

NATIONAL INSTITUTE OF TECHNOLOGY PATNA
ASHOK RAJPATH
PATNA-800005.

HOUSE KEEPING SERVICES IN THE
PREMISES OF NIT PATNA
INCLUDING HOSTELS

NATIONAL INSTITUTE OF TECHNOLOGY PATNA
ASHOK RAJPATH
PATNA-800005.

ADVERTISEMENT NO. : 11/09-10

TENDER No. : NITP/09-10/27

Registrar, NIT Patna invites Sealed Tenders in Three bid system consisting of i) EMD ii) Technical bid iii) Financial bid, from Contractors of reputed firms who have **registered as Contractors under Labour Act, 1976** for the work as mentioned hereunder:

Name of the Work	Earnest Money Deposit	Tender Fee
JOB CONTRACT FOR HOUSE KEEPING IN THE PREMISES OF NIT PATNA INCLUDING HOSTELS.	Rs. 25,000/-	Rs.1,000/- Non-refundable)

Tender document may be obtained from the office of the undersigned by paying tender fee (Rs. 1000/-) in cash or by DD/Banker's Cheque drawn in favour of NIT Patna payable at Patna. In case the tender documents are downloaded, then tender fee of Rs. 1000/- should be deposited separately alongwith EMD of Rs. 25,000/- by DD/Banker's Cheque drawn in favour of NIT Patna Payable at Patna.

THE LAST DATE FOR SUBMISSION OF TENDER DOCUMENTS IS: 29th January, 2010 UP TO 2.00 PM AND TENDER WILL BE OPENED ON 29th January, 2010 at 3:00 P.M IN THE OFFICIAL CHAMBER OF CHAIRMAN, PURCHASE COMMITTEE, NIT PATNA IN THE PRESENCE OF THE AUTHORISED REPRESENTATIVE OF TENDERERS, IF THEY SO DESIRE, AT NIT PATNA.

The right to accept or reject tender/tenders without assigning any reason thereof is reserved by the Director, NIT Patna.

(Prof. Vidya Sagar)
REGISTRAR

NATIONAL INSTITUTE OF TECHNOLOGY PATNA
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TERMS AND CONDITION FOR HOUSE KEEPING SERVICES IN THE PREMISES OF NIT PATNA INCLUDING HOSTELS.

1. Only registered, bonafide and reputed contractors having an annual turnover of Rs. 20 Lakhs or above and having requisite competence/capacity to handle jobs relating to cleanliness, and general maintenance of large complexes in large Educational Institute/Autonomous bodies/PSUs/ Govt. organizations/Hostels are eligible to participate in the tender process.
2. Contractors intending to apply for the tender process should also possess valid ITCC, WTCC, STCC, etc. and other statutory clearances. A firm having ISO certificate in this field would get priority consideration.
3. The tenderer should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document would be accepted.
4. The tenderer should fill up the information in clear and legible terms. Wherever the prices are to be quoted it should be written in figures and words as well. The quoted prices should also include the impact of all overheads.
5. The tenderer is also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof (letter of contract, satisfactory completion of services) from Govt. organisations/Semi-Govt. organisations/Autonomous organisation/large Educational Institute/PSUs. A list of all the jobs undertaken so far by the contractor may be attached separately.
6. The tenderer is also required to attach a copy each of the valid Income Tax and Work Clearance Certificates etc. as well as copies of having satisfactorily completed/executed the similar types of work in the past 2 years, ending on 31.03.2009.
7. The tenderer entrusted with the work shall have to carry out the contract at the rates approved by the Institute which shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract under any circumstances.
8. The EMD of the unsuccessful tenderer will be released after the finalization of the contract. The EMD of the contractor, whose tender is accepted/approved, will be adjusted against the SMD amount of Rs. 60,000/-.
9. The earnest money deposit shall stand forfeited in the event of premature withdrawal from contract work or if the contractor does not comply with the terms and conditions of the tender during the period of contract or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount.
10. The Institute does not bind itself to accept the lowest or any other tender, and reserves the authority to reject any or all of the tenders without assigning reason thereof. Tenders, in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
11. The tenderer shall be responsible for arranging and maintaining at his own cost, all materials, tools, safety gadgets, equipment and items (except electricity and water which will be supplied free of cost) and all other services required for executing the work.
12. Dispute: - In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Patna shall be final and the decision will be binding on the contractor.
13. Statutory Requirement / obligation: - All statutory rules, like Minimum Wages (Central) Act, ESI Act + PF Act, etc as applicable for engagement of labourer on daily wages are to be followed strictly.
14. In case of failure to comply with the above statutory Rules, Acts the authority shall have the right to cancel the contract.

15. EMPLOYEES TERMS:

- a) Employees of the Contractor should be above 18 years of age and with sound health.
- b) All the persons provided to the Institute would be employees of the Contractor only. Hence Contractor will be responsible fully for their Wages/Emoluments and Claims and Contractor will be liable to pay legitimate dues to the Employees.
- c) Contractor will look after the matters of their leave and in no way the work of Institute should suffer.

16. a) The Contractor is liable to provide all the information related to job contract as and when required by the NIT Patna..

b) All the cleaning materials as mentioned below will be of the standard quality and it will be provided by the Contractor:

1. **High Pressure Water Jet Machine**
2. **Sweeping machine**
3. **Wet Automatic floor scrubber**
4. **Dry Automatic floor scrubber**
5. **High Power Industrial Vacuum Cleaner Machine**
6. **Low Power Industrial Vacuum Cleaner Machine**
7. **Shoulder Vacuum Machine for Roof Cleaner**
8. **Soft broom (phul jharu)**
9. **Hard broom (Narial jharu)**
10. **Broom with long handles (for ceiling)**
11. **Wiping cloth (pocha)**
12. **Wiping cloth (pocha) with long handle**
13. **Cleaning Acid**
14. **Phenyl**
15. **Naphthalene Balls**
16. **Odonil Cakes**
17. **Road cleaning brush**
18. **Toilet cleaning brush**
19. **Buckets**
20. **Colin**
21. **Harpic**
22. **Liquid detergent**
23. **Other essentials**

**Contractor
should provide these
Items in sufficient
quantities to workers**

c) Contract will be for a period of initially one year. After that contract may be renewed based on performance of the contractor.

17. SCOPE OF WORK:

1. Upkeep of Toilets, 2. Cleaning of the Verandahs, 3. Cleaning of classrooms including furnitures, blackboard, window glass, window panes etc. 4. Cleaning of Stair Cases, 5. Cleaning of surrounding areas, all common areas, corridors, passages, lobbies, balconies and open fields 6. Grass cutting of Institute Premises including hostels, 7. Any other related basic duties as may be assigned, by the Institute.

18. The work of providing cleaning services at various Buildings shall have to be undertaken without causing any damage to the Institute properties. In case any damage is caused by the workers/sweepers deployed by the Contractor to do the work of cleaning/sweeping at various buildings, the same shall be made good by the Contractor.

19. The Contractor shall not appoint any sub- contractor to carry out any obligation under this Contract.

20. The monthly payment shall be made by the Institute to the Contractor on completion of the month upon submission of (1) pre-receipted Bill and (2) production of certificate of satisfactory services from the EE (ESU).

21. The contractor shall have to supervise carefully the entire premises of the Institute including hostels and the contractor would be responsible for the overall cleaning of the entire premises.

22. In case of unsatisfactory performance / any dispute whatsoever the contract can be cancelled at the sole discretion of the Director of the Institute.

23. INSIDE THE BUILDING PREMISES:

Sweeping and mopping of all the areas to be cleaned including classrooms, toilets, verandah, corridors, staircases including the thoroughfares, lobby, reception, Work Bay areas, Kitchen area, Wash area, Dining area, visitors waiting area, common room, reading rooms, guest rooms, Pathways, Open driveways, Security areas, Pavements, etc. with environmentally friendly chemicals and equipments, etc. Scrubbing of Tile areas on regular basis. Dustbins and Trash receptacles shall be cleaned and sanitized on a daily basis. Sweeping and mopping of all the staircases, handrails, passages, etc. Vacuuming the carpeted areas, if any, and cleaning of all doormat, Dusting and wipe cleaning the furniture, desk, bench, blackboard, tables, chairs, side racks, cupboards, sofas, wood paneling, etc.. Cleaning the glass surfaces-external as well as internal.

24. OUTSIDE THE BUILDING PREMISES:

Cleaning the porch and landscape area on hourly basis in the immediate periphery of the building and utility rooms, Picking up the dry leaves, paper wastes, plastic wastes, etc. in the periphery Regular facia cleaning of window glass and window panes,

25. TOILETS:

Continuous scrubbing, cleaning and refreshing of the Toilets-including disinfectant treatments of toilet seats and bowl, water closets, urinal blocks and wash basins, Continuous replenishment of the toilet supplies, hand wash, etc, Cleaning of doors and mirrors, Scrub clean all the vents and windowsills, Emptying the dustbins kept in the toilets.

26. WASTE MANAGEMENT:

Collection of dry garbage, debris, wastage materials from the entire Institute Premises (Inside and Outside areas) on continuous basis, Disposal of wastes at the nearest corporation dump ground.

27. Interested Bidders must visit the Institute before submission of their Bids.

28. The contractor is required to give declaration and consent to provide sufficient sets of Uniforms to the employees and ensure that they wear them all the time and maintain them clean. The contractor is also required to issue identity cards to its workers bearing the photograph of the workers at their own cost.

29. Contractor shall have to submit the bid under the three bids systems as detailed below:

1. EMD
2. Technical bid: Annexure I of this bid duly filled in and signed with the rubber stamp of the Contractor.
3. Financial bid: Annexure II of this bid duly filled in and signed with the rubber stamp of the Contractor.

30. The above three bids may be signed sealed by the bidder in separate covers duly super-scribed EMD, Technical bid and Financial bid respectively and all three sealed covers are to be put in a bigger cover which should also be signed sealed and duly super-scribed Tender for “House Keeping Services in the premises of NIT Patna including hostels” vide Advt. No. ----- dated----- & Tender No.-----dated-----”. A bidder who submits more than one bid shall be disqualified.

31. For any clarification tenders are required to contact the undersigned.

32. Any dispute arising out of this contract will be under jurisdiction of Patna court only.

Registrar

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JOB CONTRACT FOR HOUSEKEEPING SERVICES IN THE PREMISES OF NIT PATNA INCLUDING HOSTELS. (To be filled up by the Tenderer)

1. Name and address of the Contractor :
2. Name of the Partners (if any) :
(Attach Bio-data of all Partners) :
3. Telephone numbers of the contractor/partners :
Office.....Residence.....

.....
Mobile.....

4. List of organizations/offices including Government organizations
Where the firm is presently providing cleaning
Services. :
5. Whether the firm is registered? If so with whom? :
 - a. Registration number (attach copy)
 - b. PF number (attach copy)
 - c. Income Tax number (attach copy)
 - d. ESI Number (attach copy)
 - e. PAN Number (attach copy)
 - f. Bank Account no (attach copy)
6. Details of Earnest Money Deposit :
 - (i) Demand Draft/Bankers cheque:
 - (ii) Date & Name of the Bank:
 - (iii) Amount (in Words):
 - (iv) Validity period of Draft/Bankers cheque:
7. Turnover for the last two years (ending on 31.03.2009) i.e. for 2007-08 & 2008-09.
(attach audited copies of Balance Sheet)

8. Work contract details (if space is not sufficient, separate page may be attached)

	Name of Organisation	Period of contract
I.	_____	_____
II.	_____	_____
III.	_____	_____
IV.	_____	_____
V.	_____	_____

9. References (addresses & phone numbers)
 - a.
 - b.

(Signature of Tenderer)
Name & Designation
Place:
Dated:

Gross total cost per month Rs. _____ (in figures) (Rupees
_____ (in words).

We agree to carry out the above work in accordance with the Tender for a total contract price per month of Rs. _____ (in figures) (Rupees _____ (in words) for a period of one year from the acceptance date of award of work.

Declaration:

I/We understand that the contract can be terminated at any point of time if the services of the contractor are not found to be satisfactory. In such an event the work of cleaning and sweeping services in the premises of NIT Patna including hostels shall be got done from other sources at the expenses of the defaulting contractor.

(Bidder)

Signature: _____

Name in full: (_____)

Date: