\_\_\_\_
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 Registration 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 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 method proposed to be used in executing the job.  
(Attach 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 Returns.
2. Service Tax registration No. and PAN No along with KYC documents of the promoter.
3. E.P.F, ESI & Labour License (if applicable).
4. Order copy of other organizations if any.