



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA-769008, ODISHA

Tender Notice No.: NITR/PW/2021/263

Date: 27/08/2021

TENDER FOR PROVIDING ATTENDANT SERVICE IN NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA- 2021

Sealed Tenders are invited through e-Procurement module of CPP Portal (<https://eprocure.gov.in/eprocure/app>) from interested and eligible firms / companies / proprietors / individuals for providing "attendant service" on the terms & conditions as mentioned in annexures.

1.

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|---|-------------------|
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2.

2.1 Important Dates

- Last date of submission of bid on **21/09/2021 by 11:00 AM** e- Procurement Process (<https://eprocure.gov.in/eprocure/app>)
- Opening of Techno-commercial Bid** of the tender on **22/09/2021 at 11:00 AM**
- Tender Cost of Rs. 500/- (Non-refundable)** need to be submitted to the Institute in the shape of Demand Draft(DD) from any commercial bank except non-commercial and gramin banks in favour of "Director, NIT Rourkela" and should reach physically to the institute through speed post/registered post/courier to "**Registrar NIT Rourkela- 769008**" on or before the opening of techno-commercial bid (**i.e 22/09/2021 by 11:00 AM**)

- 2.2** Tender document is available in e-Procurement module (<https://eprocure.gov.in/eprocure/app>) or may be downloaded from the website of National Institute of Technology, Rourkela i.e. https://nitrkl.ac.in/OldWebsite/Jobs_Tenders/11Miscellaneous/Default.aspx

3 Nature and Scope of Work

- I. The contract involves **“Providing Attendant Service to National Institute of Technology, Rourkela.”**
- II. The contract is basically a job contract and involves no control of NITR over the staff of the contractor except ensuring services to the satisfaction to the authority and to provide an office friendly atmosphere.
- III. The period of the contract will be initially for one year from the date of issue of work order which may be extended for two more Term based on satisfactory performance.
- IV. The contract price is inclusive of all taxes and duties & G.S.T(as applicable). Contractor is to bear all incidental cost/tax connected with the execution of the contract, including payment towards statutory compliances.
- V. The work may be divided among more than one party subject to matching with lowest price determined in the tender process.
- VI. The tender may be cancelled without assigning any reason, and no right accrues on mere participation in the tender.
- VII. Revocation/withdrawal from tender at any stage before or after opening of price bid shall entail forfeiture of bid security & other action.
- VIII. Bringing in outside influence or entering in to unsolicited correspondence / communication will entail rejection of tender and a proceeding for blacklisting/ banning of business.
- IX. The scope of work are described in detail in the Annexure.

4 **ELIGIBILITY:**

- I. **Status:** - The Bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited Company registered under the Companies Act. Bidder in the form of JV/consortium may be permitted. A proof on status the bidder shall be submitted. The firm should have an office at Rourkela / Odisha.
- II. **Financial Capacity:** The bidders should have the **minimum turnover of Rupees Ten Lakhs** during the **last financial years (2019-20)**. Relevant proof for supporting the above shall be submitted failing which tender shall be treated as invalid. The firms must be willing and/or capable to sustain, itself financially till bills are processed & payment released.
- III. **Experience:** At least one year experience in the similar work.
- IV. **Registration:** The Bidder should have registration under GST Act, the labour laws (including CL(R&A) Act), Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof shall be submitted.
- V. The tenders submitted in digital mode through the e-Procurement portal shall be subject to information and technology Act.

**Sd/-
REGISTRAR**

LIST OF PREMISES COVERED UNDER THIS TENDER THAT MAY NEED ATTENDANT SERVICE.

Sl. No.	Name of the Department / Office in the campus of NIT Rourkela
1	Planning & Architecture
2	Training & Placement
3	Academic
4	Electrical Engineering
5	Physics & Astronomy
6	Estate Maintenance
7	Metallurgical & Materials Engineering
8	Mining Engineering
9	Industrial Engineering
10	Computer Science & Engineering
11	Student Counselling
12	Purchase & Works
13	Chemistry
14	SAC
15	Registrar's Office
16	Biotechnology & Medical Engg.
17	Establishment
18	Chemical Engg.
19	Ceramic Engineering
20	Computer Centre
21	Finance & Accounts
22	Mechanical Engineering
23	Mathematics
24	SRICCE
25	Internal Audit
26	Director's Office

CHECKLIST FOR TENDERER

Sl. No	Particulars	Yes/No	Page No.
1.	Have you filled in and signed the details and enclosed relevant documents?		
2.	Have you read and understood various conditions of the tender and willing to abide by them?		
3.	Have you submitted Tender Cost of Rs.500/- through offline mode of e- Procurement module of CPP Portal. And the same should reach to the institute within the due date and time physically in the shape of demand draft(DD).		
4.	Have you taken prints of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender document and submitted in the the e-Procurement module of CPP Portal.(https://eprocure.gov.in/eprocure/app)		
5.	Have you attached proof of having met the eligibility criteria?		
6.	Have you attached self-attested copy of the documents to show the financial status of tenderer?		
7.	Registration with Government bodies like IT, GST, ESIC, EPF Labor License, and Legal Entity – Have you attached a copy of each of the certificate?		
8.	Have you attached the self-attested experience certificate issued by the organization / Govt. Depts. if any?		
9.	Have you attached the proof of authorization to sign on behalf of the Tenderer?		
10.	Has your Techno-commercial Bid been submitted as per the requirements of the Tender?		
11.	Is your BOQ / financial Bid submitted as per the prescribed MS Excel Format in the e-Procurement module of CPP Portal.(https://eprocure.gov.in/eprocure/app)		
12.	Have you submitted the tender documents in two parts within the respective cover in the e-Procurement module of CPP Portal.(https://eprocure.gov.in/eprocure/app)		

Signature of Tenderer

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA**INSTRUCTIONS TO TENDERERS****TENDER NOTICE NO: NITR/PW/2021/263****DATED: 26/08/2021**

- 1.** The tenderer shall submit the tender in two parts in the e-Procurement module of CPP Portal (<https://eprocure.gov.in/eprocure/app>) consisting of Part-I (techno-commercial) and Part-II- Financial Bid (i.e. BOQ) each in separate cover. Tender Cost (Non-Refundable) in the shape of Demand Draft for **INR 500/- (Rupees Five Hundred Only) in favor of "Director, NIT Rourkela"** payable at Rourkela from any Schedule Commercial Bank except Co-operative and Gramin Bank. Tender Cost should reach physically through speed post/ register post/courier, containing in an envelope & superscripted with subject, tender reference number addressing to **Registrar, NIT Rourkela- 769008, Odisha; on or before 22/09/2021 at 11:00 AM**, failing which the bids will be summarily rejected.
- 2.** Duly filled in tenders are to be submitted electronically in the e-Procurement module of CPP Portal (<https://eprocure.gov.in/eprocure/app>) within the date & time mentioned in the Notice Inviting Tender. No tender is acceptable through any other mode.
- 3.** The cover containing document showing cost of tender shall be opened first at the time of opening of techno-commercial bid. The Part-I offer of those Tenderers, and Tender Cost if found in order and submitted as prescribed, will be opened immediately. Otherwise the offer will be considered as invalid and other parts will not be opened. The Part- II shall contain the price bid.
- 4.** The tender shall be **valid for 90 days** for acceptance from the date opening of the price bid & withdrawal at any stage shall entail banning of business & forfeiture of S.D, if any.
- 5.** Tenders not received in the prescribed forms as specified will be liable for rejection.
- 6.** The Tenderer(s) shall dully fill in all particulars in the formats and it shall form part of tender document under Techno-Commercial bid. Non-submission of duly filled in & signed form of tender shall render the tender invalid.
- 7.** The invitation to Tender, Instructions to Tenderers, Special Conditions of Contract (SCC) & General Conditions of Contract (GCC), part of tender document along with the rates quoted in "Schedule of Rates" with the Letter of Acceptance and Work Order for awarding of the work and Contractor's Letter of acknowledgement shall form part of the contract. In case of any conflict between the terms mentioned in General Conditions of Contracts and Special Conditions of Contract, the later shall prevail.
- 8.** The Tenderers shall furnish the following documents as part of **Techno-commercial Bid**:
 - 8.1** Category of Tenderer, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co- Operative Society etc. along with following documents:
 - i. In case of Proprietary Firm, attested copy of affidavit of Sole Proprietary.
 - ii. In case of Partnership Firm, attested copy of Partnership deed along with amendments if any and proof of registration if any.
 - iii. In case of Limited Companies, Memorandum & Articles of Association, Certificate Incorporation, Authorized, Subscribed and paid up capital.
 - iv. In case of Co-Operative Society, attested copy of the certificate of registration from the Registrar of Co- Operative societies.

If required, the original documents will have to be produced for verification.

8.2 Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the company is duly authorized to do so, shall accompany the tender. Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be rejected.

8.3 Information about officer of the firm/ Company being an employee, past or present or relationship of any employee of NIT, RKL with Proprietor, Partner – Director of the firm is to be furnished.

8.4 Whether the tenderer or any of the Proprietor, Partner, Director, Shareholders or their spouse working as contractors in NITR or any Government Department/Public Undertaking has been:

- a. Black listed.
- b. Removed from the approved list of Contractors.
- c. Demoted to lower class of job.
- d. Under Orders for banning or suspending business with him/ them. If yes, give the details indicating the period.
- e. Convicted by a court for committing any offence.

8.5 Documents to be submitted

- (a) RPFC Registration Code Number, if any:
- (b) Registrations with ESI, if applicable.
- (c) Copy of Balance Sheet, Profit & Loss Account and Income Tax Return (preceding 3 years.) (Duly attested by Notary)
- (d) Details of the bank account indicating the name of bank branch & account number to which payment is to be made.
- (e) Copies of Permanent Account Numbers (PAN Card).
- (f) Copy of the GST Registration
- (g) Copies of Labour License / Contract Labour (Regulations and Abolition) Act, 1970 held under Previous Contract, If Any.
- (h) Copy of the Aadhaar Card.

9. The tenderer is advised to inspect all the area of departments / offices of the institute & satisfy himself before submitting his tender as to the scope of work. No complaints on these accounts shall be entertained after submission of the tender. The inspection of the site can be made from **06/09/2021 to 09/09/2021 between 03:00 PM to 05:00 PM on prior appointment.**

10. BID EVALUATION PROCEDURES

10.1 The Techno-commercial Bids may be opened, on the specified date & time by a Tender Committee constituted by the competent authority of NIT Rourkela.

10.2 The financial bids of those bidders who's Techno-commercial Bids are found valid/suitable/acceptable, shall be opened by the Committee on the specified date and time.

11 CLARIFICATION ON TECHNO-COMMERCIAL BID EVALUATION

- 11.1** The techno-commercial bids shall be evaluated based on the available documents submitted by the bidder in the e-Procurement module of CPP Portal (<https://eprocure.gov.in/eprocure/app>). To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the committee may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request shall not be considered. The committee's request for clarification and the response shall be in writing through e-Procurement site.
- 11.2** If a bidder does not provide clarifications on its bid asked for by the date and time set in the Institute's request for clarification, the bid may be treated as not valid & liable for rejection.
- 11.3** Institute also reserves right to seek confirmation/clarification from the issuing agency, of the supporting documents submitted by the bidder.

12 TECHNO-COMMERCIAL BID EVALUATION

Techno-commercial bids will be evaluated based on submitted documents and the methodology adopted by the committee.

The bidders who qualify in the techno-commercial evaluation may be intimated to attend price bid opening if they so desire.

13 FINANCIAL BID OPENING PROCEDURE

The financial bid (BOQ) shall be in excel sheet form. The Financial Bids (BOQ) of all techno-commercially qualified Bidders may be opened on the scheduled date and time.

14 FINANCIAL BID EVALUATION

Being L1 will not be sole criteria for eligibility of award of contract. The feasibility of the lowest price quoted by the bidder will be examined by the committee on scheduled date & time with reference to relevant terms of Annexure-G(GCC).

- 15.** Tenders containing overwriting or erasing, without authentication with full signature in the pages(s) of "Schedule of Rates" (Financial Bid) and amount/ quantity not shown in figures and words will be liable for rejection.
- 16.** The rates quoted in the tender by the tenderer shall be in figure as well as in words. In case of discrepancy in the rate(s) amount between figure and words, the value written in words shall be taken as finally quoted rate(s) / amount.
- 17.** Tenders(s) with rates in units different from those prescribed in "Schedule of Rates" will be liable for rejection. BOQ/Price-bid not received in the prescribed format shall be liable for rejection.
- 18.** The rate in the tender shall cover/include all statutory duties/taxes/levies, as on date of tender, including GST, unless specifically excluded.
- 19.** Conditional tenders either in Part-I or Part-II of the tender shall be liable to be rejected.
- 20.** Any request from the tenderer in respect of additions, alterations, modifications, corrections etc. of either terms and conditions or rates of his tenders after opening of the tenders, shall not be entertained under any circumstances.
- 21.** The successful tenderer shall make his own arrangement for all materials and machines with tools & tackles required for carrying out the job as specified, in the contract and include the cost, labour cost & other charges to be incurred in proper execution of work within specified time.
- 22.** By submitting a tender, the tenderer will be deemed to have satisfied himself that the rates quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached and he has taken into account all conditions and difficulties that may be encountered during its progress /execution. Any complaint in this regard after submission of offer shall not be entertained.
- 23.** Canvassing in any form is strictly prohibited and tenders submitted by the tender who resort to canvassing, will be liable for rejection.

24. Authority of NIT reserves the right to accept /reject any or all tenders without assigning any reason thereof or divide the work with multiple parties (bidder) at lowest price(L1) accepted.
25. Tender documents are not transferable.
26. Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-Operative Society etc. formed after floating date of the tender are not eligible disqualified.
27. It shall be the responsibility of the persons/firms submitting the tender to ensure that the tenders have been submitted in the formats and as per the terms and conditions prescribed in the NIT website and no change is made therein before submission of their tender. In the event of any doubt regarding the terms and conditions /formats, the person concerned may seek clarifications from the authorized officer NIT. In case any tampering/Unauthorized alteration is noticed in the tender submitted from the tender document available on the website, the said tender shall be summarily rejected.

28. For any clarification:

Please contact:

Assistant Registrar (Purchase and Works)

NIT Rourkela, Rourkela-769008 Ph. No.: 0661-2462051/2082;

Email: purchase@nitrkl.ac.in

29. Before submitting the tender, the tenderer should ensure that the details/documents are submitted as per the check list.
30. Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration Certificate issued by any one of these below mentioned agencies must be valid on date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
 - i) Khadi and Village Industries Commission (KVIC)
 - ii) National Small Industries Corporation (NSIC)
 - iii) Any other body specified by Ministry of MSME/GOI

31. ONLINE BID/TENDER SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

32. REGISTRATION PROCESS ON ONLINE PORTAL

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

33. TENDER DOCUMENTS SEARCH

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

34. BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents are part of Technical Bid.

35. BID SUBMISSION

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4. Bidder should prepare the EMD/Tender Cost as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

36. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

37. ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Date:

Signature of Tenderer

Place:

(ON LETTERHEAD OF THE FIRM)**TENDER FOR PROVIDING "ATTENDANT SERVICES" AT NIT- ROURKELA****Detailed Particulars of the Tenderer**

Sl.No	Particulars	
1.	Name of Agency/ Firm/Proprietor	
2.	Full Postal Address	
3.	Email ID	
4.	Mobile No.	
5.	Other business of the firm	
6.	Office/Residence Ph.no	
7.	Office/Work Email ID	
8.	Name(s) of Proprietor / Partner / Director and his PAN No.	
9.	Aadhaar No.	
10.	E.P.F. Registration No.	
11.	GST Registration No.	
12.	Labor License No.	
13.	Volume of business in the FY	2017-2018
		2018-2019
		2019-2020
14.	Past experience in similar business (enclose relevant documents/order copies of other organizations)	
15.	Income Tax clearance certificate	
16.	Materials, machinery and methods proposed for executing the work	
17.	Whether a) Blacklist in past ? b) Removed from approval list ? c) Banning/Blacklisting matter pending ? d) Convicted by court of law ?	

Signature of Tenderer

(Letter head of tenderer)

Date: _____

Ref No: _____

To

The Registrar

National Institute of Technology Rourkela – 769008

Ref: Invitation for Tender No. _____ dated _____

We, the undersigned, declare and undertake that :-

1. We have examined the tender document and its terms and conditions and we have understood the details.
2. We are ready to execute in conformity with the tender document/ contract/ work order in case we are found successful as a tenderer, and our bid is accepted or work order is issued in our favour.
3. Our bid shall be valid for a period of **90 days** from the date of opening of price bid and we shall not revoke the same, and we are ready to extend the same if need be.
4. If our bid is accepted, we undertake to comply all other formalities as per tender document and work order, and discharge our contractual/ statutory responsibility accordingly.
5. We also declare that neither our firm/company/proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the tenderer is mentioned & attached as a separately Annexure.
8. We understand that NIT Rourkela may divide the work amongst the successful bidders who match with the L-1 price.
9. We undertake not to withdraw our tender/bid at any stage after opening of tender and shall comply all responsibility failing which we are liable for banning action and forfeiture of EMD/S.D, if deposited besides other action.

Yours sincerely

Authorized signatory of the Tenderer

(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and Designation

FORMAT FOR FINANCIAL CAPACITY**DESCRIPTION**

Description	Financial Years		
	2017-18	2018-19	2019-20
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after tax			

Supporting documents submitted**Signature of Tenderer**

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

TENDER FOR PROVIDING "ATTENDANT SERVICE"

BOQ (Bill of Quantity) / PRICE BID / QUOTED PRICE FORMAT

[Should only be uploaded in the Price-Bid cover. Not to be enclosed with the Techno-commercial bid]

NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
<p>Tender Inviting Authority: REGISTRAR NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA - 769008</p> <p>Name of Work: TENDER FOR PROVIDING ATTENDANT SERVICE IN NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA</p> <p>Tender Ref. No: NITR/PW/2021/263 DATED: 27/08/2021</p> <p>Name of the Bidder/ Bidding Firm / Company</p>									
<p>PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>									
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Employee State Insurance Corporation Scheme(ESIC) as per Govt. of India(GOI) rules Rs. P	Employee Provident Fund(EPF) as per Govt. of India(GOI) rules Rs. P	GST Amount in INR Rs. P	Any other Taxes in Rs. P	TOTAL AMOUNT Without Taxes & other liability Rs. P	TOTAL AMOUNT With Taxes & other statutory liability Rs. P	TOTAL AMOUNT In Words (As reflected in Col. 9)
1	Description:-								
1.01	Monthly Service charges per person for providing "Attendant Service"						0.00	0.00	INR Zero Only
Total in Figures							0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only							

GENERAL CONDITIONS OF CONTRACT**A. DEFINITIONS**

1. **Approved** means approved in writing, including subsequent written confirmation of previous verbal approval.
2. **Company** means National Institute of Technology Rourkela.(in short-NITR)
3. **Competent Authority** means Head of the Department and officer authorized in this regard.
4. **Contract** means the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the tenderer including his price offer, Performance Guarantee Bond and other bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
5. **Contract Rate/Price** means the sum named in the tender that has been accepted subject to such additions thereto or deductions there from as may be made in course of the tender evaluation or thereafter.
6. **Contractor** means "the Tenderer" ' whose tender has been accepted and includes the Contractor's authorized representative, successors, permitted assignees, legal heirs.
7. **Director** means and includes Director of NIT-Rourkela or his authorized representative.
8. **Duration of contract** means the period stipulated in the contract or work order and includes any extended period thereof, if any made through by a written communication.
9. **NIT** means National Institute of Technology, Rourkela represented through authorized officer for this contract or Director as the case may be.
10. **Engineer** means officer authorized to perform certain duty under this contract.
11. **Authorized officer/Representative** means and includes Asst. Registrar, Deputy Registrar, Registrar, Dean, and Warden, HOD of NIT authorized or designated for this contract.
12. **Equipment** means all tools, instruments, appliances or things of whatsoever nature required in course of the execution of the contract.
13. **Notice in writing** or written notice including notice in digital mode means a notice in written, typed or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post / courier (with POD) to the notified address or the Registered office of the addressee, or the contractor's site office and shall be deemed to be sufficient service if so sent or left at that address.
14. **Terms and Conditions** means the special condition of the contract (SSC) and the General conditions of the contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and / or agreement.
15. **Tender** means offer against enquiry / advertisement / Notice Inviting Tender submitted by the tenderer in single part or in multiple part like Techno- commercial part, price bid part.
16. **Tenderer** means and includes the person or firm or company who have submitted valid tender and also includes its authorized representatives, heirs, executors, administrators, successors and assignees as approved by the employer.

17. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for fulfillment of the Scope of Work and as set forth and required by the specifications and also such additional instructions issued from time to time during the progress of the work.
18. **Words** importing the singular only shall include the plural and vice versa. Where the context requires words importing person shall include firms and companies and vice versa.
19. **Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance so as to influence the bid)

B. RESPONSIBILITIES OF NIT OFFICIALS

20. The duty of NIT's representative is to watch and oversee the work. He / She shall have no authority to relieve the contractor of any of his duties or obligations under the contract except as expressly provided hereunder or elsewhere under the contract or to order any work involving any delay or extra payment by NIT not to make any variations in the works.

C. ASSIGNMENT AND SUB-CONTRACTING

21. The contractor shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of Engineer.
22. The contractor shall not sub-contract the works without written consent of NIT and such consent if given shall not absolve the Contractor from responsibility, liability or obligation under the contract and he shall be responsible for the acts defaults or neglects of any sub-contractor, his agents, servants, or workman as fully as if they were the acts defaults, neglects of the contractor, his agent, servants or workman.

D. CONTRACT DOCUMENTS

23. **Documents mutually explanatory:** The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by NIT who shall thereupon issue to the contractor instructions / directions indicating the manner in which the work is to be carried out.
24. **Further instructions:** The representative of NIT shall have full power and authority as delegated to him to issue to the contractor, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the Contractor(s) shall carry out and be bound by such further instructions.

E. GENERAL OBLIGATIONS OF THE CONTRACTOR

- a) **Sufficiency of tender:** The contractor shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.

- b) **Bankruptcy and breach**: A contract if the contractor shall become bankrupt or have an order for appointment of any receiver made against him or shall present any position bankruptcy or shall make an arrangement with / or assignment in favor of his creditors or shall agree to carry out the contract under committee of inspection of his creditors or being a corporation shall go into liquidation (other than voluntary liquidation, for the purpose of amalgamation , absorption or reconstruction) or if the contractor shall assign the contract without the prior consent of NIT Rourkela or it is found that the contractor
- I. has abandoned the contract or
 - II. Without reasonable excuse has failed to commence the work or has suspended the progress of the works for 7 days after receiving written notice to proceed or ,
 - III. is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract or,
 - IV. has to the detriment of good workmanship or in defiance of NIT instructions to the contrary sublet any part of the contract or,
 - V. Otherwise failed to perform his part of the contract according to the true intent and meaning thereof.

Then NIT may after giving 7 days notice in writing to Contractor, enter upon the site and expel the Contractor there from , without thereby avoiding the Contractor or releasing the Contractor from any of his obligations or liabilities under the contract or affecting the rights and powers conferred on NIT or otherwise available under the law, may appoint any other Contractor to complete the work at the cost and risk of the Contractor. However on happening of any eventualities as per above sub clause (I) to (V) the NIT shall be at discretion to terminate the contract by giving 7 days notice and the contract shall stand/ terminated w.e.f the 8th day from the date of issue of notice .In any of the eventualities mentioned above in a) to e), NIT shall have the right to take possession of the plants and machineries of the contractor and realise the dues by sale of the said plants and machineries, equipment.

- c) **Illegal gratification , breach of contract**: The contract may also terminated and the Contractor shall be liable to make good any loss or damage resulting from such cancellation (specified under clause D of Annexure-8) , if any bribe gratuity , gift , loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any person employed by NIT in any way directly or indirectly interested in the contract or if the Contractor has committed a breach of any of the terms of the contract.
- d) **Cartel**: If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance so as to influence the bid)
- e) **Final Certificate**: The contract shall not be considered as completed until a Final Certificate have been signed and issued to the contractor stating that the works have been completed in accordance with the terms of the contract & contractor has submitted a no dues certificate evidencing closure of contract.
- f) **Notice**:
- i. **Service of notice on contractor**: Any notice given to the Contractor under the terms of the contract shall be served on his representative by registered post / courier or by hand or its Registered office or at the Contractor's site office.
 - ii. **Service of notice on NIT**: Any Notice to be given to NIT under the terms of contract shall be served by sending the same by Registered Post / courier at the office of registrar NIT Rourkela-769008.

- iii. **Change of address:** Any change of address of the contractor shall immediately be notified to the Engineer/ Rep. of NIT.
- g) Safety:**
- i. The contractor will be responsible to ensure safety of the people working under them.
 - ii. Except in special circumstances (to be recorded in writing and with due approval) the contractor will not be allowed to employ subcontractor / petty contractors.
 - iii. If required contractors will employ a supervisor with specifically assigned duties for ensuring safe working and will inform in writing.
- h)** For violation of safety norms, penalty may be imposed on the contractor. The penalty shall be decided after investigation and obtaining the report from the committee constituted for the purpose.
- i) Policing of the work:** Should the general conduct of the works including the Premises of NIT under occupation of the Contractor lead to violation of any of the provisions of the Indian penal code either in consequence of riotous or illegal proceedings of the contractor's labor or supervising staff or others to such an extent as to necessitate the deployment of Special Police or Magistrate the cost of such extra forces is to be defrayed by the Contractor and not by the employer.
- j) 1. Law in Force in Relation to Contract:** The contract or amendments thereof entered into between the Employer and the contractor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.
- 2. LEGAL COMPLIANCE:** the contractor shall comply with all statutes, rules, regulations, by law, orders of statutory authority including but not limited to compliance of :
- a. Payment of wages Act. (Linked to Govt. of India)(As per rule/guideline/circular of the central govt.)
 - b. Minimum wages Act. (Linked to Govt. of India) (As per rule/guideline/circular of the central govt.)
 - c. Maternity benefit Act. (Linked to Govt. of India) (As per rule/guideline/circular of the central govt.)
 - d. EPF Act. (As per rule/guideline/circular of the central govt.)
 - e. ESI Act. (As per rule/guideline/circular of the central govt.)
 - f. Shops & commercial establishment Act.
 - g. Contract labour (R&A) Act & such other laws if applicable to execution of the contract in question as employer of the staff engaged / deployed in execution, by him.
- k)** The contractor shall not allow any visitor on the work sites, without the prior permission of NIT.
- l)** Order on one or more than one parties may be placed on the basis of L-1 quotation and, if required, negotiation will be held with L-1 tenderer only. However, all the tenderers may be required to explain /justify the basis of their quoted price as and when asked for. In case, any tenderer fails to justify his quoted price or refuses to co-operate in this regard, they will not be considered for participating in the retendering and his bid will be disqualified.
- If a tenderer quotes unworkable rates and is considered for placement of order, the party will be asked to justify the rate quoted and will have to give a performance Guarantee Bond (in addition to the Security Deposit) in the form of bank draft/ bank guarantee. The amount of performance guarantee bond will be decided by NIT at the time of placement of order. Earnest money of the tenderers who refuse to give performance guarantee bond will be forfeited and they will not be considered in re-tendering if order /contract is not finalized from the present tender.

m) ARBITRATION:

a. **Reference of Disputes to Conciliation / Arbitration:** All disputes or differences arising out of the contract, except disputes or differences for which separate provisions for their resolution have been made in the contract ('excepted matters'), shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation act, 1996, and the provisions made hereinafter in this article. Such dispute shall first be referred to Conciliation by a Conciliator nominated mutually by the parties, who shall also decide the fees / remuneration and the rules of procedure.

b. **Appointment of Arbitrator:** In the event of failure of conciliation, dispute will be referred to an arbitral tribunal comprising a sole arbitrator.

Upon receipt of notice for arbitration, Director NIT shall propose three names to the Contractor to select one of them to act as sole Arbitrator.

In the event the party fails to intimate one of those persons within fifteen days from the date of intimation of the three names, then Director, NIT shall request any one out of the said three persons to act as the sole arbitrator.

The Arbitrator shall deal independently and impartially. The Arbitrator shall, from the time of his entering upon reference and throughout the arbitral proceedings and without delay, disclose to the parties in writing any circumstances likely to give rise to justifiable doubts as to his independence or impartiality.

c. The arbitral tribunal shall be free to determine its own rules of procedure & fees which it shall state at the beginning of the arbitral proceedings, and shall follow such procedure thereafter, in conformity with Arbitration and Conciliation Act, 1996.

Arbitrator(s) may, in consultation with the parties, also determine the manner of taking evidence, the summoning of expert evidence, and all such matters for the expeditious disposal of the arbitration proceedings. The venue of the tribunal shall be at Rourkela, but if necessary, the tribunal can hold the proceedings at any other places, for convenience in recording evidence.

d) **Work to continue during Conciliation / Arbitration:** Work under the contract shall be continued by the Contractor during the arbitration proceedings and recourse to arbitration shall not be a bar to the continuance of the work.

n. AMENDMENT:

Except to the extent expressly set forth in the Contract, no change in modification, in any form whatsoever, shall be valid or enforceable unless it is in writing on stamp paper of requisite value and signed by the party to be charged therewith or its duly, authorized representative.

o) JURISDICTION:

The competent court at Rourkela shall have the exclusive jurisdiction upon any matter arising out of this contract.

SPECIAL CONDITIONS OF CONTRACT

A. SCOPE OF WORK:

(1) "Attendant Service"

- (a) File arrangement and Stacking.
- (b) Replacement/transfer/movement of files/documents from table to table.
- (c) Dusting/cleaning of tables, chairs, computers, printers and other accessories of the office and office premises.
- (d) Making arrangement for meetings at conference room or other rooms.
- (e) Handling of documents articles received through Dak.
- (f) Entry in Computer on file movement.
- (g) Locking and unlocking of office rooms as per list & time prescribed.
- (h) Misc. activity as may be required from time to time as assigned by HOD/PIC.

B. OTHER TERMS & CONDITIONS:

1. The contractor after award of contract shall mobilize its resources for execution of the work to comply terms & conditions.
2. The contractor shall discharge its responsibility strictly adhering to this scope and statutory responsibility.
3. The contractor while discharging, its aforesaid responsibility shall carry out the instructions if any of HOD/ faculty/officer in charge from time to time, if required.
4. The contractor shall ensure that proper discipline is to be maintained by the staff and officials engaged by him, and they shall have to behave soberly at all times while functioning inside the office. The conduct, safety and security of the staff and officials shall be the sole responsibility of the agency/firm/contractor.
5. Payment will be made/ released on monthly pro-rata basis during the preceding month based on the certification by concerned HOD/ faculty/officer in charge.
6. The assets and equipment provided by the Institute shall be property of the Institute and agency/firm/contractor shall be merely the custodians of such assets and equipment. On termination/ expiry of contract, any such property shall be handed over to the Institute in proper working condition failing which the cost of such item shall be deducted for the bill of the contractor.

C. LIQUIDATED DAMAGES

The agency/firm/contractor shall ensure services 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 @ 0.5% per week or part of the week but not exceeding 5% of monthly bill.**

D RISK AND COST

Due to neglect or failure on the part of the contractor to execute the work will be carried out by alternate source at the risk and cost of the contractor and to the extent of alternate execution, the contract will be deemed to be terminated either in part or full.

E PAYMENT TERMS:

- i. Subject to any deduction that may have to be made in accordance with the terms and conditions of this contract, the Contractor shall be paid against the bill on monthly basis for the work done during the previous month.
 - ii. For the purpose of such monthly payments, invoices preferably in their printed forms along with the documentary proof for having deposited the Contractors' contribution towards PF, ESI with his jurisdictional authority and also proof of payment of wages to his workmen in presence of the authorized representative of the employer shall be prepared and submitted by the contractor for the work done during the previous month within seven days on expiry of the previous month.
 - iii. Payments against on-account bills shall be released through a crossed account payee cheque or through bank transfer within 30 days from the date submission of clear invoices and other documents by the contractor. For this purpose, the contractor should give the details of the name of the bank, branch and account no. before submission of the first bills.
 - iv. Payment shall be regulated as per terms of contract.
 - v. Deduction of applicable taxes will be made including TDS & certificate will be issued by finance & accounts department for such deductions.
- F. **Contract Validity:** Initially the contract period will be for one year from the date of issuing Work Order. It may be extended subject to satisfactory performance and requirement of the Institute on the approval of competent authority.
- G. **Security Deposit:** 3 % of the contract value should be deposited within 15 days from the date of issue of Order, in shape of Demand Draft (DD) in favor of "Director, NIT Rourkela and payable at Rourkela" from any Scheduled Commercial Bank except Co-operative and Gramin bank.
- H. **Damage to NIT Property:** 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 contractor or its personnel, the Institute shall be entitled to recover the cost as compensation from contractor and may adjust/recover for the dues of the contractor.
- I. **INDEMNITY-** The contractor shall indemnify NITR against any claim, order, and demand, made by competent authority & in case NIT was asked to comply such order / direction, NIT shall be entitled to recover/ adjust the said amount from the dues of the contractors.
- J. Contractor is required to execute the work on any holiday due to emergency or unforeseen events or urgent requirement.
- K. Man power requirement to accomplish the scope of work may be limited to 30.