



# NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL

(An institute of National Importance under Ministry of Education, Govt. of India)

TELANGANA STATE - 506004

Tender No. NITW/PS-01/HouseKeeping/2022-23/

Date: 26-04-2022

## TENDER NOTIFICATION

The Director, National Institute of Technology Warangal (NITW) invites Tenders from reputed Indian firms in two bid system namely technical bid and financial bid for:

**“Housekeeping services to Halls of residence for 1.8 K (Ultra Mega Hostel), 1.0 K (Mega Hostel), Dasa (International Students Hostel), Ladies Hostel, 12<sup>th</sup> Block and 14<sup>th</sup> Block at NIT Warangal”**

## IMPORTANT DATES

|   |   |  |
|---|---|--|
| 1 | “Pre-Bid meeting*”                            | <b>On 5<sup>th</sup> May 2022 @ 11.00 AM<br/>Venue: 1st floor, Registrar Conference Hall, Administration Building, NIT Warangal.</b> |
| 2 | Last Date for submission of Tenders by online | <b>18<sup>th</sup> May 2022 up to 11:00 AM</b>   |
| 3 | Date of Opening of e-Technical Bids           | <b>18<sup>th</sup> May 2022 at 11.30 AM</b>  |

\* Any queries should be addressed to [registrar@nitw.ac.in](mailto:registrar@nitw.ac.in) on or before 4<sup>th</sup> May 2022, so that the same can be clarified in pre-bid meeting. \*\* Please visit <https://www.nitw.ac.in> and <https://eprocure.gov.in/eprocure/app> for any updates after pre-bid meeting (the date for amendment, if any will be declared during the pre-bid meeting). All individual bidders shall give power point presentation compulsory (appx. 15 minutes only) about their company, performance of company last three years, methodology of housekeeping in NITW i.e. Manpower (Deployment of various category of Manpower including adequate unskilled, semiskilled, Supervisor, Managers, etc. to overall supervision of the work) Machinery utilization etc. exception of work. This PPT will be a part of bid document.

Prospective bidders may download the Tender document from <https://eprocure.gov.in/eprocure/app> - Tenders by Organisation – National Project Implementation Unit - World Bank Tenders – NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL and <https://nitw.ac.in/main/update/Jobs/Tenders/> submit the ebids on-line as per the Tender Document.

The bidders should remit a non-refundable **tender fee** of Rs. 1,180/- (Rs.1,000 + GST @ 18% = Rs.1,180/-) (Rupees one thousand one hundred and eighty only) by NEFT Beneficiary name: **DIRECTOR NITW**, Account No. **52109375198**, IFSC Code: **SBIN0020149**, Bank Name: State Bank of India, Branch address: **NIT COMPLEX, HNK-KAZIPET MAIN ROAD, WARANGAL - 506004**. The proof of NEFT details along with a forwarding letter are required to be submitted with Technical Bid. The technical bids of those who have not submitted the tender fee will be rejected as technically disqualified. No exemption is applicable in payment of tender fee for bidders having registration with MSME, NSIC, etc.

**Tender Cost : Rs. 1,000/- + GST @ 18% = 1,180/-**

The Institute GSTN/IEC details are as follows.

|                |                        |
|----------------|------------------------|
| <b>GST No.</b> | <b>36AACAN7241H2ZK</b> |
|----------------|------------------------|

## **Section - I: Invitation for Bid**

1. National Institute of Technology, Warangal, an institute of national importance under Ministry of Education, Department of Higher Education, Govt. of India, formerly known as Regional Engineering College, was established in 1959. The Institute currently has thirteen academic departments and a few advanced research centers in various disciplines of engineering, pure sciences and management with nearly 100 laboratories organized in a unique pattern of functioning, Central Library with state-of-the-art facilities, auditorium, student activity center, Mega Computer Centre, Indoor Games Complex, stadium, Seminar Halls with required infrastructure, Dispensary with state of art of facilities etc. The NITW Campus is spread over more than 250 acres, consisting of administration, academic departments, hostels, staff quarters etc.

2. Bids in electronic format (e. bids) are invited on behalf of The Director, National Institute of Technology, Warangal (NITW) under two bid system from Indian Companies/Firms/ Organizations registered and run by Indians for providing the subject services. The bidder should be of reputed, well established and financially sound, experienced service providers for providing housekeeping services as per the details given in the tender document for NIT WARANGAL.

3. **Bid Security (EMD) of Rs.12,00,000/- (Rupees Twelve Lakhs Only) shall be paid through online and the proof will be enclosed along with the technical bid document, failing which the bid will be treated as technically disqualified.**

4. However, **the bidders should remit a non-refundable tender fee of Rs. 1,180/-** (Rs.1,000 + GST @ 18% = Rs.1,180/-) (Rupees One thousand One hundred and Eighty Only) submitted by NEFT Beneficiary name: **DIRECTOR NITW**, Account No. **52109375198**, IFSC Code: **SBIN0020149**, Bank Name: State Bank of India, Branch address: **NIT COMPLEX, HNK-KAZIPET MAIN ROAD, WARANGAL - 506004**. The proof of NEFT details along with a forwarding letter are required to be submitted with Technical Bid. The technical bids of those who have not submitted the tender fee will be rejected as technically disqualified. No exemption is applicable in payment of tender fee for bidders having registration with MSME, NSIC, etc.

5. No Joint Venture (JV) are allowed. Only Indian Nationals/Persons of Indian Origin/ Copies fully owned by Indians and companies/firms/agencies registered in India can only participate in this bidding process.

6. National Institute of Technology Warangal, is an Institute of National Importance under Ministry of Education, Government of India invite electronic tenders from reputed and experienced service providers for providing sweeping/ cleaning/ sanitation and miscellaneous housekeeping services for NIT Warangal for its various buildings, common areas, internal roads, and all such areas as has been identified inside the institute campus and mentioned in this tender document and in the Work Order being issued to the successful bidder. The bidder should provide housekeeping services calculated **on Square meter (Sqm) rate basis (for buildings) as per details in Annexure- I.** **The contract will be initially for a for period of 02 Years** from the date of agreement/ contract, further **extendable for one more year** on the same rates, terms and conditions, considering the satisfactory completion of initial contract period. **However, the total contract period will be for a maximum of three years only.**

The assigned housekeeping/sanitizing/cleaning jobs, works and tasks on work contract basis should be carried out by the agency, by deploying suitable/adequate manpower, cleaning materials and proper supervisions at work spots by the agency only as per the details given thereon in the Annexure enclosed herewith.

The potential bidders are required to visit the website [www.nitw.ac.in](http://www.nitw.ac.in) and the [Central Public Procurement Portal \(CPPP\)](#) for submission of their online bid documents.

Brief description are as follows :

|  |  |
|--|--|
| NIT No. & Date                                       | <b>Tender No.</b> NITW/PS-01/HouseKeeping/2022-23/ Date: 18-04-2022  |
| Brief Description of the tender and nature of work   | <p>Providing Housekeeping services to Halls of residence for 1.8K (Ultra Mega Hostel), 1.0K (Mega Hostel) &amp; DASA (International Students Hostel) at NIT Warangal for the period from 01-06-2022 to 31-05-2023. Sweeping/ cleaning/ sanitation and miscellaneous housekeeping services will be provided by manually as well by engaging machineries.</p> <p>The toiletries/consumables (viz., chemicals, acids, bleaching powder, detergents, sanitizing liquid, cleaning liquids, nepheline balls, spirit solvents, floor cleaners, surface cleaners, toilet rim blocks, toilet and room fresheners etc.,) should be provided by the agency.</p> <p>All required cleaning machineries, cleaning materials (viz., brush, broom sticks, wiping cloth, window squeegees, floor squeegees, cotton mop, sponge mop, sponge, rubber gloves, disposable garbage bags, dust pan, buckets, all type of cleaning brushes, plastic sticks, feather dusters, etc., and also all such materials/equipment as required) should be provided by the agency only.</p> <p>It is the responsibility of the service providers for taking up the housekeeping works to cover all the works as per this tender document, Work order and contract agreement being executed. It is the sole discretion of the service provider to deploy the adequate manpower-required for satisfactory discharge of the contract. However, before commencing the work, the contractor shall give his action plan in writing about the methodology of the execution of work and deployment of machinery and man power (No.of unskilled, skilled, supervisors and Manager for overall supervision of the work). The contractor shall strictly abide by the action plan submitted by him throughout the contract period).</p> <p>It would be the sole responsibility of the contractor to ensure the wage of the deployed personnel of the agency at NIT Warangal should be as per the Central Minimum Wages Act, duly complying with all the statutory obligations as per the said Act and relevant Govt of India rules in vogue.</p> <p><u>NIT Warangal will not be responsible to pay any additional amount owing to the increase in the Labour wages, VDA, cost of any materials etc., during the entire period of the contract.</u> The service charges as per the work order will remain constant throughout the total contract period of 03 (three) years (If contract period is extended by NITW). No additional claim will be entertained whatsoever on account of the above during the contract period.</p> |
| Quantity & Accounting Unit, method to quote the rate | <p>As per Section IV. (Specifications as per section IV of the tender document).</p> <p>The Bidder has to quote the <b>rate for providing services calculated on Square Meter rate basis (for buildings) and unit basis for toilet areas as per details in Annexure-I.</b></p> <p>The Rate should be for providing housekeeping services adhering to all terms, conditions, specifications for a whole complete month accountable &amp; payable on a per square meter rate basis.</p>  |
| Period of Contract                                   | <b>Initially for a for a period of 02 Years</b> from the date of agreement/ contract, <b>further extendable for one more year</b> on the same rates, terms and conditions, considering the satisfactory completion of initial contract period. However, the total contract period will be for a maximum of three years only.   |
| Tender Category:                                     | Services   |
| Tender Type:   | OPEN (ADVT.) E-tendering process   |
| Number of Covers:                                    | TWO BID  |

| Covers Information / Submission of Bids  |            |  |   |
|--|------------|--|---|
| Covers No.   | Cover Type | Description  | Document Type   |
| 1.   | Technical  | Technical Specification, Tender Document, EMD, Schedule of Requirement and Compliance, Bidders Information / and details on Previous experience, copies of documents in support of financial capability, work order, completion certificate, bank solvency certificate issued on or after <b>01<sup>st</sup> January 2022 etc.</b> , | To be filled online and Scanned copies to be uploaded for verification. |
| 2.   | Financial  | Financial Bid  | To be filled online   |
| <p>Two Bid System: <b>Part - I: Technical Bid (technical bid documents)</b><br/><b>Part - II: Price Bid.</b></p> <p>In case of any discrepancy in the rates indicated in the Price bid either in figures or words, the rates in words will be considered for evaluation.</p> <p><b>Note:</b> The technical offer should not contain any price information. If the price quoted is submitted in technical bid the tender will be rejected at the sole discretion of NIT Warangal. Initially Technical Bids will be opened and evaluated by the duly constituted committee. Commercial bids of only Technically qualified bidders will be opened later.</p> <p><b>IMPORTANT: Bidders can participate for one or more items/service, however will have to upload all the documents to prove their eligibility and qualifying in the technical bid process. Separate orders can be placed on individual items/services on L-1 basis.</b></p> |            |  |   |
| Form of Contract:  |            | <b>Services</b>  |   |
| <p>a) <b>EMD / BID SECURITY:</b> Bid Security shall be paid through online and the proof will be enclosed along with the technical bid document, failing which the bid will be treated as technically disqualified.</p>  |            |  |   |
| Bid validity (Days):   |            | 90 days  |   |
| For doubts, clarifications, details contact particulars:   |            | <p>The Deputy Registrar(Purchase &amp; Stores), National Institute of Technology, Warangal- 506004</p> <p>For Queries: 0870-2462913/ 0870-2462918/ 0870-2462910 / 0870- 2462040 / email: <a href="mailto:dr_ps@nitw.ac.in">dr_ps@nitw.ac.in</a></p>  |   |
| Tender Inviting Authority:   |            | THE DIRECTOR, NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL, TELANGANA, PIN : 506 004.   |   |

## **Section II: Instructions to Bidders**

### **2. Preparation and Submission of offers.**

- a) The tender shall be accepted only through online e-tendering process and all details pertaining to the tender and guidelines for e-tendering are available on the website [www.nitw.ac.in](http://www.nitw.ac.in) and <https://eprocure.gov.in/eprocure/app> (search for NIT Warangal)
- b) Intending contractors need to register themselves on the e-tendering website of central public procurement portal (CPPP) <https://eprocure.gov.in/eprocure/app> and tender(s) pertaining to NIT Warangal under \_\_\_\_\_ to complete the steps and process for submission of their technical and financial e-bids.
- c) Bid submission through any other mode will not be accepted.
- d) Bidders must upload self-attested, soft copies/scanned copies of all documents in support of their financial status, work experience, eligibility to participate in the subject bidding process, and all such documents asked for in their e-technical bids, while uploading e-tender on the website. Bid Security shall be paid through online and the proof will be enclosed along with the technical bid document, failing which the bid will be treated as technically disqualified.

3. **Validity of the Bid.** 90 days from the last date of submission of bid.

4. **Cost of Bidding.** The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser/NITW shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.

### **5. Amendments to Tender Document.**

- a) At any time prior to the deadline for submission of bids, National Institute of Technology, Warangal may, for any justified reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum.
- b) All prospective BIDDERS who have downloaded/submitted their online bids for the subject work may visit NIT Warangal website and CPPP website for any amendments / modifications and make a note of the same, which will be binding on them and NIT Warangal will not send or correspond with any bidder in any such matters.

6. **Deadline for Submission of Bids.** Bids must be submitted only through e-tendering mode on before the due date and time.

### **7. Bid Opening Process.**

- a) In case of one bid system, e-technical & e-financial bid will be opened simultaneously in the presence of representatives of the bidders at NIT Warangal.
- b) In case of two bid system, The Technical Bid will be opened in the first instance in the presence **of Technical Evaluation Committee (TEC)**, representatives of the bidders at NIT Warangal.
- c) Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the Dept. Technical Evaluation Committee (TEC) vendor's representatives subsequently at a later date for further evaluation. Date and Time of financial bid opening shall be intimated to technically qualified

- bidders only.
- d) One authorized representative of each of the bidder would be permitted to be present at the time of opening of the bids.
- e) The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the Technical/Commercial bid opening session.

**8. ELIGIBILITY CRITERIA & DOCUMENTS REQUIRED:**

**(in case of non-submission of any documents/ non-filling of the details asked along with the technical bid document, the bid will be treated as technically unresponsive)**

| Sl. No | Eligibility Criteria  | Documents to be submitted   |
|--------|---|---|
| 1      | The Registered Office or one of the Branch Offices of the tenderer should be located in Warangal or within Telangana/Andhra Pradesh State   | Self-attested copy of Telephone bill/ Electricity Bill/ Registered Lease Deed indicating the evidencing its location in such territory in the last 3 years.   |
| 2      | Should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than three years before 31/03/2021. Bids of the tenderer having the status of sole proprietorship firms are also eligible to apply.   | Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act or document giving evidence of proprietorship registration.  |
| 3      | <p>Should have satisfactorily completed the works as mentioned below during the <u>last Seven years</u> ending previous day of last date of submission of bids. Should have provided Housekeeping / Cleaning/ Sanitizing Services to a fully residential Higher Educational/ Research Institutions, Universities run by Central Government / State Government (or) for a reputed, UGC Recognized Private University (deemed university U/s 3 of UGC Act), having large campus with residential/ hostel campuses or in any Central /State Government Organizations/PSUs.</p> <p>In support of this the tenderer <b>either</b></p> <p>(i) Should have successfully completed <b>ONE</b> similar work of value equal to Rs.4.80 Crores or more.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Should have successfully completed <b>TWO</b> similar works of value equal to Rs.3.60 Cores each or more each</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Should have successfully completed <b>THREE</b> similar work of value equal to Rs.2.40 Crores each or more.</p> <p style="text-align: center;"><b>AND</b></p> <p>Should be having a valid Labour license throughout during aforesaid period of the work experience claimed.</p> | <p>Self-attested copies of work Orders, Work Completion Order issued by the competent authority should be self-attested, scanned and enclosed along with the technical bid documents.</p> <p>The agency will summarize the details of the contracts executed by them for the experience period claimed and, in their letter head they will prepare the appended tabular column and enclose along with their financial bid. Failing to enclose this will render disqualification of their technical bid.</p> <p>All the credentials submitted to prove their location, financial and experience status are subject to verification at any point of time and if found to be bogus, necessary legal action will be initiated against such agency / individual.</p> |

|    |   |  |
|----|---|--|
| 5  | <p>Must have achieved minimum annual average turnover of Rs.3.00 Cores (per annum) from housekeeping contract business alone during the last three consecutive years Balance sheets duly audited by Chartered Accountant. (Completed financial years ending 31st March 2021) and should be profit making entity.<br/>Year in which no turnover is shown would also be considered for working out the average.</p> | <p><b>Certificate of Financial Turn Over:</b> At the time of submission of bid contractor may upload Affidavit/ Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the Bid document and further details if required may be asked from the contractor after opening of technical bids. In case the agency is providing more than one type of services excluding the security services, the CA certificate certifying the turnover from housekeeping service contracts alone may be provided. There is no need to upload entire voluminous balance sheet.</p> <p>Note: The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet years ending 31st March 2021, duly audited and certified by the Chartered Accountant.</p> |
| 6. | Solvency Certificate from any scheduled bank to assess the financial stability of the agency.   | A latest Solvency Certificate (issued on or after 01 <sup>st</sup> January 2022) of the amount equal to 40% of the Estimated Cost of the tender ( <b>Rs.2.40 Crores</b> ) indicated should be enclosed to prove the financial soundness of the Agency. The solvency certificate should be from any Scheduled Bank. The solvency certificate has to be self-attested, scanned and enclosed, uploaded with the technical bid document.   |
| 6  | Should have Bank Account and other statutory registration on the own name of style.   | Certified scanned copies extract of the Bank Account/first sheet of bank pass book has to be enclosed.   |
| 7  | Should be registered with Income Tax and Service Tax departments.   | Self-attested copy of valid registration certificate under GST and PAN card, GST, IT returns, Income Tax Clearance Certificate of <b>last three</b> financial years are to be enclosed.  |
| 8  | They should have been registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance of applicable and relevant labour laws.  | Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition Act 1970, Employees Provident Fund (EPF) and Employees State Insurance Corporation (ESIC).<br>Self-attested copy of all the Labour Licenses for operating housekeeping services issued during the past 03 (three) years should be enclosed.   |
| 9  | The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws   | The agency should have not been warned or terminated from the contract due to non- performance / deficiencies in service / poor quality in services / non-compliances of statutory dues of ESI, EPF remittances  |

|    |   |   |
|----|---|---|
|    | etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the labour license compliance etc., Further no past contract of such agency should have been terminated in the last 5 years on account of violation of laws or deficiency of services or breach of contract   | etc., for the past 05 years.<br><br>Declaration for not having been warned or terminated or blacklisted by any State Government or by Government of India / Universities / Organizations / departments / government agencies etc., should be enclosed.  |
| 10 | Years of Experience in providing House Keeping Services (exclusively the housekeeping services only) in large, centrally funded technical institutions like NIT / IIT/ higher educational institutions like IIMs, Central Universities / IISERs, NISER, IISc etc, (only central government educational & research institutions) Private University having large campus with residential/ hostel campuses or in any Central/State Government Organizations/PSUs. | Total experience in ___MM___YY ___DD.<br><br>Mention total number of experience in the above format supported with copies of work orders, work completion certificate/ feedback report. (Note: the details and documents provided in the column are subjected to verification from the concerned authorities and if any case of any false information/claims, action as decided by the competent authority of NITW will be taken against the bidder / contracted agency). |

**The agency will summarize here the details of the contracts executed by them for the experience period claimed. Failing to complete this portion will render disqualification of technical bid.**

**The bidder should have minimum three years' experience in housekeeping works to a fully residential Higher Educational/ Research Institutions, Universities run by Central Government / State Government (or) for a reputed, UGC Recognized (U/s 3 of UGC Act) Private University having large campus with residential/ hostel campuses or in any Central/State Government Organizations/ PSUs.**

| FINANCIAL YEAR | Work Order (s) Reference & date | Value of work executed | NAME (s) OF THE INSTITUTE/ AGENCY TO WHICH THE HOUSEKEEPING SERVICE WAS RENDERED BY THE BIDDER | PERIOD OF SERVICE / CONTRACT PERIOD | LABOUR LICENSE NO. & DATE AGAINST WHICH THE WORK WAS EXECUTED DURING THE MENTIONED FINANCIAL YEAR |
|----------------|---------------------------------|------------------------|--|-------------------------------------|---|
|                |                                 |                        |  |                                     |   |
|                |                                 |                        |  |                                     |   |
|                |                                 |                        |  |                                     |   |

#### 9. **Confidentiality:**

- a) Information relating to the evaluation of bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders. On completion of Technical



Evaluation by the Committee, Vendors whose offer do not meet with the users Technical Specification will be restricted to participate in commercial bid opening process.

- b) Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- c) Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

#### 10. **Deviation, Reservations and Omissions.**

During the evaluation of Bids, the following definitions apply: -

- a) **"Deviation"** is a departure from the requirement specified in the Tender Documents;
- b) **"Reservation"** is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Tender Documents; and
- c) **"Omission"** is the failure to submit part or all of the information or documentation required in the Tender Documents.

#### 11. **Correction of Arithmetical Errors.**

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis: -

- a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

#### 12. **Evaluation of Bids:**

- a) NIT Warangal will evaluate technical and commercially acceptable offers on landed net Price basis.
- b) In case any BIDDER is silent on any clauses mentioned in this tender documents, NIT Warangal shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
- c) No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
- d) If in case of a TIE of L1 (or) there are more than one L1 in the financial bid:**

See clause no. 53 under Section III- TERMS & CONDITIONS

## **12. Price Bid**

- a) Quoting of Price (s): **Price quoted should be in Indian Rupees.**
- b) **The Competent Authority of NIT Warangal reserves the right to award the bids to the successful bidder (L1) (OR) reject lowest bidders or any other tender or all the tenders. Separate orders can be placed on individual items/services on L-1 basis.**
- c) PRICE must be quoted & submitted in enclosed Price Bid Form only. If the rates are indicated in any other place of the tender document, it will be considered as disqualified.
- d) All the taxes including GST and other duties/levies should be shown separately. If the price is not quoted in Price Bid Form provided in tender document then, NIT Warangal will reject bid.

## **13. Corrupt & Fraudulent Practices.**

NIT Warangal requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy.

The terms set forth below are defined as follows: -

- i) **"Corrupt practice "** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of in kind/value to influence the action of a public official in the procurement process or in contract execution;
- ii) **"Fraudulent practice"** means a misrepresentation or omission of facts in order to influence a procurement.

### **Process or Execution of a Contract.**

- iii) "Collusive practice" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
- iv) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v) NIT Warangal will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

## **14. Cancellation of Tender.**

- a) Notwithstanding anything specified in this tender document, Purchaser / NIT Warangal in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
  - i) To accept OR reject lowest tender or any other tender or all the tenders.
  - ii) To accept any tender in full or in part.
  - iii) To reject the tender offer not confirming to the tender terms.
- b) NIT Warangal will give purchase preference to Public Sector under takings when applicable as per Govt. Policy/ Guidelines.
- c) Offer which deviates from the vital conditions (as illustrates below) of the tenders shall be rejected: -
  - i) Non-submission of complete offers as mentioned in the tender document,
  - ii) Receipt of offers after due date and time and or by post/ email / fax
  - iii) Receipt of offers in open condition.
  - iv) Conditional Tenders and Unsigned/un-validated Tenders will also be rejected.

## **16. Delivery:**

The successful BIDDER should provide the services /material as per tender document/purchase order/Work Order/contract agreement being executed.

**SECTION -III**  
**GENERAL TERMS & CONDITIONS**

1. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
2. The tender should be filled in and submitted in strict compliance with the instructions laid down herein; otherwise the tender is liable to be ignored.
3. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and date (if any) asked for in the schedule to the tender are not filled in.
4. Individual signing the tender or other documents connected with the tender must specify whether he signs as
  - a. A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - b. A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms. Director or Principal Officer duly authorized by the Board of Directors of the company.
  - c. In case of (ii) a copy of the Partnership Agreement or General Power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.
5. The bids should be valid in the case of all the tenders for at least 90 days from the date of opening of the tender and if any tenderers withdraw or alters the terms of the tender during the period, such bidders will be banned from participating in NIT Warangal for a period of at least 05 (five) years.
6. Agencies / contractors who had been penalized/terminated the contract/issued with warnings/demand notices for non-compliances of statutory dues/GST etc., while working with other state, Central government departments/ agencies/ universities/ educational institutions/NITW/private deemed universities/state/central government departments/ PSUs etc., will be summarily disqualified in the technical bid evaluation stage itself. Such bidders shall have no claim to consider their bids for reasons whatsoever it may be.
7. Corrections, if any must be attested.
8. In case of any accident to the personnel employed by the agency during the 24 Hours, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the NIT Warangal is not liable for any payment of such kind.
9. The duties of each worker at every place of work should be detailed, in consultation with the Institute and one copy of the same shall be handed over to the authorized officer of the Institute. The duties of each worker at every place of work should be detailed, in consultation with the Institute and one copy of the same shall be handed over to the authorized officer of the Institute.
10. The contractor shall be responsible for engaging adequately trained manpower required for providing good House Keeping service in institute and its specified locations.
11. The agency should deploy/engage healthy, energetic male & female housekeeping personnel between the age group of 21- 50 ONLY and preferably Telugu/ English/ Hindi speakers.

If any person is not suited to the duty, the house keeping agency must replace such person immediately on the request of competent authority.

12. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. All the housekeeping personnel being engaged should have been completely vaccinated for COVID-19 and the final vaccination certificate for all the personnel should be submitted while accepting the work order.
13. Providing proper Uniform and masks, gloves, caps etc., to the personnel deployed by the agency will be the sole responsibility of the service provider and NIT Warangal will not provide any administrative or financial support in this regard.
14. The Contractor will, prior to the commencement of the operation of contract, make available to the Administration of NIT Warangal, a list of all the persons (should be between the age group of 21 to 50 years only) who will be engaged, such particulars inter-alia should include name, Aadhar Card number, date of birth, present age and permanent address of the persons to be deployed by the agency, supported by widely accepted Govt. identity proof viz., Ration card or postal identity card or Aadhar Card etc.,
15. The Contractor shall obtain adequate insurance policy/policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc. NIT Warangal will not be liable for any of the administrative or financial liabilities arising out of this at any point of time.
16. The Contractor shall be responsible for the safety and security of the Personnel deployed for duty in the office.
17. The Housekeeping Contract shall be initially for a period of 01 (one) year which may be extended for a further period of one more year (total period of contract will be not exceeding 02 years). The contract once awarded can be terminated by either party after giving three months' notice to the other party. Nevertheless, NIT Warangal may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIT Warangal decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
18. The Contractor shall be liable with regard to compliance of all the laws, rules and regulations, and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of Telangana including registrations with Contract Labour Regulation Act, Labour license, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, Employees State Insurance (ESI) Act, GST Registration, Municipal Registrations etc., copies of all such statutory registrations shall be enclosed to the tender.
19. The Contractor shall, keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of NIT Warangal.
20. The Contractor shall be responsible to maintain all such equipment and other articles made available by NIT Warangal in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self. The decision of the Designated Officer of NIT Warangal shall be final and binding on the contractor.
21. NIT Warangal shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIT Warangal in case of any damage or liability, which may arise on account of action of contractor. Services to be provided by contractor are indicated in the scope of work mentioned at Section-IV of this document

22. Tender shall also be accompanied by the relevant documents in the Technical Bid Document, including the following: -
- (a) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing House Keeping Services. This should be enclosed duly self-attested along with all necessary documents/details as has been asked in Section-III above.
  - (b) Work-plan indicating the requirement of worker and the deployment pattern of workers proposed and other details for the efficient satisfactory performance of the contract. The contractor has to position housekeeping worker at respective places on his own arrangement and in all weather conditions to meet the institute requirements.
  - (c) Certificates in support of all statutory registrations.
23. On termination of the agreement, the contractor will hand over all such equipment and other articles if made available by NIT Warangal in good working condition back to NIT Warangal.
24. The work shall be carried out so as to keep the premises clean. The contractor shall provide housekeeping man power and subsequently adjust the duties of such personnel during the succeeding week and no additional wage will be paid by the institute.
25. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
26. If any theft or loss of property is reported by any Department / Section due to the negligence or improper action of any trespass of unauthorized persons, the house keeping agency shall be responsible and the NIT WARANGAL shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
27. All work shall be carried out with due regard to the convenience of NIT Warangal. The orders of the concerned authority shall be strictly observed.
28. The Contractor will work in close co-operation and co-ordination with other agencies working at site.
29. The Contractor has to deploy manpower and work during holidays, late hours and Sundays/ Closed holidays (if required) as well according to the requirement and convenience of NIT Warangal and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
30. The contractor will not charge the additional payment to provide the cleaning services on holidays, Sunday and odd hours during NIT Warangal functions.
31. All the material to be used shall be got approved by the Designated Officer of NIT Warangal before starting the work.
32. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, students, supervisors, officers and all the employees of the Institute is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the Designated Officer of NIT Warangal in this regard shall be final and binding on the contractor.
33. NIT Warangal is not bound to provide any mode of transport in respect of men or material

required for the contract.

34. The Contractor will have to submit monthly bills along with copies of PF challans and ESI deposits should also be submitted with every bill. Photo copies of annual insurance policy under the Workmen's Compensation Act should be submitted in the first month of award of contract.
35. The payment of wages shall be disbursed by the contractor to his workmen **before 7<sup>th</sup> of every succeeding month**. Wages will be disbursed through ECS mode only and necessary documents viz., Bank statements reflecting the remittance in their concerned bank accounts to which the wages are deposited to every individual worker deployed by the agency during that month at NIT Warangal has to be submitted by the agency for claiming the bills on monthly basis.
36. The contractor shall at all times indemnify and keep indemnified the Principal Employer the Head of the Office and its Officers, employees and Agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of / or property or person of any sub- contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
37. The bill has to be submitted by the contractor every month and shall be released on monthly basis after satisfactory completion of job and for the work actually done on submission of bills in duplicate by the contractor. The bills should be accompanied by same certificate as NIT Warangal may prescribe from time to time. Income Tax (TDS) as applicable at prevailing rate will be deducted at source. Payments are required to be made within 15 days of the submission of any bill. However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved.
38. The contractor will be entitled for payment of amount as agreed by NIT Warangal per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract of one year beginning from the date of awarding the service contract.
39. The payment shall be made by NIT Warangal every month of the related amount on presentation of bill for such payment by the contractor in the first week of each succeeding month. The payment due to the contractor will be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill in duplicate by the contractor. The bills should be accompanied by such certificates as NIT Warangal may prescribe from time to time. In the event of failure in maintaining the Housekeeping Services on any day up to the desired standard in part or full, the contractor is liable to be penalized @ **Rs.1,000/-** (Rupees One thousand only) or more per day per block which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of **Director** will be final and binding on the contractor and shall not be subject to dispute or arbitration.

The bidder whose bid is accepted will be required to furnish **performance guarantee of 3% (Three Percent)** of the contract value for a period of one year plus 60 days, (with a claim period of one year) within 7 days from the date of issue of Letter of Acceptance. The period can be further extended by the Director NIT Warangal at the written request of the contractor for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day of Performance Guarantee amount. This guarantee shall be in the form of Deposit at Call receipt

of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any Scheduled Bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated above, including the extended period if any, bidder shall be suspended for one year and shall not be eligible to bid to NIT Warangal tenders from date of issue of suspension order automatically without any notice to the contractor.

The Performance Guarantee shall be returned to the contractor on satisfactory completion of the contract and on issue of completion certificate by EIC

**40.(A)** The contractor whose tender is accepted will be required to furnish by way of security deposit for the due fulfilment of his contract, such sum as will amount to 2.5% of the tendered value of work. The Security Deposit will be collected by deductions @ 2.5 % of the gross amount of the running bill of the contractors till the total security deposit recovered will amount to 2.5% of the tendered value of work. The Security deposit will also be accepted in the form of Government Securities, Fixed deposit Receipts of Scheduled Bank and Nationalised Bank. These shall be endorsed in favour of the Director, NIT, Warangal.

The Security Deposit recovered from the RA Bills including Final Bill will be refunded to the contractor after satisfactory completion of the maintenance period of six months from the date of successful completion of the contract. Deductions / recoveries if any owing to the deficiencies notified, if any, will be recovered from the SD and the balance refunded to the agency. No interest on the Security Deposit will be provided by the Institute.

41. The Housekeeping service is to be commenced from the date as indicated in the WO, which will be issued after receipt/deposit of the Performance Security by the successful bidder. A formal contract agreement will also be executed in a non-judicial stamp paper worth Rs.100/- Two copies of the Contract agreement as per the approved format (will be given by NITW) in a non-judicial stamp paper of Rs.100/- should be prepared by the successful bidder and the stamp duty charges, typing charges, all the costs for this has to be borne by them.

42. As per NIT Warangal policy, payments and receipts to Government and Semi Government, Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.

43. The workmen engaged by the contractor shall be directly supervised and controlled by the Contractor and shall have no relation whatsoever with NIT Warangal. This institute shall have no employer/employee relationship with any of the workmen engaged by the housekeeping service contractors and the institute will have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against NIT Warangal service or regularization, permanency of services, gratuity or any other such benefits/claims by virtue of being engaged at NIT Warangal.

44. The work executed shall be to the satisfaction of the designated officers, the Director and the Authorities all stake holders of NIT Warangal.

45. The contractor shall ensure that either he himself or his representative/supervisor is available for proper Administration and supervision at work and he should be the nodal contact on behalf of the contractor. The contact details of such supervisor should be made available to the Administration & also the Designated Officer of NIT Warangal.

46. The contractor undertakes to deposit all statutory payments such as EPF, ESI, GST Tax and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI & GST

Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities.

47. All the workers engaged by the Contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. **The Agency shall be solely responsible for their wages (as per the Central Minimum Wages Act), fringe benefits, conduct, duty roster, leave-records, relievers** etc., The Agency shall also provide its workers photo-identity cards which shall be checked by the NIT Warangal officials as and when necessary.
48. NIT Warangal not be responsible for the release of benefits, such as Provident Fund, ESI, Pension benefits, gratuity or any other allowances. Any changes in the minimum wages act or in any other Labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
49. NIT Warangal in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify NIT Warangal in case of any loss or damage or liability, which may arise on account of action of the contractor.
50. The Housekeeping contractor shall ensure that the worker engaged by the agency shall not smoke beedis, cigarettes, tobacco or take alcoholic drinks and nor they are allowed to chew pan, tobacco items etc. If any of such personnel is found violating this, a fine of Rs.1000/- will be levied from the agency from their monthly reimbursement bill, for each occasion, beyond immediate removal of that concerned personnel. Repeated violation in this regard will render termination of contract with the agency.
51. The worker of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases. They should be in uniform while on duty.
52. The Director, NIT Warangal reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest.
- 53. If in case of a TIE of L1 (or) there are more than one L1 in the financial bid:**
  - (a) then the agency who has more experience as per Column 10 of Section III above (Years of Experience in providing House Keeping Services in Central government educational & research institutions) and also as evaluated & decided by the duly constituted committee/Competent Authority of NITW, will be awarded the bid. The decision of the committee and the competent authority of NITW will be binding and should be accepted by all the bidders.
  - (b) If there is still a TIE, a one-time chance will be given to the bidders (under TIE) for submitting a revised quotation on the spot in a sealed envelope (format will be given on the spot only) in the presence of the duly constituted committee and the L1 will be decided on the spot which will be accepted by all the bidders.
  - (c) Even at this stage against if there is a TIE, the bid will be awarded based on the lottery amongst the bidders under TIE.
54. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration. **In case of default**, contractors who violate the terms of the contract and whose contracts are terminated, should be considered for blacklisting by the Competent Authority for a significant time before they are



considered again.

55. The decision of the Director, NIT Warangal any matter relating to this contract shall be final.
56. If any relative of the tenderer is an employee of the NIT Warangal, the name, designation and relationship of such employee shall be intimated to the Registrar, NIT Warangal, in writing while submitting the tender.
57. The contractor shall be responsible for the payment of wages and allowances as per **Government of India Minimum Wages Act** (employment of sweeping and cleaning excluding activities prohibited under the employment of manual sewages and construction of dry latrines (prohibition) Act 1993 and all statutory dues to the persons employed by him for providing the housekeeping services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
58. Sub-contracting of the contract is strictly prohibited.
59. Any other payments likewise Uniform, Shoe, Leave Salary, Bonus, etc., should be met by the contractor only. NIT Warangal has no liability towards the above.
60. Garbage shifting and proper disposal of the waste to the Warangal Municipal dumping Yard to be taken care by the agency only.
61. Any other requirements of the institute like shifting of items and loading/unloading of items or equipment's are to be done by the personnel employed by the agency.
62. Any other requirements not indicated in the tender document may be looked after by the agency if authority from the institute requests for the job.

## **SECTION –IV**

### **Section IV - Schedule of Requirements and Scope of work**

| <b>Sl No.</b> | <b>Description</b>  |
|---------------|---|
| <b>01</b>     | General cleaning by sweeping, moping, dusting and other connected works, collecting and removal of garbage, bio degradable, non-bio degradable solid, semi solid duly segregate, Packing in polythene bags, moping, cleaning, floor areas ,walls, lifts and roof, furniture, fixtures of building, tables, chairs, Amaras, frames, railing ,glass, cabin portion, showcases, key boards ,contains every articles inside the building floorings of granite, vitrified ,ceramic tiles, marbles etc. and removing stains including cost of labor, materials other than issued by dept for finished item of job (as desired by department) and carting of waste materials to dump yard specified by GWMC including all leads and lifts etc. complete as directed by department. Payment will be made by Circulation area (Corridors, service rooms, Gym & Balconies) basis. |
| <b>02</b>     | General cleaning (Weekly once) by sweeping, moping, dusting and other connected works, collecting and removal of garbage, and removing stains including cost of labor, materials other than issued by dept for finished item of job (as desired by department) and carting of waste materials to dump yard specified by GWMC including all leads and lifts etc. complete as directed by department. payment will be made by carpet area (Student rooms area) basis  |
| <b>03</b>     | Cleaning of flooring and toilets and resetting all furniture and toiletries, using required detergents, minor and major pneumatic equipment, collect solids and semi solids waste spray, antiseptic sprays, perfumes for toilets, including high tech floor, dadooing, sanitary ware fittings glass partitions and all fitments and allied works etc. complete for neat presentation including cost of materials, labour all water leads, cost of carting as directed by the department. (Payment will be made on unit basis i.e 1Unit=1WC or 2Urinals or 3Wash basins) (Daily 3 times)   |
| <b>04</b>     | Techno sweeping of open area such as roads, grounds of corridor, gardens etc. and collecting stray light weight solid and semi solid waste, waste paper, garbage, bio graded/non bio graded materials, packing materials and collecting & dumping to dump yard specified by GWMC including all leads and lifts etc. complete as directed by the department (Payment will be made on the basis of work done area).(Daily)  |
| <b>05</b>     | Services of electricians, plumbers, carpenters for attending the repairs in all electrical repair work and lifts operation, sanitary repairs works, water supply repairs and water supply distribution system works and maintenance of overhead water tanks and carpentry works with his working tools with departmentally issued materials as directed by the department. (Payment will be made on Circulation area + Carpet area basis) (Daily)   |

### **JOB SPECIFICATIONS AND SCOPE OF WORK**

#### **A. AREA COVERAGE.**

Rendering continuous/exhaustive cleaning, sanitizing, mopping, dusting, floor cleaning, washing, all allied miscellaneous housekeeping service in NIT Warangal on the following buildings, locations, blocks, areas.

Services are required in the common & toilet areas of hostel buildings i.e Corridors, stair cases, area below the stair cases, lifts, Resource Centers, Study Areas, Gym Areas, Machinery Areas & Other Equipment (D.G. Set building, Fire Extinguisher, etc., Cleaning of the drainage lines, cleaning of light jungle, bushes in and around the buildings covering an area of 5m on all sides & lifting of garbage to the Municipal dumping yard etc., as specified in the this tender document, work order being issued and also as deployed by the designated authority of NIT Warangal from time to time

| SNo | Name of the Building                 | *Circulation Area (Sqm) | **Carpet Area (Sqm) | **Toilets (Units) | Tecno Sweeping area |
|-----|--------------------------------------|-------------------------|---------------------|-------------------|---------------------|
| 1.  | 1.0K Hostel Building (G+6)           | 12810                   | 22345               | 394               | 9000                |
| 2.  | 1.8K Hostel Building (G+9)           | 15000                   | 28105               | 489               | 16000               |
| 3.  | DASA Hostel Building (G+3)           | 2901                    | 3523                | 338               | 2200                |
| 4.  | 14 <sup>th</sup> Block Hostel (G+2)  | 2550                    | 3434                | 66                | 3500                |
| 5.  | Ladies Hostel -3blocks               | 8500                    | 14500               | 200               | 16000               |
| 6.  | Ladies Hostel 12 <sup>th</sup> Block | 690                     | 930                 | 16                | 1000                |
|     | <b>Total Area (Sqm)</b>              | <b>42451</b>            | <b>72837</b>        | <b>1503</b>       | <b>47700</b>        |

\*Circulation Area= Corridors, Gym, Service rooms & Balconies

\*\*Carpet Area= Student rooms

1Unit=1WC or 2urinals or 3wash basins

The above areas are approximate only

## B. BROAD DETAILS OF SCOPE OF WORK.

1. Cleaning, sweeping, moping and wiping of floors, staircase (Circulation area) on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7:00 AM so as to complete all the dusting/ cleaning/ moping work before 08:30 AM. Cleaning of general toilets at least thrice daily (at 7:30 AM & 01:30 PM and 5:30 PM) with phenol and detergent etc., and maintain the toilets floors dry.
2. Cleaning, sweeping, moping and wiping of floors, doors, windows & window glasses etc in student rooms (Carpet area) on weekly basis from Monday to Sunday or as required by Officer-In-charge.
3. Continuous moping to be done at reception floor and other corridors during working hours
4. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
5. Cleaning of overhead/underground water tanks every fortnight.
6. Trimming of trees including lifting, carrying & disposing of tree wastes, honey webs, dried leaves, dead birds, insects, rats, animals (if any) from the road and building sides, and as instructed by the officer in charge.
7. Cleaning of balconies, roof tops, water spouts, bushes, grass cutting in and around Hostel buildings monthly and as and when required and as instructed by the officer in charge.
8. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, equipment, racks, sofas, computers, telephones, curtains, wall mounted fans, inner units of AC, etc., with dry/wet cloth, feather brush and duster.
9. Clearing of any chokings in the drainage lines, man holes, gully traps, nahany traps etc., for entire area covered in scope of work.
10. Agency will also keep suitable supervisors to monitor the work and also keep a chart at suitable location and the agency's supervisor will sign with date time on it after every cleaning
11. Satisfactory report from a regular (permanent) authorized employee of the Institute is required. Satisfactory report for others areas and material inspection report from Officer-in-charge is required of the Institute.
12. Removal of beehives and cobwebs/honey webs from the hostel buildings and its premises.
13. Contractor shall provide a list of various equipment, machinery and their respective quantities to be used for the housekeeping.
14. The cleaning would be done first by booming and then the floor would be mopped by Water mixed with Phenyl/floor cleaning chemical in 1:30 (one bucket of 20 litre with 100ml phenyl) using rubber/cloth scrubber with bar type handle.

15. The bidder must engage adult and experienced labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the worker from their areas of deployment once in two months with prior written intimation to NIT Warangal.
16. Proper registers/records (Attendance, Wages, etc.) for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the NIT Warangal officer-in-charge at regular intervals and finally at the end of each month.
17. The Contractor shall submit to NIT Warangal list of all workers engaged to carry out the contract work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place.
18. Maintenance of the shrubs, trees and other plants will include watering them daily or when necessary depending upon the season keeping the lawn area around trees and shrubberies free of weeds, earthing up the basins, trimming of the tree and shrubs depending on the seasons as directed, top dressing with manure, fertilizers and need take on a routine basis. Monthly once sprays shall be given to the garden area.
19. The bidder should possess or procure needful machineries, equipment, gadgets and other material required for providing effective, efficient and smooth housekeeping services. No additional cost towards this will be borne by NIT Warangal.
20. The service provider should provide snake catcher as and when required on urgent basis or he may engage one or two workers who can catch the snakes. No extra payment will be given for such work. All the risks are to be borne by the service provider.
21. The contractor should be able to supply required skilled/trained/healthy manpower to be engaged on need basis for engaging them on daily wages basis for any specific requirement / in case of completing any specific task as per the requirement of the institute and as directed by the Designated officer of NIT Warangal. In such case of engagement of manpower for emergency requirement / specific task / need basis, the applicable per day payment will be paid by the institute calculated on the basis the minimum of per day wage of relevant category not exceeding the Central Minimum Wages Act (pay + VDA) per person engaged, to be claimed by the agency along with their monthly reimbursement bill.
22. The contractor should also be able to undertake specific task of works other than described in scope of work, on a lump sum basis with regard to jungle clearance / cutting of grass / cutting/trimming of trees/ cleaning of specific places / marking of playground areas, sanitizing of places, hostel areas, cleaning of underground sumps, main overhead tanks, sewerage lines, manholes, (other than routine clogs) etc.,. In such lump sum assignment, it will be the sole responsibility of the agency for providing necessary manpower, tools, equipment, machineries etc., and complete the task within the assigned time and period. In such engagements, the rate of such works as calculated as per Square Meter of area covered /running meter to be paid as per the CPWD works manual/ prevailing market rates/Minimum Central Wages Act, as certified by the Superintending Engineer of NIT Warangal should be accepted by the contractor and claimed along with this monthly bill of that particular month. It will be the sole discretion of Superintending Engineer, NITW whether assigned work falls in specific task or comes under work described in tender document.

### **C. DAILY- HOUSE KEEPING**

- i) Twice Daily: Proper sweeping and moping of all floors in the buildings, cleaning of walls, railings, corridors, entry roads of hostel buildings etc. covering the entire constructed areas. No beetle stains or cobwebs etc. should be visible anywhere.
- ii) Thrice daily: cleaning of main stair cases entry lobby area. Cleaning of waste paper,

baskets sanitation bin, spittoons set and disposing of garbage/refuse as directed by the department.

- iii) Dusting the cupboards, telephones, partition walls, doors, windows, notice boards, flower vases and piece of decoration and other materials available in the hostel.
- iv) Cleaning glasses of windows, doors, partitions etc. and removal of cobwebs.

Toilets and urinals including floors to be cleaned regularly and continuously at every 3 hours throughout the day with phenol and other disinfectants. Only male workers should be deployed to clean the gent's toilets in the premises. The toilets should be cleaned every day with utmost care. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

- v) Cleaning nahany traps, gully traps and manholes in hostel buildings area regularly to avoid clogging and as and when required.
- vi) Porcelain fixtures to be cleaned with vim.
- vii) To provide naphthalene balls or any suitable material, toilet rolls, liquid soap, air fresheners etc.
- viii) To spray room fresheners/perfume to maintain pleasant odor as and when required at important locations.
- ix) To attend, clean and remove choking of drains including CI pipes, sanitary fixtures, manholes and underground sewer lines, water supply distribution and repairs of internal and external works whenever required for smooth functioning and as directed by supervisor / officer in-charge.
- x) Through cleaning of rooms with ordered, Dettol, carbolic acid, disinfect etc. as may be required and as directed by supervisor/Officer In-charge.
- xi) Cleaning of duct and shaft spaces, through cleaning of dirty passages, approach road, entrance of buildings.
- xii) Daily collection of waste from the hostels and proper dumping in specified place as per instructions of the supervisor/Officer In-charge.

**Documentation by the service provider and on the part of NIT Warangal:**

Daily / routine documentation and record keeping of cleaning works undertaken by the service provider, authorities of the Institute for effective contract management:

**1. All Toilet Areas of Hostels:**

A Printed Cleaning Card/Chart mentioning the daily cleaning details of toilets as per the standards prescribed (3 times a day) will be displayed/hanged at the backside of all toilet doors. (The format of this will be provided to the contractor along with the work order). The cost of printing this card/chart will be borne by the contractor only.

Daily work report / cleaning card/chart should be signed on a daily basis by the Supervisor of the Agency and on a weekly basis by the Officer/Designated authority of NIT Warangal.

Daily signature of at least one witness (any Regular (permanent) Employee (or) a student of that particular building/ particular floor) should also be obtained as a proof of cleaning.

Every month this Chart/card should be submitted to the concerned officer as a proof of service provided. (The format of this will be provided to the contractor along with the work order).

2. All Building Areas :

Rendering continuous/exhaustive cleaning, sanitizing, mopping, dusting, floor cleaning, washing, all allied miscellaneous housekeeping service in NIT Warangal Buildings, locations, blocks, areas, as indicated in this tender document/WO/Contract agreement being executed:

A Printed Cleaning Card/Chart mentioning the daily cleaning details of building areas will be displayed/hanged at a prominent place on every floor of each building. (The format of this will be provided to the contractor along with the work order). The cost towards printing of this card/chart will be borne by the contractor only.

Daily work report / cleaning card/chart should be signed on a daily basis by the Supervisor of the Agency and on a weekly basis by the Officer/Designated authority of NIT Warangal.

Daily signature of at least one witnesses (any regular (permanent) employee/or a student user of that particular floor of that building) should also be obtained as a proof of cleaning.

Every month this Chart/card should be attached along with the bill as a proof of service provided.

3. A daily duty registers of the housekeeping workers deployed, supervisors deployed by building wise/area wise should be maintained on a monthly basis. (This format will be provided to the contractor along with the work order).

This daily duty register will be countersigned by the Officer responsible for NIT Warangal on a regular basis. Every month this register should also be attached along with the bill as a proof of personnel deployed. (The cost of procuring/maintaining this register will be borne by the contractor only)

4. A monthly housekeeping materials issued/used register should be submitted by the contractor and it should be duly countersigned by the officer in charge of the institute and attached along with the monthly bill. (The cost of procuring this register will be borne by the contractor only)
5. The designated authority/officer in charge of housekeeping services of the Institute will maintain the stock of housekeeping consumables utilized every month and will submit the same along with the monthly bill. This stock register (received/ utilized/ balance held) maintained for all the consumables should be maintained on a monthly basis. (NIT Warangal will undertake the cost/provide this register)
6. It will be responsibility of the Institute Purchase Department to procure & provide all the demanded consumables (toiletries only) as demanded by the designated officer responsible for housekeeping services and keep them in buffer stock of central stores of NITW. A detailed stock record will also be maintained as per procedure.
7. Every month, the reimbursement bill of the housekeeping should be submitted by the service provider to the designated authority/officer in charge of housekeeping services of the institute and the bill duly vetted and passed by the Concerned department will be sent to the F&A dept for release of payment.

**D. Weekly- House Keeping:**

- i) Cleaning, sweeping, moping and wiping of floors, doors, windows & window glasses etc in student rooms (Carpet area) on weekly basis from Monday to Sunday.
- ii) Cleaning of carpets, curtains, venetian vertical blinds, telephones and electrical fittings on walls in rooms, passage and corridors in the building, and terrace in all buildings.
- iii) Cleaning of fans tube lights, false ceiling sheets and walls.
- iv) Polishing of steel and other metal surfaces.

**E. Fortnightly – House Keeping:**

- i) Cleaning of ceiling with electrical fitting and roofs.
- ii) Washing and scrubbing of floors with automatic machines with required cleaning materials.
- iii) Cleaning storm water drains, water pipes, and overhead tanks.

**F. Monthly – House Keeping:**

- i) Sweeping and cleaning of service ducts, service rooms, service shafts and all drainage pipes including those of toilets.
- ii) Cleaning of drains and manhole lines connected from all type of buildings to the main drains and sewer lines, chambers, gully traps, nahny traps and underground sewer lines up to STP.

**G. PROVIDING WORK FORCE BY THE SERVICE PROVIDER / CONTRACTOR.**

1. The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.
2. The workforce will also comprise of lady workers to cater for Ladies washrooms and to be engaged in lawns and gardens, sweeping of roads. It should be ensured that only lady housekeeping workers are deployed for cleaning of female washrooms/ladies hostel.
3. The Skilled workers should have at least ITI passed and at least 3/5years experience in the respective fields.
4. The Supervisors deployed should have at least passed Diploma in Engineering (Civil/Electrical/Mechanical/Instrumentation etc) Standard and should be able to read and write English and Telugu and preferably speak / understand Hindi. They should be able to maintain all required documents. At least one female supervisor should be engaged to monitor and take care of lady workers. The Supervisors should be in uniform issued by the company and also, they should be wearing the Identity Card always while on duty for easy identification.
5. The Manager deployed should have at least passed Graduate in Engineering (Civil/Electrical/Mechanical/Instrumentation etc) preferably MBA in Hospitality or Housekeeping and at least 3/5 years' experience in Housekeeping works
6. The bidder must employ adult and healthy workers only. Employment of any child Labour/Child workers will lead to the termination of the contract and legal action against the contractor. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The details of all the workers employed, details of all supervisors, their address, identity, Aadhar / identification proof etc., should be submitted to the Administration of NIT Warangal and a copy to the EMU.
7. In order to maintain quality services and minimize operational problems, the bidder may rotate the workers once in two months with prior written intimation to the designated officer of NIT Warangal.
8. The bidder shall ensure that all the workforce deployed wear a proper and approved uniform while on duty, otherwise penalty will be imposed as decided by the Competent Authority and deducted from each month's bill. NIT Warangal will not be responsible for bearing any cost or financial liabilities arising out of issuance of uniforms or ID cards to

the workers deployed by the agency.

#### **H. WASTE DISPOSAL MANAGEMENT:**

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by NIT Warangal / Greater Warangal Municipal Corporation dumping yard. The garbage i.e dry leaves, waste papers, removed grass, any other non-usable materials shall be removed from the areas on daily basis by arranging suitable number of vehicles.

GPS tracker will be fixed to the garbage transportation vehicles by Contractor to ensure the location of dumping of garbage. Monitoring & maintenance of the GPS tracker will be done by contractor and periodically verified by authorized official from NIT Warangal.

#### **I. SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials other related item is to be provided by the Agency have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. An indicative list of housekeeping materials is placed at **Annexures'-I, IA & II.**

**Payment:** The payment will be paid to contractor on actual work done basis of the each building/areas on the contracted rate calculated on the actuals of Square Meter areas covered per day, consolidated together and payable on monthly basis, as per the claim submitted by the service provider, measured and certified by the Authorized authority of NIT Warangal. If the work was not completed, then the amount will be deducted from the bill on day basis with reference to the monthly agreement rate, deducted on Square Meter charges of uncovered areas.

#### Annexure-I

**List of Recommended Housekeeping Materials to be brought/provided by the contractor to their workforce for providing effective housekeeping/cleaning services (indicative list only) :**

| <b>S. No.</b> | <b>Particulars</b>                      |
|---------------|---|
| 1.            | Plastic buckets                         |
| 2.            | Feather dusters                         |
| 3.            | Dust pan                                |
| 4.            | Sponge                                  |
| 5.            | Disposable, bio degradable garbage bags |
| 6.            | Presser pump                            |
| 7.            | Toilet brush                            |
| 8.            | Soft broom                              |
| 9.            | Wiper (big & long size)                 |
| 10.           | Wet mops                                |
| 11.           | White duster                            |
| 12.           | Scotch brite / branded scrubber         |
| 13.           | Dust pan                                |
| 14.           | Dry mops                                |
| 15.           | Bathroom wiper                          |
| 16.           | Glass duster                            |
| 17.           | Mister toll brush                       |
| 18.           | Hard broom                              |
| 19.           | Small presser pump                      |
| 20.           | Hard broom with bamboo                  |



|     |  |
|-----|--|
| 21. | Hand gloves  |
| 22. | Face mask & head cover/cap   |
| 23. | Wiping cloth   |
| 24. | Window squeegees   |
| 25. | Floor squeegees  |
| 26. | Cotton mop   |
| 27. | Rubber Gloves  |
| 28. | Wiping cloth   |
| 29. | Rods, sticks etc., required to clean the trenches  |
| 30. | Mechanical/Electrical saw machine for cutting, trimming the trees  |
| 31. | Ropes for tree climbing, swards, large scissors for plants cutting etc.,   |
| 32. | Any other such materials/tools as deemed required for electrical, Plumbing, Carpentry, Masonry, water supply & drainage lines repairs/maintenance. |

## **Annexure-IA**

**List of some indicative basic machineries & tools recommended to be brought/ provided by the contractor to their workforce for providing effective housekeeping / cleaning / pathway / garden maintenance services (indicative list only):**

| <b>S. No.</b> | <b>Particulars</b>   |
|---------------|--|
| 1.            | Wet & dry vacuum cleaners  |
| 2.            | Floor Scrubbers  |
| 3.            | Box Sweepers   |
| 4.            | Mopping Trolleys   |
| 5.            | Housekeeping tools & Farm tools  |
| 6.            | Wheel barrow trolleys  |
| 7.            | Lawn movers  |
| 8.            | Garbage collection manual cycle rickshaws  |
| 9.            | Hedge cutting machines,  |
| 10.           | Saw for cutting plants, branches etc   |
| 11.           | Grass cutting machiness  |
| 12.           | Crow bars, sickles, spades, blades, knives and any other T&P   |
| 13.           | Mechanical Sweeping Machines (walk behind or censor operated) (for use in common corridors & floors) |
| 14            | ANY OTHER SUCH EQUIPMENT, MACHINERY, TOOLS & PLANTS AS DEEMED REQUIRED                               |

**Note : The service provider should be providing all the above mentioned and other such required housekeeping & gardening tools, materials, maintenance tools and machineries throughout the period of contract without any demand to provide effective services and NIT Warangal will not borne any cost/will not undertake any financial liabilities in this regard.**

## **Annexure – II**

List of Recommended Housekeeping Materials / Consumable for clearing of Toilets and Floor. The Maker and Quantity as required as approved by the department officials.

1. Phenyle – Mr. Perfect or equivalent make.
  2. Acid – Balck Belt or equivalent make.
  3. Harpic liquid Toilet Cleaner
  4. Floor Cleaner Lizol or equivalent make.
  5. Air Freshners – AER other or equivalent make.
  6. Colin Mirror Cleaner
  7. Hand Wash Dettol. or equivalent make.
  8. Jasmine Cent Bottle or equivalent make.
  9. Naphthaliene Balls white big size Natraj make or equivalent.
  10. Wash Room freshners Odonil or equivalent make.
  11. Bleaching Powder GACL / or equivalent make.
  12. Drain Cleaner – Drainex or equivalent make.
-

**UNDERTAKING BY THE CONTRACTOR**

I/We have carefully gone through the various terms and conditions listed in the above for provision of Contract for Housekeeping Services at NIT Warangal, claim reimbursable on a monthly basis. I/We agree to all these conditions and offer to provide Housekeeping Services at NIT Warangal Campus as agreed as per the said tender document, all its clauses and conditions, work order and contract agreement being executed.

I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further NIT Warangal is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute. We do not have any officers or staff or employee of the institute directly or indirectly involved in the business of the agency.

Our Firm/ Company/ Agency is not blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any Other state/central Govt. Organizations.

Date  
Place

Signature of the Tenderer

(to be signed and scanned and uploaded along with the technical bid document)

Stamp

**TECHNICAL BID DOCUMENTS**

E-Tender Enquiry No. NITW/PS-01/Housekeeping/2022-23/  
For providing Housekeeping services at NIT Warangal

| Sl. No | Eligibility Criteria  | Documents to be submitted   | Enclosed at Page No. |
|--------|---|---|----------------------|
| 1      | The Registered Office or one of the Branch Offices of the tenderer should be located in Warangal or within Telangana/Andhra Pradesh State   | Self-attested copy of Telephone bill/ Electricity Bill/ Registered Lease Deed indicating the evidencing its location in such territory in the last 3 years.   |                      |
| 2      | Should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than three years before 31/03/2021. Bids of the tenderer having the status of sole proprietorship firms are also eligible to apply.   | Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act or document giving evidence of proprietorship registration.  |                      |
| 3      | <p>Should have satisfactorily completed the works as mentioned below during the <u>last Seven years</u> ending previous day of last date of submission of bids. Should have provided Housekeeping / Cleaning/ Sanitizing Services to a fully residential Higher Educational/ Research Institutions, Universities run by Central Government / State Government (or) for a reputed, UGC Recognized Private University (deemed university U/s 3 of UGC Act), having large campus with residential/ hostel campuses or in any Central /State Government Organizations/PSUs.</p> <p>In support of this the tenderer <b>either</b></p> <p>(iv) Should have successfully completed <b>ONE</b> similar work of value equal to Rs.4.80 Crores or more.</p> <p align="center"><b>OR</b></p> <p>(v) Should have successfully completed <b>TWO</b> similar works of value equal to Rs.3.60 Cores each or more each</p> <p align="center"><b>OR</b></p> <p>(vi) Should have successfully completed <b>THREE</b> similar work of value equal to Rs.2.40 Crores each or more.</p> <p align="center"><b>AND</b></p> <p>Should be having a valid Labour license throughout during aforesaid period of the work experience claimed.</p> | <p>Self-attested copies of work Orders, Work Completion Order issued by the competent authority should be self-attested, scanned and enclosed along with the technical bid documents.</p> <p>The agency will summarize the details of the contracts executed by them for the experience period claimed and, in their letter head they will prepare the appended tabular column and enclose along with their financial bid. Failing to enclose this will render disqualification of their technical bid.</p> <p>All the credentials submitted to prove their location, financial and experience status are subject to verification at any point of time and if found to be bogus, necessary legal action will be initiated against such agency / individual.</p> |                      |
| 5      | Must have achieved minimum annual average turnover of Rs.3.00 Cores (per annum) from housekeeping contract business alone during the last three consecutive years Balance sheets duly   | <b><u>Certificate of Financial Turn Over:</u></b> At the time of submission of bid contractor may upload Affidavit/ Certificate from CA mentioning  |                      |

|    |  |  |  |
|----|--|--|--|
|    | <p>audited by Chartered Accountant. (Completed financial years ending 31st March 2021) and should be profit making entity.<br/>Year in which no turnover is shown would also be considered for working out the average.</p>  | <p>Financial Turnover of last 3 years or for the period as specified in the Bid document and further details if required may be asked from the contractor after opening of technical bids. In case the agency is providing more than one type of services excluding the security services, the CA certificate certifying the turnover from housekeeping service contracts alone may be provided. There is no need to upload entire voluminous balance sheet.</p> <p>Note: The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet years ending 31st March 2021, duly audited and certified by the Chartered Accountant.</p> |  |
| 6. | Solvency Certificate from any scheduled bank to assess the financial stability of the agency.  | A latest Solvency Certificate (issued on or after 01 <sup>st</sup> January 2022) of the amount equal to 40% of the Estimated Cost of the tender ( <b>Rs.2.40 Crores</b> ) indicated should be enclosed to prove the financial soundness of the Agency. The solvency certificate should be from any Scheduled Bank. The solvency certificate has to be self-attested, scanned and enclosed, uploaded with the technical bid document.   |  |
| 6  | Should have Bank Account and other statutory registration on the own name of style.  | Certified scanned copies extract of the Bank Account/first sheet of bank pass book has to be enclosed.   |  |
| 7  | Should be registered with Income Tax and Service Tax departments.  | Self-attested copy of valid registration certificate under GST and PAN card, GST, IT returns, Income Tax Clearance Certificate of <b>last three</b> financial years are to be enclosed.  |  |
| 8  | They should have been registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance of applicable and relevant labour laws. | Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition Act 1970, Employees Provident Fund (EPF) and Employees State Insurance Corporation (ESIC).<br>Self-attested copy of all the Labour Licenses for operating housekeeping services issued during the past 03 (three) years should be enclosed.   |  |

|    |   |   |  |
|----|---|---|--|
| 9  | The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the labour license compliance etc., Further no past contract of such agency should have been terminated in the last 5 years on account of violation of laws or deficiency of services or breach of contract | The agency should have not been warned or terminated from the contract due to non- performance / deficiencies in service / poor quality in services / non-compliances of statutory dues of ESI, EPF remittances etc., for the past 05 years.<br><br>Declaration for not having been warned or terminated or blacklisted by any State Government or by Government of India / Universities / Organizations / departments / government agencies etc., should be enclosed.    |  |
| 10 | Years of Experience in providing House Keeping Services (exclusively the housekeeping services only) in large, centrally funded technical institutions like NIT / IIT/ higher educational institutions like IIMs, Central Universities / IISERs, NISER, IISc etc, (only central government educational & research institutions) Private University having large campus with residential/ hostel campuses or in any Central/State Government Organizations/PSUs.   | Total experience in ___MM___YY ___DD.<br><br>Mention total number of experience in the above format supported with copies of work orders, work completion certificate/ feedback report. (Note: the details and documents provided in the column are subjected to verification from the concerned authorities and if any case of any false information/claims, action as decided by the competent authority of NITW will be taken against the bidder / contracted agency). |  |

**The agency will summarize here the details of the contracts executed by them for the experience period claimed. Failing to complete this portion will render disqualification of technical bid.**

**The bidder should have minimum three years' experience in housekeeping works to a fully residential Higher Educational/ Research Institutions, Universities run by Central Government / State Government (or) for a reputed, UGC Recognized (U/s 3 of UGC Act) Private University having large campus with residential/ hostel campuses or in any Central/State Government Organizations/ PSUs.**

| FINANCIAL YEAR | Work Order (s) Reference & date | Value of work executed | NAME (s) OF THE INSTITUTE/ AGENCY TO WHICH THE HOUSEKEEPING SERVICE WAS RENDERED BY THE BIDDER | PERIOD OF SERVICE / CONTRACT PERIOD | Labour license no. & date against which the work was executed during the mentioned financial year |
|----------------|---------------------------------|------------------------|--|-------------------------------------|---|
|                |                                 |                        |  |                                     |   |

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|     |  |  |  |  |  |  |  |
| 1.  | Name of Tendering Company with Registration No.&Date issued by appropriate authorities (Please enclose copy of certificate of registration)  |  |  |  |  |  |  |
| 2.  | Do you possess trade license issued by Competent Authorities in India? If so, please enclose a copy.   |  |  |  |  |  |  |
| 3.  | Name of Proprietor / Owner etc.,   |  |  |  |  |  |  |
| 4.  | Furnish following particulars of the Registered Office   |  |  |  |  |  |  |
|     | a. Complete Postal Address   |  |  |  |  |  |  |
|     | b. Telephone No.   |  |  |  |  |  |  |
|     | c. Fax. No.  |  |  |  |  |  |  |
| 5.  | Furnish following particulars of the Local BranchOffice  |  |  |  |  |  |  |
|     | a. Complete Postal Address   |  |  |  |  |  |  |
|     | b. Telephone No.   |  |  |  |  |  |  |
|     | c. Fax. No.  |  |  |  |  |  |  |
|     | d. E-Mail Address  |  |  |  |  |  |  |
| 6.  | PAN No. (Attach Attested Copy)   |  |  |  |  |  |  |
| 7.  | TIN No. (Attach Attested Copy)   |  |  |  |  |  |  |
| 8   | Registration Certificate (Please upload scannedcopies)   |  |  |  |  |  |  |
|     | i) E.P.F. Regn. No.  |  |  |  |  |  |  |
|     | ii) E.S.I. Regn. No.   |  |  |  |  |  |  |
|     | iii) GST Regn. No.   |  |  |  |  |  |  |
|     | iv) Labour License (Central) Regn. No.   |  |  |  |  |  |  |
| 9   | PAN CARD / GIR No.   |  |  |  |  |  |  |
| 9.  | Financial turnover for the last 03 (three) financial Years. (Please attach copy of certificate issued by Chartered Accountant scanned and self-attested)   |  |  |  |  |  |  |
| 10  | The <b>agency should not have been black listed</b> or banned by any Govt. Department, State/ central Government Organization, PSU, University, Autonomous Institute etc. A notarized certificate to this fact should be enclosed with techno-commercial bid as per attached format. |  |  |  |  |  |  |
| 11  | Additional information, if any (Attach separate sheet, if required)  |  |  |  |  |  |  |
| 12. | Upload copy of undertaking   |  |  |  |  |  |  |
| 13. | Acceptance of payment of Central Minimum wages as per Central Govt. norms per shift (8-hour shift) per person of Housekeeping workers (Yes /No)  |  |  |  |  |  |  |

|     |  |  |  |
|-----|--|--|--|
| 14. | Agency's contribution towards provident fund @13.00%. (Yes /No)  |  |  |
| 15. | Agency's contribution towards ESI @ 4.00% for workers per month. (Yes /No)   |  |  |
| 16. | Payments on Uniform, Shoe, documentations, ID Card, Leave Salary, Bonus and the monthly wage as per the Minimum Wages Act (Central) etc., should be met by the contractor Only (Yes /No)           |  |  |
| 17. | Will provide all required housekeeping materials, tools, equipment, machineries etc., as needed and indicated in Annexure II & II-A above to provide effective services to NIT Warangal (Yes / No) |  |  |



## **SCHEDULE OF TENDER**

|  |   |
|--|---|
| Name of Organization   | National Institute of Technology Warangal   |
| Tender Type (Open/Limited/EOI/Auction/Single)  | OPEN  |
| Tender Category (Services/Goods/Works)   | Services/Works  |
| Estimated cost of the tender   | Rs.600.00 lakhs (approx.)   |
| Type/Form of Contract (Work/Supply/Auction/Service/Buy/ Empanelment/ Sell)   | Works   |
| Nodal authorities / Responsible officer / Department other authorities responsible for tendering process and execution of the subject work of NIT Warangal | Director / Registrar / Administration / Engineering and Maintenance Unit / Superintending Engineer, NIT Warangal.       |
| Product Category (Civil Works/Electrical Works / Fleet Management/ Computer Systems) Name of the tender / contract )                                       | Tender for providing housekeeping services to NIT Warangal Campus.  |
| Source of Fund (Institute/Project)   | NITW  |
| Is Multi Currency Allowed  | No  |
| Date of Issue/Publishing   |   |
| Document Download Start Date   |   |
| Document Download End Date   |   |
| Last Date and Time for Uploading of Bids   |   |
| Date and Time of Opening of Technical Bid  | pm to be opened online.   |
| EMD  | Through online and proof will be enclosed   |
| No. of Electronic bidding Covers   | 2 (technical & financial bid)   |
| Bid Validity days (180/120/90/60/30)   | 90 Days   |
| Address for Communication  | The Registrar,<br>Administration Building,<br>National Institute of Technology Warangal,<br>Warangal, Telangana -506004 |
| Contact No.  | For Queries: 0870- 2462913 / 2462918/<br>2462040 / 2462010  |
| Email Address:   | dr_ps@nitw.ac.in  |

| Sl. No. | Description of Item & Specification   | Monthly Qty (Approx) | Unit          | Rate Quoted per Square Meter to provide the service adhering to all the terms and conditions of the tender, work order and contract agreement being executed (rate in INR) |
|---------|---|----------------------|---------------|--|
| 1.      | General cleaning by sweeping, moping, dusting and other connected works, collecting and removal of garbage, bio degradable, non-bio degradable solid, semi solid duly segregate, Packing in polythene bags, moping, cleaning, floor areas ,walls, lifts and roof, furniture, fixtures of building, tables, chairs, Amaras, frames, railing ,glass, cabin portion, showcases, key boards ,contains every articles inside the building floorings of granite, vitrified ,ceramic tiles, marbles etc. and removing stains including cost of labor, materials other than issued by dept for finished item of job (as desired by department) and carting of waste materials to dump yard specified by GWMC including all leads and lifts etc. complete as directed by department. Payment will be made by Circulation area (Corridors, service rooms, Gym & Balconies) basis. | 42451                | Sqm/ Month    |  |
| 2       | General cleaning (Weekly once) by sweeping, moping, dusting and other connected works, collecting and removal of garbage, and removing stains including cost of labor, materials other than issued by dept for finished item of job (as desired by department) and carting of waste materials to dump yard specified by GWMC including all leads and lifts etc. complete as directed by department. payment will be made by carpet area (Student rooms area) basis  | 72837                | Sqm/ Month    |  |
| 3.      | Cleaning of flooring and toilets and resetting all furniture and toiletries, using required detergents, minor and major pneumatic equipment, collect solids and semi solids waste spray, antiseptic sprays, perfumes for toilets, including high tech floor, dadoing, sanitary ware fittings glass partitions and all fitments and allied works etc. complete for neat presentation including cost of materials,(consumables and all other materials) labour all water leads, cost of carting as directed by the department. (Payment will be made on unit basis i.e 1Unit=1WC or 2Urinals or 3Wash basins)   | 1503                 | Units / Month |  |
| 4       | Techno sweeping of open area such as roads, grounds of corridor, gardens etc. and collecting stray light weight solid and semi solid waste, waste paper, garbage, bio graded/non bio graded materials, packing materials and collecting & dumping to dump yard specified by GWMC including all leads  | 47700                | Sqm/Month     |  |

|   |   |        |           |  |
|---|---|--------|-----------|--|
|   | and lifts etc. complete as directed by the department (Payment will be made on the basis of work done area).  |        |           |  |
| 5 | Services of electricians, plumbers, carpenters for attending the repairs in all electrical repair work and lifts operation, sanitary repairs works, water supply repairs and water supply distribution system works and maintenance of overhead water tanks and carpentry works with his working tools with departmentally issued materials as directed by the department. (Payment will be made on Circulation area + Carpet area basis) | 115288 | Sqm/Month |  |

Section V - PRICE BID

NIT No. **NITW/PS-01/Housekeeping/2022-23/ Date:26-04-2022.**

**Note:**

- a) Minimum wages as per Central Govt. norms per shift (8-hour shift) per person of Housekeeping workers. NIT Warangal has no liability towards this.
- b) Agency's contribution towards provident fund @13.00. NIT Warangal has no liability towards this.
- c) Agency's contribution towards ESI @ 4.00%for workers per month. NIT Warangal has no liability towards this.
- d) Any other payments likewise Uniform, Shoe, Leave Salary, Bonus and etc., should be met by the contractor only. NIT Warangal has no liability towards the above.
- e) Goods & Services Tax (GST), if applicable, as per prevalent rules shall be paid by NIT Warangal separately as per actuals on production of documentary evidence of payment.
- f) The Rate quoted by the agency will be fixed throughout the entire contract period of the agency. NIT Warangal will not be responsible to pay any additional amount owing to the increase in the labour wages, VDA, cost of any materials etc., during the entire period of the contract.
- g) PRICE must be quoted in INR and submitted in enclosed Price Bid Form only.
- h) In case of emergency, the required plumbing/electrical/carpentry items shall be provided by the agency and the same will be reimbursed by NITW based on SSR/DSR/local market rates whichever is lowest as per discretion of Engineer-In-Charge.

**I / We accept the above terms & conditions, having understood all the terms, conditions, stipulations and requirements of NIT Warangal for the subject work, I / We have quoted the rate.**

**(Full Signature of Contractor)**