

E-TENDER DOCUMENT

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
P.O.:NIT, JAMSHEDPUR, (JHARKHAND)- 831014**

(An Institution of National Importance under Ministry of HRD, Govt. of India)



**OPEN TENDER NOTICE
(E-Procurement mode)**

Tender Notice No.: NITJSR/ PDD/HKGC/19/2018/CD/1310 Dt: 11/10/2018

MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS

LAST DATE OF SUBMISSION OF TENDER: 05/11/2018 UP TO 17:30 Hrs.

DATE OF OPENING OF TENDER: 07/11/2018 AT 11.00 Hrs.

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

CPP Portal web site: www.eprocure.gov.in

CPP Portal Help Desk Toll Free No.: 0120-4200462, 0120-4001002, 0120-4001005

E-Mail : [support-eproc\[at\]nitj\[dot\]in](mailto:support-eproc[at]nitj[dot]in)

NIT Jamshedpur Help No.: (91)+ 0657- 2374249, 2374046, 2373629

Website: www.nitjsr.ac.in Fax No. : (91) +0657- 2373246

PREPARED BY : STORES & PROCUREMENT SECTION, NIT JAMSHEDPUR



NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
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MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS
SCHEDULE

| | |
|--|---|
| Name of Organization | National Institute of Technology Jamshedpur |
| Tender Type(Open/Limited/EOI/Auction/Single) | Open |
| Tender Category (Services/Goods/works) | Services |
| Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell) | Services |
| Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems) | Mosquito Control Measures in Entire Institute Campus |
| Is Multi Currency Allowed | No |
| Date of Issue/Publishing | 12/10/2018 (11:30 Hrs) |
| Document Download Start Date | 12/10/2018 (11:30 Hrs) |
| Document Download End Date | 05/11/2018 (17:30 Hrs) |
| Date for Pre-Bid Conference | 22/10/2018 (11:00 Hrs) |
| Venue of Pre-Bid Conference | Conference Hall, Computer Center, NIT Jamshedpur |
| Last Date & Time for Uploading of Bids | 05/11/2018 (17:30 Hrs) |
| Date and Time of Opening of Technical Bids | 07/11/2018 (11:00 Hrs) |
| Tender Fee | Rs. NIL (For Tender Fee) |
| EMD (Earnest Money Deposit) | Rs 20,000/ (Rs. Twenty Thousand only) for (EMD) (To be paid through NEFT/RTGS). NIT Jamshedpur Bank details are as under: Name of the Bank A/C : NIT Jamshedpur SBI A/C No. : 10678396019 Name of the Bank : State Bank of India, NIT Branch, Jamshedpur-831014 IFSC Code : SBIN0001882 MICR Code : 831002004 (This is mandatory that UTR Number is provided in the on-line quotation/bid). (Ref. UTR Column of the Technical Bid for prequalification Annexure-I) |
| No. of Covers (1/2/3/4) | 02 |
| Bid Validity days (180/120/90/60/30) | 90 days (From date of opening of tender) |
| Address for Communication | Asstt. Registrar (S&P) Jamshedpur-831 014 |
| Contact No. | 0657- 2374249, 2374046, 2373629, |
| Fax No. | 0657-2373246 |
| E-mail Address | skbhagat.adm@nitjsr.ac.in |



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MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS

E-Tenders are invited in two bid systems (Technical and Financial) from experienced Firms / Agencies / Self - employed individuals for **Mosquito control measures by fogging and anti larvae treatment in the entire campus including all hostels and residential quarters**. The above work shall be carried out inside the campus of NIT, Jamshedpur as detailed given in the tender document.

This contract will be valid initially for one year, which will be extended to another two years on the basis of their annual continuous satisfactory performance from the date of award of work on year to year basis.

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The complete Tender document is available on CPP Portal site (www.eprocure.gov.in/eprocure/app). The Interested Bidders can download the tender set from this web site. The details of tender are also available at NIT Jamshedpur web-site <http://www.nitjsr.ac.in> against Tender reference number: NITJSR/ PDD/HKGC/19/2018/CD/1310 Dt: 11/10/2018.

Only on-line bids through the e-procurement portal of NIC will be accepted. Last date of bids submission is 05/11/2018 at 17.30 Hrs.

Registrar
NIT, Jamshedpur



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MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS

IMPORTANT INFORMATION TO THE BIDDERS

Any bidder may search the tender through the following process:

1. Go to the www.eprocure.gov.in
2. Click on e procurement
3. Click on tender search
4. Search with "NITJSR"
5. Click on Go
6. Tenders will appear

Detailed Process to search/Submission/ Registration/ Preparation/ the tender through the following process

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission".

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'National Institute of Technology Jamshedpur'. Thereafter, Click on "GO" button to view all NIT Jamshedpur tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the e-procurement portal.

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). 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: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “**Error! Hyperlink reference not valid.**” Enrolment on the CPP Portal 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 (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudhra 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 DSCs 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.

SEARCHING FOR TENDER DOCUMENTS

- 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.

PREPARATION OF BIDS

- 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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” 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.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she 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 “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees are sought, bidders need to pay the tender fee and EMD separately on-line through NEFT/RTGS (Refer to Schedule).
- 4) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (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.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) 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.
- 6) 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.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, 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.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

**CPP Portal web site: www.eprocure.gov.in
CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232
Mobile: 91+ 7878007972, 91+7878007973
NIT Jamshedpur web site: www.nitjsr.ac.in
NIT Jamshedpur Help No.: (91)+0657- 2374249, 2373629, 2374046**



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MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS

JOB DESCRIPTION

(OUTLINE OF THE TASK TO BE CARRIED OUT)

1.

(a) Mosquito control measures to be done in the entire campus by anti larvae treatment and fogging including all hostels, all quarters and all institutional buildings.

(b) Fogging will be done inside and outside of the hostel buildings with the chemicals carried over Diesel Vapours. Fogging will be done in corridor, toilets and bathrooms of the hostel buildings, surroundings and field of the hostels including messes.

Fogging will be done in the lawn, garage and courtyard in each residential quarter. Fogging will be also done on entire roads, streets and fields in the entire campus.

Fogging will be done in corridor, toilets, bathrooms, surroundings and all fields of the of the institute buildings.

(c) Anti- larvae treatment will be done in all drains, manhole chambers, Septic tank chambers, and water logging sites inside the campus. Only WHO / PCAI approved and biodegradable insecticides and pesticides which is proven safe may be used. Anti -larval treatment near the water bodies will be carried out with the help of larvicidal insecticides, and even oil treatment. Skilled manpower may be utilized for the fogging and anti-larvae treatment. Room spray is also required in case of toilets and bath rooms.

Further

MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS

SCOPE OF WORKS

DETAILS OF ENTIRE INSTITUTE CAMPUS:

Hostels : 13 hostels namely A,B,C,D,E,F,G,H,I,J,K, Rani Laxmi Bai Girls hostel and Ambedkar Girls hostel.

Residential Quarters :, Director Bungalow, Guest house,16-A Type, 30-B type,18- C type, 42-CF type, 30-D type , 36-E type, 12-F, **24-G** type , 8 -O type, 12 -servant quarters

| S .No | Name of buildings | Name of Departments / Sections & Centres |
|-------|---|--|
| 1 | 1 st Block | Mechanical Engineering |
| 2 | 2 nd Block | Electrical Engineering |
| 3 | 3 rd Block | Civil Engineering |
| 4 | 4 th Block | Computer Application |
| 5 | 5 th Block | Applied Mechanics / Hydraulics Lab/ Civil Engg. Lab and Metallurgy lab |
| 6 | 6 th Block | Metallurgical Engg. & Science and Physics |
| 7 | 7 th Block | Chemistry, Electrical Engg., Math. and Humanities |
| 8 | 8 th Block | Heat Engine Lab and Electrical Engg. Lab |
| 9 | Central Workshop | |
| 10 | North Annexe building | Manufacturing Engg and Electronics Engg. |
| 11 | South Annexe Building | Computer Science Engg. and Civil Engg. |
| 12 | Main Administrative building | Account Section floor, Establishment section floor and Academics section floor, Training and Placement section and other offices |
| 13 | Central Library Building | |
| 14 | Computer centre building | |
| 15 | Student activity centre (Gymkhana) | |
| 16 | Electrical substation buildings-5 Nos | |
| 17 | Planning & Development Division | |
| 18 | Dispensary/ Health centre | |
| 19 | Security Control unit | |
| 20 | Stores & Procurement Section | |
| 21 | All other buildings located in campus which is not mentioned | |

THE FREQUENCY OF FOGGING AND ANTI-LARVAE TREATMENT IS GIVEN BELOW:

| S. No | Duration | Frequency of Anti- Larvae treatment | Frequency of fogging |
|-------|-----------|-------------------------------------|----------------------|
| 1 | January | Twice in a month | Twice in a month |
| 2 | February | Thrice in a month | Thrice in a month |
| 3 | March | Thrice in a month | Thrice in a month |
| 4 | April | Twice in a month | Twice in a month |
| 5 | May | Twice in a month | Twice in a month |
| 6 | June | Twice in a month | Twice in a month |
| 7 | July | Twice in a month | Twice in a month |
| 8 | August | Twice in a month | Twice in a month |
| 9 | September | Twice in a month | Twice in a month |
| 10 | October | Thrice in a month | Thrice in a month |
| 11 | November | Thrice in a month | Thrice in a month |
| 12 | December | Twice in a month | Twice in a month |
| | Total | 28 | 28 |

Twice and thrice mean a gap of 15 and 10 days in a month.

(d) The chemicals to be used for anti-larvae and **fogging** should be **used of approved and reputed brands**. These should be mentioned in the tender documents.

(e) The job to be executed as per the Instruction of the Associate Dean (Planning and Development: Housekeeping and Green Campus) / Engineer In-charge or any other Officer authorized by the Institute.

OTHER TERMS & CONDITIONS

1. The agency after award of contract, shall mobilize its resources for execution of the work as per terms of contract.
2. The agency shall discharge its responsibility strictly adhering to the scope of work and shall ensure cleanliness as per frequency indicated in the contract.
3. The agency while discharging, its aforesaid responsibility of extending its service shall carry out the instructions of Associate Dean (Planning and Development: Housekeeping and Green Campus) or any other officer / In-charge authorized by the institute from time to time.
4. The agency, its representative /employees shall report to the different hostels authorities, occupants of quarters, head or In-charges or representatives or authorized persons of department, sections, centers for carrying out of its services as per scope of contract and get their signatures after mosquito control.

5. **This is mandatory for the agency to visit the sites before quoting the price.**
6. The institute shall have the right within reason to have any personnel removed who is considered to be undesirable or otherwise any similarly the agency reserves the right to remove any personnel with prior intimation to the institute, emergencies exempted.
7. The agency shall issue identity cards to all its employees who will be instructed by the agency to display the same.
8. The agency shall ensure that proper discipline must be maintained by the staff and officials deployed by the agency in the campus, and they shall have to conduct soberly at all times while functioning inside the institute campus. The conduct, safety and security of the staff and officials shall be the sole responsibility of the agency.
9. Payment will be made/released on monthly prorated basis of the services extended by the agency during the preceding month based on the certification by concerned officer/ In-charge authorized by the Institute Authority.
10. The job to be executed as per the Instruction of the Associate Dean (Planning and Development: Housekeeping and Green Campus) or any other officer/ In-charge authorized by the Institute Authority.
11. All the payments by the contractor/agency to the engaged manpower/personnel from their agency under the contract are to be transacted through Bank. The staff of the agency will not claim any employment benefit from the institute at any time. The agency will be responsible for the statutory obligations of such personnel.
12. GST will be paid by the institute on the production of bill.
13. **The institute reserves the right to accept or reject the any offer without assigning any reason.**
14. Deficiency in Service: The institute authorities shall inspect the services from time to time to assess the performance of the contractor. A performance record register shall be used to evaluate the quality. The designated supervisor/manager of the contractor shall maintain the register as per instruction given therein and shall enclose the copy of the same with the monthly bills. If any deficiency in service is observed, the inspecting personnel may assess the value of the deficiency and recommend appropriate financial deduction in the monthly bill. The cost of the deficiency shall include not only the saving to the contractor in materials, equipment usage and personnel, but also the consequence of poor performance by contractor's personnel and of poor supervision. **In case of dispute in assessment, decision of Director, NIT Jamshedpur shall be final and binding.**

LIQUIDATED DAMAGES

The agency will maintain attendance of its staff to ensure that the truants (absent person) do not get payment without performing any job. For any deviation or for any job not performed or left out or for any delayed performance, the agency shall be liable for liquidated damages on assessment basis subject to a maximum limit of 10% of the monthly bill. The agency shall not be entitled to prorated payment of the job not done. This will be in addition to prorated deduction of dues.

RISK AND COST

1. In case of stoppage of performance or non-attendance to the job in extending services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the NIT Jamshedpur at the risk and cost of the agency through alternate agency and differential cost, if any, incurred by the NIT Jamshedpur in the processes shall be recovered from the agency.

2. In the event of stoppage of performance, may it due to the reason of strike declared by the employees/ labor of the agency or be due to the effect of any strike or "BANDH" called by any trade union/association, the agency shall be liable for risk and cost action in the same manner as stated in above. Such stoppage shall not be considered as a ground of "Force Majure". Beside the agency shall be liable for termination of contract with consequential cost, compensation & damages, if the job is not resumed within 15 days of stoppage noticed.

3. If the contract of the working agency is terminated due to any reason, the Mosquito control service can be awarded to L2 at any time in the emergency situation as the housekeeping services being an essential service.

ELIGIBILITY

1. **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of a sole proprietorship, partnership or a Private Limited Company registered under the Companies Act, 1956. A proof for supporting document regarding legal validity of the bidder shall be submitted.

2. **The bidders without working experience i.e. Mosquito Control will not be considered.**

3. **Financial Capacity: The bidders should have the minimum turnover of for each financial year in the duration of Rupees 10,00,000/ last three financial years.** Relevant proof for supporting the above document shall be submitted, failing which, the same shall be treated as void. The firms must be willing and/or capable to invest two month's expenses before being reimbursed the claim.

4. List of customers for the last (03) three years should be provided.

5. **Registration:** The Bidder should be registered with Income Tax, Service tax and also registered under the labor laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.

6. Firm should submit a declaration stating that the firm has not been blacklisted by any academic institutions/reputed organizations.

7. Duly signed bid document should be valid for **90** days.

8. ISO or any other equivalent certificates in terms of quality with proof of document.

Bidder shall ensure submission of complete information/documents at the first instance itself. NIT Jamshedpur reserves the right to complete the evaluation based on the details furnished by the bidder without seeking any subsequent additional information. Tenders not in compliance with tender terms and conditions or with incomplete information/documents are liable for rejection.

The Technical Bids fulfilling the above specifications and requirements will be considered for further evaluation.

Acceptance and Rejection: Central & Major Equipment Purchase Committee (CMEPC) reserve the right to shortlist/reject any or all tenders without assigning any reason with the approval of Director.

STATUTORY OBLIGATIONS

1. The Agency/Firm shall be directly responsible for payment of wages (Minimum wages as per Central Govt. rate including other benefits like E.P.F, E.S.I and Bonus) to all their staff engaged under this contract as per Govt. rule. The Agency/Firm shall abide by all acts and rules of the central / state govt. as per jurisdiction such as; Contract labor regulation & abolition Act, Payment of minimum wages act, Payment of bonus, EPF and MP Act etc. and any other act or law as applicable. When the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of “person and/or resources displaced from job”.
2. Month wise detailed statement of wages paid to the employees including E.P.F/ E.S.I deduction should be enclosed along with the monthly bill by the Firm/Agency and submitted to the designated Officer of the institute.
3. The Agency should have E.P.F registration number and a valid labor license under section 7 of the contract Labor (R & A) Act, 1970 and contract labor (R & A Central Govt. Rules, 1971) as applicable.
4. The Firm / Agency shall abide by all statutory and regulatory Acts of Government.
5. If the statutory benefits to the staffs are not being given by the agency, the contract may be terminated.
6. The Firm /Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
7. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Institute shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other clauses of the contract.
8. If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
9. The staff engaged by the Agency shall draw their payment from their Agency and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.
10. Difference of Minimum wages rate shall be reimbursed only for the actual amount paid, if increased during contract period in accordance to the Government notification so as to enable the Agency to meet the statutory obligation. Necessary proofs of such actual payment made as a result of Govt. Notification of the previous month shall be submitted by the Agency to officer-in-charge following month failing which the bill be kept pending. No price escalation shall be entertained by the client during the period other than minimum wages revision.

COMMERCIAL TERMS AND CONDITIONS:

1. The successful bidder/firms shall submit the **Bank Guarantee of 10% of contract value** from a nationalized bank in favor of National Institute of Technology, Jamshedpur payable at Jamshedpur towards security deposit. The security deposit shall be released within one month after realization of the Institute dues at the end of contract periods. If the firm fails to operate as per agreed terms and conditions of the contract, the Security deposit shall be forfeited.
2. The firm should have the financial stability (with evidence) to absorb two months' expenses of the contract value. All the payment to the personnel employed to be done / transacted only through bank.
3. If the Firm/Agency fails to commence the job within specified time given by the institute, the EMD shall be forfeited and the next eligible firm/Agency shall be offered.
4. The agency shall submit a monthly claim (Proportion amount of annual contract value) to the Institute through the designated officer of the Institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill. The officer's certificate shall normally be based on daily/weekly or monthly noting of designated personnel of different sections/ centers/ departments.

MODE OF SELECTION

1. A committee constituted by the Institute will examine all the proposals on the basis of the following criteria:
 - a. Credentials of the contractor and the key personnel.
 - b. Past experience in similar business.
 - c. Men/women, Machines, Materials and methodology to be applied for housekeeping works.
2. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid, not meeting the minimum requirements as per the tender documents, or otherwise considered unsuitable to the institute's need, shall be rejected and their financial proposals will not be opened.
3. For technical bid evaluation, importance will be given on the basis of size of Organization, Credentials of the contractor and the key personnel, minimum number of workers, materials and methodology to be applied for cleaning and maintenance works, client list in housekeeping works and their feedback (if any), the institute's own experience with the firm (if applicable) and on the subjective judgment of the committee members.
4. Financial bid will be opened for the bidders who qualify in the technical evaluation stage.
5. In case of any disagreement or any other reason comes across at the later stage, the decision of the Director NIT Jamshedpur for awarding the contract to a particular bidder shall be final and binding.
6. The recommendation of the committee will be put up before Director NIT Jamshedpur for his consideration and approval.

CONTRACT VALIDITY

1. This contract will be valid initially for one year, which will be extended to another two years on the basis of their annual continuous satisfactory performance from the date of award of work on year to year basis.
2. This contract can be terminated under any one of the following circumstances.
 - (a) By giving one month's notice by the Institute or one month's fee, the contract may be terminated, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the Contractor at any forum.
 - (b) The firm/Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
 - (c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
 - (d) The firm/Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
 - (e) For indulging in any grossly unsafe practice, stealing or willfully damaging institute property or engaging in any illegal activity, the contract shall be terminated on immediate notice. The decision of Director, NIT Jamshedpur in this matter shall be final and binding.

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

JURISDICTION AND RIGHT TO AMEND RULES

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to firm / contractor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT Jamshedpur is the sole arbitrator to decide the same or his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the district court of **Seraikela- Kharsawan (Jharkhand)** only.

INSTRUCTIONS TO THE BIDDERS

1. Interested bidders should visit the campus area on any working day. In case of any further clarification, the bidders may contact to the office of the **Dean (Planning and Development), NIT Jamshedpur**.

2. The bids must be submitted in two bid system.
 - a) **Techno-Commercial bid.**
 - b) **Price Bid**
3. **E.M.D of Rs. 20,000/ (Twenty Thousand) only to be paid to NIT, Jamshedpur through NEFT/ RTGS along with the bid without which, the bid will not be honored and liable to be rejected. The E.M.D will be refunded to unsuccessful bidders within a month of finalization of tender.**
4. **The Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission of bids.**

All relevant information and documents must be furnished along with the proposals in the given format (**Annexure-V**).
5. Pre-bid Conference: Pre-Bid discussion with institute committee shall be held on **Dt.: 22/10/2018 at 11.00 Hrs** All interested bidders are requested to come prepared for discussion.
6. Last date for submission of proposals: **Dt .: 05/11/2018 by 17.30 Hrs.**
7. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

FORMS

1. **PENALTY CLAUSES (Annexure: I)**
2. **APPLICATION FORM FOR PRE QUALIFICATION (Annexure: II)**
3. **CONTRACT DECLARATION (Annexure: III)**
4. **FINANCIAL BID (Annexure: IV)**
5. **CHECKLIST (Annexure: V)**

PENALTY CLAUSES

The following penalties will be imposed for not doing the mosquito control for one frequency:

| | Hostels | Institute and Residential buildings | Total |
|--------------------------|------------|-------------------------------------|------------|
| Penalty for Anti- larvae | Rs 4500/- | Rs 8000/- | Rs 12500/- |
| Penalty for Fogging | Rs 9000/- | Rs 10000/- | Rs 19000/- |
| Total | Rs 13500/- | Rs 18,000/- | Rs 31500/- |

If the Officer-in-charge finds that the performance of (The agency/ contractor) is unsatisfactory, a notice shall be given to improve the performance and If Officer-in-charge is not satisfied with the clarification/reply of tenderer, a penalty for the first default @ 3% of the monthly bill and for second default @ 5% of the monthly bill and lastly for third default @ 10 % of the monthly bill shall be livable and recovered. After the third default, if the tenderer commits further default, INSTITUTE will have the right to terminate the contract without any further notice. However, the tenderer shall continue to provide the services as required in the contract for further 90 days or till new tender is awarded, whichever is later.

ANNEXURE – II

Tender Notice No.: NITJSR/ PDD/HKGC/19/2018/CD/1310 Dt: 11/10/2018

MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS**APPLICATION FORM (FOR PRE QUALIFICATION)**

| Sl. No. | Required Information | Bidders Response |
|---------|---|------------------|
| 1 | Name of the Firm/Agency : | |
| 2 | Full Postal Address | |
| 3 | Other Business of the Firm | |
| 4 | Office/Residence Phone No. / Mobile No | |
| 5 | Office Fax No. If any : | |
| 6 | Name(s) of the Proprietor/ Partners : | |
| 7 | Name of the Group manager : (Attach detailed Bio - data in a separate sheet) | |
| 8 | Bank name, account number and IFSC code of the firm | |
| 9 | PAN No. (Mandatory) : | |
| 10 | GST no. | |
| 11 | E.P.F & ESI Registration No, : | |
| 12 | Service Tax Regn. No. | |
| 13 | Labor License No. : | |
| 14 | Volume of Business in the Financial Year : | |
| | 2013- 2014 | |
| | 2014- 2015 | |
| | 2015- 2016 | |
| | 2016- 2017 | |
| | 2017-2018 | |
| 15 | Past experience in similar business or credential: (enclose relevant documents | |

| | | |
|-----|--|---|
| | /order copies of other organizations) | |
| 16 | Minimum number and qualification of personnel the firm proposes to use: Use separate sheet (Attach separate sheet for qualification, experience and other details of personnel) | |
| 17 | Materials, Machinery and methods proposed for executing the job (Use separate sheet.) (Attach separate sheet for make, model and number of machinery proposed for use) | |
| 18. | Details of Fee In favor of National Institute of Technology Jamshedpur (Attach copy of proof) | EMD Fee : Rs. _____ through transaction UTR No. _____ |

(Signature of Bidder/authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

with Seal of the company/firm

Date: _____

Place: _____

CONTRACT DECLARATION

(To be printed on Bidder's letter head)

To
The Registrar,
NIT Jamshedpur – 831014

Sub: Declaration against Tender Notice No.: NITJSR/
PDD/HKGC/19/2018/CD/1310 Dt: 11/10/2018 FOR MOSQUITO CONTROL
MEASURES IN ENTIRE INSTITUTE CAMPUS

1. Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.
2. It is also confirmed that I/We will abide by all the Terms & condition of aforesaid tender notice and we do not have any counter conditions.
3. I/We hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.
4. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
5. I/We certify that my firm or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes from business.
6. I/We hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.
7. I/We have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with National Institute of Technology, Jamshedpur and /or prosecuted.

(Signature of Bidder/authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

with Seal of the company/firm

Date: _____

Place: _____

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

FINANCIAL BID

Tender Notice No.: NITJSR/ PDD/HKGC/19/2018/CD/1310 Dt: 11/10/2018

MOSQUITO CONTROL MEASURES IN ENTIRE INSTITUTE CAMPUS**(PRICE SCHEDULE (FINANCIAL BID))**

(To be utilised by the bidders for quoting their prices)

| S.No | Name of work | Period | Amount (Rs.)for one frequency (Anti-Larva treatment +Fogging) | GST Rate | Amount (Rs.) for one year (28 frequencies) (Anti-Larvae treatment+Fogging) |
|------|---|--|---|----------|---|
| 1 | Mosquito Control measures in Entire campus as per Scope of Work and all Terms and condition as mentioned in tender document | For one year. Note: It will be extended to another two years on the basis of their annual continuous satisfactory performance from the date of award of work on year to year basis. | | | |

Rs (In words)

We also confirm that we will abide by all the Terms and conditions and we do not have any counter conditions.

Signature of Bidder/authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

with Seal of the company/firm

Place: _____

Place: _____

NOTE: Financial bid must be submitted in the above format failing which; the bid shall not be honored. However, the firms may submit a detailed price breakup annexed to the financial bid.

CHECKLIST FOR PREPARATION OF BID

| Sl. No. | Description of Item(s)/Parameters/Information | Submitted by bidder as Yes or No | Document Attachment Page Sl. No. |
|---------|---|----------------------------------|----------------------------------|
| 1. | We have gone through the terms & conditions of the tender document and agreed to abide by the same. | | |
| 2. | Bidder is registered Firm for house keeping with proof of document | | |
| 3. | Prescribed filled up application for pre qualification formats and requisite documents are attached? | | |
| 4. | Singed copy of Scope of Work as Annexure – I attached? | | |
| 5. | Declaration as per Annexure III attached? | | |
| 6. | Proof of EMD of Rs. 20,000/ (Rs. Twenty Thousand) through NEFT /RTGS in favour of National Institute of Technology, NIT Jamshedpur is attached.? | | |
| 7. | GST Registration Number copy attached? | | |
| 8. | PAN (Income Tax) Registration Certificate attached? | | |
| 9. | EPF, ESI and other statutory certificates | | |
| 10. | Copy of work order (s) of same services for a period of minimum three years during the last five financial years from Academic Institutions/reputed organizations with proof of document. | | |
| 11. | List of Customers during last three years with proof of document. | | |
| 12. | Annual Turnover of Rs. 10,00,000/ (Rs Ten Lakhs) during each year for last three years with proof of document. | | |
| 13. | ISO or any other equivalent certificates in terms of quality with proof of document | | |
| 14. | Solvency certificate attached? | | |
| 15. | Is bid valid for 90 days/or as specified | | |
| 16. | Is Bid document duly signed? | | |
| 17. | Agree to start the work as specified? | | |
| 18. | Payment Terms agreed as Specified? | | |
| 19. | Agreed to provide performance security as specified | | |
| 20. | Agreed to sign contract as per Terms & Conditions | | |
| 21. | Name and Address of contact person nearest from NIT Jamshedpur | | |

Signature of Bidder/authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

with Seal of the company/firm

Date: _____

Place: _____



**NATIONAL INSTITUTE OF TECHNOLOGY
JAMSHEDPUR**

JAMSHEDPUR (JHARKHAND) - 831014

(An Institution of National Importance under Ministry of HRD, Govt. of India)

**TENDER FOR MOSQUITO CONTROL MEASURES IN ENTIRE
CAMPUS AT NIT JAMSHEDPUR**

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **Two Envelopes** as explained below:

| Envelope – 1 (Following documents to be provided as single PDF file) | | | |
|---|---------------|---|-----------|
| Sl. No. | Document | Content | File Type |
| 1. | Technical Bid | Basic Technical Details of Bidder as APPLICATION FORM FOR PRE QUALIFICATION (Annexure: II) | PDF |
| 2. | | CONTRACT DECLARATION (Annexure: III) | PDF |
| 3. | | CHECK LIST (Annexure – V) | PDF |
| 4. | | Technical supporting documents in support of all claims made in tender document in Annexure-II, III and V | PDF |
| Envelope – 2 | | | |
| Sl. No. | Document | Content | File Type |
| 1. | Financial Bid | FINANCIAL BID (Annexure: IV) | PDF |