

**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/1309 Dt: 11/10/2018

**HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES**

**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](http://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](http://www.nitjsr.ac.in) Fax No. : (91) +0657- 2373246

PREPARED BY : STORES & PROCUREMENT SECTION, NIT JAMSHEDPUR



**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**  
**JAMSHEDPUR (JHARKHAND) - 831014**  
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**HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES**

**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)	Housekeeping Works For Institute and Hostels Premises
Is Multi Currency Allowed	No
Date of Issue/Publishing	12/10/2018 (11:00 Hrs)
Document Download Start Date	12/10/2018 (11:00 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 ( Ernest Money Deposit)	Rs 4,00,000/ (Rs. Four Lakhs 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



# NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

JAMSHEDPUR (JHARKHAND) - 831014

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

## **E-TENDER NOTICE**

**Tender Notice No.: NITJSR/ PDD/HKGC/19/2018/CD/1309 Dt: 11/10/2018**

### **HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES**

E-Tenders are invited in two bid systems (Technical and Financial) from experienced Firms / Agencies / Self - employed individuals for general Housekeeping (Cleaning, Sweeping, Mopping, Sanitation, cutting of grass and its disposal including all other unwanted materials etc.) within all hostels premises and institute building premises . The area includes all hostels and institute buildings, roads, manholes, drains within the premises. The above work shall be carried out in the all the hostels and institute buildings located 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.

The complete Tender document is available on CPP Portal site ([www.eprocure.gov.in/eprocure/app](http://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: Tender Notice No.: NITJSR/ PDP/HKGC/19/2018/CD/1309 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



**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**  
**JAMSHEDPUR (JHARKHAND) - 831014**  
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**IMPORTANT INFORMATION TO THE BIDDERS**

Any bidder may search the tender through the following process:

1. Go to the [www.eprocure.gov.in](http://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](http://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](http://www.nitjsr.ac.in)  
NIT Jamshedpur Help No.: (91) +0657- 2374249, 2373629, 2374046**



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## **HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES**

### **JOB DESCRIPTION**

#### **(OUTLINE OF THE TASK TO BE CARRIED OUT)**

(a) The sweeping / cleaning / mopping /scrubbing / vacuum cleaning / buffing etc. shall be carried out manually/mechanically as per requirement Annexure1 A, 1 B, and 1-C.

(b) Agency should provide **High Pressure Water jet Machine, Wet & Dry Vacuum Cleaner, Floor Scrubber Machine / Walk behind Sweeping and mopping Machine, Hand held scrubber etc** for mechanised cleaning.

(c) **Machineries & equipments should be provided by the agency/ Contractor.**

**(d) Materials and chemicals will be provided by the agency as per requirement and as specified in Annexure ID.**

**(e) Cleaning will be done in the following way:**

(i) **Corridors, courtyard, staircase and floor cleaning:** Mopping and drying once in a day. Deep scrubbing /mopping and drying have to be done fortnightly with auto scrubber drier/ mopping machine.

(ii) **Window, window glass and door cleaning:** Cleaning as per requirement to look always neat and clean.

(iii) **Wall and wall tiles:** Daily damp wiping and fortnightly scrubbing and cleaning, weekly removal of Cobwebs with vacuum cleaner.

(iv) **Terrace Cleaning:** Sweeping and collection & removal of garbage at monthly or as and when required.

(v) (a) **Internal Roads/ pathways of hostels be cleaned at least alternate day and as and when required**

(b) **Internal Roads/ pathways of main buildings of institute be cleaned at least daily on working days. Main buildings include all the class rooms, labs, academic building, administrative buildings, central store electrical sub stations etc, are required to be cleaned regularly or as and when and where required in the entire campus.**

(vii) **Toilet / Urinal Cleaning: Toilet Bowls and Urinal sinks to be cleaned at least twice a day and as and when required.** A check list is to be pasted in toilets and bathrooms and to be signed in each time by authorized person of the institute and agency.

(viii) Daily upkeep includes cleaning of waste baskets, waste buckets, wash, grills, railings, doors, windows fixtures & fittings including lights and fans on regular basis.

(ix) The cleaning equipments to be used by the Agency shall be well maintained and good operation condition and of reputed make only. In case the machinery/equipments required to be used is not available, equivalent of the same quality as approved by the officer in charge of the **Institute** shall be used. However, in cases of machine break-



down, it shall be the responsibility of the Agency to provide immediate replacement of the machinery with the similar technical specifications / brand

(x) Scrubbing of toilets and toilets floors are to be done at least fortnightly or as and when required.

(xi) **Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc.:** Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles.

(xii) Disposing off all the collected refuse/garbage/rubbish/ leaves & other unserviceable materials at his own cost to the notified/specified dumping grounds on daily basis and under no circumstances these shall be stacked/dumped even temporarily within the building or the surrounding premises.

(xiii) The Agency must provide heavy leather gloves for handling items like broken glass, nails etc. and light cotton gloves for handling garbage where minor injury is not even anticipated

(xiv) All waste management activities should be strictly as per Govt. norms as mentioned for waste management and disposal.

(xv) The lawns and playgrounds are also to be kept clean by picking paper bits, polythene, pouches etc. and other waste lifting/disposal for all days. The Agency has to provide sufficient cleaning materials i.e. wheel barrow, brooms, etc.

(xix) **All cleaning chemical of reputed brands, floor cleaner and disinfectant, detergent ,toilet cleaner, odonil, Napthalene ball, bleaching powder, floor cleaner, harpic, colin, toilet paper, dustbin etc. will be provided by the Agency. Quality and quantity of the cleaning materials to be supplied by the agency will be decided by Housekeeping and Green Campus Committee of the institute after award of Contract.**

(xx) **Disposal of dead animals:** The Agency has to bury the small dead animals like cat; dog etc., as and when reported as per direction of Officer – in charge at the designated places. But in case of big animals like Bull and Cow, the institute will pay the charge for disposal and burial of those big animals on the production of the bill by the agency. The rate should be mutually agreed.

(xxi) Workers must report any defective taps, valves or any other defects for maintenance works. The mishandling of institute properties shall be the sole responsibility of the contractor and penalty will be levied if reported.

(xxii) **All drains and manholes of sewerage lines and (STP) Sewerage treatment plants must be checked and cleaned regularly to ensure smooth discharge of waste water and sewage in the entire campus. The entire campus consists of hostels, institute main buildings, Guest house, Director bungalow, electrical substations, dispensary, central store , any institutional buildings which are not mentioned, residential A type , O type, B type, C type, CF type, D type, E type, F type , G type and servant quarters area.**

(xxiii) **The main roads will be cleaned on alternate day and as when required from Gol chakkar to hostel K, hostel I, hostel E, hostel D and to the east gate of RLB girls hostel .**

(xxiv) Strictly there should not be overflow of sewage at any point of time. Any overflow must be attended within 3 hours of reporting. All drains must be cleaned & unwanted materials to be removed to ensure discharge of water.

(xxv) Stone lying in the field or road has to be removed to make the surface clean.

(xxvi) **Grass/ bush cutting and its disposal:** It includes hostel premises and institute building premises and its surroundings under contract. Some grasses and weeds should be derooted and deweeded as per need.

(xxvii) Samples of materials required for execution of work shall be approved from the officer-in-charge. Materials manufactured by firms of repute as specified shall only be used. All materials and articles brought by the agency to the site for use shall conform to the sample approved by the office-in-charge which shall be preserved till the completion of the work.

(xxviii) Spraying Room fresheners as required.

### **SPECIAL CONDITIONS FOR HOSTELS**

(i) **Students' rooms:** (including electrical appliances) should be cleaned once in a semester i.e. before the start of semester. But, cobweb should be cleaned after every one month with vacuum cleaner only.

(ii) Total cleaning inside the hostels has to be done for a period of **approximate 11** months as the hostels are closed for two months in Summer vacation and 15 days in Winter vacation. But in summer vacation, the hostels are to be cleaned exhaustively as the rooms are vacated by the boarders. **Out of this two and half months' vacation (summer and winter vacation), total housekeeping work is required in the month of July and fifty percent in the rest vacation of summer and winter vacation.**

(iii) The complete cleaning of the Inside of the hostels has to be done effectively prior to opening of the hostels during summer and winter vacation. In, the summer vacation, all the rooms of boarders are to be completely cleaned and washed in all respect.

(iv) Cleaning of Hostel and its premises (road cleaning, grass cutting and cleaning of grounds of hostel, drain cleaning, leaves cleaning, manhole cleaning etc.) has to be done throughout the year during vacation period also. **One Girl's hostel ( A or B), one boys hostel in upper side( hostel C or D) and another Mega Boy's hostel ( J or K) will remain open in the summer and winter vacation for accommodating M. Tech, PhD students and students for industrial training.**

### **SPECIAL CONDITIONS FOR INSTITUTE BUILDING excluding residential quarters and hostels**

(i) All classrooms &, laboratories must be cleaned before 8 AM in morning and in lunch periods and after 5.00 PM. The floors, vertical surfaces, corridors, staircases, toilets and bathrooms may be cleaned continuously during the day on all working days.

(ii) Deep scrubbing and drying of floors and has to be done fortnightly with Auto scrubber and drier and tiles / Mosaic of vertical wall may also be scrubbed,

(iii) **Cleaning of the inside open area of the institute buildings mentioned in the tender, surroundings (road, drain, and manhole) and cutting and disposal of grass has to be done throughout the year. Outside area cleaning and grass, bush cutting work will continue throughout the year.**

(iv) **There are normally 5 working days in a week excluding Saturday and Sunday and 17 Central listed holidays. Institute offices and classes will remain closed on Saturday, Sunday and listed holidays. The classes and labs are closed on Saturdays and Sundays. Classes are completely closed in summer and winter vacation. These should be cleaned as per requirement.**

(v) **On every Sunday, the agency is required to clean all class rooms including vertical surfaces, floors, and windows, benches/ desks, tables, lab equipments etc. complete in all respect. Cleaning of the Director's Secretariat, Director's**

**residential office will be done on all working days and holidays in two shifts if open. The cleaning of Central library, Computer centre, Health centre/ office of the Registrar, Planning & Development division and security control units will be done on Saturday also. Any other offices, classrooms or labs may also be cleaned on holidays in case of emergency, if informed.**

(f) Work shall be carried out on all working days. The agency shall attend the complaints in connection with the services immediately. Any failure will attract penalty.

(g) The agency should appoint Facility Manager and Supervisor(s) as per manpower deployment schedule exclusively who shall attend the site daily and be at site of work at the time the work is being carried out otherwise penalty will be imposed.

(h) The facility manager should have the financial as well as decision power so that in emergency situation, decision can be taken and work should not suffer. In absence of these supervisors and facility manager, penalty will be imposed.

(i) The Agency has to follow all instructions of the officer-in-charge. However, in case of emergent work, if more workers are required at site for cleaning etc. the same will be made available at no extra cost. Decision of officer-in-charge shall be final and binding in this regard.

(j) Rickshaw (properly covered) and disposed off in the designated drop sites. Bio waste should be thrown in the Bio and the recyclable waste in the recycle bin. Locations may vary time to time depending upon need of the Institute.

(k) Leaves collected during sweeping from the roads, road berms, open spaces etc. will not be burnt. All leaves collected would be disposed off at prescribed sites for bio decomposition. This will be followed even in spring and autumn where leaves collected would be more.

(l) Requirement of collection of domestic waste/ collection of waste from all dust bins including surroundings of dust bins and from all hostels including disposal, segregation/composting etc. complete along with supervisory services:

(m) Horticulture wastes, domestic wastes and wastes from all the hostels and institute buildings due to housekeeping, wastes of the dustbins located in the campus should be disposed off daily at designated site for further processing.

(n) The Agency will ensure cleanliness of the bins in the drop sites and also the area around it.

(o) The Agency has to lift horticulture waste every day as well as on gazetted holidays. Waste should not be burnt.

(p) All the above operations may be carried out as and when required and on complaint basis also. Any noncompliance shall lead to imposition of penalty as decided by the concerned institute authority. Any deviation from execution and noncompliance of the housekeeping services as specified in the tender document, shall invoke penalties besides taking action on termination of the contract at the discretion of the Institute.

(q) 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

(r) The Agency shall exercise adequate supervision to reasonably ensure proper performance of Mechanized Housekeeping Services in accordance with Schedule of Requirements.

(s) The Agency shall ensure that trained housekeeping staff is deployed for operating the machineries for cleaning, vacuuming etc. The Agency shall also ensure that the annual maintenance of the machinery is appropriately awarded by them to the authorized

agencies for maintenance of the machineries in Client's Office. After expiry of the initial period of Contract of one year, if the Contract is renewed for its first term, mutually on the existing terms and conditions, rates etc., the Agency shall be required to provide workable machineries with the updated models / brand in force at that time on the consent of the Institute.

(t) Unless specified otherwise, the Manager/Facility manager, Supervisors and Workers etc. are required to report for duty as per approved schedule. The Housekeeping/cleaning services should be done daily and it must be borne in mind that some activities need to be started early in the morning before 6:00 AM and completed before 8:00 AM. Similarly some other activities can be done only on Saturdays and Sundays or other Holidays to avoid inconvenience to the users of the building.

(u) Spraying room fresheners as required.

(v) Whenever any meeting or function takes place in the campus, the Agency shall ensure that sufficient workers and supervisory staff is present till the meeting/function is over for which nothing extra is payable.

(w) The workers may also be utilized for the grass cutting and road cleaning of the entire campus as per need on holidays when there is fewer requirements of workers in the institute building premises.

(x) Compliance of all statutory requirements will be the sole responsibility of the Agency. The institute will not have any obligation on this issue.

**List of Hostels located inside the campus of NIT, Jamshedpur to be cleaned /maintained:**

Sl. No.	Name of the Hostel	No. of Room	No. of Bathrooms	No. of Toilets
1	GIRLS Hostel A	60 ( 3 seated)	24	24
2	GIRLS Hostel B	60 ( 3 seated)	24	24
3	Boys Hostel C	60 ( 3 seated)	24	24
4	Boys Hostel D	60 ( 3 seated)	24	24
5	RLB Girls Hostel	50 ( 2 seated)	09	09
6	Ambedkar Girls Hostel	50 ( 2 seated)	09	09
7	Boys Hostel E	125 Single seated	18	18
8	Boys Hostel F	125 Single seated	18	18
9	Boys Hostel G	125 Single seated	18	18
9	Boys Hostel H	136 Single seated	18	18
10	Boys Hostel I	312 Single seated)	54	54
11	Boys Hostel J	756 Single seated	168	168
12	Boys Hostel K	756 Single seated	168	168

The scope of work for housekeeping services to be provided by the Agency is as under:  
Cleaning operation details with schedule

**Institute Buildings**

<b>SL. No</b>	<b>Building/Blocks/Departments</b>	<b>Description</b>
1.	Administrative Building	Floor No.- Ground+ 2 Floors, Toilet rooms - 12
2.	North Annexe	Floor No.- Ground+ 2 Floors, Toilet rooms - 6
3.	South Annexe	Floor No.- Ground+ 2 Floors, Toilet rooms - 6
4.	Block 1 (Mechanical Engineering Dept.)	Floor No.- Ground+ 2 Floors, Toilet rooms - 7
5.	Block 2 (Electrical Engineering Dept.)	Floor No.- Ground+ 2 Floors, Toilet rooms - 5
6.	Block 3 (Civil Engineering Dept.)	Floor No.- Ground+ 2 Floors, Toilet rooms - 5
7.	Block 4 (Dept. of Computer Applications)	Floor No.- Ground+ 2 Floors, Toilet rooms - 2
8.	Block 5 (Civil, Mechanical & Metallurgy Lab)	Ground Floor, Toilet rooms - 5
9.	Block 6 (Metallurgy & Physics Dept.)	Floor No.- Ground+ 2 Floors, Toilet rooms - 6
10.	Block 7 (Chemistry, Mathematics & Humanities dept.)	Floor No.- Ground+ 2 Floors, Toilet rooms - 6
11.	Electrical and Mechanical Labs in the shade	Ground Floor, Toilet rooms - 2
11.	Workshop	Ground Floor, Toilet rooms - 3
12.	Computer Centre	Floor No.- Ground+ 1 Floor, Toilet rooms - 9
13.	Library	Floor No.- Ground+ 2 Floors, Toilet rooms -
14.	Planning & Development office	Ground Floor, Toilet rooms - 1
15.	Security Control Room	Ground Floor, Toilet rooms - 1
16.	Dispensary	Ground Floor, Toilet rooms - 2
17.	Stores & Procurement Section	Ground Floor, Toilet rooms - 0
18.	Foundry Lab	Ground Floor,
19.	Electrical Substations (07 Nos)	Ground Floor, Toilet rooms - 7
20.	Gymkhana	Ground Floor, Toilet rooms - 4
21.	Director Office cum Residence	Ground Floor, Toilet rooms - 4

## Hostel Premises

Sl. No.	Name	Description
1.	Girls Hostel A	Floor No.- Ground+ 2 Floors Total rooms-60(3 Seated), Bathrooms-24, Toilets- 24,
2.	Girls Hostel B	Floor No.- Ground+ 2 Floors Total rooms-60(3 Seated), Bathrooms-24, Toilets- 24. ,
3.	Girls Hostel RLB	Floor No.- Ground+ 2 Floors Total rooms-50(2 Seated), Bathrooms-09, Toilets- 09. ,
4.	Girls Hostel Ambedkar	Floor No.- Ground+ 2 Floors Total rooms-50(2 Seated), Bathrooms-09, Toilets- 09. ,
5.	Boys Hostel C	Floor No.- Ground+ 2 Floors Total rooms-60(3 Seated), Bathrooms-24, Toilets- 24.
6.	Boys Hostel D	Floor No.- Ground+ 2 Floors Total rooms-60(3 Seated), Bathrooms-24, Toilets- 24.
7.	Boys Hostel E	Floor No.- Ground+ 2 Floors Total rooms-125 (Single Seated), Bathrooms-18, Toilets- 18.
v8.	Boys Hostel F	Floor No.- Ground+ 2 Floors Total rooms-125 (Single Seated), Bathrooms-18, Toilets- 18.
9.	Boys Hostel G	Floor No.- Ground+ 2 Floors Total rooms-125 (Single Seated), Bathrooms-18, Toilets- 18.
10.	Boys Hostel H	Floor No.- Ground+ 2 Floors Total rooms-136 (Single Seated), Bathrooms-18, Toilets- 18.
11.	Boys Hostel I	Floor No- Ground+ 2 Floors Total rooms-318 (2 Seated), Bathrooms-54, Toilets- 54.
12.	Boys Hostel J	Floor No.- Ground+6 Floors Total rooms-756 (Single seated) Bathrooms- 168, Toilets- 168.
13.	Boys Hostel K	Floor No.- Ground+6 Floors Total rooms-756 (Single seated) Bathrooms- 168, Toilets- 168.

**Notes: This tender excludes the housekeeping of premises of Institute guest house, residential quarters, shops, Canteens, hostel messes, bank and school located in campus**

## **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 Faculty In charge 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 for carrying out of its services as per scope of contract.
5. **This is mandatory for the agency to visit the sites before quoting the price and to mention the minimum manpower, other staff members and all the machineries to be used with a comprehensive work plan for smooth housekeeping works. The agency has to take the certificate of site visit from the Planning and development division and which must be attached with tender documents. The mentioned minimum manpower is required to be present on the duty otherwise the penalty will be imposed. For the sites visit, help of Planning and development division may be taken.**
6. Cleaning is to be immediately ensured by the agency in case of emergencies.
7. The age of the workers should not be more than 45 years at the time of start of work. Supervisor is exempted from age limit. Age certificate as per Aadhar Card/ Voter card may be attached by the workers. The institute shall have the right within reason to have any personnel removed who is considered to be undesirable or otherwise, similarly the agency reserves the right to remove any personnel with prior intimation to the institute, emergencies exempted.
8. The agency shall issue identity cards to all its employees who will be instructed by the agency to display the same and the workers are required to bear these cards always.
9. Adequate supervision shall be provided to ensure proper performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
10. Unless specified otherwise, the Manager, Supervisors and Workers etc. are required to report for duty as per approved schedule to the hostels.
11. **It is recommended to deploy only lady housekeeping staffs for Girls hostels who may also clean the drain. For grass cutting, manhole cleaning and floor cleaning with heavy machines, male staff may be deployed and they will work with the permission and in the presence of the hostel staff / administration.**
12. Names and other personal details of the staff engaged by the agency under this contract have to be submitted and approved by the Institute. The agency shall cooperate with the institute to all extent.
13. **The agency may be required to supply additional manpower (skilled / semi-skilled / unskilled) as and when required on urgent basis for various works beyond the scope of tender work or such cases, the labour deployed, if any, the working agency shall be entitled for payment on minimum wages basis.**
14. 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. They will not change their clothes/uniform in open.

15. Code of conduct for cleaning personnel: (i) The cleaners deployed should not squatter in the open verandah/lawns during leisure hours.(ii) Dignity & discipline of NIT Jamshedpur should be maintained always.(iii) They should be punctual and arrive 15 minutes before start of their duty time at the their work place and will not leave earlier before their duty time (iv) They should extend respect to all officers and staff of the office of client (v) They should not drink ,gossip, sleep, read newspaper, smoke and take bath in hostels (vi) They should not eat in hostel messes and (vi) They should surrender the medical card issued by the institute in case the person is a son or daughter of the permanent employee of the institute.
16. **All the cleaning equipments/ appliances/ accessories will be provided by agency.**
17. **NIT Jamshedpur shall provide storage space to the agency at a suitable place inside the Institute / Hostels. The agency shall ensure that all the cleaning tools / equipments are kept at the appropriate place, specified for the purpose, as provided by Institute.**
18. **The Minimum expenses on sanitary materials should be 7.5 % of tender value .The details of quantity of materials must be attached with tender document. The material purchased by the agency should be submitted in the store of Planning and Development division along with the bill and then, it will be issued to the agency as per requirement.**
19. **The Minimum expenses on equipments and machineries should be 7.5 % of tender value. The details of equipments must be attached with tender document.**
20. The agency shall maintain a log book indicating consumable materials brought in and consumable issued by **the institute to the agency for daily use**. This log book shall be signed by the authorized person of the agency on daily basis and Associate Dean (Planning and Development: Housekeeping and Green Campus) or any other officer / In-charge authorized by the institute, Chief Warden / Warden shall have the right to inspect the store and log book.
21. 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 Jamshedpur, which shall be recovered from the bills payable as accrued to the agency.
22. 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 Chief Warden's/ warden office is prohibited.
23. The agency shall ensure that proper discipline must be maintained by the staff & employed in the campus and officials deputed by the agency, and they shall have to conduct soberly at all times while functioning inside the hostels. The conduct, safety and security of the staff and officials shall be the sole responsibility of the agency. The disobedient and ill- behaved workers must be removed from the job.
24. Payment will be made/released on monthly basis of the housekeeping services extended by the agency during the preceding month based on the certification by concerned hostel executive council /Supervisor/ warden and countersigned by the Chief Warden.
25. The working hours will be flexible and as per need including day time hours, evening hours and all days of the week. The length of the work day( Duty hour) for the individual worker, however, shall be within the applicable rules.



26. 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.
27. 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.
28. Institute will provide electricity and water free of cost only for housekeeping purpose.
29. GST will be paid by the institute on submission of bill.
30. 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 do not get paid 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 prorate payment of the job not done. This will be in addition to prorate 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 be 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 Majeure". 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 housekeeping services 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 prospective bidder should have successfully carried out housekeeping work in any Academic Institutions/reputed organizations in a single unit with minimum of Eighty (80) labours for a period of minimum three years during the last five financial years. A proof of supporting document shall be submitted.**
3. **The bidders without working experience i.e. House Keeping will not be considered.**
4. **Financial Capacity:** The bidders should have the minimum turnover of **Rupees 2,00,00,000/ (Rs. Two Crores) ---- for each financial year in the duration of 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.
5. List of customers for the last (03) three years should be provided.
6. **Registration:** The Bidder should be registered with competent Govt. authority, and also registered under the labor laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.
7. Firm should submit a declaration stating that the firm has not been blacklisted by any academic institutions/reputed organizations.
8. Duly signed bid document should be valid for **90** days.
9. 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 statutory compliance and 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 and Bonus deduction should be enclosed along with the monthly bill by the Firm/Agency and submitted to the designated Officer of the institute, otherwise ,bill will not be paid to the agency..**

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. **The expiry date of bank guarantee should be at least three month after the expiry of the work order and agreement of the work period.**

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 Hostels.

### **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.
  - d. The agency will also submit the certificate issued by Planning and Development Division that the agency has visited the site thoroughly and attended the Pre- Bid meeting.
  - e. **Preference may be given to the firm who has local office in Jamshedpur.**
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. 4,00,000/ ( Four lakhs only) 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. **SCOPE OF WORKS (Annexure: IA,IB,IC,ID,IE and IF)**
2. **APPLICATION FORM FOR PRE QUALIFICATION (Annexure: II)**
3. **CONTRACT DECLARATION (Annexure: III)**
4. **FINANCIAL BID (Annexure: IV)**
5. **CHECKLIST (Annexure: V)**

**SCOPE OF WORKS ANNEXURE – I****ANNEXURE – I (A)****HOSTEL BUILDINGS:**

<b>S.N</b>	<b>ACTIVITY</b>	<b>METHOD</b>	<b>FREQUENCY</b>
1	common room, security room, Matron houses, warden offices, courtyard, staircases of hostels	Floor Sweeping, Dry & Wet Moping	Once a day
2	Corridors	Floor Sweeping, Dry & Wet Moping	Once a day
3	Corridors, common room, security room, Matron houses, warden offices, courtyard, staircases of hostels	Scrubbing and drying by Machine ( mentioned in Annexure 1E)	Fortnightly
4	Cob webs & doormats	Removal of cob webs by vacuum cleaner & cleaning of door mats	Fortnightly and as and when required but it should always look neat and clean
5	Terrace Cleaning	Dry cleaning	Once in a month and as and when required
6	Internal Road/ pathway cleaning of Hostels	Dry cleaning	Daily and as and when required
7	Main road cleaning	Dry cleaning	Alternate day and as and when required
8	Garbage/Scrap collection	Manual	Daily
9	Grass cutting & its disposal of all hostel premises their play fields/ grounds	Mostly Mechanized cutting but in some situation manual cutting too	As and when required but it should always look neat and
10	Deweeding and de rooting of bushes	Deweeding and de rooting of bushes	As per requirement
11	Any minor item such (sunshade, window, door handle, terrace of portico etc.)	Cleaning	As and when required

**INSTITUTE BUILDINGS:**

S.N	ACTIVITY	METHOD	FREQUENCY
1	Class rooms, Labs, chambers, staircases and offices of institute buildings	Floor Sweeping, Dry & Wet Moping	Once a day
2	Corridors	Floor Sweeping, Dry & Wet Moping	Once a day
3	Corridors, Class rooms, Labs, chambers, staircases and offices of institute buildings	Scrubbing and drying by Machine ( mentioned in Annexure 1E)	Fortnightly
4	Cob webs & doormats,	Removal of cob webs by vacuum cleaner & cleaning of door mats	Fortnightly and as and when required but it should always look neat and
5	Terrace Cleaning	Dry cleaning	Once in a month and as and when required
6	Internal Road / pathway cleaning of Institute building	Dry cleaning	Daily and as and when required
7	Internal Road cleaning of hostel building	Dry cleaning	Alternate day and as and when required
8	Main road cleaning	Dry cleaning	Alternate day and as and when required
9	Garbage/Scrap collection	Manual	Daily
10	Grass cutting & its disposal of all hostel premises their play fields/ grounds	Mostly Mechanized cutting but in some situation manual cutting too	As and when required but it should always look neat and clean
11	Any minor item such (sunshade, window, door handle, terrace of portico etc.)	Cleaning	As and when required

Main Road Cleaning and grass cutting includes road from (a) main road from Golamber to the corner of D hostel, (b) main Golamber to the corner of Guest house (c) main Golamber to the corner of EFGH hostels gate (d) main Golamber to the corner of south end of I hostel (e) main Golamber to the corner of STP (Sewerage treatment plant) near K hostel



**ANNEXURE – I (B)**

**Toilets / bath rooms of hostel and Institute buildings:**

<b>S.No</b>	<b>ACTIVITY</b>	<b>METHOD</b>	<b>FREQUENCY</b>
1	(A) Floor Cleaning & side wall	Scrubbing & Drying by machine	Fortnightly
	(B) Floor and side wall Cleaning	Sweeping and Mopping	Once a day and as & when required
2	Wash basin and surrounding area	Wiping	Once a day and as & when required
3	External tap cleaning	Dry wiping	Once a day
4	Mirror cleaning	Damp wiping	Alternate day
5	Toilet Bowls Cleaning	wet cleaning	Twice daily and as & when required
6	Commodes Cleaning	Wiping and wet cleaning	Twice daily and as & when required
7	Urinals Cleaning	Wet / Dry cleaning	Twice daily and as & when required
8	Dustbin clearance, disposal & cleaning	Collection and wiping	Once daily and as & when required

<b>Details of Grass cutting, derooting and deweeding of bushes, its disposal and road cleaning: S. No.</b>	<b>Location/Building name</b>	<b>Scope of work</b>
	Hostel premises and its front side	Grass cutting / Cleaning/ disposal
1	Main building ( inside open area for grass cutting	Grass cutting / Cleaning/ disposal
2	Library (Grass cutting of inside the campus )	Grass cutting / Cleaning/ disposal
3	Computer Centre ( Grass cutting of inside campus )	Grass cutting / Cleaning/ disposal
4	Planning & Development ( Grass cutting of inside area and the field north of the planning& dev. office )	Grass cutting / Cleaning/ disposal
5	Gymkhana (Grass cutting of inside	Grass cutting / Cleaning/ disposal

	area )	
6	Rotary circle in front of main building	Grass cutting / Cleaning/ disposal
,7	<b>Field in front of Computer science department / Post office</b>	<b>Grass cutting / Cleaning/ disposal</b>
8	<b>Field in front of 4<sup>th</sup> block and fifth block ( Hydraulic Lab)</b>	<b>Grass cutting / Cleaning/ disposal</b>
9	<b>All the fields / play grounds/ Badminton courts, volleyball, Cricket ground etc, and their surrounding</b>	Grass cutting / Cleaning/ disposal
10	Outside field around manufacturing deptt, Mechanical Deptt., Workshop, central store, Annapurna cafeteria, dispensary upto main road	Grass cutting / Cleaning/ disposal
11	South of 4 <sup>th</sup> and fifth block, west of 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and surrounding of all the laboratories and electrical substations	Grass cutting / Cleaning/ disposal
12	Field of Director residence cum office	Grass cutting / Cleaning/ disposal
13	Roads cleaning	As mentioned in tender
14	Drain cleaning ( R.M)	As per requirement

## ANNEXURE – I (C)

### Schedule of Grass Cutting (Mechanized):

S. No	Cutting Duration	Frequency
1	16 May – 30 June	01
2	01 July – 31 July	01
3	01 Aug – 21 Aug	01
4	22 August – 15 Sept	01
5	16 Sept – 31 Oct	01
6	01 Nov – 31 Dec	01
7	01 Jan – 28 Feb	01 if required
8	01 March – 15 May	01 if required
	Total	8

Note: All the above operations may be carried out as and when required and on complaint basis also.

**ANNEXURE – I (D)****List of sanitary materials which have to be used by the selected bidder:**

Sl.No.	Items with preferred manufacture/Brand	To be supplied by the agency if required
1	Scissor Mop	Yes
2	Scissor Mop Refills	Yes
3	Wringersrolley	Yes
4	Kentucky mop	Yes
5	Kentucky mop refills	Yes
6	Wash Room Cleaning Kit	Yes
7	Dry Mops	Yes
8	Dry Mop Refills	Yes
9	Naphthalene balls	Yes
10	Odonil for use in the institute toilets only	Yes
11	Spray Pump	Yes
12	Wiper (Large)	Yes
13	Wiper (Small)	Yes
14	Duster Full Size	Yes
15	Dustbin Plastic	Yes
16	Vim Power/ Detergent powder	Yes
17	Scotch Brite (large)	Yes
18	Toilet Brush	Yes
19	Dustbin foot operated for toilets	Yes
20	Hit (Red)	Yes
21	Floor Scrubbing Brush with Handle	Yes
22	Plastic Juna (Big)	Yes
23	Broom Soft( Phool Jhadu)	Yes
24	Broom Hard( Nariyal Jhadu)	Yes
25	Plastic Bucket 15 ltr to be used by worker	Yes
26	Plastic Mug used by worker	Yes
27	Gloves for working people	Yes
28	Hand wash soap for labour	Yes
29	Petrol and mobil for grass cutter	Yes
30	Cleaning chemical for machine	Yes
31	Hard surface cleaner	Yes
32	Glass cleaner	Yes
33	Urinal and Bowl cleaner	Yes
34	Floor cleaner	Yes
35	Any chemical required for cleaning	Yes

**Note: Quantity of the cleaning materials and chemicals should never fall to zero level. There should be always 25% more materials in the stock than the actual consumption on any day, otherwise penalty will be imposed. Minimum expenses on these sanitary materials should be 7.5 % of tender value. The details of quantity of materials must be attached with tender document.**

**ANNEXURE – I (E)**

List of machines and Vehicles for housekeeping:

S. No.	EQUIPMENTS	QUANTITY
1	Floor scrubber and Mopping Machine ( Frequency of the cleaning for each hostel and buildings - Fortnightly)	7
2	Wet and Dry Vacuum Cleaner as per requirement	4
3	High pressure Jet Cleaning Machine	5
4	Hand held scrubber(Manual scrubbing for vertical floor)	15
5	Telescopic cleaning rod for glass cleaning and cobweb cleaning	4
6	3 Nos. of Grass / Brush cutting machines and 2 Nos. of Lawn Mowers	5
7	Garbage Rickshaw	8
8	Sludge Cleaning Machine for man hole cleaning	01

Minimum number of new machines of the reputed brand is to be deployed for mechanized housekeeping services. Number of machines may increase as per requirement. All the above operations may be carried out as and when required and on complaint basis also.

**Minimum expenses on these equipments should be 7.5 % of the tender value. The details of equipments must be attached with tender document.**

**ANNEXURE – I (F)****PENALTY CLAUSES: HOUSEKEEPING**

1. The following Penalties will be imposed on the tendered for not deploying the Manpower as per plan/ chart:

S.No	Person	Function	Fine (Rs)
1	Facility Manager	If not deployed	Wages and additional amount of Rs. 300/ day
2	Supervisor	If not deployed	Wages and additional amount of Rs. 200/ day
3	Cleaner/Janitor	If not deployed	Wages and additional amount of Rs. 100/ day
4	Uniform and safety shoes	If not wearing	20 per person per day
5	Grass cutting	One frequency	Rs. 100000/- (One lakh ) per frequency
6	Non-performance (This is due to deficiency in the service in addition to other than the above mentioned at Sl. No. 1 to 5)	1 <sup>st</sup> default	3% of the monthly bill
		2 <sup>nd</sup> default	5% of the monthly bill
		3 <sup>rd</sup> default	10 % of the monthly bill
7		4 <sup>th</sup> default	Termination of contract without further notice

If the Officer-in-charge finds that the performance (brought to the notice of the agency/ contractor in writing or verbal) 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.

2. The following Penalties will be imposed on the Agency for not deploying the Machinery as given below:

SI No.	Name of the housekeeping Machines	No of Machines	Fine (Rs) per machine per day	Monthly total fine
1	Floor scrubber and Mopping Machine	6	150	20000
2	Wet and dry vacuum cleaner	4	50	4000
3	High pressure Jet Cleaning Machine ( If required and deployed)	6	50	
4	Garbage Rickshaw	8	50	6000
5	Hand held scrubber	7	--	700
6	Grass cutting machine/ Lawn Mower	5	2000 / machine per month	

Note – The agency is also required to have the Wood chain saw and other tree equipments.

## ANNEXURE – II

Tender Notice No.: NITJSR/ PDD/HKGC/19/2018/CD/1309 Dt: 11/10/2018

**HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES****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: <b>Use separate sheet</b> (Attach separate sheet for qualification, experience and other details of personnel)	
17	Materials, Machinery and methods proposed for executing the job ( <b>Use separate sheet.</b> ) (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/1309 Dt: 11/10/2018 for HOUSEKEEPING  
WORKS FOR INSTITUTE & HOSTELS PREMISES

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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/1309 Dt: 11/10/2018

**HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES****(PRICE SCHEDULE (FINANCIAL BID))**

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

Sl.No	Name of work	Period	Amount for one year (Rs.)	Rate of GST	Total Amount for one year (Rs.)
1	Housekeeping & sanitation work of all hostels and Institute building as per Scope of Works and all terms & conditions as mentioned in tender document.	<b>For one year.</b>  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

Date: \_\_\_\_\_

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.**

**ANNEXURE – V**

**Tender Notice No.: NITJSR/ PDD/HKGC/19/2018/CD/1309 Dt: 11/10/2018**

**HOUSEKEEPING WORKS FOR INSTITUTE & HOSTELS PREMISES**

**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. 4,00,000/- 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. 2,00,00,000 (Two Crore) 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: \_\_\_\_\_

**ANNEXURE – VI**  
**Tentative requirement of Manpower for housekeeping services**

Sl No.	Type of Manpower	Tentative requirement of Manpower for housekeeping services
1	Facility Manager (Highly Skilled)	01
2	Supervisor ( Semi-Skilled)	04
3	Janitor (Un-skilled)	81



**NATIONAL INSTITUTE OF TECHNOLOGY  
JAMSHEDPUR**

**JAMSHEDPUR (JHARKHAND) - 831014**

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

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**BID SUBMISSION**

**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in **Two Envelops** 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