

**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM  
RAVANGLA CAMPUS, SOUTH SIKKIM**

**CONTENT OF TENDER DOCUMENTS**

**Contracting for providing Cleaning, Conservancy and Manpower Supply**

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## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

[www.nitsikkim.ac.in/](http://www.nitsikkim.ac.in/) (Ph): 03595-260042

Tender No:12/ NITS /Admin/Manpower Supply/2015-16- (07 )

Date: 27.04.15

### Contracting for providing Cleaning, Conservancy & manpower services

<b>Closing Date &amp; Time for submission of bid</b>	15.05.2015 ; 12 pm
<b>Opening Date &amp; Time (Technical bid)</b>	15.05.2015 ; 4 Pm
<b>Bid to be submitted to</b>	Assistant Register, National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139.
<b>Place of opening of bid</b>	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Tender fee</b>	Rs. 500 (non refundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
<b>Earnest Money Deposit (EMD)</b>	Rs. 25000 /- (Twenty Five Thousand only) in the form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim payable at Ravangla, South Sikkim, and valid for a period of 45 days beyond the final bid validity period

### Notice inviting of Tender

Sealed tenders are invited from Professional Manpower Supplier firms/Agency capable of providing 18 numbers of manpower service (Highly skilled, Skilled and Un-skilled category) for providing Cleaning, gardening, plumbing, carpentry and multi skill services. Such agencies must be holding valid licenses under the Contractor Labour (Regulation and Abolition) Act 1970. And must be registered with EPFO, ESIC and having Service Tax Number, Permanent Account Number (PAN). Tender document can be downloaded from our website [www.Nitsikkim.ac.in](http://www.Nitsikkim.ac.in). Tender carries a non-refundable tender fee of Rs. 500/- (Rupees Five Hundred Only) and EMD to be paid through a Demand Draft drawn on any scheduled commercial bank in India in favour of "Director, NIT Sikkim" Payable at Ravangla. Sealed Tender should reach this office by Wednesday the 15<sup>th</sup> Friday, 2015 at 12:00 PM. The Tender document comprises of two parts, that is, (I) EMD and Tender Fees, & Technical Bid and (II) Financial Bid. The successful Bidder will need to sign a contract on Terms & Conditions contained in the Tender document. The envelopes containing EMD , Tender fees , Technical Bid and Financial bid should be kept in separate envelopes and all the envelopes should be kept in another envelope super-scribing 'Tender for providing Cleaning, Conservancy & Manpower Services'. Due date of opening of technical bid is Wednesday the 15<sup>th</sup> May, 2015 at 04:00 PM. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited / opened on the next day, other terms and conditions and the time schedule remaining unchanged.

Assistant Registrar  
NIT Sikkim

## **ELIGIBILITY CRITERIA FOR BIDDERS**

1. Sealed tenders are invited under Two Bid system (Part-I: Technical Bid and Part-II: Financial Bid) from approved and eligible security service providers meeting the following criteria:-

**(a)** The bidder must be a Proprietary/Partnership firm/Limited Company/ Agency/Society legally constituted or registered under the relevant Act having a valid license under Contractor Labour (Regulation and Abolition) Act 1970 to operate in the state of Sikkim.

**(b)** The Company/Agency should have provided or currently be providing at least 20 manpower services at one location in a Government/ Semi Government organization/Public Sector undertaking/ University/ Academic Institute/Reputed private company for at least a period of last two years or more.

**(c)** The bidder must submit Customer Satisfactory Performance Report (CSPR) from the organizations for which experience certificate is being submitted for the financial year in which they have provided the manpower services. Such CSPR must be signed by the authorized signatory of the organization concerned and should have been issued on or after 01.04.2014.

**(d)** Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/consortium/ Partnership or relevant document about sole proprietorship.

**(e)** The bidder shall submit full details of his ownership and control or, if the bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

**(f)** The Company/Agency must have valid ESI, EPF Registration and Income Tax Account No. (PAN) and Service Tax Registration.

**(g)** The company/Agency should possess adequate experience of at least two years of in manpower supply (Highly skilled, Skilled and Un-Skilled category) duly certified by the clients.

**(h)** The agency must have a capacity to pay salary to its employees at beginning of succeeding month as per the payment of Minimum Wages Act. Copy of acquaintance of previous month duly signed by the persons at the disposal of NIT Sikkim should be attached along with the bills for claiming payment monthly.

**(i)** Firms blacklisted by Govt. /Autonomous Body/PSU/Corporate organization are not eligible to Bid. If any stage of bidding process or during the currency of contract, such information comes to knowledge of Office of NIT Sikkim shall have right to reject the bid and forfeit the EMD or terminate the contract as the case may be without any compensation to the bidder.

**(j)** All the copies of documents enclosed with the tender document should be attested.

**(k)** Financial bid be kept in a separate sealed envelope and should be super-scribed as "Financial Bid" for providing Cleaning, conservancy and manpower supply at NIT Sikkim, and should contain only price bid without specifying any conditions. The financial quote should satisfy all the requirements and obligations under contract labour (regulation and Abolition) Act. 1970; Contract Labour (Regulation and Abolition) Rules 1971; Minimum Wages Act- 1948; Payments of Wages Act- 1936; Payment of Bonus Act- 1952d and Amendment Act 1988; Employees Insurance Act- 1938 and Amendment Act-1989; Employees Provident Fund Act, 1952; and the Rules notified under these Acts, failing which the same be rejected.

2. The Tender Form along with other details can be downloaded from the website: [www.nitsikkim.acv.in](http://www.nitsikkim.acv.in). The completed tender must be submitted along-with Demand Draft of Rs. 500/- (Rupees Five Hundred Only) towards tender fees and Rs. 25000 (Rupees Twenty Five Thousand Only) towards Earnest Money Deposit respectively in favour of “**Director, NIT Sikkim**”. Without EMD and Cost of the Tender Document, the tender will be rejected summarily.
3. The Bidder should quote the rate and amount tendered by them in the financial bid in figures as well as in words without any corrections or over writing.
4. The tender should be filled up and signed in Hindi or English language only, the total amount tendered should also be written in the English numerals only.
5. At the first stage, the Technical Bids will be opened 15<sup>th</sup> May 2015 at 04:00 PM in the Meeting Hall of NIT Sikkim, in the presence of bidders who choose to attend. The time and date of opening of Financial Bids shall be intimated later. The financial bids of only those bidders will be opened who are declared qualified / determined to be responsive in the Technical bid.
6. The Tender is not transferrable under any circumstances.
7. Telegraphic/Electronic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
8. The Tender should invariably be submitted in the prescribed form falling which it will not be entertained and will summarily be rejected.
9. Tenders with revised/modified rates/offer after opening of the tenders will summarily be rejected.
10. If the agency after receiving offer letter does not start his work within the stipulated time, his entire Earnest Money deposit submitted with the tender will be forfeited.
11. NIT Sikkim reserves the right to accept or reject any or all or any part of the tender without assigning any reason thereof, and the decision of NIT Sikkim in this respect shall be final.
12. The Bid shall remain valid for a period of not less than 90 days after the last date of receipt of the Bids.
13. Basic rates of wages, quoted below minimum wages applicable for Highly Skilled, Skilled and Un-Skilled labours staff in the State of Sikkim shall render the bid to be disqualified for evaluation. In case minimum rates of wages have been fixed by both the Central and State Governments, the rates of wages whichever is higher will be applicable. Accordingly, **the rates quoted should ensure that the personnel deployed for this service contract are paid as per the statutory norms including the Minimum wages, as prescribed by the Central Government from time to time, and the statutory benefits like PF, ESI, etc.** as may be applicable. (A copy of the latest minimum rates of wages issued by the Central Government must be enclosed with the quotation). Any discounts offered or other charges that are levied should be clearly/expressively indicated.
14. The evaluation of bid will be done for all the items put together and the contract will be awarded to the lowest responsive bidder.
15. The performance guaranty should remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty if any.
16. The agency shall –
  - a. Mobilize necessary safaiwalas / cleaning boys/girls in such a way so that the office is cleaned before the normal official duties are started every day. Further necessary staff should be deployed during the office hours so that immediate and necessary cleaning/sweeping/mopping duties are done. Ensure that the personnel to be deployed should be a bonafide citizen of India and experienced, physically, mentally and medically fit regular employee of the supplying agency without any criminal charges against him/her.

b. The personnel deployed by the supplying agency shall be on the roll of the supplying Agency and have no right for any claim of regular Govt. job in any circumstances.

c. The safaiwala and person to be deployed shall be well behaved, and in case it is felt by the NIT that any personnel deployed is not suitable for carrying out his duties, then the personnel is to be replaced immediately by the agency;

d. The agency shall be responsible for all risks involved, liabilities and out of obligations arising this contract under any provisions of law in force from time to time.

e. The agency has to ensure that the persons deployed for the job are reliable and should obtain proper police verification before deployment

f. Ensure that the personnel deployed for this service contract are paid as per the statutory norms including the Minimum wages, as prescribed by the Government of India

g. The monthly wages for the month in which the persons deployed should be made in the subsequent month but not later than 7<sup>th</sup> of each month.

#### **17. Payment Procedure**

a. Pre-receipted monthly bills (in triplicate) shall be submitted by 1<sup>st</sup> day of each month the Agency for the services provided in the preceding month after making payment to the deployed staff.

The bills shall be processed and paid within a reasonable time. The bills should be submitted along with proforma/certificates as required by the organisation ESI challan, PF account details of the personnel deployed etc.

b. TDS at the prescribed rate from time to time would be made from the bills in accordance with the provision of Income Tax Act, 1961.

c. Any other deductions mandated by the prevailing laws applicable to such contracts would also be made.

d. No enhancement of rate on any account/reason, whatsoever shall be considered during the currency of contract.

e. No advance payment would be made under any circumstances.

#### **18. Fore-closure of the service contract in full or part:**

a) The NIT Sikkim reserves the right to reduce in part or full the scope of the contract during the period of award of contract. The payments would also be adjusted on pro-rata basis as determined by the NIT Sikkim. The revised payment would be accepted by the Agency

b) NIT Sikkim reserves the right to terminate the contract earlier either in part or in full. In the event of such termination, Agency shall be paid for the actual work performed till the date specified in the notice

No enhancement in rates would be considered for whatsoever reason.

**19. Penalty for non-performance/under-performance:** If the Agency fails to provide competent and adequate number of personnel for satisfactorily completion of the NIT Sikkim work or in case of any delay in deployment of personnel shall be deducted proportionately.

**20. Settlement of Disputes & Arbitration:** In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of

this contract, the same shall be settled amicably in the first instance. All unresolved disputes/ difference shall be referred to the sole arbitration of mutually agreed person appointed by the Director, NIT Sikkim.

**21.Period:** The contract will be initially for one year from the date of signing of contract with selected agency and supplying/start utilizing the services by the Office of NIT Sikkim which on satisfactory performance may be extended for another year on the serving terms and conditions. However if the performance is found not satisfactory the contract may be curtailed / terminated at any time before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. Further, the NIT Sikkim reserves the right to terminate the contract at any point of time even before the expiry of contract.

### **SCOPE OF WORK COVERED : Cleaning Conservancy & Unskilled Manpower supply**

- a) Cleaning, sweeping moping and wiping of floors, staircase of different types on daily basis or as required by the Institute.
- b) Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals , wash basins and WC( "Water Closet, toilet") area.
- c) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- d) Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
- e) Clearing of any chokages in the drainages, manholes etc.
- f) Removal of beehives and cobwebs/honey webs from the office building and its premises.
- g) Time to Time moping to be done at Admn and other buildings floor during office hours (9.00 AM to 5.00 PM)
- h) Cleaning and sweeping of open area including balconies and roof tops with brooms.
- i) Any other work assigned by NIT Sikkim from time to time relating to cleanliness/
- j) Dusting and helping out in work of photocopier/faxes and other electronic gadgets includes T.V.
- k) Any other work Desktop & k of this nature assigned by NIT Sikkim for time to time.

**Minimum Qualification:** Atleast Class 8<sup>th</sup> with relaxation to be decided by authority from NIT Sikkim for SC/ST/OBC candidates. NIT Sikkim also reserves its right for relaxation in public interest.

### **PROCEDURE FOR EXECUTION OF WORK:**

(i) All the stains on walls as well as floor of toilets, corridors, rooms including glass panes stair cases, lift lobby passage/walkway etc. shall be removed by scrubbing with brush and by suitable acid/chemical wherever required by OSD.

(ii) Brass items shall be cleaned with dry cloth before polishing of items. Approved quality cleaning material (Brasso) shall be applied and rubbed, till surface shines and the spots are removed effectively.

(iii) First dirt shall be removed from the floor then the floor shall be cleaned with plain water. After that soap water solution of proper strength shall be spread on the floor and rubbed by Mechanical scrubbers wherever it is not possible to rub with mechanical scrubbers hand brush shall be used to clean the floor. After sufficient scrubbing the floor shall be properly washed with plain water and dried with cloth.

(iv) All the rooms having no carpet shall also be cleaned thoroughly with vaccume cleaner and washed with detergent time to time.

(v) All projections/balconies shall also be cleaned thoroughly. Also the opening of choked drains wherever required shall be taken up.

## **WORK TO BE CARRIED OUT DAILY:**

Cleaning of general toilets at least six times daily with phenol and detergent etc. Maintain the toilets floors dry during office hours. Regular cleaning of windows and window sills of all toilets. Wash basins, urinals, are to be cleaned with suitable detergent. Flushing systems of all toilets are to be checked at regular interval every day

Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.

Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.

Cleaning & moping of pantries, electrical rooms once a day during office hours.

Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, almirahs, cabinets, glass pans, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.

Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.

To clean glass panes on doors, windows & partitions with soap/cleaning agent.

Cleaning of chokage in sewer and pumping lines within premises when required.

Cleaning gulley trap and manholes with in Scope premises as and when required.

Cleaning of duct and shaft spaces, garbage, removal and putting them in dustbin kept outside the building.

Cleaning/removal of any type of stains from the building premises and staircases.

Cleaning sweeping and wiping of floors, furniture and hand washing area etc. during office hours.

Cleaning of lift walls with silver/brass liquid cleaner.

Applying mosquito/rat pesticides.

Room fresheners in all office area to be used daily in the morning and as and when required. Pesticides/Room fresheners should be of ISI Mark or of standard Make.

## **JOBS TO BE CARRIED OUT WEEKLY:**

(i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.

(ii) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette upholstered sofa sets and chairs with soap solution/cleaning agent of approved quality.

## **JOBS TO BE CARRIED OUT FORTNIGHTLY:**

(i) Polishing of brass items with approved brass cleaning material.

(ii) Dusting of false ceiling etc. with soft broom and cloth.

(iii) Cleaning of sofa sets with soap water/vacuum cleaners.

(iv) Lift Lobby and all toilets floors and other areas as may be directed by Officer In-charge shall be cleaned with floor scrubbing machine.

## **JOBS TO BE CARRIED OUT ON MONTHLY BASIS:**

(i) All floors in common area floors including stair cases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly polished with wax polish.

(ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of In-charge.

### Provisions requirement of Manpower

Manpower Service Required for	Highly skilled	Skilled	Un Skilled	Total
Team Supervising	1			1
Cleaning			9	9
Plumbing		1	1	2
Gardening		1	1	2
Carpentry/masoning		1		1
Multi Tasking work	2			2
Cooking		1		1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>11</b>	<b>18</b>

## INSTRUCTIONS TO BIDDERS

**1. ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**2. COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**3. VISIT TO THE INSTITUTE:** The bidder is required to provide manpower supply & services to this Institute and is advised to visit and acquaint himself with the operational system if desire so. The costs of visiting shall be borne by the bidder. It shall be deemed that the Contractor has undertaken a visit to the Institute and is aware of the requirement and operational conditions prior to the submission of the tender documents.

### 4. CLARIFICATION OF TENDER DOCUMENT:

A) The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of the Assistant Registrar, NIT Sikkim in writing.

B) The Tender document comprises of:

#### Technical Bids:

- (a) Notice of Invitation of Tender (signed & seal)
- (b) Eligibility Criteria (signed & seal)
- (c) Scope of Work Covered (signed & seal)
- (d) Instructions to Bidders (signed & seal)
- (e) Bid Proposal Sheet /undertaking (*Annexure- A*)
- (f) Technical Bid - Bidders Profile (*Annexure – B*)
- (g) Check List for Technical Bid (*Annexure – C*)

#### Financial Bids:

- (h) Financial Bid (*Annexure – D*)
- (j) Banking information (*Annexure – E*)



C) The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required in the Tender document or submission of a tender not substantially responsive in every respect will be at the bidder's risk and may result in rejection of his bid.

D) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## 5. PREPARATION OF BIDS

A) The bidder shall, on or before the date given in the Notice Inviting Tender and submit his bid in sealed envelopes clearly super scribed as Tender for providing Cleaning, conservancy and Manpower supply services at NIT Sikkim.

B) One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

## 6. SUBMISSION OF BIDS

A) The bidder shall submit their offer in two separate envelopes i.e. 1. EMD , Tender Fees & Technical Bid, 2. Financial Bid. These two envelopes must be sealed, stamped and put in bigger envelop duly sealed and super-scribed as "Tender for Providing Cleaning, conservancy and Manpower supply services at NIT Sikkim" and must be sent to the following address:

**To Assistant Registrar, NIT Sikkim, Barfung, Ravangla, South Sikkim, Sikkim 737139**

B) The sealed cover of Technical Bid /financial bid must consist of the following documents:-

(a) **Technical Bid:** Tender Fee & EMD and Technical Bid as per the prescribed format in original with copies documents as per the Checklist and Eligibility Criteria

(b) **Financial Bid::** Financial Bid as per the prescribed format in original

C) **Conditional bids/offers will be summarily rejected.**

## 7. BID SECURITY/EMD (Non-Interest Bearing):

A) The Contractor/agency shall deposit Bid Security (**Earnest Money Deposit**) for an amount of Rs. **25000 Twenty Five Thousand through** a Bank Draft only **issued by a Commercial Bank in favour of the Director, NIT Sikkim and payable at Ravangla** along with the Tender document. Bid securities of the unsuccessful bidders will be returned to them within 30 days from the date of award of contract. Any Tender not accompanied by Bid Security shall be rejected.

B) Bid security of the successful bidder shall be adjusted against the Performance Security. And for remaining amount of Performance Security separate DD shall be collected from the successful bidder.

C) Bid Security shall be forfeited if the bidder withdraws bid during the period of Tender validity or refuses/neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

**8. VALIDITY OF TENDER:** The tender must remain valid and open for acceptance for a period of **90 days** from the date of opening of Technical Bid.

**9. LATE AND DELAYED TENDERS:** Bids must be received in the Institute at the address specified above not later than the date and time stipulated in the NIT. The Institute may, at its

discretion, extend the deadline for submission of bids in which case all rights and obligations of the Institute and the Bidder will be the same.

#### **10. BID OPENING AND EVALUATION:**

**A) The authorized representatives of the Institute will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm/agency at the time of opening of the bids failing which they will not be allowed to participate in the opening process.**

**B) All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender for verification, without which the Bid is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities independently who have issued such documents for the purpose of this tender. Participation of the bidder/its representative is may remain present at the time of opening the Bid.**

C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

D) Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders and the date shall be communicated later.

#### **11. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**

A) The Institute is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.

B) The Institute may terminate the contract if it is found that the Contractor is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

C) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

#### **12. Award of Contract:**

(a) The Indentor will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price.

(b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in section II above.

(c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

(d) Company/Agency will apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to Establishment Section within 30 days from the date of issue of the award of contract.

#### **13. PEFORMNACE SECURITY (PS) (Non-Interest Bearing):**

The successful bidder shall be required to furnish a Performance Security (PS) within 15 days of receipt of 'Letter of Offer' for an amount of 10% of the value of the Contract in the form of an

Account Payee DD or issued by a Commercial Bank in favour of the Director, NIT Sikkim and payable at Ravangla. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended accordingly.

**14.** Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

Duration of the contract shall be 1 year. In case the service is not found to be satisfactory, the contract shall be terminated by NIT by giving notice of one month to this effect. However, the contract can be terminated by giving a written notice of 3 months by the Agency. A record of every lapse small or big to be maintained by the Institute Authorities & a monthly meeting with the representative of the Company and Team Supervisor will be held and minutes of the same recorded for compliance. Agency shall abide by all laws of the land including. Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such bonus shall be the exclusive responsibility of the Agency, and it shall not involve the Institute in any way what-so-ever.

# National Institute of Technology Sikkim

## BID PROPOSAL SHEET

Annexure A

(ON THE LETTER HEAD OF THE BIDDER)

To

Assistant Registrar  
National Institute of Technology Sikkim  
Ravangla Campus, Barfung Block, South Sikkim 737139.

Subject: “Tender for providing Cleaning, conservancy and Manpower supply” at NIT Sikkim, Ravangla Campus Sikkim

Dear Sir,

We, the undersigned Agency, having read and examined in detail the terms and condition as specified in this document in respect of **providing Cleaning, conservancy and Manpower supply** at NIT Sikkim, Ravangla Campus Sikkim do hereby propose to supply manpower as required.

<b>Tender No:</b>				
<b>Tender Fee :</b> Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
<b>EMD :</b> Submitted		YES/NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			

(i) BID PRICING: We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the numbers as specified in this Tender may increase or decrease at the time of Award of offer letter as per the requirements of NIT Sikkim.

(ii) QUALIFYING DATA: We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

(iii) CONTRACT PERFORMANCE SECURITY: We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee for the amount mentioned at tender document of the total contract value.

(v) PAYMENT TERMS: We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

(vi) CERTIFICATE AND DECLARATION:

a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which NIT Sikkim reserves the right to reject the tender and/or cancel the contract

b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are

produced with tender form for gaining unlawful advantage. We understand that NIT Sikkim is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

c) 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. Further NIT Sikkim is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

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

e) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.

f) Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.

g) Our Firm / Company / Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.

h) I/We certify that, I have understood all the terms & conditions as indicated in enquiry of the tender document, and hereby accept all the same completely.

i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,

j) We understand that you are not bound to accept the lowest or any bid you may receive.

k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.

l) I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to .....

Date:

Signature and Seal of the Manufacturer/Bidder

**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

(ON THE LETTER HEAD OF THE BIDDER)

**(To be put in a separate sealed envelope, marked TECHNICAL BID)**

Questionnaire to be filled by the Company/Agency applying for tender (each response/document must be given with proper reference in the following tender document)

1.	Name of the Company/Agency (Full address with Tel. No.) Tel. No: Mobile No.: Fax: Email: Web (URL):	:	
2.	Registration No. of the Company/Agency under State/ Central Govt..	:	
3.	Details of any tie-ups (please attach details)	:	
4.	ESI No. EPF No. Service Tax No. PAN No.  (Please attach attested copies of Registration Nos.)	:	

Place:

Date:

Signature of the Contractor or his  
Authorized Signatory with seal of the  
Agency/firm

**UNDERTAKING**

If any information given by me/us in the above technical bid is found incorrect or false at any stage, the entire security deposit including earnest money may be forfeited by the National Institute of Technology Sikkim. I/we will not have any right to claim the earnest money.

Date:

Place:

Signature of the Contractor or his Authorized  
Signatory with seal of the agency/firm

# National Institute of Technology Sikkim

(ON THE LETTER HEAD OF THE BIDDER)

## Checklist for Technical Bid

Annexure: C

S/No	Documents asked for	Yes/No	If Yes, Page No.
1	Bank Draft of Rs. 500/- towards Tender Fee		
2	Bank Draft for Rs. 25000 towards EMD		
3	Authorization letter from the MD/CMD or Owner/Proprietor.		
4	Undertaking to the effect that the firm has not been Blacklisted and no such cases are pending - duly notarized		
5	Copy of the PAN issued by the Income Tax Department with copy of Income-Tax Returns of the last three financial years.		
6	Copy of Service Tax Registration Certificate		
7	Copy of valid Registration Certificate of the firm/agency.		
8	Copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the Agency is currently undertaking the work		
9	Copy of valid Provident Fund Registration number		
10	Copy of valid ESI Registration Certificates		
11	Proof of experiences as per the eligibility criteria		
12	Customer satisfactory performance certificates / Work		
13	Copy of Memorandum of Understanding (MoU) in case The bidder comprises of joint venture/Consortium Partnership or relevant document about sole proprietorship		
14	Proof of ownership and control		
15	Bidders Profile as per Annexure – B		
16	A signed & stamped copy of Tender document to be submitted in token of acceptance of our terms & conditions		
17	Any other documents (If required)		

**Note:** Photocopies of all necessary documents duly self-attested must be attached in support of the information provided. Non submission of any of the above documents may lead to rejection of the bid.

**(Signature of the Bidder) Name and Address (with seal)**

# National Institute of Technology Sikkim

(ON THE LETTER HEAD OF THE BIDDER)

## Financial Bid:

## Annexure: D

(All Figures in Rs.)

Sl. No	Category of Manpower	Numbers	Unit Monthly remuneration Basic Wages + VDA	EPF Rate	ESI Rate	Service charges with reference to Basic Wage +VDA	Monthly Rate (4+5+6+7)	Gross amount Monthly (8x3)
1	2	3	4	5	6	7	8	9

Total Amount in Rupees:.....

Bidders may quote there rate in keeping in view the requirement of personnel as under:

Manpower Service Required for	Highly skilled	Skilled	Un Skilled	Total
Team Supervising	1			1
Cleaning			9	9
Plumbing		1	1	2
Gardening		1	1	2
Carpentry/masoning		1		1
Multi Tasking work	2			2
Cooking		1		1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>11</b>	<b>18</b>

**NOTE:**

1. Being an educational institution the Institute is exempted from payment of Service Tax.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement . The rates quoted are inclusive of all taxes leviable by the Central Government, State Government and other Statutory Organizations established under Acts enacted by Central/State Government.

Dated:

Place:

Signature of the Contractor or his authorized signatory with Seal of the Agency/Firm.



**National Institute of Technology Sikkim**  
(ON THE LETTER HEAD OF THE BIDDER)

**ANNEXURE-E**

**Banking information**

<b>Sno</b>	<b>Particulars</b>	<b>Information</b>
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFSC Code no	
7	Mobile no (for SMS)	
8	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

**[Seal and Signature of the firm]**