



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/C&S/10/21

Date: 12.05.2021

E-Tender Notice

Notice Inviting e-Tender for Housekeeping, Scavenging, Waste Disposal, Pest Control, Jungle & Grass Cutting Services in the Institute

NIT Durgapur invites e-tender under two-bid system from eligible agency / firm registered with Labour Department having license to work in West Bengal / Central Govt. for cleaning & scavenging job at NIT Durgapur.

Sl. No.	Name of Work	Earnest Money Deposit in ₹	Security Deposit / Performance Guarantee in ₹
1	Providing Housekeeping, Scavenging, Waste Disposal, Pest Control, Jungle & Grass Cutting Services in the Institute	1800000.00 (Eighteen Lakhs Only)	5% of Order Value

Schedule:

Name of Organization	National Institute of Technology
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)	Service
Service Category	Housekeeping
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	13/05/2021
Document Download/Sale Start Date	13/05/2021
Document Download/Sale End Date	03/06/2021 17:30 Hrs
Date for Online Pre-Bid Conference	24/05/2021 11:00 Hrs Meeting Link : https://meet.google.com/tud-qmen-ntx
Last Date and Time for Uploading of Bids	03/06/2021 18:00 Hrs
Date and Time of Opening of Technical Bids	05/06/2021 11:00 Hrs
Form Fee	Rs. NIL /-
EMD	INR 18,00,000/-
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Shri A. K. Bhagat, Security Officer & I/C Estate Section, National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	0343 275 9215
Email Address	estatehelpdesk@admin.nitdgp.ac.in

Tender document and other terms and conditions are available at ITI e-Wizard Portal
<https://mhrd.euniwizarde.com> & www.nitdgp.ac.in .

Eligibility criteria of bidders:

1. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.
2. Experience of having successfully completed similar services during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - a. Three similar completed services costing not less than the amount equal to 40% of the estimated cost.
OR
 - b. Two similar completed services costing not less than the amount equal to 50% of the estimated cost.
OR
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.
3. Proof of 03 years' experience in providing similar services to Govt. Organizations, Public Sector Undertaking, Autonomous Bodies, Educational Institutions or Private Sector of repute. Submission of completion / successful performance certificate along with work order is mandatory. Non receipt of the same tender may be declared as technically non responsive.
4. Experience of providing at least 100 manpower of **similar nature** to any Central / State Govt. Institutions / Organisations with completion certificate. Satisfactory report from the Employer for ongoing services to be submitted. Submission of completion certificate along with work order is mandatory. Non receipt of the same tender may be declared as technically non responsive.
5. **Similar nature** means experience in Scavenging & Cleaning / Housekeeping Services.
6. Photo copy of company's audited balance sheet for the last 03 years i.e. 2018-19, 2019-20 and 2020-21.
7. Employees Provident Fund, ESI, GST Registration certificates with photocopies & code Nos.
8. Latest Bank Solvency Certificate – Solvency **amount should be 40% of estimated cost obtained from the banker and/or its bank statement. The solvency certificate shall not be older than one year from the tender opening date.**
9. PAN card No. issued by Income Tax Department and its photocopy.
10. Aadhar Card.
11. Certificate regarding blacklisting or debarred of the agency by any Govt. or Private Organisation as per the attached format.
12. **Tenderer must sign in each page of tender documents and Proforma Agreement as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender document and Proforma Agreement.**

The successful Bidder / Service Provider will be required to deposit 5% of the total estimated cost of 02 years as Security Deposit / PGD, which will be refunded (after deduction of dues if any) on completion of contract period + 90 days without any interest. Security Deposit / PGD should be in the form of Demand Draft / Pay Order / Bankers' Cheque or Bank Guarantee drawn from any Nationalized Bank in favour of National Institute of Technology Durgapur payable at Durgapur within 15 (fifteen) day from the date of issue of LOI.

The agency / contractor has to submit online bids through e-procurement portal <https://mhrd.euniwizarde.com> technical bid (cover 1) & financial bid (cover 2). No manual bid will be accepted.

The technical bid of the bidder will be opened first. If the EMD and all other necessary documents, as stated above are found in order, then only the corresponding financial bid of the bidder will be opened. Otherwise, the concerned tender will be rejected.

The magnitude of the work may vary as per requirement of the Institute and will be intimated in due course. The Director NIT Durgapur reserves the right to award the job in part or whole, to one or more bidders.

The contract shall be awarded for a period of 02 years and can be extended further on continuous satisfactory services.

The Institute reserves the right to accept or reject any or all the tenders.

Registration

To use the e-Procurement Portal (<https://mhrd.euniwizarde.com>). Vendor/Contractor need to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) and go to the e-procure link then select **Bidders Manual Kit**.

Note: Please contact ITI Helpdesk (as given below), to get your registration accepted / activated:

Technical Helpdesk	
ITI Helpdesk Contact No. and mail address	Helpdesk Number-011-4960 6060/ 06122520545 ewizardhelpdesk@gmail.com Mr. SK Tariq- 9355030608 eprochelpdesk.35@gmail.com Mr. Saikat Pal - 8927976198 eprochelpdesk.38@gmail.com
NIT Durgapur	
Contact Person	Sh. A. K. Bhagat, Security Officer & I/C Estate Section
Telephone	0343 275 9215
E-mail ID	estatehelpdesk@admin.nitdgp.ac.in

Offline submission

The bidder shall submit the following documents offline in Physical to **Estate Section, NIT Durgapur** on or before the date & time of submission of bids specified in NIT, in a sealed Envelope. The envelope shall bear (the tender name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- i. Original Demand Draft (DD)– drawn in favor of NIT Durgapur, payable at Durgapur, issued by any scheduled bank towards the payment of total **Bid Security/EMD** as per NIT through a single Demand Draft which to be deposited on or before of bid submission date. NSIC /UDYAM registered bidders who want to claim the EMD exemption need to submit the attested copy of the latest and valid MSE certificate related to furniture manufacturing and / or repairing in place of the DD of the EMD.
- ii. All the documents uploaded in the Portal.
- iii. Power of Attorney/Resolution of Board of Directors, authorizing an individual with whose DSC the tender is submitted on e-tendering portal (if and as applicable). In case it is not applicable a letter on the letter head of the firm addressed to the Registrar, NIT Durgapur stating that *the Power of Attorney is not applicable because the tender is submit on e-tendering portal with the DSC of Shri.....who is the sole-proprietor/partner of the firm.*

Note: The Bidder has to upload the Scanned copy of all above said documents during Online Bid-submission also.

Online submission:**List of Documents to be uploaded in the 'Technical Bid Folder' on e-tendering portal:**

1. Scanned Copy of a single Demand Draft of requisite value for the Bid Security/EMD as per NIT. NSIC Registered bidders who wants to claim the EMD exemption need to submit the Scanned copy of Latest and valid UDYAM registration Certificate in place of the DD of the EMD.
2. Scanned Copy of experience Certificate as per NIT.
3. Proof of Turnover of the company as per NIT. Attested Scanned copies of the audited Annual accounts (Consisting of the Profit/Loss account and the Balance sheet) of the last three financial years i.e. FY 2018-19, 2019-20 and 2020-21. The turnover of the company/contractors as required in eligibility criteria to be issued/certified by a Chartered Accountant/Auditor.
4. Proof of 03 years' experience in providing similar services to Govt. Organizations, Public Sector Undertaking, Autonomous Bodies, Educational Institutions or Private Sector of repute. Submission of completion / successful performance certificate along with work order is mandatory. Non receipt of the same tender may be declared as technically non responsive.
5. Experience of providing at least 100 manpower of **similar nature** to any Central / State Govt. Institutions / Organisations with completion certificate. Satisfactory report from the Employer for ongoing services to be submitted. Submission of completion certificate along with work order is mandatory. Non receipt of the same tender may be declared as technically non responsive. Similar nature means experience in Scavenging & Cleaning / Housekeeping Services.
6. Scanned copy of the EPF Registration Certificate.
7. Scanned copy of the ESIC Registration Certificate.
8. Scanned copy of the GST Registration Certificate.
9. Scanned copy of the Labour License/Registration.
10. Proof of IT return of last three financial years as mentioned above. Agency / bidder must be a profitable firm as per IT return.
11. Certificate regarding blacklisting or debarred of the agency by any Govt. or Private Organisation as per the attached format.
12. Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship.
13. The registration of the firm, authenticated copy of partnership deed in cases of partnership firm.
14. Attested copy of Articles of Association duly registered with Registrar of Company affairs, in case of Limited/Pvt. Limited Company.
15. Duly executed Affidavit, stating that tenderer is the sole proprietor of the firm or any document issued by the taxation authorities stating that tenderer is the sole proprietor of the firm, in case of proprietorship firm.
16. Scanned copy of Power of Attorney/Resolution of Board of Directors, authorizing an individual with whose DSC the tender is submitted on e-tendering portal (if and as applicable). In case it is not applicable Scanned copy of a letter on the letter head of the firm addressed to the Registrar, NIT Durgapur stating that *the Power of Attorney is not applicable because the tender is submit on e-tendering portal with the DSC of Shri.....who is the sole-proprietor/partner of the firm.*
17. Digitally signed Tender document without any alteration.
18. Non-blacklisting certificate in the prescribed format.

List of Documents to be uploaded in the 'Financial Bid Folder' on e-tendering portal

Downloaded BOQ duly filled.

Note:

- (i) If some document is not applicable for the bidder then he has to upload scanned copy of paper mentioning „The document <name> called vide clause ____ is not applicable on us.
- (ii) If document asked for contains more than one page then all those pages may be uploaded in one PDF file.

Price Schedule /Schedule of Quoting Rates:

Utmost care may kindly be taken to upload price schedule / Schedule of Quoting Rates. Any change in the format of Price Schedule / Schedule of Quoting Rates file shall render it unfit for bidding. Following steps may be followed-

- i. Download BOQ.
- ii. Fill rates in downloaded BOQ.
- iii. Save filled copy of downloaded price schedule / Schedule of Quoting Rates file in your computer and remember its name & location for uploading correct file (duly filled in) when required.

A. ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application – Technical Bid
2. EMD – ₹ 18,00,000.00 in the form of Demand Draft in favour of “NIT Durgapur” payable at Durgapur.
3. Self-Attested copy of the registration of agency
4. Self-Attested copy of PAN Card
5. Self-Attested copy of AADHAAR Card
6. Self-Attested copy of valid labour license / registration from the Labour Commissioner.
7. Self-Attested copy of the IT return filed by the agency for last three years. Agency / bidder must be a profitable firm as per IT return.
8. Self-Attested copy of the GST registration certificate.
9. Self-Attested copy of the PF registration letter / certificate.
10. Self-Attested copy of the ESI registration letter / certificate.
11. Certified document in support of financial turnover of the agency for last 03 years.
12. Certified documents in support of entries made in the Technical Bid Application.
13. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
14. Documents relating to experience / clients served.
15. Proof of 03 years’ experience in providing similar services to Govt. Organizations, Public Sector Undertaking, Autonomous Bodies, Educational Institutions or Private Sector of repute. Submission of completion / successful performance certificate along with work order is mandatory. Non receipt of the same tender may be declared as technically non responsive.
16. Experience of providing at least 100 manpower of **similar nature** to any Central / State Govt. Institutions / Organisations with completion certificate. Satisfactory report from the Employer for ongoing services to be submitted. Submission of completion certificate along with work order is mandatory. Non receipt of the same tender may be declared as technically non responsive.
17. **Similar nature** means experience in Scavenging & Cleaning / Housekeeping Services.
18. Certificate regarding blacklisting or debarred of the agency by any Govt. or Private Organisation as per the attached format.
19. Others as sought in the eligibility criteria.

B. ORDER FOR ARRANGEMENT OF DOCUMENT TO BE MANDATORILY SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.

- i. List of manpower for deployment in NIT Durgapur containing full details i.e. date of birth, marital status, address, medical fitness certificate etc. as a nominal format.
- ii. Bio-Data of all persons.
- iii. Medical Fitness Certificate.
- iv. Character and Antecedent verification report of all employees engaged at NIT Durgapur by local police authority.
- v. Contract agreement duly signed by the bidder.

C. GENERAL TERMS AND CONDITIONS.

- The agency have to furnish a performance bank guarantee of 5% of total contract value for two years before awarding of contract refundable after successful execution / completion of the contract. The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance Bank Guarantee. The said Performance Bank Guarantee should be in favour of National Institute of Technology Durgapur. No interest will be paid on EMD or PBG.
- The agency must fulfil all conditions required under Labour Contract Employment Act as amended from time to time.
- The agency shall be responsible for making the payment to the workers by 7th of each month through e-payment mode else penalty @1% of unpaid amount shall be charged on daily basis till disbursement of wages.

- The salary of individual must be paid by the agency by 7th of each month through individual bank account of the employee engaged. Attendance should be marked in Biometric Attendance system only and same should be verified before disbursement of wages. Responsibility of installation and maintaining of Biometric machine lies on the Agency / Service Provider.
- In the event of injury, illness or accidents to any worker, NITD will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act.
- The contractor shall abide by all the law of land including Labour Laws (PF, Income Tax, GST or any other extra taxes levied by the Government), companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden / duty shall be the exclusive responsibility of the contractor and it shall not involve NIT Durgapur in any way whatsoever. Compliance of these provisions shall be ensured at the time to making monthly payments.
- The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to NITD to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. Head wise breakup of all employees' contribution of previous month towards EPF & ESI including Bank Challan be submitted with the following month's bill. Details of wages disbursed, proof to be submitted with the following months bill. Previous months EPF, ESI subscription deposit challan (along with details of each men's deposit and details / ECR to be deposited with the bill of succeeding month. Proper monthly materials cost invoice / bills are also be attached with monthly bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of NITD.
- The contract shall commence from the date of receipt of acceptance of the work order which shall be accepted by the manpower supplier firm within not more than 10 days from the receipt of the order or 15 days from the date of said order, whichever is earlier and shall continue till two years unless it is curtailed or terminated by NITD.
- The contract initially will be for a period of two years, however it can be extended on the same terms & conditions subject to satisfactory work of the contractor till the execution of new contract, whichever is earlier at the discretion of NIT Durgapur.
- If the contractor wants to resign the contract voluntarily or otherwise, he/she is required to give a notice of at least 3 months failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
- Either party reserves the right to terminate the contract at any point of time giving three months' notice period.
- The agency shall replace immediately any of its personnel who is found unacceptable to NITD because of security risks, incompetent, conflict of interest, improper conduct etc. upon receiving a notice from NITD. No association or trade union activities will be allowed by the manpower supplied by the agency.
- First month's initial salary will be disbursed by the agency. After receiving proof of same along with other statutory challans submitted, the payment will be released.

➤ **Timings of duties and working days area wise as listed below:**

Normal Working Hours from 0815 hrs. to 1215 hrs. and 1330 hrs. to 1730 hrs. with a lunch break from 1215 hrs. to 1330 hrs. Working Hours may change as per requirement basis and will be intimated in due advance. Weekly off of the employees should be compliance as per labour act.

Sl. No.	Area	Working Days	Remarks
01	Hostels, Director's Office cum Residential Accommodation and Medical Unit	Monday to Sunday	Working Days & Timings may change as per the requirement of the Institute time to time.
02	Academic & Administrative Buildings	Monday to Friday	
03	Residential Quarters Area	Monday to Friday	

Approximately man days requirement in a month: 3222 (Unskilled category-3060 and Semi-Skilled category - 162). Category of mandays may increase / decrease as per the requirement of the Institute.

- The agency shall provide able and healthy persons. During the contract period if anybody does not found fit for work he/she should be suitably replaced. Non-compliance of same will attract necessary deduction per day deployment cost. It is desirable that Scavenging & Cleaning Staff provided should have knowledge of handling mechanised housekeeping gadgets. All Scavenging & Cleaning Staff should have working knowledge of local and Hindi language. The contractor shall provide the details of the employees proposed to be deployed viz. their name, father name, DOB, residential address, telephone number, recent passport photograph in the form of a data base in both hard & soft form and also provide a local Police clearance certificate. Police verification is mandatory in respect of all employees employed. The same shall be submitted to the NIT Durgapur Administration.
- For Supervisor – Persons should be a Graduate. They have to physically fit & healthy and should knowledge in scavenging & cleaning job.
- The Company /Agency shall deploy one "**Site In-Charge**" at his own cost. Site In-Charge should have experience in the field of Scavenging & Cleaning and will be responsible for entire Campus Cleaning and will be responsible for all queries/matters related to General Discipline, Incidents, Accidents, ESIC, EPF, Payment and other matter as deemed fit of their employees and also for immediate interaction with the Institute authorities. During absence / off day of Site In-Charge responsibility may be fixed to any other and same may be intimated to the Estate Section.
- Man days may increase or decrease depending on the requirement.
- **During vacation periods use of man days & material may decrease depending upon actual requirement of the Institute. Payment will be made as per actual man days deployment and material cost will reduce proportionately.**

Wages Break Up (As per Central Govt. Minimum Wages Act)

Wages Breakup / Day				
Sl. No.	Components	%	Un-Skilled Staff	Semi-Skilled
1	Basic + VDA		539.00	609.00
2	HR	5	26.95	30.45
3	EPF	13	70.07	79.17
4	ESIC	3.25	17.52	19.79
5	Retrenchment Benefit	4.81	25.93	29.29
6	LEAVE (MW X 16 / 365)		23.63	26.70
7	BONUS (as applicable)		22.44	22.44
8	Washing Allowance		3.00	3.00
9	SUBTOTAL		728.54	819.84

1. Applicability of Leave as per prevailing rules.
2. Applicability of EPF, ESIC and other statutory benefits as per the rule of GOI.
3. Revision of rates subject to Notification of GOI time to time.
4. Components of wages may change or withdrawn as decided by the competent authority from time to time.

Note:

1. **In case any other charges/Salary as per Govt. Rule same will be paid as per actual.**
2. **The estimated cost mentioned above is tentative and may vary from time to time.**
3. **The rates to be paid to the workers should not be less than Minimum Wages Act.**
4. **The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule.**

PROFILE OF AGENCY/FIRM/COMPANY

Sr No.	Required information	Details
1	Name of the Agency/Firm/Company	
2	Address of the head office of Agency / Firm/Company	
3	Address of the agency/Firm/Company at Durgapur	
4	Legal status- (individual, proprietary, partnership firm, limited company corporation etc)	
5	Name, designation, and telephone nos of the contact person. Contact No. Fax No. Email ID-	
6	Month and Year of commencement business	
7	Statuary details (photocopies to be attached): a) Registration number of the firm (issued under shop and establishment) b) PAN c) GST Registration number If agency/firm/company has (Photocopies to be attached):: d) Registration number issued by regional Provident Fund Commissioner. e) Registration number issued by Employees State Insurance Corporation f) Labour Licence/Registration number g) Aadhaar No.	
8	Current list of clients with name, address and contract numbers. (Attach Separate Sheet)	

CHECK LIST FOR TECHNICAL BID**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl. No.	Description of requirement	YES / No	Page No.
1	The firm is registered with the Regional Labour Commissioner under provisions of Contract Labour Act and its validity date		
2	Copies of balance sheet and P & L A/c for the last 3 years duly certified by CA		
3	Registration Certification of Provident Fund Commissioner enclosed PF Registration Code allotted by Regional Provident Fund Commissioner		
4	Copy of Registration Certificate / Allotment Letter of GST number		
5	Copy of Registration Certificate / Allotment Letter of PAN from IT Dept.		
6	Registration Certificate of ESI enclosed		
7	Proforma containing details of other organization where such contracts were / are undertaken (attach supporting documents)		
8	EMD		
9	Price Bid proforma completed & sealed in separate envelope		
10	List of Arbitration cases (if applicable) Please write NOT APPLICABLE if no cases are there		
11	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
12	Copy of income tax returns for last three years		
13	Undertaking by the bidder to the effect that there is no police case pending against the proprietor / firm / parties relating to previous service contracts		
14	Office address (Registered Office and Local Office)		
15	At least two currently valid contracts for similar work		

Declaration by the Tenderer

This is to certify that I/We before signing this tender No.....dated..... have ready and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Signature of Tender with seal
Name
Seal
Office Address
Phone

NOTE

Submission of all the documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.
Conditional bid will not be accepted.

Registrar, NIT Durgapur

SCOPE OF WORK AND PRICE SCHEDULE FOR SCAVENGING AND CLEANING WORKS AT NIT DURGAPUR CAMPUS**Areas of operation:**

1. Students Halls of Residences No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, including adjoining areas of these hostels as described in details in the scheme of daily works.
2. Director's Bungalow, All A & B type staff quarters, DS and TS Type, G+8, SS, LM, LS Type quarters, Security Barrack, hostel barrack areas as described in details in the scheme of daily works.
3. Administrative Building, All Academic Buildings and the Laboratory Sheds, Library Building, S N Ray Memorial Building, Chemistry Lab cum Biotechnology Department, Academic Blocks, Workshop, Store office, Maintenance Section, Hospital Building, Students Activity centre including adjoining areas (except Oval & Lords playground) as described in details in the scheme of daily works.
4. Beside this any other areas inside of NIT Durgapur Campus premises as and when require.
5. Further any other areas / office buildings may be incorporated with the scope of work as and when required with due negotiation.
6. Cleaning of all types of inventories in different hostels and office buildings.

SCHEME FOR DAILY WORK REGARDING SCAVENGING & CLEANING WORKS

- a) All the toilets (except residential quarters) should be cleaned twice daily or more if necessary as directed by the concern official.
- b) Naphthalene balls @ 4 for each urinal & 4 for each wash basin should be placed as and when required.
- c) All commodes & pans should be cleaned each day.
- d) Toilet floors & walls (up to tiles) corridors, kitchens, hostels dining halls, common room, staircase & other common places like lobby etc. should be cleaned and mopped every day and washed to the required level once in a week.
- e) Roof cleaning should be done once in a month.
- f) The adjoining areas of hostels, academic buildings & staff quarters both inside & outside (only outside will be cleaned staff quarters) should be kept neat & clean by removing jungles, rubbish etc. at all times. The approach roads, connecting main roads etc. should be kept clean on daily basis.
- g) If plants, shrubs etc. grow on the walls, roof etc. they should be uprooted accordingly as directed by the Institute Authorised Official.
- h) The sewer lines, R.W.P., urinal outlets etc. need to be cleaned in the event of any choking immediately.
- i) The jungles around the playground should be removed as and when they appear.
- j) Spraying of insecticides i.e. Bi-Larv 25 WP for outside use and K-Othrine for inside use, as per manufacturer's specification, once every fortnight.
- k) Spraying of mosquito repellent chemicals by use of fogging machine using Kingfog as per manufacturer's specification, once every week either in the early morning or after sunset. During the months of April to November the frequency of spraying should be twice a week.
- l) The drains should be cleaned as per requirement. Bleaching powder [of reputed brand / ISI certified] should be spread on the surrounding surface of drains as and when required.
- m) Lady sweepers will only be allowed in the Ladies' Hostels, Lady Toilets and other places where lady students might be accommodated.

- n) The vats, except DMC garbage bins, should be kept clean on regular basis and the rubbish thus collected should be disposed off by the agencies with their own transport through Durgapur Municipal Corporation at their designated places.
- o) The dead animals, if any, should be removed immediately from the campus.
- P) Road sides should be kept clean by chitchalling on a regular basis.
- Q) The vacant rooms, if any, to be cleaned and washed as and when required and instructed.
- R) All the toilets & classroom on the corridors of Main Academic Building to be cleaned once before 8.00 A.M. on working days or as per requirement.
- S) Dusting of all the chairs, tables, benches etc. of the classrooms & drawing halls to be done once daily on all working days.
- T) Non completion of any assigned work will attract penalty of Rs. 10000/- in each occasion.
- U) Any other urgent job assign time to time.

Schedule of Work:**Area: Hostels**

Sl. No.		Daily	Weekly	Fortnightly	Monthly	Remarks
1	All the toilets including floors and walls (up to tiles).	✓ (twice)				
2	Naphthalene balls @4 for each urinal & 2 for each wash basin placed as per requirement.		✓			Or as per requirement
3	All commodes & pans cleaned.	✓ (twice)				
4	Corridors, common room, wall (up to tiles) & other common places wash by liquid shop (except the Halls which messes are running through outsourced agency)		✓			
5	Corridors, common room, wall (up to tiles) & other common places sweeping, moping (except the Halls which messes are running through outsourced agency)	✓				
6	Roof cleaning				✓	
7	The adjoining areas of the hostels both inside & outside kept neat & clean by removing jungles, rubbish etc.		✓			
8	The approach roads connecting main roads etc. kept clean on daily basis.	✓				
9	The sewer lines R.W.P. urinal outlets, kitchen outlets etc. cleaned.				✓	Or as per requirement
10	Spraying of insecticides			✓		
11	Spraying of mosquito chemicals by fogging machine.		✓			During April to November twice in a week
12	Drains cleaned as per requirement and bleaching powder spread on the surrounding surface of drains as per requirement		✓			Or as per requirement
13	Cleaning of Vats, except DMC garbage bins and rubbish disposed off.	✓				
14	Road sides kept clean by chilchalling basis.				✓	
15	Dead animals, if any, removed immediately from the campus					As per requirement
16	Room cleaning (during vacations period)					Twice in a year or as per requirement

Area: Director's ORA and Medical Unit

Sl. No.		Daily	Weekly	Fortnightly	Monthly	Remarks
1	All the toilets including floors and walls (up to tiles).	✓ (twice)				Or as per requirement
2	Naphthalene balls @4 for each urinal & 2 for each wash basin placed as per requirement.		✓			Or as per requirement
3	All commodes & pans cleaned.	✓ (twice)				
4	Rooms and Corridors wash by liquid shop		✓			
5	Rooms and Corridors sweeping, moping	✓				
6	Roof cleaning				✓	
7	The adjoining areas of the hostels both inside & outside kept neat & clean by removing jungles, rubbish etc.		✓			
8	The approach roads connecting main roads etc. kept clean on daily basis.	✓				
9	The sewer lines R.W.P. urinal outlets, kitchen outlets etc. cleaned.				✓	Or as per requirement
10	Spraying of insecticides			✓		
11	Spraying of mosquito chemicals by fogging machine.		✓			April to Nov. twice in a week
12	Drains cleaned as per requirement and bleaching powder spread on the surrounding surface of drains as per requirement		✓			Or as per requirement
13	Cleaning of Vats, except DMC garbage bins and rubbish disposed off.	✓				
14	Road sides kept clean by chilchalling basis.				✓	

Area: Academic Areas

Sl. No.		Daily	Weekly	Monthly	Remarks
1	All the toilets cleaned.	✓ (twice)			
2	Naphthalene balls for each urinal & for each wash basin.		✓		Or as per requirement
3	All commodes & pans clean.	✓			
4	All the rooms, corridors, walls (up to tiles) & other common places wash by liquid soap.		✓		
5	All the rooms, corridors, walls (up to tiles) & other common places sweeping, moping.	✓			
6	The adjoining areas of the buildings both inside & outside kept neat & clean by removing jungles, rubbish etc.		✓		
7	The approach roads connecting main roads etc. kept clean on daily basis.	✓			
8	The sewer lines R.W.P. urinal outlets etc. cleaned.			✓	Or as per requirement
9	Drains cleaned as per requirement and bleaching powder spread on the surrounding surface of drains as per requirement		✓		Or as per requirement
10	Cleaning of Vats, except DMC garbage bins and rubbish disposed off.	✓			
11	Road sides kept clean by chitchalling basis.			✓	

Area: Residential Quarters

Sl. No.		Daily	Weekly	Fortnightly	Monthly	Remarks
1	Roof cleaning				✓	
2	The adjoining outside areas of the quarters neat & clean by removing jungles, rubbish etc.		✓			
3	The approach roads connecting main roads etc. kept clean on daily basis.				✓	
4	The sewer lines R.W.P. urinal outlets, kitchen outlets etc. cleaned.				✓	Or as per requirement
5	Spraying of insecticides				✓	
6	Spraying of mosquito chemicals by fogging machine.			✓		During April to November twice in a week
7	Drains cleaned as per requirement and bleaching powder spread on the surrounding surface of drains as per requirement			✓		Or as per requirement
8	Cleaning of Vats, except DMC garbage bins and rubbish disposed off.	✓				
9	Road sides kept clean by chitchalling basis.				✓	
10	Dead animals, if any, removed immediately from the campus					As per requirement
11	Room cleaning (during vacations period)					Twice in a year or as per requirement
12	Sweeping of road from Main gate to North Gate and Tank Gate to SS 10 gate	✓				
13	All the approach roads to Main roads				✓	
14	Jungle Cutting other than specified areas					As per requirement

SPECIAL TERMS AND CONDITIONS

1. The contractor / agency shall maintain an occurrence book which will be made available to the designated official of NIT Durgapur.
2. The man days proposed to be deployed by the contractor shall be subject to screening by the Institute to ascertain their suitability and skills. Before deploying an employee in the Institute contractor / agency shall furnish complete particulars and obtain written approval of the designated officer / official of the Institute.
3. Institute reserves the right to ask the contractor / agency to remove any worker deployed without assigning any reason / notice.
4. A list of workers including required documents is to be submitted before execution of work failing which the matter will be viewed as a breach of contract.
5. The agency is to maintain (i) register indicating the nature of work done every day with locations, (ii) register for materials in / out (Expense Book Register), (iii) duty register, (iv) registers for compliance with labour act.
6. In the event of any labour problem it shall be the responsibility of the contractor to settle the issue at his own risk & cost. During the period of such problem or any other reasons, if the services are disrupted, the cost of the same shall be deducted from the contractor or his bill at double the rate of corresponding monthly bill (based on daily labour engaged by the Institute authority during the disrupted period).
7. Workers deployed by the agency are to be properly uniformed supplied by the agency while on duty with I.D. card. If found workers are performing duties without uniform, penalty may impose as deemed fit by the Institute.
8. Agency must have a local liaison office at Durgapur. Details of which to be furnished along with technical documents.
9. The storm water drains should be kept clean by de-silting and de-slugging as and when required and instructed.
10. The agency is to maintain a site office in the Institute campus with proper and adequate manning every day during the tenure of their contract, so that they can be called upon to undertake work. The Institute shall provide space / room for such office as per request and requirement of the agency.
11. The site office of the agency is to be equipped with telephone so that they are accessible for communication from anywhere in the Institute campus. .
12. The agency shall have a sufficient stock of all the regular as well as emergency materials, in their site store office for undertaking any urgent work. The stock and the quality of the materials will be inspected as per specification and as and deemed fit by the TA, Estate Section / I/C Estate Section or any authorised person assigned by competent authority.
- 13. If the agency failed to supply any required materials within 1st week of each month, NIT Durgapur reserves right to purchase required materials from local market at the prevailing market rate and amount will be deducted from the service charge / bill of succeeding month with a penalty of 10% of the total procured material cost.**
- 14. Requirement of monthly consumables material may increase or decrease. However the total cost quoted for material cost should not exceed in any manner. Agency will provide excess materials on requisition basis by the Institute at the same rate.**
15. If there is a report of any urgent work the same has to be taken up and completed for the respective areas with immediate effect.

16. The consumable items as per make mentioned in material lists should be checked in advance by the Estate Section for checking the quality and onward distribution as per requirement. Safekeeping of materials & equipment lies with the Contractor.
17. The general terms and conditions as attached should be signed on every page (as a token of acceptance) and submitted along with the documents mentioned in part-A of the tender.
18. Challans and Tax Invoices for materials need to be endorsed at Institute Main / North Gate by the security and to be taken on charge in the "Material In Register". Further consumption of material need to be mentioned in "Material Out Register". Original bills for the materials supplied to be submitted during submission of monthly bill.
19. The price quoted should be supported by detailed breakup of man power (salary structure as per attached format) and material & equipment involvement and to be submitted after opening of price bid.
20. The tenderers should thoroughly inspect the areas of operation within seven days from the date of advertisement and submit tender as per the prevailing conditions and the requirements that are to be taken into account before quoting the rates. They can consult the S.O & I/C Estate Section/TA, Estate Section for any clarification in this regard.
21. The agencies are to obtain compliance certificates from end users of the respective areas of work as per checklist provided. For common and open places the same should be certified from Estate Dept. The same should be submitted with the bills.
22. **10 (Ten) percent of daily valuation calculated on the basis of the monthly rates of operation, as mentioned, will be deducted per day as a penal measure for failure to execute any scheduled job.** Persistence of such type of inaction will be construed as a breach of contract and may tantamount to termination of the contract.
23. In case of any type of strikes noticed in NIT Durgapur Premises by the scavengers / supervisors, penalty as deemed fit by NIT Durgapur will be imposed and same will be deducted from the bill(s). Continuation of such type of strike may liable to termination of contract.
24. All directions from the end of the Competent Authority be followed strictly. Deployment of manpower will be on instruction from Security Officer & I/C Estate Section / TA Estate Section or any other authorised NITD Official. Any light shifting duty may also be undertake as and when required.
25. Site In-charge deployed by the agency for the respective works should be provided with mobile phones for easy communication.
26. No employee of the Company/Agency shall work for more than 26/27 days in a month or as specified by Labour Laws. Provision of leave as per contract rules.
27. Physical Standards and Qualifications: The employees of the Company/Agency shall be of Good character and of sound health. Scavenging Supervisors should be Graduate with experience of Scavenging & Cleaning works.
28. The Company shall provide replacement in case the employee of the Company is proceeding on leave. This will be at no additional expense to the Institute. In case of any absence the Company/Agency shall be penalized by imposing a fine of up to Rs.500/- per Scavenging Staff / Supervisor per day, if the absence is not fulfilled.
29. The Company shall not appoint any Sub-Company/Agency to carry out any obligation under the contract.
30. Company/Agency shall abide by all laws of the land including, Labour Laws (ESI, PF, BONUS Income Tax, GST or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Company/Agency, and it shall not involve the Institute in any way what-so-ever.

31. Rate of manpower as per minimum wages and as revised from time to time. Onus of the agency to provide notification of GOI for revision of minimum wages time to time.
32. Agency shall provide minimum three number rickshaw vans for garbage collection & dumping. Agency also to provide sufficient numbers of following items throughout the year.
33. One pick-up van to be provided throughout the year for garbage loading / unloading as per locations specified by the Institute on dry rate basis throughout the year. Fuel for the pick-up van will be provided by the Institute as per requirement.
- 34. Successful bidder will be selected based on the lowest rate quoted in total which includes material & equipment cost and administrative charge. Bidder will quote their service charge in total as per BOQ which will be evaluated later into % (percentage) on Basic + VDA of total man days including all categories.**
35. Agency also to provide following kits to the workers at his own cost. If Uniform / Kits is torn due to normal wear & tear during life period, agency will supply to their employees free of cost. Under no circumstance employee will be allowed to perform duty without uniform.

Sl. No.	List of Kits	Quantity	Life	Remarks
1	Good Quality Reflective Jacket	2 sets	01 year	Different colour for cleaning staff & supervisor.
2	Towel	02 Nos.	01 year	
3	Soap of TFM 70%	12 Nos.	01 year	

36. Institute reserves the right to withdraw any of services thereby reduce the percentage of amount involved.
- 37. Penalty will be charged for unsatisfactory work /services as deemed fit by the Institute. Non-deployment of sanctioned manpower, penalty will be charged per head deficit manpower at the rate of deployment cost as per rate contract as on date.**
38. **Attending of online pre-bid meeting is mandatory for submission of bid.** This is required to avoid any unjustified rate which has jeopardise earlier tender.
- 39. Rate justification for the quoted rates to be submitted. Unjustified rates will be declared as financially non-responsive and the bidder may be blacklisted or debarred for further participation in any tender at NIT Durgapur.**
40. If the L-1 bidders is found more than one, then successful bidder will be selected based on their higher annual turnover of last financial year among the bidders.
- 41. The requirement of male & female scavengers at the sole discretion of the Institute.**
42. Addition or deletion under schedule of work vest with the Institute.

CHECK-LIST FOR SCAVENGING AND CLEANING WORK FOR THE MONTH OF:HOSTEL

SL. NO.	NATURE OF WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
01.	All the toilets cleaned twice daily																															
02.	Naphthalene balls @4 for each urinal & 2 for each wash basin placed as per requirement.																															
03.	All commodes & pans cleaned.																															
4.	Toilet floors, walls (up to tiles), corridors, kitchens (except the Halls which messes are running through outsourced agency) common rooms, staircase & other common places like lobby etc. cleaned and mopped every day and washed by liquid shop to the required level once a week.																															
5.	Roof cleaning done once in a month.																															
6.	The adjoining areas of the hostels both inside & outside kept neat & clean by removing jungles, rubbish etc. at all times. The approach roads connecting main roads etc. kept clean on daily basis.																															
07.	The sewer lines R.W.P. urinal outlets, kitchen outlets etc. cleaned in the event of any choking.																															

Signature of Tenderer and Seal

Contd.....P/20

08.	Spraying of insecticides done once every fortnight																																	
09.	Spraying of mosquito chemicals done once every week by fogging machine. During the months of April to November spraying done twice a week																																	
10.	Drains cleaned as per requirement and bleaching powder spread on the surrounding surface of drains as per requirement																																	
11.	Vats, except DMC garbage bins cleaned regularly and rubbish disposed off.																																	
12.	Road sides kept clean by chilchalling basis.																																	
13.	Dead animals, if any, removed immediately from the campus																																	

Signature of Tenderer and Seal

Contd.....P/21

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CHECK-LIST FOR SCAVENGING AND CLEANING WORK FOR THE MONTH OF: _____

DEPARTMENT / SECTION/OFFICE

SL. NO.	NATURE OF WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
01.	All the toilets cleaned twice daily																															
02.	Naphthalene balls @4 for each urinal &4 for each wash basin placed as per requirement.																															
03.	All commodes & pans cleaned each day.																															
04.	Toilet floors, walls (up to tiles), corridors, staircase and other common places like lobby etc. cleaned everyday and washed once in a week by liquid shop to the required level																															

Signature of Tenderer and Seal

Contd.....P/22

ANNEXURE - I

(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)

(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name)_____ Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not blacklisted or debarred by any Government / Private Department / organisation or an autonomous body. The Firm will immediately inform to Client (NIT Durgapur) in case of any change in the situation any time here in after.

DATE: THE day of 2021

DEPONENT
ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE: THE day of 2021

DEPONENT

Signature of Tenderer and Seal

Contd.....P/23

Proforma Agreement

This agreement made the day of 2021 between the National Institute of Technology Durgapur (hereinafter called the employer) of one part and M/s
..... in the State of West Bengal(herein after called the contractor of the other part).

Whereas the employer is desirous that certain work should be executed viz. Scavenging and cleaning work at NIT Durgapur, and has accepted the offer by the contractor for the execution and, completion of such works. Now this agreement witnesses as follows:

NOW THEREFORE THIS AGREEMENT WITNESSES as follows:-

1. That in pursuance of this agreement and in consideration of the payment as stipulated in the tender, the Contractor shall provide Supervisors and Scavengers / Cleaners under the terms and conditions as laid down in the tender document and the same shall remain binding upon the contractor. Any change in requirement will be intimated at least 72 hrs. in advance over phone / email.
2. The Institution shall pay to the contractor on monthly basis by RTGS Payment at the rate Rs. _____ per month. However monthly contract rate may vary depending up on variation of minimum wage from time to time as per notification of Govt. of India. For which supporting documents to be provided. The rate includes all charges payable to the contractor as per accepted rates offered by him. The Institution Authority shall arrange to pay the proper bills raised by the contractor within 30 working days from date of submission of the bill by the contractor and subsequently accepted by the Institute Authority. Previous months EPF, ESI subscription deposit challan (along with details of each men's deposit and details / ECR & materials challan copies duly stamped by security to be deposited with the bill of succeeding month.
3. The duration of the contract shall be of two years from _____ 2021 to _____ 2023 and the contract will automatically be terminated on _____ 2023. However, the Institute Authority reserves the right of extending the period of contract at its discretion on satisfactory services rendered by the Contractor and the contractor cannot claim any extension period as a matter of right. The extension (if any) will be in same terms and conditions except for the reason of any revision of rate for manpower as per Govt. of India Notification.
4. The agency firm shall have to furnish a performance bank guarantee of 5% of total contract value of two years before signing the agreement which is refundable after successful execution / completion of the contract. Validity of Bank Guaranty should be three months extra that expiry of contract period. EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. The said Performance Guarantee should be in favour of National Institute of Technology Durgapur. No interest will be paid on EMD or PGD.
5. The agency must fulfil all conditions required under Labour Contract Act as amended from time to time.

Signature of Tenderer and Seal

Contd.....P/24

6. The agency shall be responsible for making the payment to the workers by 7th of each month through e-payment mode else penalty @1% of unpaid amount shall be charged on daily basis till disbursement of wages.
7. In the event of injury, illness or accidents to any worker, NITD will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act.
8. The contractor shall abide by all the law of land including Labour Laws (PF, Income Tax, Service Tax or any other extra taxes levied by the Government), companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden / duty shall be the exclusive responsibility of the contractor and it shall not involve NIT Durgapur in any way whatsoever. Compliance of these provisions shall be ensured at the time to making monthly payments.
9. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to NITD to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
10. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. Head wise breakup of all employees' contribution of previous month towards EPF & ESI including Bank Challan be submitted with the following months bill. Details of wages disbursed, proof to be submitted with the following months bill. Monthly materials cost invoice / bills are also be attached with monthly bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of NITD.
11. The contract shall commence from the date of receipt of acceptance of the LOI / work order which shall be accepted by the agency within not more than 10 days from the receipt of the order or 15 days from the date of said order, whichever is earlier and shall continue till two years or unless it is curtailed or terminated by NITD.
12. If the contractor wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least 3 months failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
13. The agency shall replace immediately any of its personnel who is found unacceptable to NITD because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from NITD. No association or trade union activities will be allowed by the manpower supplied by the agency.
14. Cleaning & scavenging of NIT Durgapur Campus as per scope of work of the tender document shall be responsible of contractor. Further any other areas / office buildings may be incorporated with the scope of work as and when required with due negotiation.
15. The agency shall provide able and healthy persons. A list of persons including required documents / certificates is to be submitted within 10 days of issue of L.O.I./ W.O. failing which the matter will be viewed as a breach of contract. During the contract period if anybody does not found fit for work he/she should be suitably replaced. Non-compliance of same will attract necessary deduction per day deployment cost.

Signature of Tenderer and Seal

Contd.....P/25

16. The Company /Agency shall deploy one "**Site In-Charge**" at his own cost. Site In-Charge should have experience in the field of Scavenging & Cleaning and will be responsible for entire Campus Cleaning and taking care of all queries/matters related to General Discipline, Incidents, Accidents, ESIC, EPF, Payment and other matter as deemed fit of their employees and also for immediate interaction with the Institute authorities. During absence / off day of Site In-Charge responsibility may be fixed to any other and same may be intimated to the Estate Section.
17. The agency shall maintain (i) register indicating the nature of work done every day with locations, (ii) register for materials in / out, (iii) Duty Register, (iv) registers for compliance with labour act. (v) any other register required from time to time.
18. In the event of any labour problem it shall be the responsibility of the contractor to settle the issue at his own risk & cost. During the period of such problem or nay other reasons, if the services are disrupted, the cost of the same shall be deducted from the contractor or their bill at double the rate of corresponding monthly bill (based on daily labour engaged by the Institute authority during the disrupted period).
19. The agencies staff are to be properly uniformed while on duty with proper display of I.D. card. Persons will not be engaged without uniform & ID Card. If found so, agency will be penalised as deemed fit by the Institute.
20. The agency shall deploy appropriate number of supervisors for day to day supervision of work entrusted to contractor, who will report to TA, Estate Section / In-Charge of the Estate Section on the days' performance. Out of total supervisor's strength, only one lady supervisor to be deployed for supervision in girls hostels. Other than girls hostels no lady supervisor should be deployed.
21. The storm water drains should be kept clean by de-silting and de-slugging as and when required and instructed.
22. The agency is to maintain a site office in the Institute campus with proper and adequate manning every day during the tenure of their contract, so that they can be called upon to undertake work. The Institute make provide space / room for such office as per request and requirement of the agency on payment basis.
23. The site office of the agency is to be equipped with telephone so that they are accessible for communication from anywhere in the Institute campus. The Institute authority may provide one internal telephone for this purpose.
24. The agency shall have a sufficient stock of all the regular as well as emergency materials, in their site store office for undertaking any urgent work. the stock and the quality of the materials will be inspected as per specification and as and deemed fit by the TA, Estate Section / In-Charge Estate Section
- 25. If the agency failed to supply any required materials within 1st week of each month, NIT Durgapur reserves right to purchase required materials from local market at the prevailing market rate and amount will be deducted from the service charge / bill of succeeding month with a penalty of 10% of the total procured material cost.**

Signature of Tenderer and Seal

Contd.....P/26

- 26. Requirement of monthly consumable materials may increase or decrease. However the total monthly price quoted for materials should not exceed in any manner. Agency will provide excess materials on requisition basis by the Institute at the same rate.**
27. If there is a report of any urgent work the same has to be taken up and completed for the respective areas with immediate effect.
28. The consumable items as per make mentioned in material lists should be deposited in a sealed condition in advance to the Estate Section for checking the quality and onward distribution as per requirement. Safekeeping of materials & equipment lies with the Contractor.
29. The agencies are to obtain compliance certificates from end users of the respective areas of work as per checklist provided. For common and open places the same should be certified from Estate Dept. The same should be submitted with the bills.
30. **10 (Ten) percent of daily valuation calculated on the basis of the monthly rates of operation, as mentioned, will be deducted per day as a penal measure for failure to execute any scheduled job.** Persistence of such type of inaction will be construed as a breach of contract and may tantamount to termination of the contract.
31. In case of any type of strikes noticed in NIT Durgapur Premises by the scavengers / supervisors, penalty as deemed fit by NIT Durgapur will be imposed and same will be deducted from the bill(s). Continuation of such type of strike more than three days, contract may terminate.
32. All directions from the end of the competent authority should be followed strictly. Deployment of manpower will be on instruction from Security Officer & I/C Estate Section / TA, Estate Section or any other authorised NITD Official. Any light shifting duty may also be undertake as and when required.
33. Agency must have a local liaison office at Durgapur. Address of the same to be furnished during submission of technical bid.
34. NIT Durgapur premise is NO SMOKING ZONE. No Scavenging Staff of the company should be found Smoking or intoxicants/drugs. Arbitration any disputes arising out of and in relation to this agreement can by mutual consent be referred to arbitration by a sole arbitrator, acceptable to both the parities i.e. the Company and the Institute.
35. In event of any loss being caused to the Institute that is prime-facie on account of the negligence and/or dereliction of duties by the Company or its staff, a Joint Committee comprising of a representative of the Institute and Company shall determine whether the loss is on account of Unsatisfactory performance of the Company and in that case it will also determine the compensation to be paid to the Institute by the Company. The recommendations of the Joint committee will subject to the approval of the Director NIT Durgapur or his nominee.
36. That no right, much less a legal right shall vest in the Company/Agency's workers to claim/have employment or otherwise seek absorption in the Institute nor the Company /Agency's workers shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Company/Agency and this should be solely the responsibility of the Company/Agency to make it clear to their workers before deputing on work at the Institute.

Signature of Tenderer and Seal

Contd.....P/27

37. The Company/ Agency will get all the staff on its roll at NITD, verified of their antecedents through Police and a certificate to this effect be furnished by the Company/Agency to the Institute within 3 months of initial deployment. The Company/Agency should maintain proper record/documents of the same. These documents are required to be produced to the Institute whenever required.
38. No employee of the Company/Agency shall work for more than 26/27 days in a month or as specified by Labour Laws.
39. Either party reserves the right to terminate the contract at any point of time giving three months' notice period.
40. Physical Standards and Qualifications: The employees of the Company/Agency shall be of Good character and of sound health. Scavenging Supervisors should be Graduate.
41. The Company shall provide replacement in case the employee of the Company is proceeding on leave. This will be at no additional expense to the Institute. In case of any absence the Company/Agency shall be penalized by imposing a fine at the rate of deployment cost per day, if the absence is not fulfilled.
42. The Company shall not appoint any Sub-Company/Agency to carry out any obligation under the contract.
43. In the event of any loss being caused to the Institute on account of negligence/dereliction of duties by the Company/ Agency or Company/ Agency's employee that shall be established after a joint inquiry comprising of the representatives of the Institute and the Company, the Institute should get the same compensated from the Company. The company may have a Public Liability Insurance Policy Cover.
44. The Company/ Agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Company/Agency is found misbehaving with the supervisory staff or any other staff member/student of the Institute, it shall terminate the services of such employees on the recommendation of the Officer or any other designated by the Director NIT Durgapur. The Company shall issue necessary instructions to its employees to act upon the instructions given by the supervisory staff of the Institute.
45. The Company/ Agency shall be responsible for all injuries and accidents to Persons employed by it. It will also cover, through an Insurance Policy, its personnel for personal accident whilst performing the duty.
46. In addition the Institute will have liberty to increase/decrease the total number of Scavenging Staff / Supervisors by giving a 7 days' notice to the company/Agency for which necessary deduction will be made accordingly.
47. Company/Agency shall abide by all laws of the land including, Labour Laws (ESI, PF, BONUS Income Tax, GST or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Company/Agency, and it shall not involve the Institute in any way what-so-ever.

Signature of Tenderer and Seal

Contd.....P/28

48. Penalty will be charged for unsatisfactory work /services as deemed fit by the Institute. Non-deployment of sanctioned manpower, penalty will be charged per head deficit manpower at the rate of deployment cost as per rate contract as on date.

49. **Attending of pre-bid meeting is mandatory for submission of bid.** This is required to avoid any unjustified rate which has jeopardise earlier tender.

50. Rate justification for the quoted rates to be submitted. Unjustified rates will be declared as financially non-responsive and the bidder may be blacklisted for further participation in any tender at NIT Durgapur.

51. If the L-1 bidders is found more than one, then successful bidder will be selected based on their higher annual turnover of last financial year among the bidders.

52. The requirement of male & female scavengers at the sole discretion of the Institute.

53. All other terms and conditions laid down in the tender document shall be applicable during the contract period.

54. Any dispute arising out of this agreement will be settled under the Jurisdiction of Hon'ble Durgapur Court only.

IN WITNESSES WHEREOF BOTH THE PARTIES set their respective hands in presence of the witnesses on the date, month and year as given above.

Signature of the Contractor

**Registrar
National Institute of Technology,
Durgapur-9**

Witness of the Contractor

Witness of the Institute Authority

1.

1.

2.

2.

3.

3.

Signature of Tenderer and Seal

Contd.....P/29

Monthly List of Materials for all area (approx). All materials should be ISI standard.

SL	Materials with Make / Brand	Unit	
1	Naphthalene (Bengal Chemical)	kg/month	95
2	White Phenyl (Bengal Chemical / Sur Agrotech / Nemyle / Sulekha Works Ltd / Chemical & Petrochemicals Industries)	Ltrs/month	900
3	Black Phenyl (Bengal Chemical / Sur Agrotech / Sulekha Works Ltd / Chemical & Petrochemicals Industries)	Ltrs./month	425
4	Liquid Soap (Bengal Chemical / Sur Agrotech / Sulekha Works Ltd / Chemical & Petrochemicals Industries)	Ltrs./month	1310
5	Soft Broom	Pcs./month	205
6	Hard Broom	Kg/month	165
7	Bleaching powder (DCL / Birla)	Kg/month	1500
8	Muriatic acid (Sur Agrotech / Nemyle / Sulekha Works Ltd / Chemical & Petrochemicals Industries)	Ltrs/Month	300
9	Carbolic Acid (R. K. Product)	Ltrs/Month	17
10	Hand Gloves	(Cutton) Pair / month	33
		Rubber (Pair) / month	72
11	G I Wire	Kg/month	10
12	PAN Brush	Pcs./month	120
13	Wet Mop (Gala)	Pcs./month	160
14	Choke remover	Pcs./month	50
15	Round-Up (Bayer / Monsanto India Ltd.)	Ltrs/Month	30
16	Bamboo	Pcs./month	3
17	Scrubbing Pad	Pcs./month	129
18	Cobweb Brush	Pcs./month	68
19	Odonil	Pcs./month	50
20	Bi-Larva (Bayer)	Kg./Month	5
21	K-Othrine (Bayer)	Ltrs/Month	12
22	Kingfog (Bayer)	Ltrs/Month	6
23	Petrol	Ltrs/Month	480
24	Diesel	Ltrs/Month	100
25	Bamboo Stick for street sweeping	Pcs./Month	22
26	Gumboot	Pair/Month	4
27	Duster thick	Pcs./month	120
28	Drain brush (6 Inch) with long handle	Pcs./month	30
29	Wiper (Gala)	Pcs./Month (Big)	08
		Pcs./Month (Small)	02
30	Dry Mop (Gala)	Pcs./Month	08
31	Lizol	Ltrs/Month	2
32	Dust Picker (PVC)	Pcs./Month	12
33	PVC Paddle type waste bin (Nilkamal / Supreme)	Pcs./Month	13
34	PVC Bucket with handle (Nilkamal / Supreme)	Pcs./Month	13
35	Harpic	Ltrs/Month	2
36	Mug	Pcs./Month	24
37	Drainex	Ltrs./month	2
38	Colin	Ltrs/month	2
39	Hand Sanitiser (Ethyl Alcohol based Hand Sanitizer with quick dry formula. Ethyl Alcohol - 70% or more)	Ltrs / Month	300
40	Sodium Hypochlorite	Ltrs / Month	100

The Institute reserves the right to mention the brand of cleaning materials as mentioned in the tender document.

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Contd.....P/30

Tentative Tools and Machinery / Equipment required.

SL	Name of Item with functional features		Quantity
1	Sword	Nos/Yearly	240
2	Spade-Big (8")	Nos / Yearly	20
3	Spade-Small (6")	Nos/Yearly	10
4	Gaity	Nos/Yearly	6
5	Dhama	Nos/Yearly	12
6	Belcha	Nos/Yearly	12
7	Kanta	Nos/Yearly	22
8	Hammer	Nos/Yearly	2
9	Pliers	Nos/Yearly	4
10	Chisel	No/Yearly	3
11	Sickle	Nos/Yearly	20
12	Adjustable Range	No/Yearly	3
13	Sabol	No/Yearly	5
14	Chopper	No/Yearly	3
15	Axe	No/Yearly	3
16	PVC pipe	Nos./ Yearly	3 Nos. X 100 ft. each
17	Safety Belt	Nos./Yearly	4
18	Rope	ft/Yearly	120
19	Mosquito Net	Nos/Yearly	4
20	Plastic Bag	Nos / Qtly	12
21	Electric extension cord of 30 meters. length with 5/15 amp socket	Nos/Yearly	12
22	Hand scrubber	Nos/Yearly	30
23	Rickshaw Van	Nos./Yearly	3
24	Pick-up Van	Nos./Yearly	1
25	Bush Cutter	Nos/Yearly	08
26	Spray Machine	Nos/Yearly	6
27	Fog Machine	No/Yearly	02
28	Dual Motor Wet & Dry Vacuum Cleaner with 62 litres: Specifications: Type : Wet & Dry • No. Of Motors : 02 nos. • Supply : 220 V / 50 Hz • Power : 2800 W • Suction : 2230 mmWC • Air Flow : 510 m3/Hr • Tank Capacity : 62-65 Ltrs • Tank Body : Stainless Steel • Noise : 68 dB Features : • Head with anti-foam system • Trolley mounted with bigger Wheels	Nos/Yearly	4
29	Chain Saw (fuel) for wood / tree cutting of 12 inch dia.	Nos/Yearly	1
30	Snake Catcher of 6ft. length	Nos/Yearly	3
31	Rope of 1 inch thick, length minimum 30 ft.	Bundle / yearly	2

Signature of Tenderer and Seal

Contd.....P/31

32	<p>Electrically Operated Walk Behind Scrubber Dryer</p> <p>Type : Electrically Operated Scrubber Drier</p> <ul style="list-style-type: none"> • Productivity : 1750 sq.mtrs/Hr • Solution Tank : 40-45 Ltrs • Recovery Tank : 50 Ltrs • Scrubbing Width : 500 mm • Squeeze Width : 815 mm with 'V' Shaped Squeeze • Supply : 220 V / 50 Hz • Brush Speed : 160 Rpm • Brush Pressure : 30 Kg • Brush Motor : 1100 W • Transmission : Gear Box • Vacuum Pressure : 1200 mmWC • Vacuum Motor : 550 W • Air Flow : 32 Ltrs/min • Front Wheels : 200 mm Anti-marking • Rear Wheels : 80 mm • Dimensions (LxWxH) : 1230mm X 516 mm X 960 mm • Weight : 67 Kg • Feature : Separate Solution and Recovery Tank • Recovery Tank Volume has to More Than Solution Tank Volume. • Polyester Net Motor Protection Filter • Electric Float with Vacuum Motor Stop • SLS (Self Leveling System) • Constant Weight System (CWS) • Anti-foam system with special electro-mechanical suction motor protection 	Nos/Yearly	08
33	<p>Cold Water High Pressure Jet Machine</p> <ul style="list-style-type: none"> • Supply : 220 V / 50 Hz • Power : 3 Kw • Motor Type : Induction Motor • Flow Rate : 600-700 ltrs/Hr • Pressure : 160 Bar • Detergent Tank : 2 x 0.6 Ltrs • Electric Cable : 5-10 Mtrs • Hose Reel : Required • Hose Length : 8 mtrs • Type : Immediate Total Stop on Trigger release • Pump Type : Axial with Aluminium Alloy Head • Piston : Stainless Steel 	Nos/Yearly	2
34	<p>Wet & Dry Back Vac Cleaner</p> <p>Type : Wet & Dry Back Vac</p> <ul style="list-style-type: none"> • No. Of Motors : 01 no. • Supply : 220 V / 50 Hz • Power : 1500 W • Suction : 2230 mmWC • Air Flow : 255 m3/Hr • Tank Capacity : 15-20 Ltrs • Tank Body : Plastic Body • Noise : 63 dB <p>Features :</p> <ul style="list-style-type: none"> • Head with anti-foam system • Single Stage Motor 	Nos/Yearly	1

1. All the machineries should be preferably new one or not less than one year old with proper functional condition as per the specifications mentioned above.
2. Non supply of adequate numbers of equipment, penalty at the rate of double of hiring charges per day shall be imposed.
3. Non-functional or breakdown of machineries, immediate replacement shall be made. Otherwise necessary penalty at the rate of double of hiring charges per day shall be imposed.
4. Agency need to have reserve stock to replace any malfunctioned equipment.
5. Tools and equipment as per page no. 30-31 to be provided before starting of the contract.

Signature of Tenderer and Seal