

File No: NITANP/SMMD/TENDER/2023-2024/64

Date: 15.12.2023

**NOTICE INVITING TENDERS**

(Box Tenders/Open Tenders)

**(SUPPLY MANPOWER FOR PROVIDING HOUSEKEEPING AND SANITARY SERVICES AT NIT  
ANDHRA PRADESH, TADEPALLIGUDEM)**



National Institute of Technology- Andhra Pradesh,  
Beside Chennai - Srikakulam Highway,  
Kadakatla, Tadepalligudem, West Godavari District,  
Andhra Pradesh-534101.  
[www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender)

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**NEWSPAPER ADVERTISEMENT**

**TENDER NOTICE:**



**NIT Andhra Pradesh, Tadepalligudem**

Ref No: **NITANP/SMMD/TENDER/2023-2024/64**

**Date: 15.12.2023**

Box Tenders/Open Tenders are hereby invited from reputed registered Firms/ Agencies/ Bidders/Suppliers for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

**“Tender For Supply Manpower for providing Housekeeping and sanitary Services at NIT Andhra Pradesh, Tadepalligudem”**

**Addressed to:**

**Tender Box**

**Material Management and Disposal Section,  
Sardar Vallabhbhai Patel Administrative Vista Building,  
NIT Andhra Pradesh, Kadakatla, Near NH-16  
Tadepalligudem-534101, West Godavari District, Andhra Pradesh**

The above **Tender name and Ref. No. should be Super-Scribed** in the Main Envelope containing the bid documents.

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 15.12.2023 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

**The last date for submission of tenders is 08.01.2024 up to 03:00PM.**

For further details regarding Tender notification & specifications, please visit [www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender) .

**Date: 15.12.2023.  
NIT Andhra Pradesh,  
Tadepalligudem.**

**TIME SCHEDULE OF VARIOUS TENDER-RELATED EVENTS**

**(SUPPLY MANPOWER FOR PROVIDING HOUSEKEEPING AND SANITARY SERVICES)**

|   |  |
|---|--|
| Bid Document downloading Start date/ Time | <b>15.12.2023 at 1.30PM.</b>   |
| Bid Document downloading End Date / Time  | <b>07.01.2024 at 05.00PM.</b>  |
| Pre-Bid meeting                           | <b>27.12.2023 at 03.30PM.</b>  |
| Last Date and Time for receipt of Bids    | <b>08.01.2024 at 03.00PM.</b>  |
| Technical Bid Opening Date /Time          | <b>08.01.2024 at 03.30PM.</b>  |
| Financial Bid Opening Date / Time         | Will be intimated later  |
| Contact Person                            | The Estate Section, NIT Andhra Pradesh,<br>Tadepalligudem.<br>Email: ad_pdca@nitandhra.ac.in |
| Reference No:                             | File No: <b>NITANP/SMMD/TENDER/2023-2024/64</b><br><b>Date: 15.12.2023</b>                   |

Signature of the Bidder with stamp

### CLARIFICATIONS

Queries, if any, can be made through e-mail only to [ad\\_pdca@nitandhra.ac.in](mailto:ad_pdca@nitandhra.ac.in) and cc to [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in) on or before 26.12.2023. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

| S. No. | Page No.<br>(Tender Ref.) | Clause<br>(Tender Ref.) | Description<br>(Tender Ref.) | Query |
|--------|---------------------------|-------------------------|------------------------------|-------|
|        |                           |                         |                              |       |

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT- Andhra Pradesh website ([www.nitandhra.ac.in](http://www.nitandhra.ac.in)) and <https://eprocure.gov.in>. The Bidders are advised to check NIT- Andhra Pradesh website and Central Public procurement portal regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

**The Technical bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of financial bid only shall be considered.**

**Associate Dean, SMMD  
NIT ANDHRA PRADESH**

**BID**

**File No: NITANP/SMMD/TENDER/2023-2024/64**

**Date: 15.12.2023**

**Sub: Supply Manpower for Providing Housekeeping and Sanitary Services at NIT Andhra Pradesh, Tadepalligudem.**

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed registered Firms/Agencies/Contractors/Suppliers from the experienced premises of housekeeping and Sanitary services. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh website.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favor of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

**Signature of the Bidder with stamp**

**STATEMENT RELATED TO BIDS**

|  |  |
|--|--|
| Bid Document Fee/ Tender Processing Fee (Non-refundable) | <b>Rs. 25000/-</b> by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem<br>Account Name: Director NIT Andhra Pradesh<br>A/C No: 35579546371<br>IFSC Code: SBIN0016305<br>Submit for evidence of payment Receipt. |
| EMD  | <b>Rs. 8,00,000/-</b> by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.  |
| Bid Validity Period                                      | 90 days from the date of opening of financial bid  |
| EMD Validity Period                                      | 90 days from the date of opening of financial bid. Bidder Registered with NSIC, MSMEs etc. will be exempted from EMD payment. Subjected to documentary evidence.   |
| Contract Agreement                                       | The contract shall be for a period of Three Years, initially the contract will be for one year and extended yearly on the basis of satisfactory performance of services and compliance of all terms and conditions of the agreement.   |
| Period of furnishing Performance Guarantee               | Within 7days from date of receipt of LOA   |
| Performance Guarantee Value                              | 5% of contract value as approved by competent authority  |
| Performance Guarantee Validity Period                    | 38 months from the date of commencement of services  |
| Period for signing the order of acceptance               | Within 14 days from date of receipt of LOA   |

## TENDER SCHEDULE

### PREAMBLE:

National Institute of Technology, Andhra Pradesh is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

NIT Andhra Pradesh, Tadepalligudem, invites sealed tenders under two bid system i.e., technical bid and financial bid from reputed agencies/ companies/authorized dealers dealing with Supply Manpower for Housekeeping and Sanitary Services at NIT Andhra Pradesh, Tadepalligudem, based on the eligibility criteria and general terms and conditions mentioned in this document.

### SCOPE OF WORK:

The works include Supply of Manpower required for 1060000 sq. ft Plinth area and CC roads of 290000 sq. ft of the NIT Andhra Pradesh, Tadepalligudem. The aim and objective are to provide a high level of a clean, hygienic and presentable look to the Boys hostels, Girls hostels, class room complex, administrative building, labs, workshops, substation, AC plant room, roads, drains, quarters common area and Library etc. The Bidder and his management team shall supervise the work and take necessary steps for efficient management of housekeeping services resulting in neat campus.

#### **1. Housekeeping and Scavenging works Covered Under Following areas:**

The area includes Hostels (42212 Sq mts), Class room Complexes (23061 Sq. mts), Administrative Building (7645 Sq mts), Laboratories and Workshops (15827 Sq. mts), Library (3435 Sq mts), Student Amenities Center (4217 sq mts), Indoor Sports Complex (2109 Sq mts), Substations and AC Plants (1500 Sq. mts) and CC roads (27,000 Sq mts).

The bidder should provide minimum of 140±10% no. of housekeeping Unskilled manpower (Including Sanitation Workers), 1 no. of Skilled and 5 no's of semi-skilled manpower.

#### **(A) Daily Services:**

Housekeeping / cleaning services should be provided on all days including holidays, so that all areas are clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 AM in office rooms, class rooms, meeting & Conference halls.

- a) Cleaning, scrubbing and properly disinfecting all the bathrooms, toilets, wash basins, sanitary fittings, glasses, toilets, floors etc. of all the areas/departments should be done on hourly basis or as needed or as per requirement/direction.
- b) Refill Hand Wash / sanitizer in all the Toilets /Rest Rooms three times a day or as needed.
- c) Cleaning, sweeping, mopping with disinfectant, stair cases, cabins, lobbies, reception, pantry, cafeteria, corridors, office rooms, Meeting halls every two hours or as per requirement/direction.
- d) Vacuum cleaning of all corridors, stair cases, carpets and upholstered furniture once in a day or as per requirement/direction.
- e) Washing and scrubbing of floor with required cleaning material.
- f) Cleaning, removing cobwebs, dusting electrical switch boards, light fixtures, fans, air conditioner vents, name plates, door mats, firefighting equipment, computer systems, Telephones, TVs, doors, windows, furniture, window glasses, grills, railings, curtains etc.



- g) Cleaning of dust bins, waste paper baskets etc. and disposing off all collected refuse on daily basis at regular intervals or as per requirement/direction.
- h) The dust bins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when it is full.
- i) Refilling, replacing and emptying of containers at all workstations and other locations.
- j) Remove trash from office dustbins and change the trash liner every evening before closing hours.
- k) The offices shall be dry dusted and swept after the closing hours.
- l) The worktables shall be cleaned every morning.
- m) The office shall be mopped with soap solution in the morning.
- n) Office staff rest rooms/toilets shall be cleaned using soap solution and kept odour free.
- o) Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily checks in the morning, afternoons and on need basis during day time.
- p) Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains etc. or as per requirement/direction.

#### **(B) Weekly Services**

The deep cleaning of the entire area will be done by the Bidder once a week as under: -

- a) Dusting of entire area including windows / windowpanes/ doors / ledges / elevation frames etc.
- b) Cleaning of ceilings and high walls, removal of wash / spit stains on walls, cleaning of roofs, porches etc.
- c) Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
- d) Cleaning of all window glasses and grills with detergent / cleaning agents.
- e) Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
- f) The Bidder will make a cleaning program and submit to Officer-In-Charge of housekeeping of NIT Andhra Pradesh for weekly cleaning so that NIT Andhra Pradesh concerned official/ In charge for the particular area can be informed on the day of cleaning to make the area available.
- g) The Bidder shall cover all the areas in the campus.

#### **(C) Monthly Services:**

- a) Sweeping and cleaning of service ducts, Service Rooms, Service Shafts and all drainage pipes including those of toilets.
- b) Cleaning of drains and manhole lines connected from all types of buildings to the main drains and sewer line and underground sewer lines.
- c) Washing of building from outside with prior permission from Supervisor/Officer in-charge.
- d) The Bidder shall maintain a record of all activities done daily / weekly / monthly and make it available for inspection by NIT Andhra Pradesh.
- e) All the furniture should be in proper order.

- f) Walls shall be thoroughly cleaned using a specialized soap/disinfectant solution in the morning.
- g) The floor shall be thoroughly mopped with a specialized soap solution.
- h) The entire Class rooms area shall be scrubbed at least twice in a week.
- i) To reduce the risk of slipping on the floors, always keep them clean and dry.
- j) Cleaning of water coolers & solar plants.

**(D) Quarterly/Half yearly Services:**

- a) Cleaning of sewerage lines to be done quarterly or earlier wherever necessary.
- b) Dry cleaning of sofa sets twice a year.
- c) Cleaning of false ceiling.
- d) Cleaning of venetian/vertical/any other blinds, curtains, etc.

**3. GARBAGE DISPOSAL**

The Bidder shall collect garbage in specified bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area as directed by the Estate Section.

**4. UNDERGROUND & OVERHEAD WATER TANKS**

The Bidder shall clean & disinfect the Underground & Overhead Tanks periodically after emptying the water from the tanks as per the instructions of NIT Andhra Pradesh, Tadepalligudem.

**5. TERRACE CLEANING**

The Bidder shall clean the terrace periodically as per the instructions of NIT Andhra Pradesh, Tadepalligudem.

## **TERMS AND CONDITIONS:**

1. The Bidder shall ensure weekly off in each week to each worker deployed in NIT Andhra Pradesh, without causing any dislocation to the services to the Institute.
2. The persons to be deployed by the Bidder should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment.
3. The Bidder shall not deployed any person who has not completed eighteen years of age.
4. In the event of injury, illness or accidents to any worker, NIT Andhra Pradesh will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
5. The workers employed by the Bidder shall be his sole employees and NIT Andhra Pradesh shall not have any relation whatsoever with employees of the Bidder. He will be fully responsible for their acts, conduct and any other liability.
6. The Bidder shall: -
  - a) Ensure that supervisors are equipped with mobile phones and are available.
  - b) Only deploy the workforce that is on the Bidder company's payroll.
  - c) Plan, manage, and collect, segregate dry and wet garbage in the earmarked area, efficiently transport and dispose the garbage in the disposal area. The work should be carried out in an eco-friendly manner. The Bidder will arrange for required resources, machinery which will be used by the house keeping staff.
  - d) Ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Bidder to the housekeeping staff.
7. The Bidder shall, at no extra cost to the Institute, supervise the performance of their staff and maintain such registers/forms as are necessary for the effective performance of their duties. These registers/forms will be provided by the Bidder. A duty register indicating the shift timings, names of the staff on duty shall be maintained and made available for inspection at any time as required by NIT Andhra Pradesh administration.
8. The Bidder shall carry out proper briefing, checking and training before the workers are posted at NIT Andhra Pradesh campus.
9. The Bidder shall not engage any person employed by the Institute.
10. The following shall be provided by the Bidder at his/her own cost within seven days of deploying the staff member at NIT Andhra Pradesh campus and also ensure that the staff shall report to duty properly dressed and turned out smartly in uniform:
  - a) Uniform
  - b) ID Cards
11. It is clearly understood that the housekeeping staff shall be under the absolute control of the Bidder. In the capacity of principal employer, the Bidder is liable to the Institute in respect of any act of omission or commission by them.
12. The duties of each staff member at every post 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.
13. The Bidder's Field Officers during their visits and checks should meet the Institute's authorized officer and discuss problems and means to improve the efficiency of the services. They must meet and apprise the authorized officer of the Institute of any of the short comings. Their suggestions must be taken note of and acted upon by the Bidder. Once in every week a responsible official from the Bidder shall meet the authorized officer of the Institute for instructions.

14. In the event of any of the personnel of the Bidder misbehaving with the visitors or with the employees of the Institute or found to be suffering from any infectious disease, the Institute shall have the right to ask the Bidder not to deploy such person in the Institute and the Bidder shall comply with same.
15. No accommodation and subsidized food or transport will be provided by the Institute to the personnel deployed by the Bidder.
18. The Bidder will be responsible for compliance of various statutory obligations like Minimum Wages Act, Workmen's Compensation Act and other laws as enacted from time to time. The Bidder shall comply with each and every provision of the Contract Labour (Regulations & Abolition) Act, 1970, Contract Labour (Regulation & Abolition) Central Rules 1971, or any other Act/Rule Statute enacted by Govt. of India or Govt. of Andhra Pradesh, from time to time.
19. The Bidder at all times should indemnify NIT Andhra Pradesh against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time. NIT Andhra Pradesh will not own any responsibility in this regard.
20. The Bidder shall ensure that no item of the institute is taken out from the building / their place of duties / campus without proper gate pass issued by NIT Andhra Pradesh. The entry on this account is to be made in the register to be kept for this purpose.
21. The Bidder will ensure 8 hourly duty but strictly not beyond 08 hours in a day by an individual. Duty chart should be given to the Officer of NIT Andhra Pradesh in-charge of housekeeping services.
22. The Bidder should ensure to maintain adequate number of manpower and also arrange a pool of stand-by housekeeping staff. In case any housekeeping staff is absent from the duty, the reliever of equal status shall be provided by the Bidder from an existing pool of housekeeping staff and ensure that work does not suffer. Payment will be made only for the number of staff who are on duty. The housekeeping supervisor shall ensure that the attendance register is cross-verified by the officer in-charge from NIT Andhra Pradesh on a daily basis as payment will be made on the basis of the duly verified attendance register only.
23. Holidays will be based on the holidays of Central Labour Act, not the Bidder company's holidays. However, deployed persons are eligible to take permissible leaves as per the leave policy of Central Labour Act. If Leave is required, it should be planned in advance and should inform the officer in-charge of the housekeeping services of NIT Andhra Pradesh. Attendance register will be maintained at NIT Andhra Pradesh site. Resources deployed shall be governed by HR policies of Central Labour Act.
24. All necessary reports and other information will be supplied by the Bidder as per the direction of NIT Andhra Pradesh Administration. Bidder and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the Institute, and shall not lend to any person or company any of the effects or assets of the Institute, under its control.
25. In the event of loss/damage of equipment etc. at the premises of NIT Andhra Pradesh due to negligence/carelessness of Bidder staff, the Bidder shall compensate the loss to NIT Andhra Pradesh. The Bidder or its representative/s shall meet Institute representative/s regularly to take feedback regarding the housekeeping services.
26. The Bidder will also maintain a suggestion book and a complaint register to be produced to the Institute administration on weekly basis.
27. The Bidder shall, in performing its part of this Agreement, ensure the safety of the building, its equipment, furniture, fixtures and the persons working in or visiting NIT Andhra Pradesh premises

and shall indemnify Institute, for any loss or damage caused by any act of the Bidder or its employees or staff etc.

28. The housekeeping staff shall be regularly trained on behavioral aspects and ethics.

29. The Bidder must ensure that the deployed personnel are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking is also not permitted while on duty.

**30. Housekeeping Monitoring and Control**

For Housekeeping Monitoring and Control, the following monitoring mechanism shall be adopted by the Bidder:

**a) Toilets Checklist**

This is to be affixed on the back of the toilet door. It is to be filled up by supervisor/Housekeeping staff on hourly basis.

**b) Management / Housekeeping Service Requirements/Complaints Report**

This is to be filled up by the management and administrative staff of the Bidder who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Bidder will be registered at site and should be reported to the officer in-charge from NIT Andhra Pradesh.

**c) Housekeeping Services Complaint Register**

This register is to be filled on the basis of information received by the Housekeeping Supervisor from NIT Andhra Pradesh officials through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/e-mail, verbal complaints from NIT Andhra Pradesh etc. and necessary action taken for each of the complaint should be registered.

**ELIGIBILITY CRITERIA:**

1. Bidder must be a proprietor/firm/company registered on/before 01.04.2018.
2. The average annual turnover during the Assessment Years (AY). 2021-2022, AY. 2022-2023, AY. 2023-2024 should be at least Rs. 20Crores (Rupees Twenty Crore only) issued by Chartered Accountant with UDIN number.
3. The bidder should submit audited financial statement (Balance sheets) for the following Assessment Years (AY). 2021-2022, AY. 2022-2023, AY. 2023-2024.
4. The bidder must have successfully completed the works pertaining to "Supply of manpower for the purpose of Housekeeping and/or Sanitary and/or scavenging Services" in any Government bodies/ Government PSUs/ Government Autonomous bodies from 01-04-2020 to 31-03-2023.

- One work costing not less than the amount equal to Rs. 4,00,00,000/- (Rupees Four Crores only).

**OR**

- Two works costing not less than the amount equal to Rs. 2,50,00,000/- (Rupees Two Crore Fifty Lakhs only) each.

**OR**

- Three works costing not less than the amount equal to Rs. 2,00,00,000/- (Rupees Two Crores only) each.

*Note: One work means at-least 12 months of continuous work/contract offer with same party.*

5. All the payments received against the claim of Work/purchase Orders at Clauses (4) above should reflect in Form 26AS. Else the work value shall be treated as invalid.
6. The bidder must have valid PAN Card and the same PAN should reflect in all financial statements and records of the bidder.
7. The bidder shall submit valid labour License.
8. Each page of the tender document along with all other submitted documents must be duly signed by bidder/ Authorized signatory with seal. The authorization letter from competent authority in original is mandatory in case of Authorized signatory.

**Name and Signature of bidder with seal**

**METHOD OF SUBMISSION OF BIDS:**

1. The bid documents can be downloaded from the Institute website <https://www.nitandhra.ac.in/main/tender> and CPP portal <https://eprocure.gov.in/epublish/app>.
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e.: (a) Part-I Technical bid, (b) Part-II Financial bid.
3. Two separate sealed covers should be specifically super-scribed as (a) "Technical bid for Supply Manpower for Housekeeping Services at NIT Andhra Pradesh, Tadepalligudem" and (b) "Financial bid for Supply Manpower for Housekeeping Services NIT Andhra Pradesh, Tadepalligudem". Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
4. The Master envelope should be super-scribed with "Tender for Supply Manpower for Housekeeping Services at NIT Andhra Pradesh, Tadepalligudem" and shall be addressed to The Tender Box, C/o Central Stores & Purchase section, Sardar Vallabhbhai Patel Administrative Vista Building, National Institute of Technology Andhra Pradesh, Beside Chennai - Srikakulam Highway, Near Kondrupolu, Tadepalligudem, West Godavari District, Andhra Pradesh-534101.
5. Last date for submission of bid documents is **08.01.2024** up to **03:00PM**.
6. Bids received after the due date and time shall be summarily rejected.
7. Incomplete bids or bids not submitted in prescribed format are liable for rejection.
8. Institute will not be responsible for postal delay.

**EVALUATION PROCEDURE/AWARD OF WORK CONTRACT:**

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **08.01.2024** at **03:30PM**. in Central Stores & Purchase section, Sardar Vallabhbhai Patel Administrative Vista Building of NIT Andhra Pradesh, Tadepalligudem.
2. IPC would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Bidders / contractor will be selected on the basis of
  - (i) Allotment of Housekeeping and Sanitary services to the Bidder / Contractor will be finalized by the IPC by evaluating the following procedure –
    - 1<sup>st</sup> Step – Eligibility criteria for professional qualification will be done on the basis of 1 to 8 clauses of page No. 14
    - 2<sup>nd</sup> Step – Price bids (provided in Annexure - IV) of the technically qualified bidders will be opened to finalize the L1 for the said contract as.
  - (ii) In tie up situation at step (2), the tie will be broken on the basis of selection criteria mentioned in page No. 20.

**Name and Signature of Bidder with seal**



### **TERMS OF PAYMENT:**

- i) The Agency would be paid each month the amount agreed in the award of letter on lump-sum basis after it pays the wages to the Housekeeping and sanitary workers. The Agency has to show reasonable cash flow to justify its financial status by providing a bank statement. The salary payment has to be made through bank to all the housekeeping supervisors with intimation to the Estate Section of NITAP. Only after that the Bills have to be raised in duplicate along with the following documents in the order stated below.
- Wages cum Muster sheet of the month duly paid to the guards, in the prescribed format. Bill amount should agree with Wage register. Payment shall be restricted to amount as per bill or amount payable as per wage register, whichever is less.
  - Attendance sheet of the housekeeping workers for the month.
  - Copies of the P.F. Challans and ESIC Challans. Any PF amount claimed from Government under PMRPY scheme shall be disallowed from bill.
  - Copies of monthly returns submitted to the P.F. authorities (Form 12A, 5 and 10) as applicable.
  - Statement showing the details regarding the names of the guards engaged during the month along with their P.F. account number, employees' contribution of P.F. and employer contribution of P.F. etc.
  - A certificate stating that the guards have actually been engaged by them and the P.F. contribution has been deposited with the P.F. authorities by them on the due date.
- ii) On certification by the Executive Engineer/Competent Authority, the bill will be forwarded to Accounts Section for payment purposes. Income tax as per I.T. Act and TDS as applicable under GST Act will be deducted from the bill.
- iii) The final settlement shall be made subject to production of "No Dues Certificates" from all the concerned workers etc. and submission of P.F. challans / annual returns and an undertaking on the stamp paper of the required value duly notarized by the competent authority.

### **RESOLUTION OF DISPUTES:**

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer nominated by the Director, NIT Andhra Pradesh, Tadepalligudem, for arbitration whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

### **TERMINATION OF THE CONTRACT:**

The contract may be terminated in any of the following contingencies: -

- a. On giving three months' notice by the Bidder OR
- b. On the expiry of the contract, without any notice OR
- c. On giving one month notice by the Institute, at any time during the tenancy of contract, in case

the services rendered by the Bidder are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for these services

OR

- d. On Bidder being declared insolvent by the competent Court of Law, without any notice OR
- e. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Bidder to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice.

Provided that, during the notice period for termination of the contract, in the situation contemplated above, the Bidder shall keep on discharging his duties as before till the expiry of notice period.

In case of termination of contract on the grounds mentioned at Sr. No (c) above OR in case the Bidder decides to conclude the contract before the expiry of 12 months contract period without giving three months' notice as mentioned at Sr. No (a) above, the Bidder shall forfeit the Performance guarantee held with the Institute and the Bidder shall not have any claim/right against the Institute in satisfaction of this condition.

**PENALTY:**

| S. No. | Shortage/ Defaults  | Penalty                                       | Remarks |
|--------|---|---|---------|
| 1      | Shortage in Housekeeping Staff (HKS)  | Number of HKS x Daily wage rate x 2           |         |
| 2      | Improperly Dressed Housekeeping Staff   | Number of improperly Dressed HKS x Rs 200/Day |         |
| 3      | Substandard Work  | Rs. 5000/Day                                  |         |
| 4      | Wrong attendance record   | Rs. 500 per day                               |         |
| 5      | Rude and unpleasant behavior of contractor's personnel with Faculty/Staff/Visitor | Rs. 200 per person per incident               |         |
| 6      | Theft and/or carrying of items unauthorizedly                                     | Rs. 500 per person                            |         |
| 7      | Inaction of supervisor to complaint   | Rs. 100 per complaint                         |         |
| 8      | Damage to the Institute property due to negligence                                | Book value                                    |         |

**STATUTORY OBLIGATIONS**

The Bidder will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfil these statutory obligations. The successful bidder shall indemnify / is deemed to have indemnified NIT Andhra against all such liabilities which are likely to arise out of the Contractor's failure

to fulfil such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Bidder that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Bidder appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen cover by this tender with these cover / benefits.

**COMMENCEMENT OF WORK:**

The Successful Bidder should start the work with effect from the date of commencement of Agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of Agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder

**DISCLAIMER:**

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT-Andhra Pradesh nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT-Andhra Pradesh to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Registrar, NIT-Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Registrar, NIT-Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

**JURISDICTION:**

The Court of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract

**Signature of the Bidder with stamp**

## **TIE-BREAKING CRITIEREA**

The following selection criteria shall be considered in chronological order when multiple bidders satisfy the eligibility criteria and fall under the tie in price bid. While the assessment is made in chronological order to finalize the bidder and if multiple bidders fall under the tie and the subsequent criteria is assessed at every stage among respective bidders who are under the tie.

1. The firm or bidder must have registered their business anywhere in India and the same must have been commenced on/before 01.04.2013 with an average annual turnover of at least Rs.15 Cr. (Rupees Fifteen Crore Only) towards supply of manpower through outsourcing basis during Assessment Years AY. 2014-2015 to AY. 2023-2024.

***Proof:***

***1) Relevant GST/ VAT certificate***

***2) Complete form 26AS of every claimed AY. Without TDS data in Form 26AS the turnover shall not be considered.***

***3) Average Turn-over certificate issued by CA with UDIN***

***4) Filled-in Annexure-II form for each contract***

2. The highest average turnover in last 06 years against successfully completed works pertaining to "Supply of manpower for the purpose of Housekeeping and/or Sanitary and/or scavenging Services" in any Government bodies/ Government PSUs/ Government Autonomous bodies i.e., from Assessment Years AY. 2018-2019 to AY. 2023-2024.

***Proof:***

***1) Complete form 26AS of every claimed AY. Without TDS data in Form 26AS the turnover shall not be considered.***

***2) Average Turn-over certificate issued by CA with UDIN***

***3) Filled-in Annexure-II form for each contract***

**PART-A (CHECKLIST FOR TECHNICAL BID)**

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

| <b>S. No</b> | <b>Particulars</b>   | <b>Yes</b> | <b>No</b> |
|--------------|--|------------|-----------|
| 1            | Copy of original tender draft downloaded from the NIT Andhra Pradesh website.  |            |           |
| 2            | In the form of RTGS/NEFT from National Bank towards Tender Processing Fee  |            |           |
| 3            | Crossed Demand Draft from National Bank towards EMD  |            |           |
| 4            | Copy of firm registration  |            |           |
| 5            | Copy of Contract registration  |            |           |
| 6            | Copy of GST registration   |            |           |
| 7            | Copy of EPF registration   |            |           |
| 8            | Copy of ESI registration   |            |           |
| 9            | Copy of ISO 10667-1:2020 registration  |            |           |
| 10           | Copy of ISO 0001: 2018 certificate   |            |           |
| 11           | Copy of PAN card   |            |           |
| 12           | Copy of relevant work order(s)   |            |           |
| 13           | Copy of Work satisfactory certificate(s)   |            |           |
| 14           | Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head.  |            |           |
| 15           | Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA&3CB for last 3 years subjected to financial statement submitted to firm/proprietary/company. |            |           |
| 16           | Declaration in the format given by the Institute   |            |           |
| 17           | Financial bid cover  |            |           |

**Enclose all certificates in support of the above statements.**

**Date:**

**Authorized Signatory**

**Name:**

**Place:**

**Designation:**

**Company:**

**Contact No:**

**Company Seal:**

**Annexure – II****FORMAT FOR DETAILS OF EXECUTED VALUE OF THE CONTRACTOR PER EACH CONTRACT**

(For each contract/ work order the bidder has to submit a separate Annexure-II with required proofs)

|          |   |   |  |
|----------|---|---|--|
| <b>1</b> | Name of Work/ contract/Service agreement                | : |  |
| <b>2</b> | Name of the Client for whom executed                    | : |  |
| <b>3</b> | Contract Period Turnover (Rs.)                          |   |  |
|          | Assessment Year 2014-15                                 | : |  |
|          | Assessment Year 2015-16                                 | : |  |
|          | Assessment Year 2016-17                                 | : |  |
|          | Assessment Year 2017-18                                 | : |  |
|          | Assessment Year 2018-19                                 | : |  |
|          | Assessment Year 2019-20                                 | : |  |
|          | Assessment Year 2020-21                                 | : |  |
|          | Assessment Year 2021-22                                 | : |  |
|          | Assessment Year 2022-23                                 | : |  |
|          | Assessment Year 2023-24                                 | : |  |
| <b>4</b> | Average Annual Turnover (Rs.) (Lakhs/annum)             | : |  |
| <b>5</b> | The executed total value of contract (Rs.)(Lakhs/Annum) | : |  |
| <b>6</b> | No. of Workers/Persons Served Per Year                  |   |  |
|          | Assessment Year 2014-15                                 | : |  |
|          | Assessment Year 2015-16                                 | : |  |
|          | Assessment Year 2016-17                                 | : |  |
|          | Assessment Year 2017-18                                 | : |  |
|          | Assessment Year 2018-19                                 | : |  |
|          | Assessment Year 2019-20                                 | : |  |
|          | Assessment Year 2020-21                                 | : |  |
|          | Assessment Year 2021-22                                 | : |  |
|          | Assessment Year 2022-23                                 | : |  |
|          | Assessment Year 2023-24                                 | : |  |

**Mandatory requirement to consider and evaluate this certificate:**

1. Supporting first page and body of Form 26AS showing the above credentials.
2. The work order/ agreement showing the above credentials of valid executed work along with the corresponding satisfactory certificate.
3. This document should be duly attested by the same Chartered Accountant who will certify the turn over certificate.
4. The corresponding or full set of form 26AS should be attested by Chartered Accountant and attached to this annexure or in technical bid respectively.

(Signature of the Bidder along with seal)

Name: \_

\_\_\_\_\_

Date:  
Place:**Attested by Chartered Accountant with seal**

**DECLARATION**

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with Ref. No.: **NITANP/SMMMD/TENDER/2023-2024/64** **Date: 15.12.2023**  
**“Supply Manpower for providing Housekeeping and sanitary Services” issued by the NIT Andhra Pradesh, Tadepalligudem**, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

**Date:**

**Authorized Signatory**

**Name:**

**Place:**

**Designation:**

**Company:**

**Contact No:**

**Company Seal:**

**PART-B. FINANCIAL BID (On Firm Letterhead)**

**Name of the work: Supply Manpower for Providing Housekeeping and sanitary Services at NIT Andhra Pradesh, Tadepalligudem.**

SERVICE CHARGE \_\_\_\_\_ point \_\_\_\_\_ (in %) [Max 2 decimals] on Basic + VDA + ESI + EPF  
(In words \_\_\_\_\_ point \_\_\_\_\_ percentage  
Only)

**NOTE:**

- a. The service charge quoted should be a minimum of 3.85% to a maximum of 5.00%, else bid shall be treated as unresponsive/invalid.
- b. GST shall be paid as per norms.
- c. Service charge with less percentage shall be awarded with the contract.

We abide to the above conditions

**Signature of the Authorized Signatory**

**Name:**

**Designation:**

**Address:**

**Tel./Mobile No.:**

**E-mail ID:**

**Date:**

**Seal of the Firm:**



**Annexure-V**

**Expenditure on wages of workers as on 03-04-2023 (CLC)**

Ref(s): 1. F.No.1/5(3)/2023-LS-II dated: 03-04-2023

2. F.No.1/5(5)/2023-LS-II dated: 03-04-2023

| <b>S.No.</b>           | <b>Particulars</b>                     | <b>Unskilled</b> | <b>Semi-skilled</b> | <b>Skilled</b>  |
|------------------------|--|------------------|---------------------|-----------------|
| 1                      | Minimum wages per day + VDA            | 494              | 577                 | 695             |
| 2                      | No. of days per month                  | 26               | 26                  | 26              |
| 3                      | Total per month                        | 12844            | 15002               | 18070           |
| 4                      | PF @ 12%<br>(Max. on Rs. 15,000/- p.m) | 1541.28          | -                   | -               |
| 5                      | ESIC @ 3.25%                           | 417.43           | 487.565             | 587.275         |
| 6                      | Bonus @ 8.33%                          | 1069.91          | 1249.67             | 1505.23         |
| <b>Total per month</b> |  | <b>15872.62</b>  | <b>16739.23</b>     | <b>20162.51</b> |