



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी
थिरुवेत्ताकुडी, कारैक्काल- 609 609
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
Thiruvettakudy, Karaikal – 609 609

The NIT PUDUCHERRY invites tenders from **Private House Keeping Agencies** to provide housekeeping services at NIT Puducherry in Karaikal on contract basis.

The terms and conditions, scope of the work and eligibility criteria for participating in the tender is given in the website <http://www.nitpy.ac.in>.

01.09.2016

Registrar(i/c)



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी
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Thiruvettakudy, Karaikal – 609 609

Sealed Tenders are invited from professional house keeping agencies for providing approximately 18 number of trained Housekeeping for a period of one year (renewable on yearly basis on performance appraisal) for maintaining the premises and property of National Institute of Technology Puducherry at Thiruvettakudy, Karaikal 609 609. The agencies who fulfill the following requirements are eligible to participate in the tender:

A. Essential Pre-qualification Criteria:

1. The house keeping agencies should have registered with Central/State/UT Puducherry Government.
2. Good financial background and reputation.
3. The Agency should not have been blacklisted by any Central / State Government Department / Public Sector Undertaking / Board / Corporation etc.
4. Should be able to deploy healthy and smart housekeeping with good moral character never having been convicted of a criminal offence by a court of law, without any permanent physical or mental disability in the age group of 25 - 45 years.
5. At least three years of experience in the field after registration.
6. At least 5 running contracts in large industrial/educational campuses of annual value not less than twenty five lakhs (25 LAKHS).
7. The firm should have Zonal or Regional Head Quarters in Chennai /Puducherry / Trichy / Karaikal.
8. Well-structured training center.
9. The agency must be registered with the ESI/EPF Authorities and shall produce evidence of prompt remittances of the dues to the authorities along with the tender document.

B. Desirable:

1. ISO 9000 Certification.
2. Running contract in large Educational Institutions.
3. The security agency should have DGR certificate for deploying the Ex-servicemen.
4. Awards obtained by the Agency.
5. Long years of service in the Housekeeping.
6. Sound financial status.
7. Knowledge of Tamil/English/Hindi is preferred for the Housekeeping, in the case of Agency from states other than Tamil Nadu.

The Agency interested in providing the House keeping services may submit sealed quotations in **DUAL COVER**; Cover No.1 with superscription "PRE-QUALIFICATION BID FOR HOUSE KEEPING SERVICES" containing papers in support of A&B above and Cover No.2 with superscription "FINANCIAL BID FOR HOUSE KEEPING SERVICES". Both the envelopes should be put in a single envelope, sealed and superscribed as 'Quotation for providing House Keeping Services at **NITPY Tender No: NITPY/2016-2017/House Keeping service/003** and addressed to, **The Registrar (i/c), National Institute of Technology Puducherry, Thiruvettakudy Karaikal - 609609** so as to reach the undersigned through speed post or courier on or before 15.00 hours on **21.09.2016**. NITPY is not responsible for any postal delay. Please acknowledge your submission of tender through email at: registrar@nitpy.ac.in. Please don't submit any documents through email.

An Earnest Money Deposit (EMD) of **Rs.15, 000/-** in the form of Demand Draft drawn in favour of, **The Director, NIT Puducherry, and Payable at Karaikal** shall be submitted along with Pre-qualification Bid. However, the EMD will be returned to the unsuccessful tenderers. Tenders not accompanied by EMD of the requisite amount will be summarily rejected.

The Technical Bids of the tenders will be opened on 21.09.2016 at 16.30 hours.

The successful bidder shall deposit of **Rs.1,00,000 (one Lakh)** with the institute as

performance security deposit within a period of 15 days from the date of issue of letter of offer by NITPy. This security deposit will be forfeited in case agency terminates the contract during the middle of contract period/discontinue their service without prior notice/any loss is incurred to the Institute properties. The Performance Security Deposit of the service provider will be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and violation of any term and conditions of the contract as stipulated in the Bid document. Refund of Performance Security Deposit is subject to full and final settlement of the final payment for the work contracted/executed under the contract. No interest will be paid to the service provider on the Performance Security Deposit.

The rates quoted should not be less than the wages prescribed under the central government minimum wages act (including Basic; DA; ESI; EPF and all other statutory taxes/ levies). The Statutory levies such as service tax will be admitted as per the GOI orders.

NITPy reserves the right to consider or reject any agency without assigning any reason thereof at any stage of tender process. Selected Agency will be assigned the responsibility of sanitation coverage of the Institute at the discretion of the authority.

01.09.2016

Registrar(i/c)

A. GENERAL TERMS & CONDITIONS:

1. (a) Only registered and bona-fide Service Provider/Agencies having experience of at least three (3) years of outsourcing service for House Keeping to the Ministries /Departments /Govt.Organizations /Public Sector Undertakings /Corporate Sectors /Autonomous Bodies etc., are eligible to apply. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificates issued by Government Ministries/Departments etc. in support of its having rendered satisfactory services with such departments during the last three (3) years.

(b) The Agency must be registered with the ESI, Employees Provident Fund and Service Tax Departments and must be in possession of Permanent Account Number (PAN). **The documentary proof of such registration should be attached.** The Firm should also produce Income Tax Clearance Certificate (ITCC) for the last three (3) years.

2. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed "**ANNUAL CONTRACT FOR HOUSE KEEPING SERVICES in NITPy**" with address of this office and the tenderer shall place two envelopes, clearly marked as technical bid and financial bid separately in the main envelope. All tenders should be sent by Speed Post/Registered Post. Hand delivered tenders should be put in the tender box, which will be kept in the Office of the Registrar(i/c), NITPy till 15.00 hours by 21.09.2016. The financial bids of only those firms will be opened who qualify in technical bids. Tenders received after due date and time shall not be accepted.
3. The rates quoted by each firm for providing **ANNUAL CONTRACT FOR HOUSE KEEPING SERVICES in NITPy**, in tenders should be given both in words and figures failing which the tender will be liable to be rejected. The Tenderer is at liberty to be present or to authorise a representative to be present at the time of opening of the tenders. The name and address of the representative, who would be attending the opening of the tenders on tenderer's behalf, should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.

4. An earnest money of **15,000/-** (Rupees fifteen thousand only) must be enclosed in the envelope containing technical bid in form of Account Payee Demand Draft drawn from any of the nationalized banks in favour of **The Director, NIT Puducherry, payable at Karaikal** . The tender shall not be considered, if earnest money is not deposited with the tender.
5. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Institute.
6. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing/cutting in rates to be quoted by the tenderer will not be allowed otherwise the tenders shall be rejected.
7. (a) The tender is liable to be rejected, if complete requisite information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company. The proof for the same may please also be enclosed with the tender.
(b) In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tender and all other related documents must be signed by each partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another, shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute

shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. **Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer** as a token of acceptance of terms and conditions of the tender, in the absence of which the tender will be treated as invalid.

(c) If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money shall be forfeited.

(d) The documents as listed in Annexure-I are mandatory without which the tender is liable to be cancelled.

8. Company/Agency shall abide by all laws of the land including Labour Laws (ESI, EPF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such bonus shall be the exclusive responsibility of the Company / Agency, and it shall not involve the Institute in any way what-so-ever. The agency must provide proof of remittance of ESI and EPF every month to the institution along with its bills for the month for the number of house keeping personnel hired for NITPy.
9. Payment of bills for services rendered will be on reimbursable basis. Bills when submitted, shall be supported by the following documents:-
 - (a) Pre-receipted stamped bill on the Company letter-head giving details of total number of personnel engaged, number of man days and cumulative total.
 - (b) Reimbursement of amount shall be claimed along with details of payment made to the staff engaged for the previous month (copy of the Aquittance Roll).
 - (c) Certificate to the effect that "Conditions as envisaged Government of India / Puducherry Government Minimum Wages Act and other Statutes on the subject have been complied with."
 - (d) Copies of the remittance such as EPF, ESI etc. shall be enclosed.
 - (e) The company will ensure that all their house keeping personnel should possess bank account in a scheduled bank and their salaries are remitted to their account.
 - (f) Every month, the salary should be paid by the company to the house keeping personnel

on or before 5th of every month prior to the payment claim with NITPy. On receipt of documentary evidence for payment of EPF, ESI and disbursement of salary, house keeping agency claim for monthly bill will be settled. Appropriate deductions shall be made based on the attendance of duty as well as house keeping lapses which may further lead to the level of investigations and termination.

Note: EPF details and ESI card should be given to the house keeping personnel deployed at NITPy within 45 days after starting of the contract. In case of any issues related to EPF and ESI, the house keeping personnel cannot discuss or claim to the institute. NITPY absolves itself from the responsibility relating to remittance of statutory recoveries of employees which must be done only by the agency concerned.

10. Rate revisions:

During the contract, in case, no increase in amount other than the statutory taxes in the present rate will be considered under any circumstances. EPF, ESI and the minimum wages, proportionate increase shall be applicable to the existing payments subject to production of documents by the agency and scrutiny by the institution.

11. The Company/Agency shall pay its employees wages at the rates as agreed upon in the contract. In case the Company / Agency fails to make timely payments to its employees, or any employee of the Company / Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Company / Agency directly and suitable deductions shall be made from the amount to be paid to the Company / Agency. In case of ESI, EPF and Bonus the Company / Agency shall produce original challan / receipts to the Institute for verification & records. All payments shall be made after statutory deduction T.D.S of the Central and State Government.

12. The Institute is not bound to accept the lowest or any of the tenders and also reserve to itself the right of accepting the tenders in whole or in part. However, the tender will be at liberty to tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tender are considered fully. Other conditional tender will not be accepted.

13. No interest on performance security and earnest money deposit shall be paid by the Institute to the tenderer.
14. As per the Circular No. B1/14/2013TRU dated 19.09.2013 issued by Tax Research unit, Central Board Excise & customs, Department of Revenue, Ministry of Finance, Govt. of India "Services provided to an educational institution in respect of education exempted from services tax, by way of
- a) Auxiliary educational services or
 - b) Renting of immovable property, hence service tax is not applicable in this regard.
15. **PERIOD OF THE CONTRACT:** The terms of the contract will be for one year from the date of award of the contract/acceptance by NIT Puducherry. However NITPy reserves the right to terminate the contract if the services are not satisfactory or any discrepancies in eligibility or fulfillment or statutory liabilities (minimum wages, ESI, EPF, etc.) on the part of the contractor are observed. The rate quoted will be applicable for the period of contract and will not be changed. The contract can be further extended for one more year on mutual consent and subject to satisfactory performance and acceptance by the tenderer to render service on the same rates & terms and conditions for the estimate period.
16. **PAYMENT TERMS:** Monthly bill in triplicate duly supported by proof of disbursement of minimum wages to the staff should be submitted by 7th of subsequent month along with internet generated document such as ECR Challan as available in EPF website of the previous month in respect of contractual worker engaged by contractor submitted as proof of discharging statutory responsibility. The payment to the agency shall be released within 30 days from the date of receipt of invoices, provided the claim of the agency is found to be in order from all angles. The income tax deducted at source and such other taxes/ levies as are required by law to be deducted shall be deducted from the charges payable to the agency.

17. **TERMINATION:**

(a) NITPY reserves the right to terminate the Contract by giving one month's prior written notice of the same and this agreement will stand terminated on the expiry of the one month period (for notice by NITPy) and 3 months period (for notice by agency) provided always that the Company has fulfilled and complied with all its obligations to NITPy in connection with and under this Agreement at the date of such termination.

(b) In case of breach of any of the terms of this Agreement by the Company, NITPy shall be entitled to terminate this agreement immediately without giving any written notice to the Company for the same. At this stage NITPy shall be entitled to retain from and out of any monies then due to the Company hereunder or which become due after termination thereof, any amount which, according to NITPy is due and owing to it by the Company arising directly or indirectly under this contract.

18. **LOSS AND/ OR DAMAGES:** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency full damages will be recovered from the agency and decision of the competent authority of Institute shall be a binding on agency.

19. **PENALTY CLAUSE:** (a) An amount equivalent to two days of contract amount, subject to a minimum of Rs.500.00 will be levied as liquidated damages per day per worker. Whenever and wherever it is found that the work is not with the satisfaction mark in any section, it will be brought to the notice of the Supervisory staff of the firm by the Institute, and if no action is taken within one hour, liquidated damages clause will be invoked.

(b) Any misconduct or misbehavior on the part of the manpower deployed by the Agency will not be tolerated and such worker(s) shall have to be replaced immediately.

20. The decision of Competent Authority of the Institute shall be final for any aspect of the contract and binding to parties. Any disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Institute. The decision of the

sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

21. The Institute reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

B. GENERAL INFORMATIONS AND OTHER TERMS & CONDITION OF THE CONTRACT:

1. The Agency shall employ good and reliable persons with sound health and clean records, must be within the age group of 21 to 45 years to carry out the annual contract. In case any of the personnel so engaged by the agency is not found suitable by the competent authority, the Institute shall have the right to ask for its replacement without giving any reason there of and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
2. The personnel engaged by the agency for this annual contract will not be an employee of the Institute and there will be no employer-employee relationship between the Institute and the personnel so engaged by the contractor.
3. The agency shall be wholly responsible for making payment under the annual contract under the State/Central govt. minimum wages act in force and the institute shall in no way be responsible for meeting any kind of expenditure on wages to be paid under the annual contract.
4. Sanitation work should be completed within the stipulated time as directed by the institute.
5. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to nature of work required to be performed/executed at this Institute, Hostels, Laboratories, and other buildings etc, in the Campus. The site may be inspected with the help of institute officials on any working day between 2.00 p.m to 4.00 p.m.

6. The contractor shall not sublet this contract or any part there to any other party.
7. Any compensation for disengagement on account of death, disability of any labour(s) provided for deployment in the Institute campus, even if such disability manifests after the termination of the contract, shall be the contractor's exclusive liability. The contractor shall insure the person engaged by him for annual contract work at Institute, for all coverage of causality, death or accident.
8. The workers engaged by contractor on annual contract will not be on payroll of the Institute and will not be entitled to any benefit as applicable to the regular employee of the Institute.
9. The contractor shall be fully responsible for the work allotted and shall not indulge in any other activities than doing specified job allotted to them. In case of any loss/damage to Institute property or its interest of contract value or violating any clause given in tender, the competent authority shall be free to impose penalty up to maximum 10% of contract value and deduct the same from the performance deposit of the Firm/Agency.
10. The contractor shall be, fully responsible to provide the personnel in the Institute premises and, if any accident/untoward incident happens/occurs, on account of improper workmanship with the concerned person during duty, the whole responsibility for setting the case with police/court lies with the contractor.
11. There should be no legal suit, criminal case pending or contemplated against the Proprietor of the Agency or any of its Directors (in the case of Pvt. Ltd., Company) on grounds of moral turpitude or for violations of any of the laws in-force.
12. The contractor shall keep a complainant register with the supervisor, and it shall be open to verification by the authorized officer of Institute for the purpose. All complaints should be immediately attended by the Agency.
13. **All the cleaning materials and chemicals are to be provided by agency/ contractor.** After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at NITPy shall have to be furnished along with the

- tender. No request for alteration in the rates once quoted will be permitted within one year. Institute will provide electricity and water free of cost only for housekeeping purpose.
14. The contractor or representative shall have to be in regular touch with concerned Institute officials for any suggestions/requirements and should inform about any change of duty immediately.
 15. The workers are to be issued with identify card and also ESI card immediately. The workers have to display identity card as and when they enter into/ out of Institute.
 16. The payment to the workers is to be made on or before 5th of every month as per the labour laws through direct bank transfer, proof of this transfer of amount in the account of workers needs to be submitted along with the bill.
 17. The workers deployed by the contractor will not have any right to demand/claim for jobs, their wages and statutory/obligations directly from the Institute.
 18. The contract is subject to the condition that the bidder will comply with all the laws rules and regulates acts of Central Govt./State Govt. relating to this contract made applicable from time to time.
 19. The Agency shall ensure the Police Verification with regard to the antecedents such as Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number etc. of its each and every worker before deploying its staff in the Institute and the proof of same should be submitted to NITPy along with photocopy of UID/ Aadhar Card/ PAN/ Election I-Card/Driving License or any other Identity Card.
 20. **The Institute will not provide any accommodation to the house keeping personnel's. The agency have to make the own arrangements for the same.**

21. The service provider will be responsible for the attendance of his staff in the NITPy .In case of regularly deputed personnel not reporting for duty, the service provider shall depute some other similar personnel for performance of duty; otherwise a penalty @ Rs.50/- per person per day will be imposed on him, in addition to marking of absence of the person. The penalty so imposed will be deducted from the bill of the service provider for the absence period.
22. **All cleaning personnel are required to turn up on their duty in neat uniform and with cleaning appliances/accessories, which are to be supplied by the Agency.** The cleaners deployed should not squatter in the open verandah/lawns during leisure hours. Dignity & discipline of NIT Puducherry should be maintained always.
23. Changing of staff should be intimated to the concerned Institute officials.
24. The bid should commensurate the requirement of the classification of manpower as per (Unskilled/Skilled) Labour.
25. The service provider's responsibilities under this contract will commence from the date of issue of the letter of offer accepting the tender. **NITPy reserves the right to increase or decrease the number of house keeping personnel depending upon the needs of the NITPy.**
26. The service provider will not be allowed to transfer, assign, pledge or sub contract his rights and liabilities under this contract to any other agency/person without the prior written consent of the Client.
27. The Agency may be required to work additionally on any Casual / Emergency request by the institute as per our need.
28. The waste materials if any, collected during the cleaning should be disposed to nearest dust bin or dumping area immediately at designated sites in the campus. 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 and the agency

shall be liable to compensate the loss, if any to the NIT Puducherry, which shall be recovered from the bills payable as accrued to the agency.

29. The agency shall obtain written permission in respects of all its staff and officials for entry and working inside the hostel premises and shall maintain record in this regard. Unauthorized entry and deployment of unauthorized persons without prior permissions of the competent authority of NITPy is prohibited.
30. **It is recommended to deploy only lady cleaning staffs for Girls hostels. No male workers are allowed inside Girls hostels. No lady workers can be deployed for boys' hostels.**
31. The firm/contractors shall provide to its employees as its own cost the safety measures normally required in performance of the duties of the workers such as:
 - a) Masks to protect against dust while brooming.
 - b) Soap to wash hands after sweeping.
 - c) Equipments to collect trash (including gum boots).
 - d) Proper quality gloves for toilet cleaning for workers.
 - e) Proper summer/winter uniform with company logo.
 - f) Any other items which may be required in the performance of sanitation work.
 - g) Health check up/fitness certificate and compulsory vaccination of Typhoid/WHO approved norms be followed.
 - h) First-Aid Box distinctively marked with a red cross on a white ground equipped with the prescribed contents as mentioned under the Contract Labour (Regulation & Abolition) Central Rules.
32. The contractor shall comply with the following statutory labour laws requirements with regard to the contract awarded:
 - a) Provide detailed employee provident fund number to each and every staff.
 - b) Provide ESI Card to each and every employee deputed within one month of the award of contract and permanent ESI card within three months thereafter;

- c) Provide detailed Salary Slip and every employee categorically reflecting the details of PF No. and deductions made, ESI No. and other statutory deductions monthly basis; Name of Service Provider be printed on the Salary Slip.
 - d) Facilitate the employee to open bank account with Zero bank balance preferably at SBI. This will be the responsibility of the Agency/Service Provider;
 - e) Provide every month ECR with regard to PF and ESI deposited with the concerned authority, together with individual employee wise statement; E-passbook statement, as applicable.
 - f) All payments to engage staff must be paid through direct bank transfer of the employees by the agency on or before 5th of the month. Also to ensure quarterly reconciliation and removal of the grievance for the period.
33. To do such other things in consultation with Institute authorities in the greater interest of the contract employees, including benefits under their corporate social responsibility.
34. The materials used for housekeeping services by the agency shall be of branded & standard quality. The stock should be kept in the Central Store provided for the purpose in the Institute campus. The housekeeping items will be supplied by the Contractor at the start of each month and got inspected by the Sanitation Committee and Central Stores (i/c). Depending upon the requirement, the supervisor of the housekeeping agency contractor will be supplied the items under supervision of Central Stores (i/c) and Sanitation Committee.

Signature of the tenderer with date and seal

SCHEDULE OF TENDER

1. Last date of receipt of tender: 21.09.2016 at 15.00 hours
2. Date of opening of tender: 21.09.2016 at 16.30 hours

The tender will remain open for acceptance upto 90 days from the date of opening of bid. The rates tendered will be valid for a minimum period of one year from the date of acceptance of the rates.

From:

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To,
The Registrar (i/c)
National Institute of Technology Puducherry
Karaikal – 609609

Signature with seal.....
Name and address of the firm with phone no.

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.....
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From

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.....

To

The Registrar (i/c)
National Institute of Technology Puducherry
Karaikal – 609609

I/we wish to submit our tender for providing ANNUAL CONTRACT FOR **HOUSE KEEPING SERVICES** at Institute as per ANNEXURE-IV.

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for ANNUAL CONTRACT FOR **HOUSE KEEPING SERVICES** in NITPy and agree to provide the services as detailed in the Annexure-II herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Annexure-III to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

I/we agree to the forfeit of the earnest money deposit & performance deposit by me/us in connection with this tender, if I/we fail to comply with any of the terms & conditions, or providing unsatisfactory annual contract works/not providing the required labour in time schedule for house keeping work, not providing experienced persons for job works given at Annexure- II in whole or in part as laid down in the tender form after award of Annual contract. We have carefully read the terms & conditions of the tender and agree to abide by these in letter and spirit.

Yours faithfully

Signature & Seal of the Tenderer

Contact No:

Office No:

Resi. No:

Mobile No:

ANNEXURE-II

SCHEDULE TO TENDERS

1.	Name of the Firm/Agency	
2.	Full address with Post Box No. And Telephone No./Mobile No./Fax No. & E Mail	
3.	Year of Establishment (Enclose Registration Certificates)	
4.	Constitution of the Firm Agency (Attached copy) (A) Indian Companies Act, 1956 (B) Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	
4.	<p>(i) For Partnership firms whether registered under the Indian Partnership Act, 1932 please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.</p> <p>(ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.</p> <p>(iii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.</p>	

5.	<p>Name & full address of the bankers :</p> <p>(i) Account No. :</p> <p>(ii) Name of Bank :</p> <p>(iii) Name of Branch :</p> <p>(iv) IFSC Code No. :</p> <p>(Attach a cancelled cheque)</p>																			
6.	<p>Annual Turnover (Please note that it is mandatory for the Agencies to have minimum 10 lakhs annual turnover)</p> <p>Please enclose the following documents Have you enclosed the</p> <p>Balance sheets for the above years</p> <p>Profit & Loss A/c for the above years</p> <p>Audited statement for the above years</p>	<table border="1" data-bbox="1057 415 1442 730"> <thead> <tr> <th>Year</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td></td> </tr> <tr> <td>2012-2013</td> <td></td> </tr> <tr> <td>2013-2014</td> <td></td> </tr> <tr> <td>2014-2015</td> <td></td> </tr> <tr> <td>2015-2016</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="1000 730 1193 892"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Year	Amount	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		Yes	No	Yes	No	Yes	No
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Yes	No																			
Yes	No																			
7.	<p>Have you registered with Department of Labour of any State Governments or Ministry of Labour under Government of India for engaging a minimum of 100 employees If yes, details including photo copies of Registration</p>	<table border="1" data-bbox="1000 978 1193 1035"> <tr> <td>Yes</td> <td>No</td> </tr> </table> <p>Details of Registration</p>	Yes	No																
Yes	No																			
8.	<p>Experience in Housekeeping services for the past 5 years</p>																			
9.	<p>Experience of working in the educational institutions especially in premier educational institutions like IITs, IIMs, IISc, NITs etc. If so, details</p>																			
10.	<p>List of current clients</p>	<p>Please Enclose statement (with proof)</p> <p>a) Name of the client</p> <p>b) No. of House keeping persons deployed</p> <p>c) Annual Turn Over</p> <p>d) Period of Deployment from to.....</p>																		

11.	Your choice of clients to be verified including contact details like name of persons, Telephone No., Mobile No. (NIT Puducherry reserves the right to verify to its choice and there shall not be any binding on the part of the agency)	
12.	Bio-data of Key officials and contact details. (Please enclose copies)	
13.	(a) ESI No. (enclose photo copy)	
	(b) EPF No. (enclose photo copy)	
	(c) Service Tax No. (enclose photo copy)	
	(d) Income Tax (photo copy) TIN NO.	
	(e) VAT	
	(f) PAN (enclose photo copy)	
14.	Copies of IT return for last three years.	
15.	Earnest Money: Rs. 15000/- in favour of Director, National Institute of Technology Puducherry, Payable at Karaikal.	

Signature & Seal of the Tenderer

Annexure-III
FINANCIAL BID

FINANCIAL BID IS TO BE ENCLOSED IN A SEPARATE SEALED ENVELOPE
FAILING WHICH THE TENDER WILL NOT BE CONSIDERED

To
The Registrar (i/c),
National Institute of Technology Puducherry
Karaikal – 609609

Sir,

I/We submit our tender with respect to financial bid for Sanitation Annual Contract work at Institute and my/our rate is as follows which may be read with reference to Annexure-V of financial bid:-

Description	Total cost as per statutory liabilities i.e. wage, ESI, EPF for	Agency service charges	Total Rate per month inclusive of all charge, as applicable
Monthly consolidated rate offered for annual contract for Sanitation work in Institute as per the scope of work in accordance with high standard of allied services as per terms & conditions specified in the tender including cost of all service to be provided, i.e. transportation, statutory liabilities applicable from time to time for units of contract service provider (..... unskilled andsemi-killed) on annual contract basis unit of contract service Provider (..... Unskilled and Semi-skilled) in Consonance with Annexure IV & V		

Signature of the tenderer with date and seal
and address of the firm with phone number

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

S.No	Name of the Work Area	Number and Type of Manpower per day
1.	Science block**	06 Personnel*
2.	Boys hostel**	06 gents
3.	Girls Hostel - A.J Clinic	02 ladies
4.	Girls Hostel - Keezhakasakudi	02 ladies
5.	NIT Guest House ground floor**	01 Personnel*
6.	Sanitation Supervisor	01 gents

*Approximately 50% of Gents or Ladies are preferred

** Square feet are mentioned in Annexure VI, VII and VIII

Services required:

**REQUIREMENT OF SANITATION AND HOUSE KEEPING SERVICES AT THE
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY, KARAİKAL -609605**

HOUSE KEEPING

1. Cleaning of Toilets.
2. Cleaning and sweeping of verandas.
3. Cleaning and sweeping of staircase.
4. Cleaning and sweeping of Common Area.
5. Dining Hall/Common Hall/Kitchen cleaning.
6. Cleaning and sweeping of the Surrounding area of the building.
7. Roof web cleaning.

8. Any other work of Sanitation nature.
9. Cleaning and sweeping of all floors.
10. Moping of floors with floor dusters.
11. Cleaning and Washing of Sanitary wares.
12. Cleaning of Glass – panes.
13. Removal of cob-webs.
14. Removal of bee/wasp hives as and reported.
15. Special polishing of floors.
16. Vacuum Cleaning.
17. Removal of posters/leaflets pasted anywhere in the Institute/Hostels
Campus as and when required by the Institute authorities.
18. Cleaning of Glasses & Grills.
19. Any other sanitation work assigned by the Sanitation Cell.

**BREAK-UP OF MONTHLY CHARGES TO BE CLAIMED AND ACTUAL TO BE PAID TO UNIT
CONTRACT SERVICE PROVIDER**

S.No	Description	Rates for Unit Contract Service Provider as per minimum wages		Remarks
		Unskilled	Semi-Skilled	
	(i) Monthly rate			
	(ii) EPF Contribution			
	(iii) ESI Contribution			
	Total cost per head of service provider (i) + (ii) + (iii)			

Signature of the tenderer with date and seal

Science Block			
Floor Area Details			
Ground Floor			
Rooms	=	550	Sq.m
Labs	=	960	Sq.m
Corridor, Lobby, Steps	=	1200	Sq.m
Toilet	=	165	Sq.m
Staircase	=	100	Sq.m
First Floor			
Class rooms	=	670	Sq.m
Rooms	=	550	Sq.m
Corridor, Lobby, Steps	=	940	Sq.m
Toilet	=	165	Sq.m
Staircase	=	100	Sq.m
Second Floor			
Class rooms	=	670	Sq.m
Rooms	=	575	Sq.m
Lecture Hall	=	210	Sq.m
Conference room	=	240	Sq.m
Corridor, Lobby, Steps	=	940	Sq.m
Toilet	=	165	Sq.m
Staircase	=	100	Sq.m

Sanitary Details			
No. of Urinals	=	42	Nos
No. of Wash Basin	=	59	Nos
No. of IWC	=	42	Nos
No. of EWC	=	20	Nos
No. of Sink	=	15	Nos

Girls Hostel Building			
Floor Area Details			
Ground Floor			
Rooms	=	1270	Sq.m
Corridor,Lobby, Steps	=	750	Sq.m
Toilet	=	350	Sq.m
Staircase	=	90	Sq.m
First Floor			
Rooms	=	700	Sq.m
Corridor,Lobby, Steps	=	750	Sq.m
Toilet	=	345	Sq.m
Staircase	=	90	Sq.m
Second Floor			
Rooms	=	700	Sq.m
Corridor,Lobby, Steps	=	750	Sq.m
Toilet	=	345	Sq.m
Staircase	=	90	Sq.m
Sanitary Details			
No.of Wash Basin	=	55	Nos
No.of IWC	=	37	Nos
No.of EWC	=	7	Nos
No.of Sink	=	2	Nos

<u>Guest House</u>			
<u>Floor Area Details</u>			
Ground Floor			
Rooms	=	300	Sq.m
Balcony	=	50	Sq.m
Corridor,Lobby, Steps	=	250	Sq.m
Toilet	=	50	Sq.m
Staircase	=	50	Sq.m
First Floor			
Rooms	=	250	Sq.m
Balcony	=	65	Sq.m
Corridor,Lobby, Steps	=	280	Sq.m
Toilet	=	50	Sq.m
Staircase	=	53	Sq.m
Second Floor			
Rooms	=	210	Sq.m
Balcony	=	60	Sq.m
Corridor,Lobby, Steps	=	260	Sq.m
Toilet	=	180	Sq.m
Staircase	=	53	Sq.m

<u>Sanitary Details</u>			
No.of Urinals	=	1	No.
No.of Wash Basin	=	35	Nos.
No.of IWC	=	2	No.
No.of EWC	=	31	Nos.
No.of Sink	=	2	Nos.