



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

**Tender Notice No.: NITR/PW/2017/05**

**Date: 13.07.2017**

**TENDER FOR GENERAL SWEEPING, CLEANING OF THE HALLS, TOILETS  
AND CLEANING OF ROOMS OF BOARDERS OF RESIDENCE  
(ALL HALLS OF RESIDENCE) AT NIT ROURKELA.**

Sealed tenders are invited from interested firms/agencies/self-employed individuals for general sweeping, cleaning of the halls, toilets and cleaning of rooms of boarders 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 as listed below, located inside the campus of NIT Rourkela. The room should be clean to make it neat, clean, hygienic and dry condition all the times. Also carry out the sweeping/mopping/washing activity (floor of room once in a week, walls & ceiling once in a month).

The total no. of rooms in each hall is provided below for convenience of tenderer.

<b>Sl. No.</b>	<b>Name of the Hall</b>	<b>No. of Rooms</b>	<b>No. of Cleaning Staffs</b>
1.	SSB HALL	145	7
2.	MV HALL	258	
3.	GDB HALL	322	5
4.	DBA HALL	302	5
5.	MSS HALL	402	6
6.	CVR HALL (Ladies)	689	9
7.	HB HALL	402	7
8.	VS HALL	1024	11
9.	SD HALL	1014	11
10.	KMS HALL (Ladies)	164	5
11.	Security Barrack	32+10	3

**Note: The agency/firm/contractor shall appoint one supervisor without any extra cost. The Supervisor may be one of the cleaning staffs.**

**A. JOB DESCRIPTION:**

1. The job consists of:

- a) General sweeping, cleaning of all floors, corridors, staircases, cycle stands, wardens offices, stores 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, at least once a day.
- b) Sweeping of all student rooms, at least once a week by coordinating with individual student.
- c) Cleaning of vertical surfaces and ceilings of student rooms once a month
- d) Mopping of student rooms once a month.
- e) All vertical surfaces, walls, roofs etc. are to be cleaned regularly to ensure cleanliness at all times.

- f) Cleaning of toilets and bathrooms including floors, doors, windows, cisterns, wash basins, latrines, urinals and every other item within the toilets and bathrooms at least twice a day (once in forenoon & once in afternoon).
  - g) 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 non-compliance shall lead to penalty as decided by the Director, NIT Rourkela.
  - h) Security against deliberate misuse/mishandling shall be the sole responsibility of the firm.
2. Cleaning of floors, vertical surfaces, dining halls, corridors, staircases, toilets and bathrooms continuously during the day, at least twice a day (**Morning: before 8.00 AM, Afternoon: before 5.00 PM**) with good quality phenol, disinfectant and detergent etc. Cleaning of 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. Using of phenol, detergent, naphthalene balls, air purifier, toilet paper roll, liquid soap, air fresheners, etc. on daily basis provided by the Institute. Removal of unwanted materials and disposing them at designated sites.
  3. 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.
  4. 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.
  5. All drains must be cleaned regularly to ensure smooth discharge of waste water.
  6. All workers must be trained to report any defective taps, valves or any other defect, whereas maintenance works are to be done by the Institute.
  7. Machineries & equipment may be provided by the Institute as per availability to be used regularly and proper record regarding usage to be kept. Deliberate misuse/mishandling shall be the sole responsibility of the agency/firm/contractor.
  8. The job to be executed as per the Instruction of the faculty/officer in charge designated by the Institute.

## **B. OTHER TERMS & CONDITIONS:**

1. The agency/firm/contractor after award of contract, shall mobilize its resources for execution of the work as per terms of contract.
2. The agency/firm/contractor shall discharge its responsibility strictly adhering to this scope and shall ensure cleanliness as per frequency indicated in the contract.
3. The agency/firm/contractor while discharging, its aforesaid of responsibility of extending its service shall carry out the instructions of Executive In-charge from time to time.
4. The agency/firm/contractor, its representative/employees shall report to the different hall authorities about day to day performance of its services as per contractual scope.
5. The agency/firm/contractor shall deploy adequate man power and resource to execute the job. Besides, such cleaning is to be immediately ensured by the agency/firm/contractor in case of exigencies.
6. All the cleaning materials and chemicals will be provided by the Chief Warden's Office.

7. The NITR shall provide storage space for the agency/firm/contractor at a suitable place inside the Hall of Residence. The agency/firm/contractor shall ensure that all the cleaning tools/tackles along with required consumables etc. are kept at the appropriate place, specified for the purpose, as provided by the Hall of Residence.
8. The agency/firm/contractor shall maintain a log book indicating consumable materials brought in and consumable issued for daily use. This log book shall be signed by the authorise person of the agency/firm/contractor on daily basis and Chief Warden's office shall have the right to inspect the store and log book.
9. The waste materials if any, collected during the cleaning shall be disposed off as directed by the authority of the Chief Warden's Office.
10. Utmost care is to be taken while cleaning to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/contractor and the agency/firm/contractor shall be liable to compensate the loss, if any to the NITR, which shall be recovered from the bills accrued to the agency/firm/contractor.
11. The agency/firm/contractor shall obtain written permission in respects of all its staff and officials for entry and working inside the hall premises and shall maintained record in this regard. Unauthorised entry and deployment of unauthorised persons without prior permissions of the Chief Warden's office is prohibited.
12. The agency/firm/contractor shall ensure that proper discipline is to be maintained by the staff and officials deputed by the agency/firm/contractor, and they shall have to behave soberly at all times while functioning inside the hall of residence. The conduct safety and security of the staff and officials shall be the sole responsibility of the agency/firm/contractor.
13. Payment will be made/released on monthly pro-rata basis of the sanitation services extended by the agency/firm/contractor during the preceding month based on the certification by concerned Warden and countersigned by the Chief Warden.
14. The working hours will be flexible and as per need including day time hours, evening hours and all days of the week. The length of the work day for the individual worker, however, shall be within the applicable rules.
15. The job to be executed as per the Instruction of the **Chief Warden**.
16. All the payments to the engaged personnel under the contract are to be transacted through Bank.
17. It is recommended to deploy lady cleaning staffs and supervisors for ladies hostels (CVR, KMS). No male workers are allowed inside ladies hostels. However ladies workers can be deployed for boys hostels.
18. Names and other personal details of the employees engaged by the agency/firm/contractor under this contact have 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/firm/contractor shall cooperate with the Institute to all extent. At any point of time the allotted personnel must be present (whose presence will be monitored by an attendance) 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.
19. The agency/firm/contractor shall assure that in the event of shortage of cleaning personnel on duty, the routine cleaning 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.
20. The assets and equipments provided by the Institute shall be property of the Institute and agency/firm/contractor shall be merely the custodians of such assets and equipments. On termination of cleaning contract, any such property shall be handed over to the Institute in proper working condition.

21. 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/firm/contractor. 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.
22. The agency/firm/contractor shall designate their representative stationed at the Institute, who would act as a liaison officer between the agency/firm/contractor and the Institute as and when required.
23. **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 a new staff of at least the same level of qualifications for approval of the competent authority of the Institute.
24. **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 the Director, NIT Rourkela shall be final and binding.

### **C. LIQUIDATED DAMAGES**

The agency/firm/contractor (as well as the Institute as its discretion) will maintain attendance of its staff for non-delivery of service due to absence of staff; the Institute will deduct payment on pro-rata basis. The agency/firm/contractor shall ensure extension of sanitation services as per the frequency indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the agency/firm/contractor shall be liable for **liquidated damages @ Rs.1/- per day per sq.m.**, subject to a **maximum limit of 10% of the monthly bill**. The agency/firm/contractor shall not be entitled to prorate payment of the job not done. This will be in addition to pro-rata deduction of dues.

### **D. RISK AND COST**

1. In case of stoppage of performance or non-attendance to the job in extending sanitation services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the NITR at the risk and cost of the agency/firm/contractor through alternate agency/firm/contractor and differential cost, if any, incurred by the NITR in the processes shall be recovered from the agency/firm/contractor.
2. In the event of stoppage of performance, may it be due to the reason of strike declared by the employees/labour of the agency/firm/contractor or be due to the effect of any strike or "BANDH" called by any trade union/association, the agency/firm/contractor shall be liable for risk and cost action in the same manner as stated in above. Such stoppage shall not be considered as a ground of "Force Majeure". Besides the agency/firm/contractor shall be liable for termination of contract with consequential cost, compensation & damages, if the job is not resumed within 15 days of stoppage noticed.

## **E. ESCALATION/DE-ESCALATION OF CONTRACT VALUE**

1. Subsequent to final quotation of rates and during operation of the contract, if there is any upward revision of minimum wages, D.A by any administrative instruction of NITR management, the same will be paid on the basis of revised order issued by the Institute.
2. In case of extension of contractual period where the reasons of delay are attributable to the contractor, labour escalations during such period of extension, shall not be admissible.
3. Original validity period of the contract may be extended at the discretion of NITR. The contract value also shall be enhanced proportionately as per requirement of the department. Such extension of contract validity period or contract value shall be without seeking any further consent from the party. Such extension of contract can be up to maximum of 4(Four) months or till finalisation of a new contract, whichever is earlier.

## **F. ELIGIBILITY:**

A firm can submit the proposal separately for each Hall of Residence up to a **maximum of 3 Halls**. However the Institute shall have the right to decide the allotment of Halls 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 (2016-17)**. 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.

## **G. STATUTORY OBLIGATIONS:**

1. The agency/firm/contractor 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/contractor 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 & deposit challan should be enclosed along with the monthly bill by the agency/firm/contractor and submitted to the designated Officer of the Institute.
3. Monthly wages shall be paid to cleaning staffs through e-payment. A copy of the advice of e-payment along with acknowledgement by bank shall be submitted to the Institute with the bill of each month.
3. The agency/firm/contractor 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 agency/firm/contractor shall abide by all statutory and regulatory Acts of both Central Government and State Government.
5. The agency/firm/contractor 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 agency/firm/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. If there is any damage to the Institute property or any other financial burden on the Institute because of wilful or negligent action by the firm or its personnel, the Institute shall be entitled to recover the same by means of compensation from the agency/firm/contractor.
8. The Registrar or an Officer explicitly authorized by him will represent the Institute in all commercial dealings with the agency/firm/contractor.
9. The staff engaged by the agency/firm/contractor shall draw their remuneration from their agency/firm/contractor and will not claim any employment benefit from the Institute at any time. The agency/firm/contractor shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.

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

1. The successful bidder/firms shall deposit the Bank Draft of **Rs. 50,000.00 (Rupees Fifty Thousand only)** from a nationalized bank in favour of The 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 agency/firm/contractor fails to commence the job within specified time given by the Institute, the EMD shall be forfeited and the next eligible agency/firm/contractor shall be offered.
3. The agency/firm/contractor 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.

#### **I. 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.
  - d) The quality and reliability of service.
  - e) Service charges quoted.
2. 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.

3. 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 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.
4. 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.
5. The bidders who qualify in the technical evaluation stage shall only be called for opening of financial bids.
6. The committee shall choose ten winners for ten groups as per the procedure defined under previous section. The contract shall be split between ten parties, as recommended by the committee members. However, the number of groups to be selected will be decided by the committee.
7. In case of any dis-agreement or any other reason come 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.
8. The recommendation of the committee will be put up to the Director, NIT Rourkela for his consideration. Decision of the 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.

**J. CONTRACT VALIDITY:**

1. The contract shall be initially for a period of **one year from the date of award of the contract** 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.
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/firm/contractor 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 the Director, NIT Rourkela in this matter shall be final and binding.

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

**K. 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.

**L. 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 the **Chief Warden, NIT Rourkela; Phone: 0661-2465001; Email: chiefwarden@nitrkl.ac.in.**
2. **E.M.D of Rs. 50,000/- (Rupees Fifty 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.
3. 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 OF THE HALLS, TOILETS  
AND CLEANING OF ROOMS OF BOARDERS OF RESIDENCE  
(ALL HALLS OF RESIDENCE) AT NIT ROURKELA.**

**Tender Notice No: NITR/PW/2017/05**  
**Due date: 07.08.2017 at 12:30 PM**  
**Opening date: 07.08.2017 at 4:00 PM**

**Date: 13.07.2017**

4. 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
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.
7. **Pre-bid Conference:** Pre-Bid discussion with Institute committee and finalization of technical details shall be held on **Dt. 21.07.2017 at 04:00 P.M.** All interested bidders are requested to come with their draft techno-commercial details for discussion.
8. Last date for submission of proposals: **Dt. 07.08.2017 by 12.30 P.M.**
9. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.



**FORM FOR FINANCIAL CAPACITY**

**Description**

<b>Financial Year</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
Annual Turnover			
Total Profit			

**TECHNICAL PROPOSAL SUBMISSION FORM**

Ref No: .....

Date: .....

**LETTER OF BID**

To  
**The Registrar,**  
NIT, Rourkela-769 008

**Ref:** Invitation for TENDER NO. .... 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 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**

**TENDER FOR GENERAL SWEEPING, CLEANING OF THE HALLS, TOILETS  
AND CLEANING OF ROOMS OF BOARDERS OF RESIDENCE  
(ALL HALLS OF RESIDENCE) AT NIT ROURKELA.**

1. Name of the Agency/Firm/Contractor: \_\_\_\_\_
2. Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Other Business of the Firm: \_\_\_\_\_
4. Office/Residence Phone No./Mobile No.: \_\_\_\_\_
5. 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 Reg. No. : \_\_\_\_\_
11. Labour License No. : \_\_\_\_\_
12. Volume of Business in the Financial: \_\_\_\_\_  
(Year 2015-16 & 2016-17)
13. Volume of Business in the Financial: \_\_\_\_\_  
(Year 2015-16 & 2016-17) 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 that 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 & KYC documents of the promoter(s).
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations, if any.

**Price Bid**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit Price (Rs.)</b>	<b>No. of Personnel</b>	<b>Total Price</b>
1.	Monthly rate per cleaning staff (along with EPF & ESI)	16,066/-		
2.	Fixed Supervision Charges per cleaning staff			

**Note:-** Consumables will be supplied by the O/o of the Chief Warden, NIT Rourkela.

**CHECKLIST FOR PREPARATION OF BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes/No</b>
1.	Have you filled in and signed the Contact Details and enclosed relevant documents as per Annexure-III?	
2.	Have you read and understood various conditions of the Contract and shall abide by them.	
3.	Have you enclosed the EMD of <b>Rs. 50,000/-</b> 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.	Legally Valid Entity: Have you attached self-attested certificate issued by concerned authority.	
7.	Registration with Government Bodies like IT, ST, ESIC, EPF, Labour Laws: Have you attached a Registration copy Of each of the certificate?	
8.	Experience (if any): 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?	
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?	