



**NATIONAL INSTITUTE OF TECHNOLOGY: DURGAPUR**

## **TENDER DOCUMENT**

For Engagement of Service Provider

(ELECTRICAL)

**TENDER No. NITD-MAINT-ChaMaintandCF-SPE-2019-20-02-3rdcall**

Dt.25/10/2019

The bidders shall have to fulfill the criteria of satisfactory execution of works as given below:

- (a) Three (3) similar works, each of value not less than 40% of the estimated cost put to tender, or**
- (b) Two (2) similar works, each of value not less than 60% of the estimated cost, Or**
- (c) One (1) similar work of value not less than 80% of the estimated cost, all above amounts rounded off to a convenient full figure of nearest Rs. 10, in the last 7 years ending on the last day of the month previous to the one in which the tenders**  
**are invited in any Govt. /Semi Govt. /Quasi Govt. /Autonomous bodies. Relevant documents consisting of general tender documents and scope of work including B.O.Q. can also be download from our institute website (www.nitdgp.ac.in). The parties who will participate in the tender are required to deposit the cost of the tender documents in the form of a separate demand draft along with necessary documents.**

**Name of the work: Engagement of Service Provider Electrical 2019-2020**

**Tender No.: NITD-MAINT-ChaMaintandCF-SPE-2019-20-02-3rdcall**

**Dated: 25/10/2019**

**Estimated cost (including GST): INR. 57,79,070/-**

**EMD: INR 1,00,000/-**

**Period of Engagement: Twelve Months**

**Cost of tender paper: INR. 1000=00**

Tenderers have to upload the following scanned documents in the e-Wizard Portal of MHRD <https://mhrd.euniwizarde.com>:

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, Contractor's Electrical 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 (Electrical):**

Sl. No.	Category	Tentative minimum qualification/Experience	Minimum Wage (Basic + VDA) per day (Rs.)
01	Electrician (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. It is mandatory for electricians to have requisite licence.	645
02	Helper (Un-Skilled category)	Should be able to do operations with the persons under Sl. No.1	487
03	Electrician cum D.G. Operator (Skilled category)	Class X pass along with ITI/H.S. passed along with training from reputed D.G. manufacturing company. For both cases the incumbent should have adequate electrical licence and 3 years' experience in A.M.F.,	645

		synchronising panel along with allied equipments	
04	Helper for generator operator (Un-Skilled category)	3 years' experience in assisting electrician cum D.G. operator.	487

- 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. 27.03.2019 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 Electrician + 1 Helper: From 6.00 A.M. to 2.00 P.M. (On all days)
  - b) 1 Electrician + 1 Helper: From 2.00 P.M. to 10.00 P.M. (On all days)
  - c) 1 Electrician + 1 Helper: From 10.00 P.M. to 6.00 A.M. (On all days)
  - d) 1 Electrician cum D.G. operator + 1 helper for generator operator: From 6.00 A.M. to 2.00 P.M. (on all days)
  - e) 1 Electrician cum D.G. operator + 1 helper for generator operator: From 2.00 P.M. to 10.00 P.M. (on all days)
  - f) 1 Electrician cum D.G. operator + 1 helper for generator operator: From 10.00 P.M. to 6.00 A.M. (on all days)
  - g) 1 Electrician cum D.G. operator + 1 helper for generator operator from 8.30 A.M. to 5.30 P.M. / from 2.00 P.M. to 10.00 P.M. (on all days)
- iv) The persons under Sl.No.1 & 3 should be provided with mobile phones 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	<b>National Institute of Technology</b>
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)	Electrical Works
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	25/10/2019
Document Download Start Date	25/10/2019
Document Download End Date	25/11/2019 (18:00 Hrs.)
Date for Pre-Bid Conference	04/11/2019 (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	25/11/2019 (18:05 Hrs.)
Date and Time of Opening of Technical Bids	26/11/2019 (10:00 Hrs.)
Tender Fee	Rs. 1000/-
EMD	Rs. 1,00,000/-
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	<a href="mailto:somnath.karmakar@ce.nitdgp.ac.in">somnath.karmakar@ce.nitdgp.ac.in</a>
ITI Helpdesk Contact No. and mail address	Helpdesk Number - 011-4960 6060 <a href="mailto:ewizardhelpdesk@gmail.com">ewizardhelpdesk@gmail.com</a> <a href="mailto:helpdeskeuniwizarde@gmail.com">helpdeskeuniwizarde@gmail.com</a>  Mr SK Tariq- 7978416916; <a href="mailto:ewizardtariq@gmail.com">ewizardtariq@gmail.com</a>  Mr Siddharth Ghosh – 9355030604 <a href="mailto:ewizardsiddharth@gmail.com">ewizardsiddharth@gmail.com</a>

### **Instructions for Online Bid Submission for e-Tendering:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com> prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at <https://mhrd.euniwizarde.com>

## REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal <https://mhrd.eunivizarde.com> on the link and click on “Bidder Enrolment” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others, which may lead to misuse.
6. Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc .
9. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fee of **Rs. XXXX +** 18 % GST-/ (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once both tender fees are paid, it will be moved to the respective “requested” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

## GENERAL TERMS & CONDITIONS:

The tender should satisfy the following terms & conditions:

1. Earnest Money deposit of Rs.1,00,000.00 (Rupees One Lakh only) exclusively in form of either Banker's cheque or Demand Draft only drawn in favour of "N.I.T. DURGAPUR "and payable at DURGAPUR 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.

<b>Sl. No.</b>	<b>Description of Items</b>
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://mhrd.euniwizarde.com> for Uploading/Publishing the tender documents respectively.
16. The tenderers have to upload necessary documents in <https://mhrd.euniwizarde.com>

**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)	ESIC @ 4.75% (on col. 3)	HA @ 5% (on col. 3)	Bonus (Rs.7000/365 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.	Electrician & Electrician cum DG Operator (Skilled Category)	645	87.78	30.64	32.25	19.18	31.02	44.18	3	893.05	7	6,251.35
2.	Helpers (Unskilled category)	487	66.28	23.13	24.35	19.18	23.42	33.36	3	679.72	7	4,758.04
											Total	11,009.39

B) Total amount quoted for (A) X 365 days= Rs.

**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 quoted amount (INR) = B+C =

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.

**Sd/-**

Chairman (Maintenance & Campus Facilities)  
National Institute of Technology Durgapur,  
Mahatma Gandhi Avenue, Durgapur – 713209