

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING &
RESEARCH**

SHAMLA HILLS, BHOPAL - 462002

TENDER DOCUMENT

Tender No.:

NITTTR/Tender/Cleaning/2016-17

Tender Title:

Providing Cleaning and Sanitary services to the
Institute and Campus of NITTTR, Bhopal

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH SHAMLA
HILLS, BHOPAL – 462002**

TENDER NOTICE

Sealed Tenders are invited from the firms or companies under two-bid-system as per criteria of acceptance as mentioned in tender document for the cleaning and sanitary services of the Institute Buildings & Campus.

Monthly Estimated cost of work : **1.815 Lakhs**

Sale of Tender document : From 28/12/2016 to 20-01-2017 (Between 10.00 to 5.00)
May be purchased from Administrative Section of the
NITTTR, Bhopal on payment of ₹ 800/- through DD in
favour of Director, NITTTR, Bhopal.

Last date for submission of Tender document : 27-01-2017 1.00 PM

Earnest Money deposit : **44,000/-**

For further details please visit our website www.nitttrbpl.ac.in

Director

Tender No.: NITTTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTTR, Bhopal

Detailed Notice – inviting tender

S. No.	Item	Information
1.	Name of work	Providing cleaning and sanitary services to the Institute and Campus as per scope of work in the tender document.
2.	issue of tender/date	Can be obtained from Administrative office from 28-12-2016 to 20-01-2017 during office hours between 10.00 AM to 5.00 PM or down loaded from institute website- www.nittrbpl.ac.in or http://eprocure.gov.in
3.	Cost of Tender form	₹ 800.00 (Eight hundred only)
4.	Pre BID Meeting for clarification of queries.	23-01-2017 at 4.15 PM in the office of Officer-in-charge, Cleaning services.
5.	Submission of tender –Last date and time	Date 27-01-2017 upto 1.00 P.M
6.	Submission of tender	Tender Box in Administrative Office of NITTTTR Bhopal
7.	Amount of estimate	₹ 1.815 lakhs per month.
8.	Duration of work	Two years
9.	Earnest money	₹ 44000/- (Rupees Forty four Thousand only)
10.	Security deposit	8% of the annual tendered amount at the time of agreement in form of bank guarantee or deduction from payable EMD & bills.
11.	Criteria for acceptance of tender- Technical Bid	1. Minimum three years of experience of cleaning services in Government/semi-government/ large private industrial/commercial organizations. 2. Executed minimum of two contracts worth 10 lakhs annually each. 3. On roll minimum of 10 persons of sweeping & cleaning works. 4. City presence- Minimum of two ongoing service contracts. 5. Registration with appropriate authorities with validity during the period of contract.
12.	Terms & conditions of work	As per Tender document – Scope of work, General & Special conditions.
13.	Opening of Technical Bid	Date 27-01-2017 at 3.45 P.M in the committee room
14.	Opening of Financial Bid	To be informed after evaluation of technical bids.
15.	Authority for acceptance of tender	Director, NITTTTR
16.	Agreement	After acceptance of tender & receipt of relevant required documents, if any, an agreement is to be signed to commence the work.

Director

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH
SHAMLA HILLS BHOPAL – 462 002**

DETAILED TENDER DOCUMENT

The Director, National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal invites Tender from the reputed firms or companies registered with appropriate authorities (as per criteria of acceptance of tender as mentioned in NIT, serial number 11, page 3) for undertaking the work of cleaning of the buildings and campus in the institute premises.

1.0 Procedure for obtaining Tender document

1.1 The Tender document may be obtained from the Administrative Officer, National Institute of Technical Teachers' Training & Research, Shamla Hills, Shanti Marg, Bhopal – 462002 as per page 3 of detailed tender notice on submission of an application on the letter head of the concerned "Bidder". The Tender document is priced ₹ 800/- (Rupees Eight hundred only), which should be paid as Demand Draft/ Bankers Cheque for ₹ 800/- (Rupees Eight hundred only), to be drawn in favour of Director, NITTTR, Bhopal payable at Bhopal. This form may be down loaded from institute web site <http://www.nitttrbpl.ac.in> or <http://eprocure.gov.in/cppp/>. The down loaded application should also accompany ₹ 800/= as form cost along with application form.

2.0 Procedure for submission of tender

2.1 The tender documents must be submitted separately in three sealed covers. These sealed covers must be enclosed in big envelope. On the cover of the envelope, title of the tender notice must be indicated along with last date of receiving tenders. The three sealed envelopes should contain as follows-

- (a) **FIRST SEALED COVER-** Technical Bid **AS PER ANNEXURE II with Form A, B, & C and**
- (b) **Part of First Sealed cover- DD of EMD (Earnest Money Deposit) of ₹44,000/- (Rs. Forty Four thousand only) and application form cost of ₹ 800.00 as bank DD.**
- (c) **SECOND SEALED COVER-** Price Bid **AS PER ANNEXURE III**, based on site visit and offer as per Technical Bid form C.
- (d) **THIRD SEALED COVER-** First and Second sealed cover should be put in third sealed cover with addresses of Bidder and addressee, and should be subscribed as **Providing cleaning and sanitary services to the Institute and Campus.**

2.2 Documents To Be Submitted in FIRST SEALED COVER -

The "Bidder" must enclose the following documents (photocopies) along with completely filled-in and signed Tender form (Annexure-II):

- a) Photocopies of proof of executed minimum of two cleaning service contracts
- b) Photocopies of proof of on-roll minimum of 10 persons of sweeping & cleaning works- documents of EPF, ESIC, etc.
- c) City presence- Minimum of three ongoing service contracts.
- d) Registration with appropriate authorities:- The "Bidder" may have registration with following Govt. authorities as on the date of application and submit proof thereof by enclosing the photocopies of the following documents with period of validity:
 - i. Municipal Corporation, Bhopal
 - ii. Department of Labour
 - iii. Provident Fund Commissioner
 - iv. ESI Corporation
 - v. PAN number of Income Tax Department.
 - vi. Registration with Central Excise Department for service tax.
- e) The "Bidder" should submit income tax returns submitted in last three years.
- f) Profile of the "Bidder"-
 - Organization (Proprietor, Partnership, Private limited company, etc.),
 - Name & addresses of owner with photograph, partners, directors, etc.
 - Address, telephone numbers, mobile numbers, fax number of local office & head office.
 - Capacity to undertake the work effectively and efficiently as an agency.

- g) Past experience of the “Bidder” indicating the number of existing and earlier clients with the nature of work undertaken for each client to prove such services have been rendered satisfactorily. Complete details with copies of the contract and a letter of satisfaction from such clients etc. should also be enclosed.
- h) **Part of FIRST SEALED COVER for Earnest Money Deposit** – An Earnest Money Deposit of **₹44,000/- (Rs. Forty Four thousand only)** should be paid with the Tender in the form of Demand Draft/Bankers Cheque of any nationalized / private sector bank drawn in favour of the Director, NITTTTR Bhopal. **The Tender submitted without Earnest Money will not be entertained.** For disqualified tenders, this money will be returned without any interest within 45 days after the process of evaluation is over and in case of “contractor”, who is awarded the contract, this EMD will be adjusted in the cleaning security deposit.
- 2.4 **Documents with second sealed cover- SECOND SEALED COVER- The Price Bid-**The “Bidder” should quote the Fixed Contract Amount on **ANNEXURE III** as per scope of work, his assessment of labour as per this tender & terms & conditions ON MONTHLY BASIS. (Annexure I).
- 2.5 Each firm or company should submit only one tender for this work. If two tenders are filled by one firm or company, then both tenders are liable for rejection.
- 2.6 If an individual is an owner/partner/director in more than two firms/ company, then only one of such firm or company should fill the tender for this work. If such a case is observed that two tenders are filled by such firms/companies, then both the tenders are liable for rejection.
- 2.7 The employees of this institute and their near-relatives (By near-relative, here means- wife, husband, parents, grand parents, children, brother, sister & cousins and their corresponding in-laws) shall not be permitted to submit the tender.
- 2.8 The “Bidder” shall not be permitted to tender for this work, in which near-relative of the employees/ officers of this institute (responsible for the award and execution of this work) are posted/nominated/designated in any capacity. If such case is observed that tender/ work is liable for rejection.
- 2.9 The “Bidder” should ensure signature of authorised signatory and seal of organisation on every page of this tender document as token of understanding & agreeing every term & condition.
- 2.10 **Conditional Tender:** Conditional tenders are liable to be rejected.
- 2.11 **Canvassing:** Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any Bidder doing so will render him liable to rejection.
- 2.12 **Unsealed Tender:** The tender shall be rejected if not properly sealed.
- 2.13 **Unsigned Tenders-** Such tenders will not be considered.
- 2.14 **Unclear/overwritten figures-** Improperly written financial bid will be rejected.
- 2.15 The Director NITTTTR Bhopal reserves the right to select any or reject all Tenders received, without assigning any reason.
- 2.16 **Pre BID Meeting** will be held on date 02-01-2017 at 3 PM in the office Officer-in-charge, Cleaning services to clarify any queries.
- 3.0 Validity:** Validity of the tender shall be FOUR months.
- 4.0 Opening of Tender documents-**
- (i) The envelopes containing the Technical bid and EMD will be opened on the day of opening of the tender before the “Bidder” or their representatives.
 - (ii) The price bid will be opened at a later date before the technically qualified “Bidder”, the date of opening will be informed in writing.
 - (iii) Envelope of the Price Bid will be opened only of those firms whose offers in the technical bid fulfill the requirements specified by the institute. Financial Bid will be opened before the “Bidder” or their representatives at a date & time to be notified later.
 - (iv) Technical bids of those agencies/parties, which are not according to the tender requirements, the Price Bid (envelope) together with EMD will be returned in due course of time.
 - (v) “NITTTTR, Bhopal” reserves the right to select any or reject all tenders received, without assigning any reason.
 - (vi) “NITTTTR, Bhopal” reserves the right to increase or decrease the quantum of work of cleaning and the tendered amount will be increased or decreased on pro rata basis.

Director

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of
NITTTR, Bhopal

**“TERMS AND CONDITIONS OF TENDER FOR PROVIDING CLEANING AND
SANITARY SERVICES SERVICES TO THE INSTITUTE AND CAMPUS”**

- A. **Definitions-** Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely;
- a. The expression "NITTTR, Bhopal" occurring in the tender document shall mean National Institute of Technical Teachers' Training & Research, Bhopal" and shall include its Director, officer-in-charge, Supervisor-in-charge, committee, etc.
 - b. The expression "bidder" who submits the tender for the work and shall include the successors and permitted assigns.
 - c. The expression "Contractor" shall mean the "bidder" selected by the "NITTTR, Bhopal" for the performance of the subject work and shall include the successors and permitted assigns of the Contractor.
 - d. "Officer-in-Charge" shall mean any faculty/officer of the Institute authorized to act as the Officer-in-Charge for the work or any specified part thereof.
 - e. "Scope of work" shall mean the totality of the work / services and supplies of labour, parts, tools & equipment by expression or implication envisaged in the contract and shall include all tools, parts, equipment, instruments and labour required for commencement, performance, provision or completion thereof.
 - f. "Contract" shall mean the contract for the work and shall include the tender document, the Special Conditions of Contract, General Conditions of Contract, the Letter of Acceptance, and the accepted Rates (Price bid & its break up among all equipment).

B. GENERAL CONDITIONS

- 1.1 The manpower deployed by the "contractor" for the work of Cleaning shall be the employees of the "contractor" for all intents and purposes and in no case, a relationship of employer and employee between the "NITTTR, Bhopal" and the said manpower shall accrue implicitly or explicitly.
- 1.2 That the "contractor" shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the manpower including himself, engaged by it for deployment at NITTTR Bhopal for the cleaning work.
- 1.3 The "contractor" shall submit police verification record as mentioned in above para 1.2 at the time of forming a contract, failure to submit may lead to termination of forming a contract.
- 1.4 The manpower so deployed by the "contractor" shall remain under the control and supervision of the "contractor" and the "contractor" shall be liable for payment for their wages, EPF, ESI, Bonus etc., and all other dues payable under various labour regulations and other statutory provisions. Institute will not be responsible for any kind of payment.
- 1.5 That the "contractor" shall be responsible for fulfilling all its obligations under various laws and Acts, namely Minimum Wages Act, EPF Act, ESI Act, Bonus Act etc., and under any other statutory requirements as applicable by the Govt. of Madhya Pradesh, Bhopal/Govt. of India and the rules and regulations as amended from time to time in respect of the manpower deployment, and also to present the documents as and when required or asked for by the Director, NITTTR Bhopal.

1.6 Duties of 'Contractor' to comply EPF scheme of workers-

'Contractor' should-

- a. Enroll all categories of employees including the employees engaged by or through contractors and also piece rated, hourly rated employees.
- b. Pay statutory rate of contribution, which is 13.61% of emoluments (basic wages, dearness allowance, cash value of food concession and retaining allowances if any,)
- c. Remit the contributions and administrative charges before the 15th of the following month.
- d. File the initial returns of Form 9, Form 3(P.S.), form 5A.

- e. File the monthly returns in Form 12A, Form 5, Form 10 and Challans for remitting the dues.
- f. Maintain the contribution card in respect of each employee in Form 3A and submit the annual returns in Form 3A and 6A after reconciliation with Challans and form 12A.
- g. Get 'NITTTTR, Bhopal' attestation in the form No.2 and the claims forms submitted by the member/ legal heirs/ nominees.
- h. Make available all relevant records for inspection of visiting officials with due authorization.
- i. Any exemption obtained by the contractor, should be intimated to the 'NITTTTR, Bhopal' immediately.

1.7 ESIC scheme-

'Contractor' should follow the ESIC scheme for the workers and some of the measures are mentioned below-

- Every contract-employee with his/her entry into employment is required to fill in a Declaration Form. The contract-employee is then allotted a Registration Number, which distinguishes and identifies the person for the purposes of the Scheme. A person is registered once and once only upon his entry in insurable employment.
- On registration every insured person is provided with a "Temporary Identification Certificate" which is valid ordinarily for a period of 3 months but may be extended, if necessary, for a further period of 3 months. Within this period, the Insured Person is given a permanent "family photo Identity Card" in exchange for the Certificate.
- The Contribution is deposited by the contractor in cash or by cheque at the designated branches of some nationalized banks. The responsibility for payment of all contributions is that of the contractor with a right to deduct the Employees' share of contributions from employees' wages relating to the period in respect of which the Contribution is payable
- 'Contractor' will contribute 4.75% of the wages payable to an employee and an employee covered under the scheme has to contribute 1.75% of the wages whereas. The total contribution in respect of an contract-employee thus works out to 6.50% of the wages payable

1.8 **Payment of minimum bonus.**—Subject to the other provisions of this Act, every 'contractor' shall be bound to pay to his every employee in respect of the accounting year commencing on any day in the year 1979 and in respect of every subsequent accounting year, a minimum bonus which shall be 8.33 % of the salary or wage earned by the employee during the accounting year or one hundred rupees, whichever is higher, whether or not the employer has any allocable surplus in the accounting year.

1.9 That the "contractor" shall be solely liable for the violation of any of the provisions of the said Acts or any other Act.

1.10 That in case any of the persons so deployed by the "contractor" does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any unlawful activity including riots or disorderly conduct, the "contractor" on the instructions of the "NITTTTR Bhopal" or person responsible for supervision shall immediately withdraw such person(s) from the premises of NITTTTR, Bhopal.

1.11 Income Tax as per rules shall be deducted from the bills payable to the successful "contractor".

1.12 **Security Deposit:** The security, to be taken for the due performance of the contract, under the terms and conditions given in the tender form, will be **8 percent** of the tendered amount of contract. The earnest money will be adjusted in the security deposit amount. Balance amount should be submitted at the time of agreement in the form of demand draft, before commencing the work or deducted from subsequent bills.

1.13 **Termination of contract** -. The "NITTTTR Bhopal" reserves the right to terminate the contract/agreement at any stage without assigning any reason. In case of termination of the contract due to any reason, no compensation in any form whatsoever would be admissible to the contractor.

1.14 The "contractor" shall not employ any regular employee of NITTTTR, Bhopal, either part-time or full-time for executing the cleaning work.

1.15 **Forfeiture of Security Deposit** – The "NITTTTR Bhopal" also reserves the right to forfeit security deposit for breach of any conditions of the contract/agreement or poor performance of work. The decision of the Director, NITTTTR Bhopal will be final and binding on the "contractor".

- 1.16 The “contractor” will comply instructions of Officer In-charge, cleaning or Cleaning Assistant of the Institute in their routine work of cleaning.
- 1.17 The “contractor” shall submit the list of persons along with their postal addresses engaged for the work to the Officer In-charge, and should obtain pass for entry in the campus and buildings duly signed by the designated person/Administrative Officer.
- 1.18 The “contractor” shall not sublet the work to other person/persons/”contractor” after the award of the work.
- 1.19 In the event of any controversy, conflict, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, NITTTR Bhopal. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996.
- (A) There will be no objection to any such appointment that the arbitrator is a NITTTR Bhopal servant or that he has or had to deal with the matter to which the agreement relates or that in course of his duties as NITTTR Bhopal Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on both the parties. The event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, such Director, NITTTR Bhopal or the said officer shall appoint another person to act as arbitrator with the term of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- (B) The arbitrator may from time to time with consent of parties enlarge the time for making and publishing the award subject to the aforesaid Arbitrator and Conciliation Act 1996, and the rules made there under, any modification thereof for the time being in force shall deemed to apply to the arbitration proceedings under this clause.
- (C) The venue of arbitration proceedings shall be the office of the NITTTR Bhopal or such other places as the arbitrator may fix.
- 1.20 The contract/agreement of services of the “contractor” is liable to be terminated/ foreclosed any time during the currency of the period of contract for breach of terms and conditions of the contract/agreement or unsatisfactory services after due notice of 15 days, for which the “contractor” will not be entitled for any damages/compensation whatsoever.
- 1.21 Any damage to the Institute property caused due to the carelessness of the workers shall be borne by the “contractor”. In this regard, the decision of the “NITTTR, Bhopal” will be final and binding on the contractor.
- 1.22 The “contractor” shall ensure proper Insurance coverage to its employees by taking adequate Workmen Compensation Policy. “NITTTR, Bhopal” will not be responsible to the “contractor” or their workmen for any case of accident, or any other circumstances.
- 1.23 The “NITTTR, Bhopal” reserves the right to select any or reject all Tenders received, without assigning any reason.
- 1.24 The payment to the “contractor” for cleaning services will be made through the a/c payee cheques/ electronic bank clearance. No bank commission charges on releasing such payments will be borne by the institute.
- 1.25 **Contradictions or Amendments:** In the event of contradictions, if any, between different terms, conditions and practice in this work, the decision of the Director shall be final and binding on the “contractor”.
- 1.26 The “NITTTR, Bhopal” also reserves the right to reject/not to consider the tender on the basis of noncompliance, concealing of information, providing wrong or misleading information in any of the document mentioned above.
- 1.27 **Force Majeure-** This clause will form part of contract between both the parties. If parties to contract are prevented temporarily or permanently to perform its obligations due to circumstances beyond its control. The parties will have option to stop the contact by following procedure as laid in agreement. The circumstances are- acts of God, acts of nature, acts of Government, wars, riots, strikes & lockouts.

C. SPECIAL CONDITIONS-

- 2.1 **Scope of Work:** Details regarding scope of work is enclosed at **Annexure I**. The engagement of cleaning staff should be as per the schedule. The engagement of labour could be changed within strength of 21 in institute locations.
- 2.2 **Duration of contract:** From the order to commence the work, the initial three months will be on trial. Based on the performance of three months, the balance period of contract will be operative as total two years duration.
- 2.3 **Execution of Agreement:** The Bidder whose tender has been accepted after submitting the information as mentioned in 2.6 of special conditions, will execute the agreement in the prescribed form within **one-week** of the date of receipt of the acceptance of his tender by the competent authority. Failure to do so will result in the earnest money being forfeited to the Institute and tender being cancelled.
- 2.4 Every employee of contractor will work for maximum period of eight hours of one shift in a day for six days. On seventh day the employee will be given rest for a day. The "Bidder" will submit a schedule of engagement of staff upon receipt of acceptance of tender. This requirement shall be complied by the "Bidder" for entering into an agreement. If due to some reason including strikes etc. some workers are absent then their substitutes have to be provided by the contractor. In case of failure to provide substitutes due to any reason, the salary for the period of absence of such workers would be deducted from the monthly contract amount.
- 2.5 In extreme case, a person may be asked to work extra hours of work for another one shift only.
- 2.6 On receipt of acceptance of tender, the "contractor" shall submit the list of cleaning persons/employees complete with address, photograph, medical fitness and police verification documents to the cleaning section for acceptance.
- 2.7 During commencement of work, the "contractor" shall submit the schedule of engagement of minimum 10 persons before the start of each month and submit a plan of additional persons as per instruction of "NITTTR, Bhopal".
- 2.8 The cleaning persons/employees should be medically fit and the necessary certificate should be obtained from the local state govt. district hospital/institute hospital doctor by the "contractor". They should be fit enough having sound physique and health to lift/carry the equipment and perform duties such as climbing ladder for cleaning of webs etc.
- 2.9 The "contractor" must employ adult cleaning persons/ employees only. Deployment of child labour may lead to termination of contract.
- 2.10 The "contractor" must employ persons having enough education so as to possess the ability to read and write English and Hindi for the purpose of cleaning information -such as- room numbers, etc. Contractor would further ensure that selected persons are well trained so that they behave as per the decorum of the government offices which include that:
 - a. Workers should not smoke/drink liquor/ chew *pan or gutka* during working hours.
 - b. Talk slowly so that others are not disturbed.
 - c. Should neither engage in gossip with staff of the institute nor use filthy language while talking with any one.
- 2.11 Every cleaning person/employee should come in specified neat and clean dress with logo of the "contractor", shoes, cap with tools and cleaning materials, like brooms, dusters, hand gloves, etc.
- 2.12 In case of any person deployed by the "contractor" does not confirm to the requirement of educational, medical fitness or general discipline, he should be withdrawn from the premises on oral or written instruction from the "NITTTR, Bhopal".
- 2.13 The agreement will be executed only after the receipt of above schedule of services and list of manpower with all details specified at 2.6 of special conditions. After execution of agreement and deposit of cleaning amount, the cleaning services will be allowed to operate.
- 2.14 **Service tax:** The "contractor" should submit the applicable service tax to the competent authority and the institute will reimburse the same on submission of relevant proof every month or as per payment schedule of concerned Government department.
- 2.15 **Payment terms:** The "contractor" should first make payment to all the staff in the presence of institute cleaning supervisor before 10th of each month, and then only he should raise the bill for payment. The Institute will make the payment in respect of the work to the "contractor"

- through crossed Cheque/ electronic bank clearance within three weeks from the date of submission of the bills.
- 2.16 The “NITTTR, Bhopal” reserves the right to increase or decrease the engagement of cleaning persons and the tendered amount will be increased or decreased on pro rata basis.
- 2.17 **Submission of Bill-** The “contractor” shall submit bill in duplicate copy very month along with proof of attendance, payment of wages to their workers, relevant contributions towards ESI, PF, Services tax, etc.
- 2.18 **Penalty Clause:** Performance of the services of the contractor would be monitored on regular basis by the NITTTR Whenever and wherever it is found that the cleaning services are not up to the mark, it will be brought to the notice of the supervisory staff of the “contractor” by “NITTTR, Bhopal”. In case of reported lapse in the cleaning services due to no action by the “contractor” within **specified time**, it will result in the penal deduction from the Bills/Security Deposit of the “contractor”. **A maximum amount of ₹500/- could be levied as penalty per day, subject to maximum of four thousand rupees.** The lapses in the cleaning services, for which deduction may be imposed in bills, are following:
- (a) Absence of cleaners/employees.
 - (b) cleaning work not completed as per scope of work
 - (c) Poor quality of cleaning work
 - (d) Use of less quantity of cleaning materials
 - (e) Equipments such as vacuum cleaners not in working order
 - (f) Delayed disposal of garbage (from institute campus to outside campus as per norms of municipal corporation)
- The decision of the “NITTTR, Bhopal” will be final and binding on the “contractor as for as deductions in the bill and imposition of penalties are concerned due to above reasons.
- 2.19 The expenditure on following would be born by the contractor
- (a) The dress, shoes, raincoat, winter wear, etc fro the cleaners
 - (b) Vehicles for transportation of garbage outside institute
 - (c) Cleaning tools such as vacuum cleaner, ladders, brooms cleaning cloths etc. The equipments would be always maintained in good working condition. In case of breakdown of some equipment alternative equipments would be provided by the contractor.
 - (d) Cleaning materials such as phenyl, naphthalene balls, air fresheners, cleaning powder etc. as described in scope of work The institute will not be responsible to supply or reimburse charges for these expenditures or their transportation costs.
- 2.20 The Institute will provide the necessary quantity of water and electricity for operating the use of cleaning services only. The Institute will provide limited furniture (subjected to availability) for cleaning personnel for purpose of the providing cleaning services to the Institute and Campus The institute will charge a rent of ₹ 200/- per month for using furniture, waiting shed etc.
- 2.21 A secured space will be provided for keeping all equipment and materials of cleaning services in the institute. It should be used only for institute’s work.
- 2.22 The “contractor” must provide two standard liveries to its workers with proper identity cards. Liveries should be cleaned regularly. No extra payment shall be made by the NITTTR in this regard.
- 2.23 The “contractor” shall maintain a daily attendance & work done Diary as per agreed schedule. The “contractor” or his authorized employee shall obtain signatures DAILY in the Diary from the Cleaning Assistant of the institute. A photocopy of the daily attendance will have to be attached with the Monthly Bills submitted for payment.

**DIRECTOR
NITTTR, BHOPAL**

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTR, Bhopal

Scope of Cleaning works in the institute buildings and premises

The following are the tentative schedule of cleaning works in the institute buildings and premises –

1. All the rooms, staircases, toilets and corridors of institute's building Blocks-- A, B, C, E, Library, Auditorium, 33 KV Substation, Dispensary and maintenance blocks are to be swept/cleaned everyday with the brooms.
2. All the Corridors & staircases of the buildings are to be swept/mopped with wet cloth every day after it has been swept with brooms. All grills of staircases and corridors should be cleaned once a month.
3. Rooms having carpets like Board -room should be cleaned with vacuum cleaner twice a week.
4. Library, Computer center, faculty club, and staff canteen should be cleaned every day with brooms and swept with wet cloth.
5. All the other rooms should be cleaned with brooms every day and should be swept with the wet cloth once in a week.
6. All the toilets should be cleaned with brush & soap twice in a day – 9 am and 2 pm finished with phenyl mixed with water.
7. All the urinal pots should be cleaned with brush & soap, and must be provided with 10 naphthalene balls always.
8. Auditorium should be cleaned as per requirement (before and after it is used for some function) with brooms and wet cloth sweeping/mopping.)
9. The roof and walls of the institutes rooms, corridors, and staircases should be cleaned for dust, web, etc. every month.
10. The rooftops of the institute buildings should be cleaned once in three months.
11. The doors and windows should be cleaned once in three months.
12. The scooter and car parking sheds should be cleaned daily with brooms and should be washed with water once in a month.

Campus and residential buildings –

1. The entrance from the institute main gate to the guesthouse should be cleaned every day.
2. All the open drains should be cleaned once in a week.
3. The other roads in the residential area should be cleaned once in a week.

4. The sewage line system comprising of Man-holes and pipes should be cleaned to remove any chocking as per need/complaint.
5. The staircases, garage roads & common areas to the residential buildings should be cleaned every day with brooms,
6. The staircases of the residential buildings should be cleaned for dust, web, etc. every month
7. All the dust and waste material removed from cleaning should be disposed of from the campus and dumped to the designated place as per Municipal Corporation regularly every week by engaging transportation equipment.

Requirement of cleaning persons at various locations-

S. No.	Location	No. of Cleaning persons
1.	A – Block- Offices, class rooms, department, common areas, Annexe	02
2.	B- Block- Offices, class rooms, Civil, Electrical, Mechanical, department, Laboratories, common areas	02
3.	C-Block - Offices, class rooms, Media & computer department, Laboratories, common areas	02
4.	E-Block- Offices, class rooms, department, Laboratories, common areas	02
5.	Maintenance Block, Student Delegacy & Surrounding areas	02
6.	Open Air Theatre, Auditorium, Library & Surrounding Area	02
7.	Campus, scooter shed, car parking. bus parking	03
8.	Residence of Director, stair cases / common areas of flats	02
9.	Main Gate to Guest house- road, work areas	2
10.	33KV substation, water tank area and Dispensary,	1
11.	Supervisor	1
TOTAL PERSONS		21

Supervisor: Out of above people, one person would be identified as leader/supervisor and in addition to completing his own work he would supervise other workers also. The caretaker of the institute would normally interact only with this supervisor.

Note: In case of need of some additional work, the caretaker of the institute would have authority to ask any of the cleaners to leave some of the above work and engage in needed cleaning work as per the demand of the situation.

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTR, Bhopal

**TECHNICAL BID
Bidder Information**

(To be Inserted in First Envelope & then sealed)

S.No.	Particulars	Relevant information from “Bidder”
1.	Name of the “Bidder Firm/Company”
2.	Postal Address of the “Bidder”
3.	Telephone Nos.	(O)..... (R) (Mobile)..... Fax. No.
4.	E-mail address
5.	Name & address of Proprietor/Partners/ Directors	1. 2. 3.
6.	Name of contact person, with Mobile No. (if any)
7.	Service set up in Bhopal	Yes/No
	If yes, postal address with telephone numbers at Bhopal
8.	Submission of information of income tax, service tax, PF, ESI, etc.	Yes/No
	If yes, please give information in Form A	Refer Form A
9.	Past Experience- 3years in the field of cleaning services.	Yes/No

S.No.	Particulars	Relevant information from "Bidder"
	If yes, please provide information in Form B	Refer Form B
10	Based on site visit your estimated deployment of staff	Please fill in Form C
11	Valid registration on the date of application with the following Govt. authorities-	(Please enclose the its proof by enclosing the photocopies of these documents)
	a. Govt. of M.P. under Shop Establishment Act	No. Validity.....
	b. Deptt. of Labour, Govt. of M.P.	No. Validity.....
	c.Provident Fund Commissioner	No. Validity.....
	d.ESI Corporation	No. Validity.....
	e. License obtained from Regional Commissioner in the matter of contract Labour (Regulation and Abolition) Act 1970(37 of 1970)	No. Validity.....
	f. Registration with Excise Deptt. for Service Tax	No. Validity.....
12	Court cases against you or your firm/ company (if any),	Yes/No
	If yes, brief account of these cases and their status.	(Enclose extra / separate sheet if needed).....
13	Electronic Transfer of amount through bank	1. Bank /branch- name & address 2. Account type- current/saving 3. Account number. 4. IFSC code

Signature of Authorized signatory
Name & seal

Tender No.: NITTTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of
NITTTTR, Bhopal

PART of TECHNICAL BID

FORM A

Details of Income Tax, service tax, ESI & PF

(To be Inserted in First Envelope of Technical Bid & then sealed)

S. No.	Year	Total Income of the "Bidder" in Rupees	Income tax paid in Rupees	Service tax paid in Rupees	Provident Fund paid in Rupees	ESI paid in Rupees
1.	2013-14					
2.	2014-15					
3.	2015-16					

Please attach proof of deposits as annual statements.

(Signature of Authorized signatory)

Name & seal

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTR, Bhopal

FORM B

PART of TECHNICAL BID

Details of Last three Years Experience and Current Contracts

(To be Inserted in First Envelope of Technical Bid & then sealed)

S.No.	Name & address of organization to whom services provided	Duration of contract	Amount of contract	Number of Cleaners provided
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Attach extra sheet, if required

(Signature & seal of Authorized signatory)

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTR, Bhopal

FORM C

PART of TECHNICAL BID

Details of your (Bidder's) estimated deployment of staff based on site visit and scope of work mentioned in Annexure –I

(To be Inserted in First Envelope of Technical Bid & then sealed)

S. No.	Location	No. of Cleaning persons
1.	A – Block- Offices, class rooms, department, common areas, Annexe	
2.	B- Block- Offices, class rooms, Civil, Electrical, Mechanical, department, Laboratories, common areas	
3.	C-Block - Offices, class rooms, Media & computer department, Laboratories, common areas	
4.	E-Block- Offices, class rooms, department, Laboratories, common areas	
5.	Maintenance Block, Student Delegacy & Surrounding areas	
6.	Open Air Theatre, Auditorium, Library & Surrounding Area	
7.	Campus, scooter shed, car parking. bus parking	
8.	Residence of Director, stair cases / common areas of flats	
9.	Main Gate to Guest house- road, work areas	
10.	33KV substation, water tank area and Dispensary,	
11.	Supervisor	
12.		
13.		
TOTAL PERSONS		

Attach extra sheet, if required

(Signature & seal of Authorized signatory)

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTR, Bhopal

**PART of TECHNICAL BID
(To be Inserted in First Envelope & then sealed)**

EARNEST MONEY & TENDER FORM COST

1. Name of Bidder firm/ company
2. Address
3. Details of Earnest Money (a) ₹ 44000.00
(b) DD/Bankers Cheque No.
(c) Name of Bank
4. Details of form cost (a) ₹800.00
(b) DD/Bankers Cheque No.
(c) Name of Bank.....

DATE.....

Signature of Authorized signatory

Name & seal

PRICE BID (FINANCIAL BID)

Tender No.: NITTTR/Tender/Cleaning/2016-17

Tender Title: Providing Cleaning and Sanitary services to the Institute and Campus of NITTTR, Bhopal

(To be Inserted in Second Envelope & then sealed)

1. Name of Bidder firm/ company

2. Address
.....
.....

3. Tender amount in rupees **ON MONTHLY BASIS BASED ON TENDER SCOPE OF WORK (Annexure I) AND TERMS, CONDITIONS** and our estimated requirement of 21 cleaning employees for cleaning as per tender and materials:

(in figures) ₹.....

(in words)

₹.....

BHOPAL

DATE.....

Signature of Authorized signatory

Name & seal