



NATIONAL INSTITUTE OF TECHNOLOGY: DURGAPUR

TENDER DOCUMENT

For Engagement of Service Provider

(CIVIL)

TENDER No. NITD-MAINT-Cha (M and C.F.)-SPC-2019-20-12

Dt.06/09/2019

Tenderers have to upload following scanned documents in the CPP Portal:

1. Name of the Agency:
2. Full Address with contract No.:
(Phone, Mobile & e-mail)
3. Name of the Owner:
4. Latest valid licenses like Trade License, ESI, EPF, whichever is applicable;
5. Voter ID, Aadhar & PAN CARD details;
6. GST Registration Certificate;
7. Latest IT returns;
8. Separate Bankers cheque / demand draft towards cost of tender paper and EMD (details mentioned below);
9. Requisite credential (Experience in similar type of rendering service in govt./semi-govt./quasi-govt./ autonomous organisation in the last five years with documentary evidence):

Manpower details, qualification, experience and required duty roaster as mentioned below in Maintenance section (Civil):

Sl. No.	Category	Tentative minimum qualification/Experience	Minimum Wage (Basic + VDA) per day (Rs.)
01	Plumber/Pump & valve Operator/ Carpenter/ Mason/General Fitter (Skilled category)	Should have skill or competence acquired through experience on the job or through training as an apprentice in a technical or vocational institute.	645.00
02	Helper (Unskilled category)	Should be able to do operations with the persons under Sl. No.1	487.00
03	Supervisor (Civil) (Highly Skilled)	Diploma in Civil Engineering with minimum 3 years' experience in site supervising, estimation and billing, etc.	710.00

- i) The minimum wage (Basic +VDA) /day will include EPF & ESI contribution from contractual worker side.
- ii) The minimum wage (basic + VDA) per day have been fixed as per order No.1/8(3)/2019-LS-II Dt.27.3.2019 issued by Ministry of Labour & Employment, Govt. of India. The rates will be revised from time to time as per relevant orders, if issued subsequently.
- iii) Details of No. of personnel and duty roster will be as follows:
 - a) 1 Plumber + 1 Helper: From 8.15 A.M. to 5.30 P.M. (On all days)
 - b) 1 Plumber + 1 Helper: From 3.00 P.M. to 11.00 P.M. (On all days)
 - c) 1 Mason + 2 Helpers: From 8.15 A.M. to 5.30 P.M. (On any day as per requirement)
 - d) 1 Carpenter + 1 Helper: From 8.15 A.M. to 5.30 P.M. (On any day as per requirement)
 - e) 1 General Fitter + 1 Helper: From 8.15 A.M. to 5.30 P.M. (On any day as per requirement)
 - f) 1 Pump & valve Operator: From 5.00 A.M. to 1.00 P.M. (On all days)
 - g) 1 Pump & valve Operator: From 8.15 A.M. to 5.30 P.M. (On all days)
 - h) 1 Pump & valve Operator + 1 Helper: From 3.00 P.M. to 11.00 P.M. (On all days)
- iv) The persons under Sl.No.1 (plumber and valve operator) should be provided with mobile phones (01 no. for plumber and 01 no. for pump/valve operator= Total **02** nos.) for easy communication as and when required.
- v) The number of personnel as mentioned above may increase or decrease as per requirement.

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)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Civil Works
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	06/09/2019 (11:30 Hrs.)
Document Download Start Date	06/09/2019 (18:00 Hrs.)
Document Download End Date	27/09/2019 (18:00 Hrs.)
Date for Pre-Bid Conference	16/09/2019 (14:00 Hrs.)
Venue of Pre-Bid Conference	Chamber of Prof. Showmen Saha, Chairman (Maintenance & Campus Facilities)
Last Date and Time for Uploading of Bids	27/09/2019 (18:00 Hrs.)
Date and Time of Opening of Technical Bids	30/09/2019 (10:00 Hrs.)
Tender Fee	Rs. 1000/-
EMD	Rs. 1,23,000/-
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	120 days (From last date of opening of tender)
Address for Communication	Dr. Somnath Karmakar (FIC Maintenance) Assistant Professor, Department of Civil Engineering National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	0343 2754187/4192
Email Address	somnath.karmakar@ce.nitdgp.ac.in

GENERAL TERMS & CONDITIONS:

The tender should satisfy the following terms & conditions:

1. Earnest Money deposit of Rs. Rs. 1,23,000.00 (Rupees One Lakh Twenty-Three Thousand only) exclusively in form of either Banker's cheque or Demand Draft only drawn in favour of "N.I.T. D.G.P "and payable at SBI R.E. COLLEGE BRANCH must be attached in the technical folder. The tender will not be considered in absence of the Earnest Money, as Banker's cheque or demand draft. No other form of deposit will be accepted. The EMD will bear no interest.
2. (i) The Institute will disburse the bill amount directly to the selected Service Provider after deducting statutory & mandatory deductions like Tax Deducted at Source etc. for each consequential month by A/c payee cheque only. The disbursement of wages to the engaged workers is to be made at the appropriate day directly by the Agency to the respective bank accounts of the workers.
(ii) The monthly bill to be preferred for payment must contain an attendance report and proof of bank payment to the workers as per prescribed proforma to be supplied by the Institute in the absence of which it will not be entertained.
3. The contract will be made for a period of one calendar year but extendable for two more years though terminable at any time before the expiry of that period with 7 days' notice, in case services are not found to be satisfactory. However, the authority may exercise the right to extend the period of engagement, if satisfied on the existing rates and terms and condition.
4. The quotations of the intending parties should be accompanied by photo – copies of the following documents:
 - A. EPF & ESI Registration Certificate
 - B. Certificate of experience of rendering such services elsewhere as credential as mentioned on Page-2
 - C. PAN card and the I.T. return to be furnished.
 - D. GST Registration Certificate
 - E. (i) In case, a tender is submitted in a business name and if it is a concern of an individual the tender must be signed by the individual himself as Proprietor or by his duly authorised attorney. In the latter case of a copy of authority letter from the Proprietor needs to be attached with the tender document.
(ii) In case of partnership firms (s) the tender should be signed either by all the partners or by the authorised partner. In latter case, an authorisation letter a/w arbitration agreement of all the partner needs to be attached with the tender document.
(iii) In case of registered cooperative societies, association of individuals and other societies registered under societies Regn. Act or any other allocable Act in India, the tender must be signed only by the authorised persons for this purpose. A copy of such authorisation and a copy of memorandum of association need to be attached with the tender documents
5. The Agency has to discharge all the legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. Statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workman's Compensation Act, EPF & MP Act, Industrial Dispute Act etc. The Agency has to indemnify and keep indemnified the Institute, hereinafter called FIRST PARTY, from any claims, loss or damages that may be caused to the First Party on account of the Agency's failure to comply with

their obligations under the various laws towards their staff/employees employed by them or any loss/damage caused to the first party due to act/omissions of the other part /Agency.

6. The Agency has to get all the engaged employees insured against any liability arising under the Workman's compensation act or under the common law. The agency is to agree to indemnify against any claim that the First Party may have to meet in respect of their staff members and /or workman/employees on account of any accident or for any other reason.
7. After receiving request from the Institute, from time to time, service provider has to send to this administration the names and complete bio-data of the workers, at not less than three times, to the numbers to be recruited.
8. The requirement of each category, the workers may have to undergo informal meeting with attested copies of all certificates including experience certificate (if needed) on specified date at the Institute to decide in final choice of the worker(s).
9. The Director, NIT DGP, reserves the absolute right to accept or reject any or all quotations either in part or in full without assigning any reason whatsoever.
10. The Director, NIT DGP, reserves the absolute right and power of revocation or cancellation of the engagement contract at 7 (seven) days' notice, if the terms & conditions in the contract are not followed.
11. In case either Party desires to terminate the contract, it will serve 30 (thirty) days' notice to the either party.
12. Identity card of each employee has to be submitted before engagement of staff.
13. Agency will provide proper approved uniform to their employees engaged at NIT Durgapur as per given below. Charges of the same to be included in their service charges.

No.	Description of Items
1	Trouser – 02 Nos. in a year.
2	Half Sleeve Shirt – 01 No. in a year.
3	Full Sleeve Shirt – 01 No. in a year.
4	Socks – 02 pair in a year.
5	Sweater – 01 in a year.
6	Shoe – 01 pair in a year.

14. 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.
15. Please refer to the site <https://eprocure.gov.in/cppp/> for Uploading/Publishing the tender documents respectively.

A) Manpower salary structure / rate breakup Per Day:

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Sl. No.	Type of workers	Minimum Wage per day (as per central rate) (Basic + VDA)	EPF @ 13.61% (on col. 3)	ESI @ 4.75% (on col. 3)	HA @ 5% (on col. 3)	Bonus (Rs7000/365 days)	Gratuity / Retrenchment Benefit (4.81% on col. 3)	Leave: Basic +VDA x 25/365	Uniform washing allowance (not more than Rs. 90/month.)	Sub Total	Total manpower (approx. Likely to increase or decrease)	Total Amount (in Rs.)
1.	Mason, Plumber, Valve Operator, Carpenter, General Fitter (Skilled Category)	645	87.78	30.64	32.25	19.18	31.02	44.18	3	893.05	8	7,144.4
2.	Helpers (Unskilled category)	487	66.28	23.13	24.35	19.18	23.42	33.36	3	679.72	7	4,758.04
3.	Supervisors (Highly Skilled Staff)	710	96.63	33.73	35.5	19.18	34.15	48.63	3	980.82	2	1,961.64
											Total	13,864.08

**B) Total amount quoted for (A) X 365 days= Rs. 50,60,389.20
(Rupees Fifty Lakhs Sixty Thousand Three Hundred Eighty-Nine and Twenty Paise)**

C) Service Charges (on basic + VDA) to be quoted per day per Personnel in Basic Rate Column (in INR) and the GST amount should also be quoted per Personnel in INR (not in % percentage).

Total amount quoted with service charges (B) X 365 days = Rs.

Note

- Enhancement of minimum wages during the entire contract period will be made as per revision of minimum wages time to time. Onus of providing Govt. Notification regarding minimum wages to the Institute lies with the agency / service provider.
- Please refer to the site <https://eprocure.gov.in/cppp/> for Uploading/Publishing the tender documents respectively.

Sd/-

Chairman (Maintenance & Campus Facilities)
National Institute of Technology Durgapur,
Mahatma Gandhi Avenue, Durgapur – 713 209