NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL (NITW)

TENDER DOCUMENT

Notice Inviting Tender (NIT)

for

MECHANIZED HOUSEKEEPING SERVICES IN THE HOSTELS OF NIT WARANGAL

Tender No.: NITW/HoR/2024-25/G-91/21/2024-Hostels/35

Date: **25th June 2024**

Bid Submission deadline: 15.07.2024 at 03:00 P.M.

Tender Schedule

1	Date and time of Online Publication/Download of Tenders	25.06.2024	13:00 hrs.
2	Pre-Bid Meeting	05.07.2024	15:30 hrs.
3	Bid submission start date & time	25.06.2024	13.30 hrs.
4	Bid submission close date & time	15.07.2024	15:00 hrs.
5	Technical Bid Opening Date & Time	17.07.2024	09:00 hrs.
6	Financial Bid Opening Date & Time	Will be notified after technical evaluation	

ASSISTANT REGISTRAR (PURCHASE & STORES)
National Institute of Technology Warangal
Warangal –506004 (INDIA)
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GST No.36AACAN7241H2ZK

NIT WARANGAL

Nature of Work: **Mechanized Housekeeping services at NIT WARANGAL**

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1.1 ABOUT NIT WARANGAL:

National Institute of Technology, Warangal, formerly known as Regional Engineering College, was established in 1959. Pandit Jawaharlal Nehru laid the foundation stone for this institute on October 10, 1959, the first in the chain of 31 NITs (formerly known as RECs) in the country. The Institute offers Ten undergraduate programmes (B.Tech.) in engineering, Twenty-nine post graduate programmes (M. Tech., M.Sc., MCA and MBA) in engineering, sciences and management and research programmes in engineering, sciences, humanities, physical education and management. The institute is well-known for its Research and Development, Industrial consultancy, Continuing education and Training programmes for teachers as well as industrial professionals.
NITW is a self-contained residential campus with nearly 6000+ (UG & PG) students apart from nearly 1000+ Ph.D., (Full Time and Part time) Scholars located in a beautiful wooded land of about 248 acres. It is located near to Kazipet at a distance of 3 Kms from Kazipet Railway Station and 12 Kms from Warangal Railway Station. It is located at a distance of 140 Kms from Hyderabad.

2. NOTICE INVITING E-TENDER:

2.1 E-Tenders are invited through the electronic tendering system http://eprocure.gov.in/eprocure/app under a two-bid system for **'Mechanized Housekeeping services on contract basis at NIT WARANGAL'** from registered contractors/firms/cooperative societies of highly reputed, well established, professional housekeeping bidders, capable of providing manpower, equipment and materials/consumables for housekeeping services according to terms and conditions given in tender form.

2.2 Visit to the Campus: Bidders are advised to visit NIT WARANGAL premises on any working day between 10:00 hrs and 17:00 hrs to know the site conditions and ascertain the nature and quantum of work before tendering. This will also help him to know the site conditions, full implications of the assignment proper assessment of the work. The cost of visiting the site shall be borne by the bidder. Failure to do so will not absolve the bidder of his responsibility to carry out the work as specified in the Tender Documents. In any case, it will be presumed that they have visited and satisfied themselves before quoting. For any help in this regard, contact chiefwarden@nitw.ac.in

2.3 Quoting reasonable lower rate of Service Charge: The bidder has to quote a service charge that should take care of TDS, expenditure towards manpower, machines, cleaning materials/consumables, uniforms, identity cards, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge shall not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers. Quoting of unduly lower rate of service charges is thus discouraged.

2.4 Decision on reasonability of service charge: The Institute reserves the right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding. No representation in this matter will be entertained and replied to.

2.5 Bid validity: The bid will remain valid for 180 days from the date of opening as prescribed by NIT WARANGAL. A bid valid for a shorter period shall be rejected, being non-responsive.

2.6 The Tender Document can be downloaded from the Central Public Procurement (CPP) Portal http://eprocure.gov.in/eprocure/app or the Institute Website https://www.nitw.ac.in/tenders and the bid is to be submitted online only through the e-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

2.7 The Tenders received after the due date/time will not be considered under any circumstances, those stand summarily rejected.

2.8 Technical Bid and Financial Bid should be submitted in the E-procurement portal.

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Any queries relating to the process of online bid submission or queries relating to the CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk.

1	Date and time of Online Publication/Download of Tenders	25.06.2024	10:45 hrs.
2	Pre-Bid Meeting	05.07.2024	15:30 hrs.
3	Bid submission start date & time	25.06.2024	11.00 hrs.
4	Bid submission close date & time	15.07.2024	15:00 hrs.
5	Technical Bid Opening Date & Time	17.07.2024	09:00 hrs.
6	Financial Bid Opening Date & Time	Will be notified after technical evaluation	

2.9 **Pre-Bid Meeting:** A pre-bid meeting will be conducted in the CDC Meeting Room, Left Wing, Administrative Building, NIT WARANGAL on **20.05.2024 from 15:30 to 16:30 hrs**. All prospective bidders may participate in the meeting and clarifications of all the queries will be given during the Pre-Bid Meeting. No queries will be entertained after the Pre-bid meeting. **It is advised to all prospective bidders that they may complete the site visit before the pre-bid meeting.**

2.10 In the case of multiple bidders emerging as the lowest bidder (L1), the contract will be awarded to the bidder who has successfully executed similar kind of mechanized housekeeping service contracts of higher values for the last five years based on the supporting documents like certificate of experience, successful completion certificate, etc. submitted along with tender.

2.11 All the corrigendums/addendums related to this NIT will be uploaded on the Institute website and CPPP portals. All the prospective bidders are expected to watch the websites at regular intervals.

2.12 The Director, NIT WARANGAL reserves the right to:

i. Reject any or all the tenders without assigning any reason whatsoever.
ii. Not bind himself to accept the lowest or any bid, and
iii. Accept the whole or any part of the bid and the bidder shall be bound to perform the same at the rates quoted.

2.13 Canvassing in connection with tender/quotation is strictly prohibited.

Sd/-
ASSISTANT REGISTRAR (PS)
For and on behalf of the Director, NITW

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3. SCOPE OF WORK:

PART – A: CLEANLINESS

3.1 The successful bidder shall have to maintain cleanliness and aesthetic looks in the NIT WARANGAL administrative, academic, hostel, residential buildings and all the surrounding areas by maintaining pleasant odour and cleanliness on every day by keeping them in hygienic & sanitary conditions of a high standard as per contract.

3.2 The **approximate areas of buildings** to maintain cleanliness are mentioned below in Table-'A'.

The areas of cleaning indicated below are purely approximate and likely to vary up to any limit.

S. No.	Name of the Building	Circulation Area (Sq. m)	Carpet Area (Sq. m)	Toilet (Units)	Techno Sweeping Area (Sq. m)	Technical Services Area (Circulation area + Carpet Area) (Sq. m)
1	Ramappa Hall of Residence	21586.10	18853.76	694	12290.00	40439.86
2	International Hall of Residence	3194.78	2736.64	374	4808.47	5931.42
3	Priyadarshini Hall of Residence	8611.1	5724.85	159	12889	14335.95
4	Vishwesvaraya Hall of Residence	544.97	771.19	16	1262.5	1316.16
5	Bose Hall of Residence	601.728	833.328	18	700.533	1435.056

3.3 Areas & premises to be cleaned are the buildings and surroundings of Hostel, Roads, Tracks, Pathways, Offices, Play Fields, Circles/ Chowks, Rooftops, Overhead Tanks, Sewerage Lines, Security Barracks, entrance gates, all other constructed buildings and surrounding areas.

3.4 Within Hostel buildings, Housekeeping Services shall include cleaning of Flooring, Lifts, Steps, Railings, Toilets, Furniture, Fixtures, PCs, Fans, Almira's, Drawers, Chairs, Doors, Windows, glass surfaces, Machines, Drinking Water coolers with purifiers, Curtains, Blinds, Foot mats, Dustbins, Flag Posts, etc.

3.5 Important Do's and Don'ts on polished concrete floor while cleaning and General Guidelines for Maintenance of SS Doors, Panels, and Ceilings in Lifts are given in **Appendix-I and Appendix-II**. Standard Operating Procedures (SOP) for cleaning various items in the offices and washrooms are given in **Appendix-III**. The bidder has to study before the date of start and comply with the SOP as per site requirements. Any SOP that is not placed shall also be prepared and get approved.

3.6 The frequency of housekeeping services/cleaning process is required as per the tender terms and conditions. The buildings as well as surrounding areas have to be maintained as dust free and stain free. **The guidelines and details of activities of housekeeping services/cleaning process as per frequencies are mentioned below.** However, the cleaning may have to be done more frequently, on a required basis, on the instructions of the Officer-in-Charge for which no extra charges shall be paid.

Mechanized and manual cleaning of floors should be done wherever it is required as per Tables above mentioned table.

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Details of activities of Housekeeping services to be performed in various Halls of Residences and their frequency

Table B

S. No.	Type of Building	Activities	Frequency
1	**(A) Halls of Residences**	(1) Sweeping / Cleaning of all open circulation area inside and outside the building.	Twice a day (Morning and afternoon)
		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water in all the circulation area inside the building and cleaning of S.S. Railing	Twice a day (Morning and afternoon)
		(3) Washing of all open circulation area inside the building with water mixed with detergent/ phenol etc.	Thrice a Week (every alternate day)
		(4) Mechanical cleaning of floors by Machine	Once in a week
		(5) Deep Cleaning of toilets	Thrice a day
		(6) Washing of floors and wall tiles of toilets with detergent/phenol	Daily once a day
		(7) Cleaning of glasses(glazing) from outside & inside, removal cobwebs Note:- Open circulation area, inside the hostels consists of Study room, Warden Room, Meeting Room or any other area (except Hostels rooms)	Once in a month
		8) i) Washing and scrubbing of floors ii) Cleaning storm water drains and water pipes. iii) Cleaning of overhead tanks	Fortnightly
		9) i) Cleaning of all drainage pipes including those of toilets. ii) Cleaning of drains and manhole lines connected from all types of hostel buildings to the main drains and sewer line and underground sewer lines. iii) Removal /cleaning of vegetation growth on the walls and roofs and in the open areas around the buildings. iv) Sewage drain blockage. Removal of Malba obtained after cleaning of Sewer line and Storm water drains.	Monthly

Note:

i. Toilets & urinals including floors to be cleaned regularly and continuously **at every two hours throughout the day** with phenyl and other disinfectants. A suitable number of female cleaners should be deployed to take care of cleaning works of ladies toilets and ladies rooms. Only male workers should be deployed to clean the Gent's toilets in the premises and only female workers to clean ladies toilets. The toilets should be cleaned every day with utmost care and by placing naphthalene balls, toilet rolls, liquid soap, handwash, air fresheners, etc. procured by the contractor.

ii. Removing of cobwebs and dusting is to be done on a regular basis in all furniture, almirahs, cupboards, partition walls, doors, windows, notice boards, flower vases & pieces of decoration, and other materials available in the hostel buildings of the NIT WARANGAL.

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iii. Porcelain fixtures are to be cleaned with soft cleaning materials like liquid soap, Harpic, etc. as mentioned in Table-D under of the Tender.
iv. To spray room fresheners/perfume to maintain pleasant odour as and when required at important locations.
v. To attend, clean and remove chocking of drains, sanitary fixtures, manholes and underground sewer lines, whenever required for smooth functioning and as directed by Supervisor/Officer-in-charge of the Institute.
vi. Thorough cleaning of rooms with floor cleaning disinfectant etc. as may be required and as directed by Supervisor/Officer-in-charge of the Institute.
vii. Thorough cleaning of dirty passages, approach road, and entrances of buildings.
viii. Daily collection of waste from the different buildings and places of NIT Warangal and proper dumping in specified place as per instruction of the Supervisor/Officer-in-Charge of the Institute.

3.7 The Housekeeping/cleaning services should be started daily as per duty timings mentioned in the tender document. The contractor has to follow all the instructions of the Officer-in-Charge. However, in case of emergency work, if more workers are required on site for cleaning etc. the same will be made available at no extra cost. The decision of the Officer-in-Charge shall be final and binding in this regard.

3.8 Duty Timings for the Housekeepers are given below. The same may be changed by the institute Officer-in-Charge if there is a need to further improve hygiene and sanitation. Entry regarding cleaning services performed shall be made in a register kept for the purpose for each building and countersigned by the concerned incharge. **Cleaning services shall be provided during the period of contract (excluding vacation period). During Vacation period Institute may utilize the services as per the requirement and payment will be made for the services utilized, if any.**

a. General Duty Hours: 9:00 AM to 5:30 PM
b. First Shift Duty Hours: 6:00 AM to 2:30 PM

3.9 The detailed technical schedule for Mechanized Housekeeping Services along with the details of machines, materials to be used (with specified brands & makes) and frequency of various cleaning operations required to be carried out shall be adhered as per the tender document.

3.10 The detailed technical schedule for Mechanized Housekeeping Services along with the details of machines, materials to be used (with specified brands & makes) and frequency of various cleaning operations required to be carried out shall be adhered as per the tender document.

3.11 No machinery/equipment shall be supplied by NIT WARANGAL. All the required equipment, appliances and tools have to be mobilized by the contractor.

LIST OF BARE MINIMUM REQUIRED EQUIPMENTS & TOOLS TO BE ARRANGED BY THE CONTRACTOR (This is not an exhaustive list)

Table – 'C'

Sr. No.	Description of the Equipment	Quantity required	Penalty per equipment per day (if not available/ out of order)
1	Battery Ride on Scrubber Drier	5	Rs. 1000/-
2	Wet & Dry Vacuum Cleaner 1350watt, VAC-50 N with Pneumatic auto ON/OFF, Auto clean & Blower Function. Make:- From any reputed brand	3	Rs.1000/-
3	Vacuum Cleaner Eureka Forbes 400 Watts Make:-From reputed brand (VANTRO)	3	Rs.500/-

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4	High Pressure jet 3600 Psi Make:- From reputed brand (VANTRO, Agaro)	2	Rs.1000/-
5	Double Bucket / wringer trolley with press (with mop) Make:- From reputed brand (TARGET)	70	Rs.300/-
6.	Single disc scrubber 4HP (Battery made) Make:-From any reputed brand	6	Rs.700/-
7	Scrubber drier with floor brush battery (Roots Scrub RS-800) Ride	2	Rs.500/-
8	Flexible Chrome Drainage Cleaning Rod as per specification:20 meter +/- 1 meter long	6	Rs.500/-
9	Sewer Rodding Machine	1	Rs. 500/-
10	Multifunctional Telescopic Ladder	6	Rs. 500/-
11	Grass Cutter machine (With fuel/Battery)	6	Rs. 500/-
12	Climbing harnesses of good quality with rope	2	Rs. 500/-
13	Sanitary Napkin Incinerator Standard	4	Rs. 1000/-
14	Pipes 50 meters	4	Rs.500/-
15	Phawra/Belcha	6	Rs.100/-
16	Drati for cutting grass	15	Rs.100/-
17	Draat for cutting tree branches	2	Rs. 100/-
18	Wheelbarrows	3	Rs.200/-
19	Pick Axes	6	Rs.100/-
20	Electric extension board with 30 meters of electric wire	2	Rs. 300/-
21	Wood Planer	2	Rs.100/-
22	Chisel Set	2	Rs.100/-
23	Hammer	7	Rs.100/-
24	HACKSAW FRAME	4	Rs.100/-
25	HACKSAW BLADE	7	Rs.100/-
26	SREW DRIVER BIG	6	Rs.100/-
27	MEASURING TAPE 5 MTRS	3	Rs.100/-
28	ADJUSTABLE WRENCH	3	Rs.100/-
29	PIPE WRENCH	3	Rs.100/-
30	SCREWDRIVER SMALL	10	Rs.100/-

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31	CUTTING PLIER	9	Rs.100/-
32	MONKEY PLIER	3	Rs.100/-
33	SAFETY HELMET	5	Rs.100/-
34	WIRE STIPPER	6	Rs.100/-
35	SCREW DRIVER SET	6	Rs.100/-
36	TESTER	6	Rs.100/-
37	Drill Machine Bosch	3	Rs.500/-
38	Drill bit Set Bosch	3	Rs.300/-
39	Garden Scissor Big	2	Rs.200/-
40	Garden Scissor Small	2	Rs.200/-
41	Ball Pen Hammer	3	Rs.100/-

Note:

a. The successful bidder will have to submit the price justification matching with their price in the BOQ, along with rates of the aforementioned items before award of work & the same will be part of the Contract Agreement.
b. Bidder shall provide all connecting Cables, Extension Cords, Switch Boards, tools and tackles etc. required for operating above mentioned Machines. The required water and electricity will be provided by the Institute free of cost.
c. The cost of Machines, Repair, Maintenance, Training of Staff, Fuel requirement etc. shall be borne by the Bidder under his own arrangements and expenditure.

3.11 The sweeping/cleaning/scrubbing/vacuum cleaning/buffing etc. all shall be carried out by machines wherever it is mentioned. However, in exceptional cases where cleaning is not possible with machines, manual cleaning will be permitted.

3.12 The contractor shall ensure that all the machinery that are provided to the Institute by the contractor in accordance with the terms and conditions of the tender document are always running conditions. There will be no down time acceptable and hence **at least one machinery should always be available as standby**. However, in cases of machine break-down, it shall be the responsibility of the contractor to provide immediate replacement of the machinery with the similar technical specifications/ brand.

3.13 The contractor shall exercise adequate supervision to reasonably ensure proper performance of Mechanized Housekeeping Services in accordance with Schedule of Requirements.

3.14 The contractor shall ensure that trained housekeeping staff are deployed for operating the machinery for cleaning, vacuuming etc. The contractor shall also ensure that the annual maintenance of the machinery is appropriately awarded by them to the authorized agencies for maintenance of the machinery in Client's Office. The contractor shall be required to provide workable machinery with the updated models / brand in force on the consent of the Institute.

3.15 Equipment and tools mandated in this tender shall be maintained by the contractor in serviceable condition all the time. Use of equipment like vacuum cleaner, scrubbers, hydro jets, telescopic ladders so as to reach inaccessible areas for cleaning of glass or vegetable growth on the roof, flexible rodding equipment, for de clogging sewage lines, etc. is considered inherent in housekeeping service. Such tools and equipment as necessary shall be maintained by the contractor on the institute premises readily available and in functional condition.

3.16 Tree Leaves collected during sweeping from the roads, road berms, open spaces etc. will not be burnt. All leaves collected would be disposed off at prescribed sites for bio

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decomposition. This will be followed even in summer and winter where leaves collected would be more. Tree Leaves on the streets should be heaped in a place for lifting instead of brooming into the hedges. The heaped of tree leaves shall be lifted on the same day.

3.17 The contractor will ensure the cleanliness of the bins in the drop sites and also the area around it.

3.18 Housekeeping Service includes machine enabled cleaning, sweeping, wiping, dusting, moping, freshening, garbage collection, segregation & disposal of garbage, vacuum cleaning, disinfecting, polishing, scrubbing and such other tasks.

3.19 The persons deployed for work should not be involved in any politics and any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.

3.20 The workers deployed by the Contractors shall maintain personal hygiene and wear prescribed uniforms while on duty. They should behave politely and amenable to discipline and should be reliable, trustworthy, alert and efficient.

3.21 The contractor's workers will be present on the premises and carry out duty for entire working hours of a shift excluding lunch recess in shifts / staggered duties as assigned by competent authorities.

3.22 The workers should maintain office decorum and discipline and behave politely with the faculty, staff, students, and guests. They should not argue with anyone.

3.23 If in the opinion of the NIT WARANGAL authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive to retaining them for the work, he/she should be replaced immediately. In case of any complaint or any unusual behaviour of the worker, he/she should be replaced within 2 days after receipt of intimation from the Institute.

3.24 In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by the NIT WARANGAL and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.

3.25 The NIT WARANGAL through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.

3.26 The services of employees of Contractor should be made available on all days on six day week basis irrespective of holidays and on Sundays, if required.

3.27 The Contractor should not be an employee of NIT WARANGAL, or any other central/state Government. He should submit a declaration to this effect.

3.28 The Contractor and his staff will make their own residential arrangement outside the premises of the NIT WARANGAL. No one will be granted permission to stay in the Institute during the night or during non-functional hours.

3.29 Collection of Garbage from the dustbins placed in specified locations in all the Halls of Residence of NIT Warangal and disposal of the same at the approved municipal site at Rampur, Kazipet, Hanumakonda (Telangana State) (which is at present 15 Kms. Approximate from NIT Warangal campuses) is the responsibility of the agency providing these Services on a daily basis. Bidder is advised to consult the Greater Warangal Municipal Corporation (GWMC) for proper execution.

3.30 The service of the workers is required on all days in a month irrespective of holidays and they should be prepared to work on shifts as may be required. The Contractor has to ensure proper attendance and proper weekly off of the personnel deployed.

3.31 The Contract personnel shall undergo medical examination at the expense of the Contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Institute.

3.32 The engagement of personnel by the contracting firm/organization will solely be at their discretion, as per usual norms and qualifications and in no way make them entitled to any job or employment or permanency or any incumbency status in NIT WARANGAL.

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3.33 **Washroom cleaning checklist:** The contractor should prepare a washroom cleaning checklist which is comprehensive and covers all key items like clean & tidy of washbasins, urinals, commode, mirrors, taps, etc. Checklists should be displayed neatly in each washroom. *The sample checklist is given below:*

	Washroom Cleaning Checklist									
	Check stock			Clean and Tidy					MOP as required	
Dt:	Liquid hand wash	Feminine Hygiene	Air Freshner	Wipe Sink& Fittings	Wipe Mirrors	Check / wipe toilets	Pick up Litter	Empty Bins	For Clean Floors	Signed by
Supervisor Inspection										
9.00 A.M.										
Supervisor Inspection										
02.00 P.M.										
Supervisor Inspection										
05.00 P.M.										
Deep Cleaning										
Tick box only if an item has been restocked or completed										
Report any faulty or broken items to your supervisor as soon as possible										

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PART – B: UNIFORM FOR HOUSEKEEPING WORKERS

3.38 The contractor, with its own cost, should provide the uniform to the housekeeping staff and the same shall be provided within one month of signing of the contract from out of his service charges. The uniform design/sample shall be vetted with NIT Warangal prior to its supply. **No amount for providing uniform, shoes, gloves, ID cards etc. should be taken from the workers in any way.** The following items as a part of the uniform are to be provided by the contractor:

3.39 Over coat with company name on back side.

3.40 Shoes for male and female workers, Socks (Two pairs to each category workers).

3.41The staff shall always remain in proper uniform. Else, penalty will be levied.

PART – C: MATERIAL AND CONSUMABLES

3.42 The Materials and Consumables as mentioned below are to be supplied by the contractor each month during the period of the contract:

Table – 'D'

Sl. No.	Item Name	Brand Names	Quantity / month	Unit	Penalty Amount Per item Per Day
1	Detergent (In Kgs, 1 kg packet)	Tide, Wheel, Sunlight	10	Kgs	Rs.100/-
2	Odonil (50 grms pkt)	Odonil	250	50 grams Pkt.	Rs.100/-
3	Napthalene Balls (In Kgs)	Bengal Chemicals	30	Kgs	Rs.100/-
4	Scented Phenol (In litres)	Taski, Clinzo, Trishul, Domex or equivalent	300	Litres	Rs.100/-
5	Hard Surface Cleaner - R2 (In litres, 5 Litre jar)	Taski (Diversy)	150	Litres	Rs.500/-
6	Toilet Cleaner - R6, Harpic (In litres, 5 litre jar)	Taski R6 Toilet bowl cleaner, Harpic, Lizol, Domex or equivalent	500	Litres	Rs.500/-
7	Hand Wash (In litres, 5 litre jar)	Dettol, Savlon, Lifebuoy, Diversy Softcare Premium Blossom Handwash	300	Litres	Rs.100/-
8	Antiseptic Liquid (1 litre Bottle)	Dettol, Savlon or equivalent	5	Litres	Rs.500/-
9	Mosquito repellent Spray (400 ml), Rodent Killer (Any brand)	Mortein, Baygon, Hit	50	400 ml bottle	Rs.500/-
10	Air Freshener Solid	Airwick, Odonil, Godrej, Ambipur or equivalent	200	Pcs	Rs.100/-
11	Glass and Surface Cleaner Liquid Spray (500 ml jar)	Diversey All-purpose cleaner, Collin, Taski, or equivalent	80	500 ml bottle	Rs.500/-
12	Stainless Steel Polish D 7 (In litres, 5 litre jar)	Taski (Diversy)	10	Litres	Rs.500/-
13	Toilet Cube (12 pcs per box) for ISH	Sani Fresh	100	Packet (12 pcs)	Rs.100/-
14	Biodegradable Garbage Bags (extra Large)	Certified Brand	100	Kgs	Rs.500/-
15	Biodegradable Garbage Bags (Large)	Certified Brand	180	Kgs	Rs.500/-
16	Biodegradable Garbage Bags (Small)	Certified Brand	1800	pcs	Rs.500/-
17	Bleaching Powder (1 kg packet) Once in six months	Bengal Chemicals	50	Kgs	Rs.500/-
18	Carbolic Acid (100 ml bottle) Once in a year	Certified Brand	200	100 ml bottle	Rs.500/-

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19	Hand Wash Dispenser	Good Quality	As required	100 ml Bottle	Rs. 200/-
20	Coconut Brooms	Good Quality	50	Nos	Rs.50/-
21	Soft Brooms	Good Quality	80	Nos	Rs.50/-
22	Scrubbing Pad	Stainless Steel (Strips / Wool)	100	Nos	Rs.50/-
23	Toilet Brush	Taski or equivalent	40	Nos	Rs.50/-

Note:

i) As per GRIHA requirement, ECO friendly chemicals shall be used.

ii) The above requirement is only tentative and may increase or decrease depending upon the volume of work, functional requirements etc. Any additional requirement shall be communicated to the contractor at the sole discretion of NIT WARANGAL which will be final and binding as and when the need arises during the period of the contract.

3.43 All materials/consumables and other related items are to be provided by the contractor. Items shall be branded and of ISI mark and in conformity with the specification/makes keeping in view quality/standard after discussion and finalization with Officer-In-Charge. The firm shall procure consumables by 5th of every month after checking the requirement with the Officer-In-Charge and store them at Institute on monthly basis. **The management of stock of consumables and its further distribution will be handled by NIT WARANGAL**. The stores are to be replenished timely. Any under/over utilization will be assessed at the month end and quantity be procured accordingly.

3.44 **NIT WARANGAL has buildings with a variety of flooring which needs to be cleaned with proper care.** The right housekeeping materials should be used for cleaning the floors to protect the glossing. Based on experience and usage, NIT Warangal has assessed a certain minimum quantity of consumables required. The quantity of supplied items in no way shall be less than the minimum quantity specified in 'Table – D'.

3.45 All material required for housekeeping as given in the tender will be procured by the contractor and will be issued as per the requirement to maintain the hygiene and cleanliness in the hostels of NIT WARANGAL campus.

3.46 **TRAINING:**

3.46.1 The successful Bidder shall be responsible for carrying out and providing periodic and daily skills training to perform daily tasks. No staff shall be allowed to perform any task unless they are completely trained and competent enough to perform the assigned task.

3.46.2 In addition to initial training as mentioned above, the successful Bidder shall be responsible to provide refresher training to its employees at minimum one day per quarter to each employee and the successful Bidder shall submit the proof for the same.

3.46.3 The successful Bidder shall provide below mentioned trainings at the time of induction of each employee and all awareness trainings and all expenses shall be borne by the successful Bidder.

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Sl. No	Training Topic	Frequency
1	Personal Grooming & Hygiene/ Behavioral Training, Usage of PPE (if required)	Quarterly
2	Usage of Cleaning Agents and Dilution ratios	Quarterly
3	Housekeeping Procedures – SOPs & Manuals (Various washrooms Cleanings and its timings, Cleaning of creches, Floor & Fixtures Cleaning, Cross Contamination & Colour Codes, Deep Cleaning etc.)	Bi Monthly
4	Machinery Usage, Cleaning of tools & Equipment	Quarterly
5	On Job Training	Monthly
6	Lost & Found Procedure	Quarterly
7	Awareness on Integrated Management Services (QMS, EMS, OHSAS, BCM, EnMS)	Half Yearly
8	Waste Management & Disposal (Collection, Segregation, Transportation, Disposal etc.)	Quarterly
9	Fire Safety Training (In times of emergency)	Yearly

4. PERIOD OF CONTRACT:

4.1 The contract will be initially for a period of **two years** from the date of award of work. The NIT WARANGAL may renew/extend the contract to such further period (s), as it may deem proper and, in any case, not exceeding three years from the date of commencement of work, having regard to the quality and manner of the contractor's performance. However, it shall be made effective with consent/written request of the contractor and final decision of the NIT WARANGAL in this regard.

4.2 The Bidder shall collect Form No. III with Work Order from NIT WARANGAL and apply for Labour License so as to receive the same from office of Regional Assistant Labour Commissioner. The valid labour license should be submitted by the Bidder within one month from the date of commencement of the contract. Same shall be renewed well before expiry date.

4.3 If the contract is renewed by the Institute based on the performance of the contractor, the contractor shall not claim an increase in the service charges. Only increase in the minimum wages, as and when increased by the Government will be payable.

4.4 There will be no change in the machinery rent during the contract period.

4.5 Only the actual amount will be paid for the materials/consumables purchased during every month as per the Table-D. Any additional requirement shall be communicated to the contractor at the sole discretion of NIT WARANGAL which will be final and binding as and when the need arises during the period of the contract.

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5. TENTATIVE REQUIREMENT OF HOUSEKEEPING PERSONNELS AND INSTRUCTIONS:

5.1 The following Unskilled/Semi-Skilled/Skilled/Highly Skilled Housekeeping personnels will be required to work in NIT WARANGAL under the contract:

Category	Required strength	Competency	Criteria
Supervisors (Skilled)	04	Age	25 years to 50 years
		Minimum Educational Qualification	Graduate
		Experience	Min 2 yrs. as a Housekeeping Supervisor
		Language	Telugu, Hindi & English
		Skillset	Computer knowledge, thorough knowledge on Housekeeping Standards & Procedures, Operation of all types of Cleaning Machineries & Access Equipment
Technicians (Semi-Skilled)	08	Age	18 years to 55 years
		Minimum Educational Qualification	ITI/Diploma in Electrical/Plumbing/Fitter or above in the relevant discipline.
		Experience	Min 2 years as a Technician
		Language	Telugu, Hindi & English
		Skillset	Relevant Work Experience in Electrical/Plumbing/Fitting.
Cleaning Workers (Un-Skilled)	48	Age	18 years to 55 years
		Minimum Educational Qualification	Any
		Experience	Preferably having experience in housekeeping services
		Language	Telugu and preferably Hindi
		Skillset	Basic knowledge on Housekeeping Standards & Procedures & Cleaning Machinery Operations
TOTAL	**60**	--	--

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Note: *The above requirement is only tentative and may increase or decrease depending on the volume of work, functional requirements etc. Any additional requirement/variation of Housekeeping including qualifications shall be communicated to the contractor at the sole discretion of NIT WARANGAL which will be final and binding as and when the need arises during the period of the contract.*

5.2 The contractor should ensure a minimum of 140 personnel (tentative required strength of workers) on any day to meet the contractual obligation and arrange a pool of standby manpower (relievers) in place of absentees. However, the number of man days shall not exceed the maximum number of man days in any month i.e., total strength X 26 days.

During special occasions/celebrations, additional manpower shall be provided based on the requirement of the Institute on a payment basis at the same rates fixed for various categories of workers.

5.3 **Posting of Authorized Representative:** The Contractor is required **to post his authorized representative at the site of the work on his own cost** who shall receive the instructions from the Officer-in-Charge from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

5.4 The authorized representative of the contractor shall report on all matters concerning the above work to the Officer-in-Charge through Chief warden. The authorized representative deputed by the contractor will act as a liaison officer between the contractor and the Institute and will be responsible for the day to day working of the staff deputed by the contractor, their attendance and other relevant jobs.

5.5 **The Manager and Supervisors** employed by the contractor shall be responsible to extract work, manage work, maintenance of accounts of cleaning items, and for interaction with officer-in-charge for the upkeep of the complex. He should maintain account of materials taken outside the premises and brought back. These materials can be taken outside only with the approval of Officer In-charge or higher authorities. The Manager and Supervisors shall also be responsible to allocate duties and extract the work from the workers. The Manager shall be of a Postgraduate level and Supervisors shall be of a Graduate level and above and fluent in English and regional language, both writing and spoken. Knowledge of Hindi is preferred.

5.6 The Agency shall maintain a biometric attendance facility at the designated offices and attendance register as a backup in each Hall of Residence. Daily attendance and occasional surprise checks to penalize absenteeism of the housekeepers shall be carried out by the institute Hostel office staff.

5.7 The persons deployed by the successful bidder/contractor under the contract shall be the employees of the bidder/contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the bidder/contractor (who is answerable to the Competent Authority of NIT WARANGAL or her/his representative) and in no case, shall an employer-employee relationship accrue/arise implicitly or explicitly between the said persons and NIT WARANGAL.

5.8 The bidder, if selected, shall not be allowed to lease, transfer, assign, pledge or sub contract the whole or any part of the contract to anybody its rights and liabilities under this contract to any other contractor after the award of the contract.

5.9 The contractor will not allow or permit its employees to participate in any trade union activities or agitation on the premises of the institute. Forming or joining of any Union/Association by the workers of the contractor is strictly prohibited.

5.10 The contractor will provide and update the list of housekeepers with full particulars such as age, parentage, address, etc. at the commencement and during the operation of the contract. The certificates of education and experience of the Manager, Supervisors, and Attenders shall be submitted. No housekeeper shall be deployed without consulting the officer-in-charge.

5.11 The work in general shall be carried out in accordance with the Specifications and as per directions of NIT WARANGAL.

5.12 The contractor shall thoroughly acquaint and study carefully site conditions, working conditions, the materials, machines, equipment, specifications, frequencies of different operations and conditions of the tender document and to get clarifications and explanations, if required, from the Officer-In-charge/ Chief warden to fully appreciate the scope of work before quoting his rates.

5.13 The contractor is required to execute all the items of Mechanized Housekeeping work wherever it is necessary for all floor heights & levels for which nothing extra shall be paid. Unless otherwise provided in the rates tendered by the tenderer, all the rates shall be all inclusive and shall apply to all heights, lifts, leads and depths of the building and nothing extra shall be payable to him on this account.

5.14 The information mentioned in the tender documents is being furnished for general information & guidance only. The Officer-in-charge in no case shall be held responsible for

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the accuracy thereof or interpretations or conclusion drawn there from. The bidder shall verify such data to his entire satisfaction before quoting the rates and the interpretation by the Institute in respect of all matters shall be final and binding.

5.15 The contractor shall take all precautions not to disclose, divulge and/or disseminate to any third party any confidential information, proprietary information on the Institute business or security arrangements (including but not limited to the Assignment instructions, Schedules and other subsequent Arrangements) and/or business of the Institute. The obligation is not limited to any scope and the contractor shall be held responsible in case of breach of the confidentiality of the Institute's information.

5.16 If the contractor receives enquiries from Press/Media/Radio/Television or other bodies/persons, the same shall be referred by the contractor to the Institute immediately on receipt of such queries.

5.17 The contractor shall ensure the best quality work in a planned and time-bound manner. Any substandard material work beyond set out tolerance limits shall be summarily rejected by the Officer-in-Charge.

5.18 Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at its own expense. The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services. The contractor shall execute its work in such a manner that no damage is made to the existing structure or any property of the Institute.

5.19 No assistance of any kind shall be made available by Institute for the purchase of equipment, machinery, sanitary items of any kind or any other items required to be carried out in execution of work.

5.20 The contractor has to ensure that the services are not disturbed either due to absenteeism or due to the willful act of its staff. Maximum care and precautions shall be taken to avoid any system breakdown. In case the workforce deployed by the contractor resort to any kind of industrial action, the contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.

5.21 The Institute reserves the right to immediately step in and to carry out a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the contractor without resorting to the formalities of issuing notices, etc., for rescinding the contract and the contractor would have no claim for compensation in such cases.

5.22 The contractor will be responsible to ensure adequate training regarding safety of individual housekeepers and others during performance of housekeeping services and use of equipment necessary so that quality of service is satisfactory.

5.23 The contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years and more than 60 years. Further safety markers for wet floor and notices outside washrooms while cleaning is in progress shall be placed. It will be ensured that wastage of water and other materials is avoided failing which penalty may be imposed.

5.24 None of the employees of the contractor shall enter into any kind of private work at different locations during working hours.

5.25 All letters posted to Contractor at the E-mail address given by him will be considered to have been delivered in time.

5.26 **Requirements of Licenses**

a. The contractor shall be holding all relevant valid licenses for providing the service. The contractor shall ensure that all the relevant licenses/registrations/permissions which may be required for providing the services are valid during the entire period of the contract failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the contractor to NIT WARANGAL on demand.
b. The contractor shall comply with all the legal requirements for obtaining license under The Contract Labour (Regulations and Abolition) Act, 1970 if

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any at his own part and cost. The requirement shall be depending up on the number of persons engaged for the organization in terms of the provisions of the relevant act.

c. The contractor shall maintain all statutory registers required to be maintained as per licence provisions under the law and shall produce same on demand to NIT WARANGAL or any other authority under the law.

5.27 **Legal Status**

a. The contractor should have a legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well has had registration for income tax.
b. The contractor shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other contractor or organization by whatever name be called without the prior written consent of the Authority of NIT WARANGAL.
c. For all intents and purposes, contractor shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the contractor shall not have any claim whatsoever like employer and employee relationship against NIT WARANGAL.
d. The persons deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
e. The NIT WARANGAL will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the contractor. The employees as well as the contractor shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which NIT WARANGAL would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the contractor.

5.28 **Indemnity**

a. The NIT WARANGAL will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the contractor.
b. The employees as well as the contractor shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the NIT WARANGAL would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the contractor.
c. The NIT WARANGAL shall not be responsible for any financial loss or any injury to any person deployed by the contractor in the course of their performing the functions/duties, or for payment towards any compensation.

6. EARNEST MONEY DEPOSIT (EMD)/BID SECURITY/DECLARATION DETAILS:

6.1 EMD Amount - Nil. However, as per GOI guidelines (OM No. F.9/4/2020-PPD, dated 12.11.2020) bidders are required to submit 'Bid Security Undertaking' in lieu of EMD (Annexure-IV).

6.2 Note: Tender fee (Nonrefundable) Demand Draft should be submitted to:

"Assistant Registrar, Purchase and Stores Section
National Institute of Technology Warangal (NIT Warangal)
Warangal – 506004, Telangana State, India"

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6.3 The Bidders will have to upload a scanned copy of Payment details towards tender fee and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. (As per the format attached in **Annexure – I**).

7 ELIGIBILITY CRITERIA:

The bidder who fulfills the following requirements shall be eligible for bidding. A conditional offer will render the bid automatically invalid.

7.1 The bidder should be a registered contractor/firm/cooperative society of highly reputed, well established, professional housekeeping organisation, capable of providing manpower, equipment and materials/consumables for housekeeping services and should furnish the proof of his/their experience for providing mechanized housekeeping services successfully in reputed Central Government Educational Institutes/Public Sector Undertakings/Central Government funded R&D Organizations/Airports/Metro Stations. Proof of the same shall be uploaded with the bid.

7.2 The bidder should be recognized / registered with Govt. of India/State Govt. for providing Manpower Services. Bidder should have a valid labor license from License issuing authority under the provision of Contract Labour Act, 1970 and Contract Labour Central Rules, 1971 (copies of relevant certificates / license should be submitted).

7.3 The bidder should be ISO certified for housekeeping services. Proof of valid certificate shall be uploaded with the bid.

7.4 The bids of the firms already having one / more running contract(s) with the Institute (NITW) will not be considered. As the Institute has adopted the policy of "One Licensee One Contract". Due to this concept, if the bidder already having a running contract of any kind (security / housekeeping / manpower) with the Institute, his/her bid will not be considered for award of contract and will be rejected at technical evaluation stage only.

7.5 Bidder should have satisfactorily completed/executed at least three contracts of similar nature during the last five years, of each contract worth INR not less than three crore in a Central Govt. Ministry / Department / reputed Central Government Educational Institutes like IITs or IISC or or IISERs or NITs or Central Universities / CFTIs/ CPSUs/ /Airports/Metro Stations. Proof of the same shall be uploaded with the bid. **"Similar work" shall mean works of Mechanized Housekeeping services.**

7.6 Bidder should have at least one ongoing contract of similar nature of worth of not less than INR four crore in a Central Govt. Ministry / Department / reputed Central Government Educational Institutes like IITs or IISC or or IISERs or NITs or Central Universities / CFTIs/ CPSUs/ /Airports/Metro Stations. Proof of the same shall be uploaded with the bid. **"Similar work" shall mean works of Mechanized Housekeeping services.**

****The experience certificate should mention the details of client, work executed, the value of work done, the date of commencement, date of completion of the work and performance of work done. Should also mention whether the contract is a mechanized or manual.**

7.7 The Bidder Should have an Average Annual Financial Turnover of INR five Crores during the last three years 2020-21, 2021-22, 2022-2023 for providing similar nature work (Scanned copy of Certificate from CA to be uploaded). **"Similar work"** shall mean works of **Mechanized Housekeeping services**.

7.8 The Bidder should not have incurred any loss (profit after tax should be positive) in the last three years ending 31st March, 2023.

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7.9 The agency shall have at least 300 employees on its roll in the preceding financial year ending March 2024. Out of these 300 employees, 125 should be a part of a single contract. An EPF statement indicating the number of employees from the Govt. EPFO website shall be submitted to substantiate the same.

7.10 The Agency should **not have been blacklisted** by any Govt./Semi Govt./Dept. / Ministry or any other organization in the last three years. **An Affidavit to this effect shall be given by the firm along with a technical bid, failing which the bid shall be rejected.**

7.11 If the bidder does not have an office in Warangal, they should open office within 30 days of the award of the contract for quick responses, operational convenience and for easy liaison. An undertaking on bidder letterhead to this effect should be submitted along with technical bid.

7.12 Tender specific Bank Solvency Certificate should be produced for minimum of ₹1,00,00,000 (Rupees One Crore only). Certificate should not be older than 3 months from the date of publication of the tender document in the format provided in Annexure-XXX.

7.13 The entire tender document should be duly signed & sealed by the tenderer.

8. TECHNICAL AND FINANCIAL BID DETAILS:

8.1 All the technical details have to be submitted as per the Technical Bid.

8.2 Financial bid should be submitted in the excel sheet (BoQ) on e-procurement portal by filling all relevant information strictly as per the format failing which the offer is liable for rejection. Offers indicating rates anywhere else shall be liable for rejection.

9. Evaluation of bids:

9.1 Technical Bid Evaluation:

The technical bids will be opened at the first instance and evaluated by a competent committee or authority, and those bidders who will fulfill the eligibility criteria as mentioned above will only be considered for award of marks (Marks will be awarded as per the criteria mentioned below). At the second stage financial bids of only those technically acceptable offers should be opened for further evaluation and ranking before awarding the contract

	Attributes	**Evaluation Maximum marks 50.**
(A)	Average annual turnover **(10 marks)**	**Average annual turnover** (i) Turnover equal to 5 crore:-2 marks. (ii) Turnover above 5 Cr to 7 Cr:- 4 marks (iii) Turnover above 7Cr to 10 crore:- 8 marks (iv) Turnover above 10 crore:- 10marks

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(B)	Bidder should have satisfactorily completed/executed at least three contracts of similar nature during the last five years, of each contract worth INR not less than three crore in a Central Govt. Ministry / Department / reputed Central Government Educational Institutes like IITs or IISC or or IISERs or NITs or Central Universities / CFTIs/ CPSUs/ /Airports/Metro Stations. Proof of the same shall be uploaded with the bid. "Similar work" shall mean works of Mechanized Housekeeping services.	(i) 03 Contracts: 3 Marks (ii) 05 Contracts: 5 marks (iii) 07 Contracts: 7 marks (iv) More than 07 contracts: 10 marks
	Bidder should have at least one ongoing contract of similar nature of worth of not less than INR four crore in a Central Govt. Ministry / Department / reputed Central Government Educational Institutes like IITs or IISC or or IISERs or NITs or Central Universities / CFTIs/ CPSUs/ /Airports/Metro Stations. Proof of the same shall be uploaded with the bid. "Similar work" shall mean works of Mechanized Housekeeping services.	(i) 01 Contract: 2 Marks (ii) 02 Contracts: 4 marks (iii) 03 Contracts: 6 marks More than 03 contracts: 10 marks
(C)	The agency shall have at least 300 employees on its roll in the preceding financial year ending March 2024. Out of these 300 employees, 125 should be a part of a single contract. An EPF statement indicating number of employees from the Govt. EPFO website shall be submitted to substantiate the same.	300 employees:- 05 marks. 301 to 500 employees:- 08 Marks. 501 to 700 employees:- 10 marks. More than 701 employees:-12 marks
	Out of these 300 employees, 125 should be a part of single Contract.	Having minimum 125 employees in a single contract: 02 marks Two separate contracts having minimum 125 or more employees in each: 05 marks. Three separate contracts having minimum 125 or more employees in each: 08 marks. Four or more separate contracts having minimum 125 or more employees in each: 10 marks

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Only those Bidders whose Technical marks as per the technical evaluation criteria mentioned above is 36 marks or shall be declared as Technically Qualified Bidder and shall be ranked on the basis of **Technical Score (ST)** and will only be considered for evaluation of their Financial Proposals. In case the number of qualified bidders remain less than three, the Committee may relax the minimum score criteria to make at least three bidders eligible for further evaluation. The bidders who will declared technical eligible by the Committee will only be considered for financial bid evaluation.

Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

9.2 Financial Bid Evaluation:

a. Price/Financial Bids shall be opened only for technically qualified Bidders.
b. The Bidder should note that it should quote sufficient charges to cover its infrastructure expenses envisioned in the tender document. The bidder shall quote percentage up to 2 decimal points. If the bidder quote percentage with more than 2 decimal points, then up to two decimal points will be taken into consideration without rounding off.
c. The price shall be firm and inclusive of all applicable taxes & duties except GST as applicable. While quoting the price, the Bidder shall consider all expenses including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure and not to be claimed separately. No claim for expenditure other than the price quoted will be entertained by NIT Warangal on account of Scope of Work provided in tender. The rate quoted shall be also firm & shall not be quoted with price variation clause. The Bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format/BoQ.
d. IMPORTANT NOTE: GST is required to be quoted separately in the price bid. Non quoting of GST separately in the price bid will be deemed to be included in the price quoted and no additional claim on account of GST shall be entertained, even after award, at any stage.
e. The lowest Financial Proposal (FM) will be given a **financial score (SF)** of 100 points.
f. The Financial bid of those bidders, who qualify in the technical bid evaluation, will only be opened. The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. Such normalized scores would be considered for the purpose of QCBS based evaluation. Financial bids declared nonresponsive will be awarded zero marks.
g. The individual bidder's financial bid scores will be normalized as per the formula below:

FS = Fmin/Fb * 100 (rounded off to 2 decimal places) Where,

FS = Normalized commercial score for the bidder under consideration (i.e. the scaled score with reference to the L-1 quote for a particular bidder).

Fb = Absolute financial quote for the bidder under consideration (to be more specific, the rate quoted by the particular bidder, in hand).

Fmin = Minimum absolute financial quote (in other words, the rates quoted by the L-1 bidder).

9.3 Combined and Final Evaluation:

Proposals will finally be ranked according to their Composite Score(S) combining technical

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(TS) and financial (FS) scores as follows:

S = ST x Tw + SF x Fw

Where, **Tw** and **Fw** are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.7 and 0.3 respectively.

The Selected Bidder shall be the Bidder having the highest Composite Score(S). The second highest Bidder(s) shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws, or fails to comply with the requirements specified, as the case may be.

10. PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT):

10.1 The successful bidder will have to submit a performance guarantee of 5% of contract value from any nationalized Bank in favor of NIT WARANGAL within 14 days from the issue of Letter of Intent.
10.2 This PBG shall cover the entire period of the contract and shall remain valid for a period of 90 days beyond the period of the contract.
10.3 If the contract is further extended beyond the initial period, the PBG shall be renewed for the extended period. If the monthly bill at any time increases by 25%, additional PBG shall be given by the successful bidder. No interest will be paid by NIT WARANGAL on such a deposit.
10.4 After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the NIT WARANGAL from the Contractor. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

11. PAYMENT CONDITIONS:

11.1 The Contractor will be responsible for making the payment of wages directly to its workers **by 7th of each month from his own sources and subsequently raise the bill for reimbursement** which will be verified on the basis of actual amount disbursed and attendance etc. The Contractor shall make payment to the workers by depositing the payment towards the wages in their respective bank accounts and submit the bank details/ECS statement to the office with the bill for verification.

11.1.1 The bill shall carry the following duly certified copies of:

a) Invoice
b) Wage statement of the present month
c) Attendance statement of the present month
d) Salaries credited bank statement of the present month
e) Original invoice of Machinery Rent for the present month
f) Original bills/invoices of housekeeping materials purchased in the present month
g) EPF paid statement of the previous month
h) ESIC paid statement of the previous month
i) GST challans paid for the previous month

11.1.2 The bill shall be submitted to the Officer-in charge of the Institute for certification for pro-rata payment. The officer on receipt of the bill will check the records and there after accordingly certify the bill for payment.
11.1.3 All bills should be submitted on printed forms, duly signed and stamped.
11.1.4 The contractor shall submit to the Institute monthly bills latest by 10th of every

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month along with all the enclosures mentioned above. The Institute reserves the right to withhold amount from the running account payments, if EPF/ESIC/GST contributions are not paid/made by the contractor and proof to that effect has not been produced regularly on due dates.

11.1.5 Payment will be made by the Institute to the Contractor on a monthly basis on submission of bills along with the attendance sheets. A certificate to the effect that all labour laws including EPF, ESIC, GST payments, etc., are being followed has to be furnished with proof along with the bill for payment. Certified stock inventory copy and distribution register copies with regard to the housekeeping cleaning materials shall also to be submitted.

11.1.6 IT/TDS and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.

11.1.7 The contractor would be required to ensure the payment of its workers by 7th of every month and **there should be no linkage between this payment and settlement of the contractor's bill from the NIT WARANGAL.**

11.1.8 The minimum wages rate shall be reimbursed only for the actual amount paid, if increased during contract period in accordance to the Government notification so as to enable the contractor to meet the statutory obligation. Necessary proof of such actual payment made as a result of Govt. Notification of the previous month shall be submitted by the contractor to Officer-in-Charge following month failing which the bill be kept pending.

11.1.9 The contractor shall maintain the required registers as per labour laws.

12. GENERAL CONDITIONS OF CONTRACT:

12.1 The bidders submitting the bid are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the work (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require, working conditions including space for stacking of materials, installation of T & P, rates of various materials to be incorporated in works, conditions affecting accommodation and movement of labours etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their bid. A bidder shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

12.2 Before quoting the bid, the bidder should read the penalty clauses mentioned in tender document and other paras carefully in respect of the non-deployment of equipment, deficiency in manpower, in-effective cleaning, not making timely payment, not providing uniform & not providing the consumable toiletries in time.

12.3 No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.

12.4

a) As this tender is an Item rate Tender, rates for all items quoted shall only be considered. Any tender containing percentage below / above the total estimated cost is liable to be rejected. Tenderers which propose any alteration in the works specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort including conditional rebates will be summarily rejected.
b) Rates quoted by the contractor in item rate tender in figures shall be accurately filled in so that there is no discrepancy in the rates. In event no rate has been quoted for any item(s), it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.
c) In the case of any tender where unit rate of any item / items appear unrealistic, such tender will be considered as unbalanced and in case the Tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.

12.5 **Labour laws to be complied by the Contractor:**

12.5.1 The successful bidder shall obtain a valid license under the contract labour

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(R&A) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986.

12.5.2 The contractor shall comply with all applicable laws, Ordinance, Rules & Regulations prescribed in Contract Labour (Regulation & Abolition) Act, 1996 from time to time and all other applicable labour laws in respect of this contract and shall pay at his own cost all charges and levies and deposits in connection therewith and shall continue to have valid PF Account Number and ESI Registration Number till actual completion of the contract. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, Workmen's Compensation Act, 1923, Maternity Benefits Act, 1961, Employees Liability Act, 1938, Employee Provident Fund & Misc. Provision Act, 1952 and ESI Act, 1948, amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.

12.5.3 It shall be the sole liability of the contractor to obtain and to abide by all necessary licenses/permissions from the authorities the concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.

12.5.4

a) The contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be deployed or engaged by him in connection with the aforementioned services to be rendered to Institute and against all claims, damages or compensation payable under workmen's Compensation Act, 1923 or any modification thereof. The insurance policy shall not be cancelled till the Officer- in-Charge permits and agrees to it. The contractor shall comply with all relevant labour laws as applicable or as may be mentioned during the contract period and shall indemnify Institute against all acts or omissions, fault, breaches and or any claim or demand, loss; injury and expenses to which INSTITUTE may be party or involved as a result of contractors failure to comply and of the obligation under the relevant act/law which the contractor is bound to follow.
b) The contractor shall cover its personnel under Insurance for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
c) In every case in which by virtue of the provisions of the Contract Labour (Regulation and Abolition) act 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, NIT WARANGAL is obliged to pay any amount of wages to a workman employed by the contractor in execution of the works, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act and the rules under Clause 19H for the protection of health and sanitary arrangements for workers employed by the Contractor, NIT WARANGAL will recover from the contractor the amount of wages so paid or the amount of expenditure so incurred and without prejudice to the rights of the NIT WARANGAL under sub section (2) of Section 20, sub section (4) of Section 21, of the Contract Labour (Regulation and Abolition) Act, 1970, NIT WARANGAL shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by NIT WARANGAL to the contractor whether under this contract or otherwise NIT WARANGAL shall not be bound to contest any claim made against it under sub section (1) of Section 20, sub section (4) of Section 21, of the said Act, except on the written request of the contractor and upon his giving to the NIT WARANGAL full security for all costs for which NIT WARANGAL might become liable in contesting such claim.
d) The NIT WARANGAL shall have the right to deduct from the moneys due to the contractor or any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the

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conditions of the contract for the benefit of the workers, nonpayment of wages or of deductions made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations.

12.6 The contractor shall produce to the Institute the details of payments of benefits like leave, week off, ESI, EPF etc. from time to time to its personnel.

12.7 The Institute shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the contractor reserves the right to remove any personnel with prior intimation to the Institute without effecting the work.

12.8 **The contractor shall issue identity cards**/identification documents (within a month of the tender awarded date) to all its employees who will be instructed by the contractor to display the same. **The contractor shall also issue Pay Slips every month as per labour laws.**

12.9 Adequate supervision shall be provided to ensure the correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.

12.10 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the Institute.

12.11 **LABOUR RECORDS:**

a. The contractor shall maintain a Register of persons employed on work on contract in Form XIII of the CL(R&A) Central Rules 1971.
b. The contractor shall maintain a Muster Roll register in respect of all workmen employed by him on the work under Contract in Form XVI of the CL (R&A) Rules 1971;
c. The contractor shall maintain a Wage Register in respect of all workmen employed by him on the work under contract in Form XVII of the CL (R&A) Rules 1971;
d. The contractor shall maintain a register of accidents, Register of Fines, Register of deductions for damage or loss, Register of Advances, Register of Overtime in such form as may be convenient at the work place. The contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omissions for which fines can be imposed.
e. The contractor shall issue an Attendance card-cum-wage slip to each workman employed by him. The card shall be valid for each wage period.
f. The contractor shall issue an Employment Card to each worker within three days of the employment of the worker.
g. All records required to be maintained and shall be preserved in original for a period of three years from the date of last entries made in those and shall be made available for inspection by the NIT WARANGAL or Labour Officer or any other officers authorised in this behalf.

12.12 **Delivery Schedule:** The successful bidder should commence the services in all respects as per scope of service w.e.f. the date mentioned in Work order.

12.13 **Materials at Site:**

12.13.1 The contractor is required to submit the computer-generated invoice (having GST details) of monthly expenditure towards, manpower, machines and cleaning materials incorporated in work.

12.13.2 Arrangement to be made by the contractor at site including machines to be deployed, equipments/tools/accessories other than machines, chemicals required for mechanised environmental support services (up keeping) work.

12.13.3 Necessary registers and stationers required for entering data shall be provided by the contractor at his own cost as directed by the NIT WARANGAL or his authorised representative.

12.14 Penalty Clause:

12.14.1 The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations. Any failure to fulfill these requirements shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.

12.14.2 The following Penalties as mentioned below are leviable on the Contractor for failure to contractual obligations

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Sl. No.	***Reasons For Penalty***	***Penalty amount in ₹***
1	Worker not in Uniform	100 per person per day
2	Wrong attendance record	500 per day
3	Lapse in maintaining washroom for not providing/placing of consumables in toilets. Not maintaining cleanliness etc.	100 per day per washroom
4	Not maintaining cleanliness	200 for each complaint received/each instance recorded on daily inspection
5	Shortfall in staff by more than 10% in a day	200 per day
6	Rude and unpleasant behavior of Contractor's personnel with Faculty/Staff/Visitor	200 per person
7	Indiscipline/Rowdiness/rioting in campus	500 per person
8	Theft and/or carrying of items unauthorizedly	500 per person
9	Inaction of supervisor to complaint	100 per complaint
10	Damage to the Institute property due to negligence	Book value
11	Workers/supervisors/managers found sleeping /missing from the place of dutywithout any reason during duty hours	300 on each occasion
12	Participation in any trade union activities or agitation on the premises of the Institute. *Forming or joining of any Union/Association by the workers of the contractor is strictly prohibited.*	500 per person on each Occasion
13	Shortage of Material	1.5 times the cost price
14	Unserviceable Machinery for more than 48 Hours	500/Day/Machine
15	Other than the reasons mentioned in this table	100 per complaint
16	If disbursement of wages is delayed beyond 10th of every month to the Workers	5,000/- per day **x** Number of Days payment delayed.
17	Repeated delay in wages disbursement, noncompliance of Statutory obligations, Tender Terms & Conditions and serious lapses even after issue of Show Cause Notice	50,000/- per month an debar from further participation in NIT WARANGAL service tenders for next three years

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18	In respect of all labour directly or indirectly employed in the work for the performance of the contractor's part of this contract, the contractor shall at his own expense arrange for the safety provisions as per Safety Code framed from time to time and shall at his own expense provide for all facilities in connection therewith. In case the contractor fails to make arrangement and provide necessary facilities as aforesaid, he shall be liable to pay a penalty of ₹ 5,000 for each default and in addition, the NIT Warangal shall be at liberty to make arrangement and provide facilities as aforesaid and recover the costs incurred in that behalf from the contractor.

Note:

I. The penalty shall be deducted from the bills submitted by the Contractor or from the Security Deposit.

II. For any act of inadequate performance of contract not specifically stated herein, the officer in-charge of the Institute will determine the penalty based on the merits of each act after providing an opportunity to the contractor.

III. In case of Sl.No.6 the person(s) involved should be adequately warned by the Contractor and in case of second occurrence, the person should be discontinued from the workforce of the Institute.

IV. In case of Sl.No.7, the person(s) involved should be adequately warned by the contractor and in case of second occurrence, the person should be discontinued from the workforce of the Institute.

V. In case of Sl.No.8, the person in involved in theft and/or carrying item unauthorizedly should be discontinued from the workforce of the Institute. vi) In case of Sl.No.12, the person(s) involved should be adequately warned by the contractor and in case of second occurrence, the person should be discontinued from the workforce of the Institute.

VI. Any missing / damaged fittings, fixtures, machines or NIT WARANGAL property will be charged to the contractor on actual/ The deductions due to above penalties should not affect minimum wages of staff.

VII. If the contractor is penalized for 10% of his overall monthly work bill over 3 consecutive months as stipulated by the conditions in the contract, the contract will be liable to be terminated. The contractor shall however continue to provide the services as required in the contract for further 90 days or till new tender is awarded, whichever is earlier. "The decision of NIT Warangal shall be final in such cases."

12.15 List of Acts and Omissions for which fines can be imposed:

The following are to be displayed prominently at the site of work both in English and local Language.

12.15.1 Willful insubordination or disobedience, whether alone or in combination with other.

12.15.2 Theft fraud or dishonesty in connection with the contractors beside a business or property of NIT WARANGAL.

12.15.3 Taking or giving bribes or any illegal gratifications

12.15.4 Habitual late attendance.

12.15.5 Drunkenness lighting, riotous or disorderly or indifferent behaviour.

12.15.6 Habitual negligence.

12.15.7 Smoking near or around the area where combustible or other materials are locked.

12.15.8 Habitual Indiscipline

12.15.9 Causing damage to work in the progress or to property of the NIT WARANGAL or of the contractor.

12.15.10 Sleeping on duty.

12.15.11 Malingering or slowing down work.

12.15.12 Giving of false information regarding name, age, father's name, etc.

12.15.13 Habitual loss of ID cards supplied by the contractor.

12.15.14 Unauthorised use of employer's property of manufacturing or making of unauthorised particles at the workplace.

12.15.15 Making false complaints and/or misleading statements.

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12.15.16 Engaging on trade within the premises of the establishments.
12.15.17 Any Unauthorised divulgence of business affairs of the employees.
12.15.18 Collection or canvassing for the collection of any money within the premises of an establishment unless authorised by the contractor.
12.15.19 Holding meeting inside the premises without previous sanction of the NIT Warangal.
12.15.20 Threatening or intimidating any workman or employer during the working hours within the premises

12.16 **Indemnification:** The contractor shall be directly responsible to indemnify the Institute against all charges, dues, claims, etc. arising out of the disputes relating to the dues and employment of the personnel deployed and further for any claim/compensation against all damages and accidents caused due to negligence on the part of the agents, employees and other personnel of the tenderer.

12.17 **Arbitration:** In the event of any dispute or difference arising under this contract, the Director, NIT WARANGAL or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.

12.18 **Force Majeure:** Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

12.19 **Jurisdiction:** The courts of Warangal alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this contract. It is specifically agreed that no court outside and other than Warangal Court shall have jurisdiction in the matter.

12.20 **Termination for Insolvency:** The NIT WARANGAL may at any time terminate the contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

12.21 **Secrecy**: The bidder shall take all steps necessary that all persons deployed on any work in connection with the contract have notice that the Indian Official Secrets Act 1923 applies to them & will continue to apply even after the execution of such works under the contract. The contract is confidential and must be strictly confined to the bidder's own use (except so far as confidential disclosure to sub-Agencies or suppliers as necessary) and to the purpose of the contract.

12.22 **CANCELLATION OF CONTRACT:**

12.22.1 The contract means the documents forming the tender and acceptance thereof, Letter of Intent and the formal agreement executed between the competent authority on behalf of the NIT WARANGAL and the Contractor, together with the documents referred to therein including these conditions, the specifications and instructions issued from time to time by the NIT Warangal and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

12.22.2 In case of breach of any terms and conditions of the contract, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by NIT WARANGAL in that event the security deposit shall also stand forfeited.

12.22.3 If the quality of service rendered remains poor for a period of one month or more days despite communication from NIT WARANGAL, the contract may be terminated at the discretion of Competent Authority even before the expiry of the contract period.

12.22.4 If the services of the contractor are not found satisfactory or in case of breach of terms and conditions of the agreement, the contractor will be given warning notice and if the services are found still unsatisfactory the contract may be terminated by giving one month's notice. During the notice period, both parties

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will discharge their obligations.

12.22.5 In case the contractor is required to (or decide otherwise) to discontinue the contract, the firm should give at least three months' notice to NIT Warangal and shall render the services till the alternate arrangements are made in that event the security deposit shall also stand forfeited.

12.22.6 Notwithstanding any other provisions in this contract, the NIT WARANGAL reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.

12.22.7 **Document(s) not being genuine:** In case any document(s) produced in support of eligibility criteria, or any other document(s) turns out to be not genuine:

a. **Before award of work:** The work will not be awarded, and the firm will be blocklisted for a period of three years to participate in any tender published by the NIT Warangal, and the tenderer will be liable for any further action as may be deemed appropriate by NIT WARANGAL; or
b. **After award of work:** The award of work will be cancelled, Security Deposit shall stand automatically forfeited, and the Contractor will be liable for any other action as may be deemed appropriate by NIT WARANGAL.

12.23 Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us.

13 INTEGRITY PACT:

13.1 The integrity pact (IP) envisages an agreement between the prospective bidders/ vendors with the buyer committing the persons/ officials of both the parties with the aim not to exercise any corrupt influence on any aspect of the contract. Only those bidders/ venders who are willing to enter into such an integrity pact with the purchase would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification. The bidder should give self-declaration certificate for acceptance and compliance with the Integrity Agreement as per **Annexure VII**.

13.2 Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988, and other Financial Rules/Guidelines, etc. as may be applicable to the organization concerned.

13.3 The integrity pact would be effective from the date of invitation of bids till the complete execution of the contract.

13.4 The model format of Integrity Pact (IP) is at **Annexure-X.**

13.5 **Disclaimer:** The near relatives of employees of NIT WARANGAL are prohibited from participation in this tender. The near relatives for this purpose are defined as:

i. Members of a Hindu undivided Family.
ii. Their spouses
iii. The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in law.

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16. TECHNICAL BID

(To be provided on letter head of the firm)

All the technical details shall be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Tenderers shall mention point-wise confirmation with regard to technical specifications given in our Enquiry. Price details should not be shown in this part.

1. General Particulars of the Bidder:

Sl. No.	Description	Fill in the Details	Copy Submitted (Yes / No)
1	Name of registered Contractor/Firm /Company (with Proof of Registration)		
2	Date of Incorporation / Establishment		
3	Permanent Address, Telephone/Fax No. E-mail:		
4	Full Postal Address, Telephone/Fax No. E-mail:		
5	Details of infrastructure, persons employed, and number of offices/branches available. (attach separate sheet).	[Attach as enclosure & refer here]	
6	Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name: Designation: E-mail: Mobile No.	
7	Details of Contact other than Authorized Signatory	Name: Designation: E-mail: Mobile No.	
8	A certificate duly signed and sealed by Partners of the firm or sole proprietor or Company as the case may be, has never been declared ineligible/black-listed by the Government of India or any other Government body or Semi Government Body or Department or Private Corporation on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature and the name of the firm or company has not been changed shall be submitted by the firm along with technical bid, failing which the bid shall be rejected. **Annexure-II**		

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9	A certificate duly signed and sealed by Partners of the firm or sole proprietor or Company as the case may be that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court shall be submitted by the firm along with technical bid, failing which the bid shall be rejected. **Annexure-III**		
10	A certificate duly signed and sealed by Partners of the firm or sole proprietor or Company as the case may be that there is no due towards Income Tax, GST, ESIC, EPF as on date shall be submitted by the firm along with technical bid, failing which the bid shall be rejected. **Annexure-IV**		
11	Copy of a valid License issued by the State/Central Labour Department under Contract Labour Act duly attested by the Contractor.		
12	ISO Certification Details		
13	Bank Solvency Certificate should be produced for minimum of ₹1,00,00,000 (Rupees One Crore only). Certificate should not be older than 3 months from the date of publication of the tender document.		
14	List of organizations **where presently engaged**	[Attach as enclosure & refer here]	
15	List of organizations where similar works have been carried out in the **past**	[Attach as enclosure & refer here]	
16	List of housekeeping cleaning machines available with the firm	[Attach as enclosure & refer here]	
17	Undertaking by the Bidder. **Annexure-VI**		
18	Integrity Pact Declaration. **Annexure-VII**		
19	Branch office should be established in in Warangal for quick responses, operational convenience and for easy liaison within 15 days of issue of letter of Intent. Declaration of Acceptance of this condition needs to be submitted with the technical bid.		

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2. Details of statutory compliance (enclose copy of certificates):

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	Valid License / Regn. No		

2	Regn No. (under shops and establishment Act) with Labour commissioner		
3	EPF Regn. No		
4	ESIC Regn. No		
5	PAN Number		
6	GST Regn. No.		
7	Professional Tax No.		

3. Details of Financial Status:

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	**Annual Turnover:** The Average Turnover of the bidders for the last three financial years i.e. 2020- 21 to 2022-23 should not be less than ₹5 crores for providing Mechanized Housekeeping services. Financial statements with net profit duly audited/certified by Chartered Accountant (CA) for the last five years along with copies of Income Tax Returns, must be uploaded with Bids. Firms Should not have incurred any loss (profit after tax should be positive) in the last three years ending 31st March, 2023. Copies of duly signed trading and profit & loss accounts/CA Certificate are to be uploaded. **Annexure-V**		
2	**Proof of Financial Capacity from his bankers.**		
3	Bank Details of the Bidder Bank Name: Name of the Branch: Branch Code: Bank Address Bank: Type of Account: Account Number: NEFT/IFSC Code: RTGS Code: 9 Digit MICR Code:		

4. Details of Experience:

Should be furnished in the following format on the letterhead of the firm

Name of the client and full address	Telephone and FAX no. of the client	Order No. & Date	Type of Contract (Mechanized / Manual)	Tenure of contract		Ongoing/ Completed	No. of personnel deployed	Value of contract
				From	To			

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Important: Only certificates issued by the clients on letterhead with date of issue and containing requisite details will be considered. Self-certified certificates or bills, and the like will not be considered.

The bidder should attach copies of Experience Certificates where the similar type of work executed during the past five years from the date of publication of tender.

The bidder should attach copies of Work Order and Satisfactory Performance Certificate for the running contract/ contracts where the similar type of work executing.

"Similar work" shall mean works of Mechanized Housekeeping services as mentioned in point no. 7.4 and 7.5 of the eligibility criteria

5. Details of Offices:

[Information should be submitted in this format on the letterhead of the tenderer]

Sl. No.	***Description***	***Details***
1	Address of the Head/Registered Office	
2	Address of branch office(s), if any	

6. Details of personnel available in head office and branch office(s): [Information should be submitted in this format on the letterhead of the tenderer]

Sl.No.	***Name***	***Designation***	***Duties Assigned***

7. Any other relevant details:

I/We certify that the above information is true to the best of my/our knowledge and I/We do not have any relative working in NIT WARANGAL.

Date: Authorized Signatory

Place:

Name:
Designation:
Contact No.:
Seal:

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17. SAMPLE FINANCIAL BID

(Just for information)

Bill of Quantities (BoQ)

(BoQ should be submitted in excel in CPPP portal)

SCHEDULE – 1:

Sl.	Parameters	***Skilled***	***Semi-Skilled***	***Un-skilled***
		Supervisors	Technicians	Workers
		(Per month)	***(Per month)***	***(Per month)***
		A	***B***	***C***
	*Per Day Wage**	*₹ 862*	*₹ 734*	*₹ 651*
1	Basic Wage#	22,412.00	19,084.00	16,926.00
2	EPF @13% Subject to wage limit of ₹15,000/- per month	2,913.56	1,950.00	1,764.36
3	ESI @ 3.25% Subject to wage limit of ₹21,000/- per month	0	620.23	550.095
4	**Total (Sl. No.1+2+3)**	**25,325.56**	**21,654.23**	**19,240.46**
5	Service Charges on Sl.No.4$	*To be quoted by the bidder in the BoQ*		
6	**Number of Personnel**	**4**	**8**	**48**
7	Per **Month** wage	1,01,302.24	1,73,233.84	9,23,541.84
8	Add GST 18% on Sl. No.7	18,234.40	31,182.09	1,66,237.53
9	**Total Per Month (Sl. No.7+8)**	1,19,536.64	2,04,415.93	10,89,779.37
10	**Total Per Year**	14,34,439.72	24,52,991.17	1,30,77,352.45
11	**Total (A+B+C) Without Service Charge**	**1,69,64,783.35**		

Month means 26 days as per labour laws

$ Minimum service charge percentage shall be 3.85% as per OM dated 06-01-2023.

* As per Order File No. 1/7(1)/2024-LS-II dated 01-04-2024 issued by CLC (C), New Delhi

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SCHEDULE – 2:

1	**Machinery Rent Per Month inclusive of GST, if any** (Refer to the Table – C)	*To be quoted by the bidder in the BoQ*
2	**Total Per Year**	*Will be based on Sl.No. 1*

SCHEDULE – 3:

1	**Cost of Housekeeping Materials* Per Month including GST** (Refer to the Table – D)	*To be quoted by the bidder in the BoQ*
2	**Total Per Year**	*Will be based on Sl.No. 1*

* Cost of Material quoted will include GST also. Hence no additional GST will be paid on the material invoice.

TOTAL COST OF ALL SCHEDULES PER YEAR:

Schedule – 1	
Schedule – 2	
Schedule – 3	
GRAND TOTAL	

The bidder with highest Composite Score for complete scope of work will be declared as the L-1.

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ANNEXURE – I

BID SECURITY UNDERTAKING

FORM OF BID-SECURING DECLARATION

(To be printed on Organization Letter Head)

To

The Assistant Registrar (Purchase & Stores Section)

National Institute of Technology Warangal

Warangal - 506004, Telangana

Tender Ref. No. _____ Dated _____

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that We may be disqualified from bidding for any contract with you for a period of three year from the date of notification, if l am /We are in a breach of any obligation under the bid conditions, because I/We

a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fails or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).

(Note: This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority. Non-submission of this will lead to DISQUALIFICATION of bids).

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ANNEXURE – II

DECLARATION REGARDING NON-BLOCKLISTING / NON-DEBARRING FOR TAKING PART IN TENDER

I/We..... (Bidder) hereby declare that our Firm/Agency namely M/s..... has not been Blacklisted or Debarred in the past by Union / State Government/Autonomous Institute/CPSE or any other organization from taking part in Government Tenders in India.

(Or)

I/We..... (Bidder) hereby declare that our Firm /Agency namely M/s..... was Blacklisted or Debarred by Union / State Government/Autonomous Institute/CPSE or any other organization from taking part in Government Tenders for a period of Years w.e.f _____ to _____. The period is expired on and now the Firm/Company is entitled to take part in Government Tenders.

In case the above information found false, I/ We are fully aware that the Tender / Contract will be rejected / cancelled by Director, NIT Warangal and Performance Security Deposit (PSD/PBG) shall be forfeited.

In addition to the above, Director, NIT Warangal, will not be responsible to pay the bills for any completed / partially completed work/supplies made.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)
Name

Signature:
Full Name:
Address:
Mobile No:
Aadhar No:

NIT WARANGAL

ANNEXURE – III

CERTIFICATE

(To be provided on letter head of the firm)

To

The Assistant Registrar (Purchase & Stores Section)

National Institute of Technology Warangal

Warangal - 506004, Telangana

Tender Ref. No. _____ Dated _____

(Notice Inviting E-Tender For providing Mechanized Housekeeping Services on contract basis at NIT WARANGAL)

Sir,

I / We hereby certify that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or company, and that I / We have never been punished by any Hon'ble Court.

I / We also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect the bid may be summarily rejected and in case any contract given to our firm may the same may be summarily terminated and the firm shall be blacklisted.

Authorized Signatory

Date:
Place:

Seal of the Firm

Name:
Designation:
Contact No:
E-mail Id:

NIT WARANGAL

ANNEXURE – IV

CERTIFICATE

(To be provided on letter head of the firm)

To

The Assistant Registrar (Purchase & Stores Section)

National Institute of Technology Warangal

Warangal - 506004, Telangana

Tender Ref. No. _____ Dated _____

(Notice Inviting E-Tender For providing Mechanized Housekeeping Services on contract basis at NIT WARANGAL)

Sir,

I / We hereby certify that the firm/company has no due towards Income Tax, GST, ESIC, EPF as on date.

I / We also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect the bid may be summarily rejected and in case any contract given to our firm may the same may be summarily terminated and the firm shall be blacklisted.

Authorized Signatory

Date:
Place:

Seal of the Firm

Name:
Designation:
Contact No:
E-mail Id:

NIT WARANGAL

ANNEXURE – V

ANNUAL TURNOVER STATEMENT

(To be provided on letter head of the firm)

Annual Turnover and Profit Details:

Bidder's Annual Turnover and Profit for last five financial years	Financial Year	Turnover in ₹	Annual Profit in ₹	Whether the proof of documents are enclosed
	2022-23			Financial statements with net profit duly audited/certified by Chartered Accountant (CA) for the last five years along with copies of Income Tax Returns, must be uploaded with Bids.
	2021-22			
	2020-21			

Authorized Signatory

Date:
Place:

Seal of the Firm

Name:
Designation:
Contact No:
E-mail Id:

NIT WARANGAL

ANNEXURE – VI

UNDERTAKING BY THE BIDDER

(To be provided on letter head of the firm)

To

The Assistant Registrar (Purchase & Stores Section)

National Institute of Technology Warangal

Warangal - 506004, Telangana

Tender Ref. No. _____ Dated _____

(Notice Inviting E-Tender For providing Mechanized Housekeeping Services on contract basis at NIT WARANGAL)

Sir,

I/We hereby certify that:

1. I/We have made the site visit in order to evaluate the work to be performed, have clearly understood the work to be performed and have quoted accordingly.
2. I/We agree that, under no circumstances, payment of wages to the housekeeping workers shall be made in cash by me/us.
3. I/We have read the Tender document including all the conditions of the contract. I/We agree to abide by the same.
4. I/We will provide – [a] the minimum manpower, machinery and materials/consumables required by NIT WARANGAL, [b] substitute workers/supervisors/manager as and when required, and [c] extra manpower if any called during conference/meetings etc. on 24 hours' notice.
5. I/We agree that payment will not be made for the work not carried out in accordance with the contract.
6. I/We agree to pay minimum wages, EPF, ESIC, and other statutory payments on or before 7th day of every calendar month. Further, I/We agree to submit proof of payment of wages i.e. ECS statement, ESIC, EPF contributions and GST challans along with the bill submitted for reimbursement.
7. I/We agree to keep this tender open for acceptance for a period of 180 days from the date opening of technical bid and in case the tender is withdrawn within the validity period or the contract my/our "Earnest Money Deposit" submitted along with the tender will be liable for forfeiture.
8. I/We also hereby agree to abide by the rules and regulations of the NIT WARANGAL, conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by NIT WARANGAL.
9. I/We also hereby agree without prejudice to any other right to remedies for blocklisting for a period of three years as mentioned in Bid Securing Declaration of this tender document, if [a] I/We do not execute the contract documents within 15 days after getting work order from NIT WARANGAL, or [b] I/We do not commence the work within 30 days after getting work order from NIT WARANGAL.
10. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us.

Authorized Signatory

Date:
Place:

Seal of the Firm

Name:
Designation:
Contact No:
E-mail Id:

NIT WARANGAL

ANNEXURE – VII

INTEGRITY PACT DECLARATION

(To be provided on letter head of the firm)

To

The Assistant Registrar (Purchase & Stores Section)

National Institute of Technology Warangal

Warangal - 506004, Telangana

Tender Ref. No. _____ Dated _____

(Notice Inviting E-Tender For providing Mechanized Housekeeping Services on contract basis at NIT WARANGAL)

Sir,

I/We acknowledge that the National Institute of Technology Warangal is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by National Institute of Technology Warangal. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, National Institute of Technology Warangal shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid is accordance with terms and conditions of the tender/ bid.

Authorized Signatory

Date:
Place:

Seal of the Firm

Name:
Designation:
Contact No:
E-mail Id:

NIT WARANGAL

ANNEXURE – VIII

FORM OF BANKERS' / SOLVENCY CERTIFICATE FROM A SCHEDULED COMMERCIAL BANK

No.: Date:

To
The Director
National Institute of Technology, Warangal
Warangal-506004

SOLVENCY CERTIFICATE

This is to certify that, to the best of our knowledge and information, M/s / Sri……, a customer of our bank, has been maintaining Savings Bank / Current Account bearing number……with our …… Branch, since …… (Month and Year).

We understand from the customer that the certificate is for the purpose of Tender with your organisation. We further certify that M/s / Shri / Smt. ……is solvent to the extent of INR …… (Rupees……only).

This certificate issued by the Bank on the specific request of the customer and should be regarded as without any guarantee or liability, financial or otherwise, on the part of the Bank or its officials.

(Signature)
For the Bank

Note:
1. Bankers 'certificate should be original on the letter head of the Issuing Bank duly sealed in cover and addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

NIT WARANGAL

ANNEXURE – IX

DECLARATION OF NEAR RELATIVE TO BE SUBMITTED BY THE TENDERER

We M/s _____ R/o _____ hereby certify that none of our relatives (s) defined in the tender documents is /are employed in the NIT Warangal per details given in tender documents. In case at any stage, it is found that the information given by us is false/incorrect. NIT Warangal shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Authorized Signatory

Date:
Place:

Seal of the Firm

Name:
Designation:
Contact No:
E-mail Id:

NIT WARANGAL

ANNEXURE-X

(to be printed on Supplier's letterhead)

INTEGRITY PACT

General

"BUYER" of the First Part and M/s..... represented by Shri/Smt/Ms ....., Director /Chief Executive Officer/ General Manager hereinafter called the "BIDDER/Seller" of the Second Part.

WHEREAS the BUYER proposes to procure..... (Name of the Stores/Equipment/Item/Service) and the BIDDER/Seller is willing to offer/has offered the services and WHEREAS the BIDDER is a private company/public company/Government undertaking/ partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is an Autonomous Body/Department of the Government of India performing its functions on behalf of the President of India.

NOW, THEREFORE, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-Enabling the BUYER to obtain the desired said stores / equipment / Service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERs to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERs alike, and will provide to all BIDDERs the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.

1.3 All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

NITWARANGAL

2. In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERs:

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission ,fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government.

3.3 BIDDERs shall disclose the name and address of agents and representatives and Indian BIDDERs shall disclose their foreign principals or associates.

3.4 BIDDERs shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

NIT WARANGAL

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India, that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes an incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Performance Guarantee:

5.1 Performance Guarantee Bond is mandatory.

5.2 Successful tenderer/ bidder should submit performance guarantee as prescribed above to be sent to Assistant Registrar, Purchase & Stores Section, NIT Warangal on or before 15 days from the due date of issue of order acknowledgment. The Performance Guarantee to be furnished in the form of bank guarantee as per proforma or annexure of the tender documents, for an amount covering 5% of the purchase order value.

5.3 The Performance Guarantee should be established in favour of “The Director, NIT Warangal”.

NIT WARANGAL

5.4 PBG should be established through any of the National Banks (whether situated at Warangal or outstation) with a clause to enforce the same on their local branch of Warangal or any scheduled bank (other than national bank) situated at Warangal. Bonds issued by co-operative banks will not be accepted.

5.5 Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.

5.6 The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.

5.7 The PBG should be submitted within fourteen days of issue of Letter of Intent and shall cover the entire period of the contract and shall remain valid for a period of 90 days beyond the period of the contract. In case PBG needs extensions upto extension period, if any then supplier shall initiate extensions to PBG one month prior to expiry of PBG. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the NIT WARANGAL from the Contractor. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

5.8 For successful suppliers, if PBG is not submitted within 14 days from the date of Order Acknowledgement, then the Purchase Order will be cancelled with forfeiture of EMD.

5.9 No interest shall be payable by the buyer to the Bidder on PBG.

6. Sanctions for Violations

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required: -

(i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii)The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii)To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

NIT WARANGAL

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.

(viii)To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 7.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

8.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/system or sub-system was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent monitors

8.1 The BUYER is in the process of appointing Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

8.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

NIT WARANGAL

8.3 The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.

8.4 Both the parties accept that the Monitor have the right to access all the documents relating to the project/procurement, including minutes of the meetings.

8.5 As soon as the Monitor notices, or believes to notice, a violation of this Pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

9.1 In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

10.1 This Pact is subject to Indian Law. The place of performance and Jurisdiction is the Seat of the BUYER.

11. Other Legal Actions

11.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/ Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

NIT WARANGAL

12.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid.

In this case, the parties will strive to come to an agreement to their original intentions.

The Parties hereby sign this Integrity Pact:

BUYER	BIDDER
Assistant Registrar (P&S), NIT Warangal	Signature with seal
Date & Place:	Date & Place:
Witness	Witness
1. _____ (Indenter)	1. _____
2. _____	2. _____

NIT WARANGAL

ANNEXURE XI

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT WARANGAL OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT WARANGAL OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT WARANGAL. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To

The Director,
National Institute of Technology Warangal,
Warangal – 506004.

LETTER OF GUARANTEE

WHEREAS National Institute of Technology Warangal (Buyer) have invited Tenders vide Tender No..... Dt..... for Rate Contract of AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery,etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**The Director, National Institute of Technology Warangal**" in the form of Bank Guarantee for Rs.15,00,000/- (Rupees Fifteen LakhOnly) and valid till **twenty six months** from the date of issue of Performance Guarantee Bond may be submitted within 30 (Thirty) days from the date of Acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / Award letter etc. this Bank shall pay to National Institute of Technology Warangal on demand and without protest or demur Rs.15,00,000/- (Rupees Fifteen Lakh Only)

This Bank further agrees that the decision of National Institute of Technology Warangal (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / award letter shall be final and binding.

We,_____(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or National Institute of Technology Warangal(Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs._____ (INR _____).
2. This Bank Guarantee shall be valid up to _____(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if NIT Warangal serve upon us a written claim or demand on or before_____ (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at _____ situated at_____(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

NIT WARANGAL

Name of Bank:
Address:
Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

NIT WARANGAL