

TENDER DOCUMENT

for providing

Housekeeping and Cooking

at NITTTR Premises

Taramani, Chennai- 600 113.

&

Housekeeping at NITTTR Staff Quarters,

Gandhi Mandapam road, Kotturpuram,

Chennai- 600 025.

TABLE OF CONTENTS

Sl. No.	Content	Section	Page
1	Notice Inviting Tender	I	3
2	Important Dates and Information (FAQ)	II	4
3	Technical Bid Submission Form	III	5
4	Contact Details Form	IV	6
5	General Conditions	V	7 – 9
6	Eligibility Criteria	VI	10
7	Requirement and Scope of Work	VII	11 - 15
8	General Condition of Contract	VIII	16 - 18
9	Financial Bid Document	IX	19

**TENDER NOTICE FOR
PROVIDING HOUSEKEEPING AND COOKING SERVICES**

National Institute of Technical Teachers Training and Research, Taramani, Chennai-600 113 invites sealed tenders under two bid systems from eligible firms/companies for providing housekeeping services and cooking for its office located at the above mentioned address & housekeeping services for Staff Quarters Campus, Kotturpuram.

The Sealed bidding document (Technical Bid, Financial Bid & along with EMD duly filled and signed) should be addressed to the Director at the above mentioned address on or before 22nd May 2017, 04.00 pm. Tender received after stipulated time and date shall be rejected

- Cost of Tender Document: : Rs. 500/- (Rupees Five Hundred only)
(inclusive of service tax) (Non-refundable)
Either by Cash or DD Drawn in favour
The Director, NITTTR, Chennai- 600 113.
- Earnest Money Deposit: : Rs. 80,000/-(Rupees Eighty thousand only).
Only DD in favour of “The Director, NITTTR,
Chennai- 600 113.”
- Issuance of Tender Document: : From 01st May 2017 to 22nd May 2017
(Between 10.00 am to 05.00pm)
- Our premises may be inspected : From 01st May 2017 to 22nd May 2017
(inworking days from 10.00am to 5.00 pm)
- Last Date for submission of Tender : 22nd May 2017 up to 04.00 pm
- Date and time of opening of Tender : 22nd May 2017 at 04.30 pm (Technical Bid alone)

The tender document may also be downloaded from our web site www.nitttrc.ac.in. The bidder who had downloaded the tender document should submit separate DD for the application fee of Rs.500/- and this should be attached with the fee for EMD in the Technical bid of tender document; else tender document for the bid will not be accepted.

The NITTTR reserves the right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding:

**The Director
NITTTR
Chennai- 600 113**

IMPORTANT DATES AND INFORMATION

Sl. No.	FAQ	Answer
1	Cost of Tender Document	Rs. 500/- (Inclusive of service tax)
2	EMD	Rs. 80,000/- in the form of Demand Draft should be submitted in favour of the Director, NITTTR, Chennai-600 113.
3	Performance Security Deposit	10% of yearly Contract amount by Demand Draft should be submitted in favour of the Director, NITTTR, Chennai - 600 113. (<u>Applicable for successful bidder only</u>)
4	Address and place of Submission of Tender	National Institute of Technical Teachers Training and Research, Taramani, Chennai- 600 113
5	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person
6	Last date and time of submission	Up to 04.00 pm on 22 nd May 2017 [Monday]
7	Date of opening Technical Bid	At 04.30 pm on 22 nd May 2017 [Monday]
8	Venue of opening tender	(at the above mentioned address)
9	All the bid documents from section-III to IX need to be duly signed and sealed. However, the Financial Bid (Section-IX) will be opened later on.	if signature & stamp in any of the section III to IX found missing, the tenderer shall communicate on the same, on the day of opening for acceptance.
10	Duration of contract	One year from the date of awarding of contract, which is further extendable for a period of one year with same terms & condition; subject to Satisfactory performance.
11	Validity of Tender	120 days from the date of opening of tender

TECHNICAL BID SUBMISSION FORM
Letter of Bid
(To be printed preferably on Bidder's letterhead)

To _____ Ref: _____
Date: _____

The Director,
NITTTR, Tharamani,
Chennai- 600 113.

Dear sir,

Ref: Invitation for Bid in respect of Tender Notice dated **01st May 2017**.

We, the undersigned, declare that

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for "Housekeeping Service and cooking contract" for the National Institute of Technical Teachers Training and Research, Taramani, Chennai- 600 113.& Staff Quarters, Kotturpuram.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security of 10% in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the NITTTR is not bound to accept highest ranked bid / lowest bid or any other bid that the NITTTR may receive.

Yours Sincerely,

Authorised Signatory

(Authorised person shall attach a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

Date : _____ Place: _____ Stamp: _____

CONTACT DETAILS FORM

General Details of Bidder

- 1. **Name of the Company**
- 2. **Name and Designation of Authorised Signatory**
- 3. **Communication Address**
.....
- 4. **Phone No. / Mobile No.**
- 5. **Fax**
- 6. **E-Mail ID.**
- 7. **Service Tax Regn. No.**
- 8. **PAN NO.**

Particular Details of the Bidders Representative'

- 1. **Name of the Contact Person**
- 2. **Designation**
- 3. **Phone No.**
- 4. **Mobile No.**
- 5. **E-Mail ID.**

UNDERTAKING

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
- 3. I/We give the rights to the NITTTR to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
- 4. I hereby undertake to provide the housekeeping services as per the provisions in the tender document/contract agreement.

Signature of the Authorised Signatory

Date:
Place:

Designation:
(Office seal of the Bidder)

GENERAL CONDITIONS

1. For the Bidding / Tender Document Purposes, National Institute of Technical Teachers Training and Research, Taramani, Chennai-113, shall be referred to as 'NITTTR' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder or interchangeably.
2. The sealed bidding documents should be delivered in the Administration Section of this office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both of these envelopes must be placed in a third envelope super-scribing "Tender for Housekeeping Contract Service". This third envelope should be sealed and delivered to the Administrative officer, NITTTR, Chennai- 600 113.
3. Tender document may be purchased from Office of NITTTR, Chennai -600 113 either by cash or by Demand Draft for an amount of Rs.500/- (Rupees Five Hundred only) in favour of the Director, NITTTR, Chennai- 600 113.
The tender document may also be downloaded from our web site www.nitttrc.ac.in. The bidder who had downloaded the tender document should submit separate DD for the application fee of Rs.500/- along with the tender document; else tender document for the bid will not be accepted.
4. While all efforts have been taken to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. Claim on account of any errors detected in the tender documents shall not be entertained.
5. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the NITTTR. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT**
6. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected.**

(Signature of Tenderer
with stamp)

Section-V

8. For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post to the Director, NITTTR, Taramani, Chennai- 600 113. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
9. No request for transfer of any previous deposit of earnest money or Performance Security Deposit or adjustment against any pending bill held by the NITTTR in respect of any previous work will be entertained.
10. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.
11. Validity of the Bids: The quoted bids shall have the validity for a period of 120 days from the date of opening of the tenders.
12. Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender. The person attending the opening of the tender on behalf of the tenderer should bring with him a letter of authorization as proof.
13. Right of Acceptance: The NITTTR reserves all rights to reject any or all tenders without assigning any reason.
14. Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order, failing which, the work order issued stands cancelled and the EMD will be forfeited. Further, the successful bidder shall pay an amount of 10% of yearly Contract amount towards Performance Security which will be adjusted from the EMD.
15. Disclaimer: The near relatives of employees of the NITTTR are prohibited from participation in this tender.
16. Corrigendum/Amendment to the tender will be implemented if required.
17. The bidder shall bear all cost associated with preparation and submission of tender form.
18. The bidder shall submit the tender form legibly in English and attach copies wherever required.

**(Signature of Tenderer
with stamp)**

Section-V

19. Bidders sending their bids through courier/ by Speed post/by Person should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
20. The Technical Bid will be opened on the said date and time at our office.
21. The bidder or the authorized person of the bidder are allowed to take part in technical bid opening meeting and they are required to sign the attendance.
22. Absence of bidder or representative shall not impair legality of the opening procedure
23. After opening of Technical bid and verifying the EMD amount, the technical bids shall be evaluated later to ensure that the bidders meet the eligibility criteria as specified in the tender document.
24. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the NITTTR may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the NITTTR shall not be considered. The NITTTR request for clarification and the response shall be in writing.
25. If a bidder does not provide clarifications of its bid by the date and time set by the NITTTR, their bid may be rejected.
26. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the tender document before commencement of service.
27. Financial bid will be opened only for the technically qualified bids.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**

ELIGIBILITY CRITERIA

- i. The Firm/Organisation/Agency should be a Limited Company or a Private Limited Company registered under the companies Act 1956.
- ii. The bidders should have an experience of minimum 3 years in providing the services mentioned in the tender document
- iii. The annual turnover of the bidder shall not be less than Rs.50 lakhs for the last three financial years (i.e. 2013-14, 2014-15 and 2015-16).
- iv. The Bidders should submit a self-declaration certificate stating that no contracts have been terminated / foreclosed by any employer during the last 3 years.
- v. Earnest Money Deposit (EMD): EMD for Rs. 80,000/- is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of “ The Director, NITTTR, Taramani, Chennai” Payable at Chennai.
- vi. The bidder should submit the copies of the following Documents:
 - a) Self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice.
 - b) Documentary proof in the form of service certificate should be enclosed. Documents like service agreements work orders etc. will not be considered for the purpose
 - c) Copy of the audited Balance Sheet and Profit and Loss Account duly certified by a Chartered Accountant for the years mentioned above should be submitted as proof in this regard. Documents like self-certification of turnover, certified income statement prepared for filing IT, etc. will not be considered.
 - d) Certificate of Registration under the Employees State Insurance Act (ESI). (Proof in the form of Previous half yearly and yearly statements/returns submitted to ESI authorities for each employee).
 - e) Employee Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner. (Proof in the form of EPF Monthly return for the past three months should be attached).
 - f) Copy of Service Tax Registration Certificate.
 - g) Copy of the PAN card.

Note: The above said documents along with EMD amount and duly signed tender document (section-III to VIII) should be available in the TECHNICAL BID COVER and Section- IX should be in the PRICE BID COVER.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**

REQUIREMENT & SCOPE OF WORK:

Housekeeping & Cooking at NITTTR premises Taramani, Chennai - 600 113 and Housekeeping at NITTTR Staff Quarters, Gandhi Mandapam Road, Kottur, Chennai – 600 025. The work includes the following activities as and when required.

Part - I

1.0 Location : NITTTR Staff Quarters located at Gandhimandapam Road, Chennai-600 025

NITTTR Staff quarters consist of 6 apartment blocks, 3 twin houses and 15 individual houses.

1.1 Scope of work:

- Sweeping and removal of leaves and debris only on common areas like roads, open area around the buildings, staircases and vehicle parking area **every day**.
- Sweeping and mopping the floor of the community hall **once in a week** and whenever required.
- Clearing of bushes, trimming of grasses, plants, etc. around the buildings and along the road sides, **twice in a month** and whenever required.
- Cleaning of pump house area **twice in a month**.
- Cleaning of terrace of the buildings **twice in a month**.
- Cleaning of vacant houses (in and around the building) **once in a month**.

1.2 Human Resource requirement:

Sweepers – 4

2.0 Location : NITTTR campus, Taramani, Chennai - 113

The areas where housekeeping services required are detailed below.

i) Administrative block :

- a. Ground floor - Conference Hall, common waiting lounge, G-1 classroom, Electronics Dept., Server room, CNC Lab, Ladies rest room, Electrical Engineering Dept., Mechanical Engg. Dept., Civil Engineering Dept. GIS Lab, EMC, ETV Studio & CCTV, CDC and Workshop.
- b. First floor - Director's Office, Board room, Administrative Office, Smart Classroom, Policy Planning Dept.

Number of stair cases - 2

Number of Toilets : 11.

**(Signature of Tenderer
with stamp)**

ii) L-Block:

- a. Ground floor - Seminar Hall, MDC, Classrooms G-22, G-23 & G-24, and Centre for International Affairs
- b. First floor - Computer Centre, CEM Lab, Education & Communication Lab and Educational Management dept.
Number of stair cases - 2
Number of Toilets - 4

iii) Resource Centre:

- a. Ground floor – Reading hall, computer centre, Classroom and Reference hall
- b. First floor – Reference hall and Computer Hall
Number of stair cases - 2
Number of Toilets - 3.

iv) Multimedia Block:

- a. Ground floor – Centre for Sustainable Development, two Classrooms
- b. First floor – Dept. of ET&MM
Number of stair cases - 1
Number of Toilets : 4.

v) Classroom Complex

12 ordinary class rooms, 3 smart class rooms, 1 conference hall, 2 seminar hall, Entrance Lobby, 1 mini auditorium, Dining Hall, 3 office cum waiting rooms, 3 Discussion rooms and 3 Electrical / AC control room.
Number of stair cases – 3
Number of common toilets - 6
Number of floors – Ground + 2

vi) Trainees' Guest House I & II:

Dining Hall, kitchen, 2 mini halls, 84 single bed rooms, 42 double bed rooms with attached bathroom & toilets, and 14 common bathroom & toilets at Trainees' Guest House I & II.
Number of stair cases - 4
Number of floors – Ground + 2

**(Signature of Tenderer
with stamp)**

vii) Old and New Guest house

Dining Hall, kitchen, Mini Halls, Internet room and 54 guest rooms (with attached bathroom & toilets) in the ground, first and second floors.

Number of stair cases – 3

Number of common toilets – 2

viii) Auditorium, Seminar Hall and Social Centre

ix) Common Areas

The roads, portico, car sheds, vehicle parking areas and open area around the buildings.

2.1 Scope of work:

A. For areas mentioned in Items (i) to (v)(Administrative block, L-block, Resource centre and Multimedia block and Classroom complex)

1. Sweeping and cleaning the floors of the departments, class rooms, entrances, staircases, porticos and corridors, **every day**
2. Mopping the floors with cleaning solution, **once in a week**
3. Cleaning of toilets **twice in a day**.
 - The toilets in the campus have to be cleaned with water, disinfectants and other floor cleaning materials.
4. Cleaning of Doors & windows, ceiling, fans, Glass doors & partitions and terrace of the buildings **twice in a month**.
5. Cleaning of book racks in the resource centre **twice in a month**

B. For Item No. (vi)&(vii)(Trainees guest house I & II and Old & New Guest house)

1. Cleaning of the rooms (single & double bed) occupied by the trainees / guests, kitchen, verandas, staircases and common areas **everyday**.
2. Cleaning of Dining hall **twice in a day**.
3. Mopping the occupied rooms and common floors with cleaning solution, **once in a week**
4. Cleaning of common toilets **twice in a day** and attached toilets **once in a day**
 - The toilets have to be cleaned with water, disinfectants and other floor cleaning materials
5. Cleaning of unoccupied rooms, terrace and floors **twice in a month**.

**(Signature of Tenderer
with stamp)**

C. For Item No. (viii)(Auditorium, Seminar Hall, and Social Centre)

1. Sweeping and Mopping of floors as and when required
2. Cleaning of toilets as and when required.
 - The toilets have to be cleaned with water, disinfectants and other floor cleaning materials
3. Cleaning of stage, back room and chairs / furniture as and when required.

D. For Item No. (ix)(Common areas)

1. Sweeping and removal of leaves and debris **every day**.
2. Clearing of bushes, trimming of grasses, plants, etc. around the buildings and along the road sides, **twice in a month** and whenever required

Besides above,

- The wastes collected from various points have to be brought to the central collection center within the campus identified by NITTTR.
- Cleaning work in any area of the building, on demand, as per requirements of the day, within the available human resource.
- The human resource will be utilized for movement of chairs / furniture within the campus as and when required.
- Cleaning of open drains and removal of blockage whenever required.
- Cleaning of OVERHEAD WATER-TANKS of all buildings and underground sumps ONCE IN A THREE MONTHS.
- Removing COBWEBS from roofs and walls ONCE IN A FORT NIGHT.
- Cleaning of Roof top of all buildings in both staff quarters and Institute campus ONCE IN A FORT NIGHT.

2.2 Human Resource requirement :

Supervisor -1

Sweepers – 27

3.0 Location :NITTTR campus, Taramani, Chennai - 113

The areas where cooking services are required – Trainees Guest House, NITTTR, Taramani, Chennai – 600 113.

**(Signature of Tenderer
with stamp)**

3.1 Scope of work:

Cooking (cooks), Assisting procurement of commodities (Assistants), cooking and serving food (Assistants), Cleaning & Washing (Cleaners) as per menu and instructions given by the Authorities from time to time. The cook must have capability to prepare the food for maximum of 120 persons.

Working hours:

Cook and Assistant Cook: 06.00 am to 12.00 Noon & 04.00 pm to 06.00 pm

Server & Cleaner: 08.00 am to 10.00 am, 12.30 pm to 02.30 pm & 05.00 pm to 09.00 pm

3.2 Human Resource Requirement:

Cook – 2

Asst. Cook cum Server – 4

Cleaner – 2

4.0 Total Human Resource Requirement:

Location	Cook (Highly skilled)	Supervisor (Skilled)	Asst. Cook cum server (Semi-Skilled)	Sweeper / Cleaner (Unskilled)
NITTTR Staff Quarters	-	-	-	4
NITTTR Campus	-	1	-	27
NITTTR Trainees Guest House	2 (only male)	-	4 (only male)	2
Total	2	1	4	33

Note: 8 to 10 male sweepers are required.

**(Signature of Tenderer
with stamp)**

GENERAL CONDITION OF CONTRACT

1. The purpose of housekeeping is that the whole office premises of NITTTR, Chennai must look neat and clean every time and the contractor has to undertake all such jobs/activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.
2. All the cleaning personnel to be provided for undertaking the housekeeping services in NITTTR, Chennai shall be provided with required uniform and cleaning equipment and should maintain decent behaviour.
3. **All the cleaning personnel provided for the housekeeping services shall be governed by Govt. of India Ordinance Minimum Wages Act/Govt. of Tamilnadu Minimum Wages Act whichever is beneficial to the employee, EPF and ESI and all statutory recovery & remittance shall be taken care by the Contactor.**
4. All the cleaning personnel to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at-least 07.45 hrs to start cleaning work. The working hours of housekeeping is 08.00 hrs to 04.00hrs with lunch break of 1230 hrs to 1300 hrs.
5. The contractor shall liable to pay, the monthly wages on or before 07th of succeeding month to his deployed housekeeping personnel in accordance to applicable minimum wages Act. The payment should be made to the workers through the bank account
6. The contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:
 - Are always smartly turned out and vigilant
 - Are punctual and arrive at least 15 minutes before start of their duty time.
 - Take charges of their duties properly and thoroughly.
 - Perform their duties with honesty and sincerity.
 - Read and understand their post and site instructions and follow the same.
 - Extend respect to all Officers and Staff of the office of the NITTTR
 - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
 - Will not gossip or chit chat while on duty.
 - Will never sleep while on duty post.
 - Will not read newspaper or magazine while on duty.
 - Will immediately report to the Director any untoward incident/ misconduct or misbehaviour.
 - Do not entertain visitors.
 - Shall not smoke in the office premises.

**(Signature of Tenderer
with stamp)**

Section-VIII

7. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to NITTTR's assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.
8. The contractor shall follow the instruction of NITTTR from time to time in discharging the duty everyday.
9. The NITTTR shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be undesirable.
10. The contractor shall exercise adequate supervision to reasonably ensure proper performance of housekeeping work in accordance to the schedule of work.
11. The contractor shall issue identity card/identity documents of the employees who are deployed to execute the work.
12. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the NITTTR and at regular meeting will be held with NITTTR.
13. The contractor shall not employ any person of age below 18 years and above 60 years. The employees should be sound in health in carrying out the duty and should not have infected diseases.
14. The contractor shall not subcontract the assigned work to any other agencies.
15. If required amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise.
16. The contractor shall raise the invoice/Bill before 07th of the succeeding month for the payment. The evidence of payment of monthly wages through bank account and other statutory payments like EPF and ESI for the employees working at NITTTR campus and Staff quarters should be submitted along with the bill/invoice.
17. All the payments to the contractor by the NITTTR shall be made through NEFT/RTGS/DD/cheque only with applicable TDS in accordance with the Govt. of India guidelines from time to time.
18. **All the cleaning items and consumables shall be provided by the contractor as per the requirement and the cost of the same shall be reimbursed by the NITTTR on submission of bills.** Prior approval has to be obtained from the competent authority of NITTTR with respect to quality and quantity of consumables before purchase.

**(Signature of Tenderer
with stamp)**

Section-VIII

19. On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the NITTTR sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
20. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
21. The contract shall be for a period of one year from the date of awarding of contract service and the same shall be extended for further period of one year with same Terms & Conditions subject to mutual consent between the NITTTR and Contractor and satisfactory performance by the contractor each year.
22. The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed at the rate of 1% of the contract value per month.
23. The contract may be terminated by either party by giving Two month notice in writing.
24. The contract may be terminated by the NITTTR by giving notice in writing to the Contractor, if in case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the NITTTR is of the opinion that any further continuance of the contract is not in the interest of the NITTTR, then the NITTTR shall have the right to terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by the NITTTR as well as the performance security is liable to be forfeited.
25. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the NITTTR in accordance with the provisions of the Arbitration and Reconciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Chennai and the decision of the arbitrator shall be final and binding on both parties.
26. Jurisdiction of Court: This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Chennai.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**

FINANCIAL BID DOCUMENT

The agency willing to provide housekeeping services shall undertake the works quantified in Section-IX.

S. No.	Description of worker	Number of Manpower in a day	Rate per head per mensem (Rs.) (including DA)	Total amount (Rs.)
1.	Supervisor (Skilled)	1		
2.	Sweepers/ Cleaners (Unskilled)	33		
3.	Cooks (Highly Skilled)	2		
4.	Assistant cook cum Server (semi skilled)	4		
Total Wage				
6.	Statutory Charges: a) ESI @4.75%			
	b) EPF @13.15%			
7.	Bonus applicable as on 01 st May as per Govt. norms			
8.	Service Charges on Total Wage @ _____ %			
	GRAND TOTAL per mensem			

Note:

1. Wages shall be governed by Govt. of India Ordinance Minimum Wages Act/Govt. of Tamilnadu Minimum Wages Act whichever is beneficial to the employee as on 01st May 2017.
2. Since NITTTR, Chennai is an Educational Institution, Services Tax is exempted as on date, vide Notification no. 25/2012 - service tax, dated: 20.06.2012. Applicability of Services Tax for the services provided to the institution is as per law for the time being in force in India.

We confirm that the rates quoted are not less than the minimum wages prescribed by the state Govt./Central Govt. whichever is higher.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**