

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान  
NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH  
भारत सरकार, शिक्षा मंत्रालय [उच्चतर शिक्षा विभाग]  
Government of India, Ministry of Education, [Department of Higher Education]  
तरमणि, चेन्नई - ६०० ११३, Taramani, Chennai - 600 113.

Tender No: NITTTR /Housekeeping/2021

Date: 18.03.2021

**Sub: Providing of Housekeeping Services**

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National Institute of Technical Teachers Training and Research, Chennai (NITTTR, Chennai), an Institute under the Ministry of Education, Government of India, invites sealed Tenders from registered, bonafide, experienced and financially sound Housekeeping Service Agencies having a valid License under Contract Labour (Regulation and Abolition) Act 1970 for exclusively deploying trained Housekeeping personnel. The Housekeeping services covering the NITTTR campus at Taramani and NITTTR Staff Quarters, Kotturpuram, Chennai, on outsourcing.

Contract is initially for a trial period of **THREE MONTHS** which is likely to be extended for further period of **NINE MONTHS in the first instance and a second extension of twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR, Chennai on terms and conditions to be mutually agreed upon. The tender document with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from GEM Portal and website [www.nitttr.ac.in](http://www.nitttr.ac.in). Interested and eligible service providers are requested to upload the relevant documents containing "Technical Bid" and "Price Bid" with reference number (**Tender No. NITTTR/Housekeeping/2021 Dt: 18.03.2021**) to **"The Director, National Institute of Technical Teachers Training and Research, Chennai, PIN: 600 113."** on or before the tender submission deadline in Gem portal.

Name of Work	Estimated cost per Annum Approx. (Rs.)	Duration
Providing Housekeeping Services for NITTTR Premises at Taramani and NITTTR Staff Quarters, Kotturpuram, Chennai	75,00,000	One Year

It is essential that interested agencies may furnish the details to NITTTR, Chennai with sufficient information so that their capability can be properly assessed, instilling confidence that the organization have the financial, legal, personnel, infrastructural and capability track record to deliver Housekeeping Services of higher order. It should be noted that all personnel contracted by the Housekeeping, under the said contract will be required to obtain appropriate clearance from the District Administration/ Police Department. Last date for submission of bids is **05.04.2021 up to 4.00PM.**

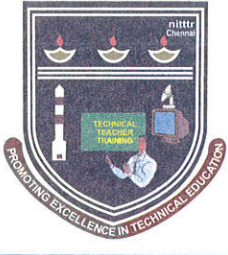
Sd/-

Director

NITTTR Chennai

Copy to:

1. NITTTR's Website
2. Notice Board



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Government of India, Ministry of Education, [Department of Higher Education]  
तरमणि, चेन्नई - ६०० ११३, Taramani, Chennai - 600 113.

**IMPORTANT INFORMATION RELATED TO TENDER**

Nature of Work	Providing of Housekeeping Services at NITTTR Academic Campus, Taramani and NITTTR Staff Quarters, Kotturpuram Chennai.
Tender No and date	NITTTR/Housekeeping/2021 date: 18.03.2021
Bid Document fee (Non refundable)	Nil
Earnest Money Deposit(EMD)	Bid Security Declaration to be submitted in the prescribed format (Annexure – VIII)
Last date for submission of sealed tenders/quotations	05.04.2021 at 4.00PM
Bid Validity	90 days from the opening of price bid
Contact person	OSD/Admin, NITTTR, Chennai -600113 Phone No:+91-22545436/488 e mail id: admin.officer@nitttrc.ac.in

## 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, Chennai' and the Contractor / Successful Contractor shall be referred to as 'Contractor'.
2. The relevant documents should be uploaded in Gem portal on or before the stipulated date and time. The Technical bid and the Price bid must be uploaded separately super-scribing "Technical Bid" and "Price Bid" and both envelopes must be placed in a third envelope super-scribing "Tender for Housekeeping Contract Service". All relevant documents should be uploaded in Gem portal only.
3. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of having acquainted and accepted the entire tender documents including various conditions of tender. All documents has to be signed, if not, liable to be rejected at the discretion of the NITTTR, Chennai. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
4. The Contractor shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Contractor.
5. All Contractor 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 Bid Security Declaration form of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
6. For all purposes of the contract including arbitration thereunder, the address of the Contractor mentioned in the bid shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post to the Director, NITTTR, Taramani Chennai- 600 113. The Contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
7. No request for transfer of any previous deposit of EMD or Performance Security Deposit or adjustment against any pending bill held by the NITTTR, Chennai in respect of any previous work will be entertained.
8. Tenderer shall not be permitted to withdraw their 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.
9. Validity of the Bids: The quoted bids shall have the validity for a period of 90 days from the date of opening of the price bid.
10. Right of Acceptance: The NITTTR, Chennai reserves all rights to reject any or all tenders without assigning any reason.
11. The Contractor should have Head Quarters or zonal or regional office at Tamil Nadu preferably in Chennai.
12. The Contractor should ensure that the housekeeping personnel should be able to speak and understand the local language i.e. Tamil.
13. The Firm shall ensure that his workers, agents and staff are attired in clean uniform, well-behaved, courteous and disciplined.

14. Communication of Acceptance – Successful Contractor shall give acceptance within 15 days from the date of receipt of the work order, failing which, the work order issued stands cancelled. Further, the successful Contractor shall pay an amount of 3% of yearly Contract amount towards Security Deposit.
15. The near relatives of employees of NITTTR, Chennai are prohibited from participation in this tender.
16. Corrigendum/Amendment to the tender will be implemented if required.
17. The Contractor is required to visit NITTTR, Chennai campus on any working day between 10.00 hrs. and 16.00 hrs except Saturday, Sunday and Holidays and acquaint himself with the area and operational system. The cost of visiting shall be borne by the Contractor. It shall be deemed that Contractor has undertaken a visit to the NITTTR, Chennai and is aware of the operational conditions prior to the submission of the tender documents. The Contractor or his authorised representative may meet Consultant (Security Officer) for any assistance in this regard.
18. The Technical bids shall be evaluated based on the available documents submitted by the Contractor. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Contractor, the NITTTR, Chennai may, at its discretion, ask any Contractor for a clarification of its bid. Any clarification submitted by a Contractor that is not in response to a request by the NITTTR, Chennai shall not be considered. The NITTTR, Chennai request for clarification and the response shall be in writing.
19. If a Contractor does not provide clarifications of its bid by the date and time set by the NITTTR, Chennai their bid may be rejected.
20. The Contractor shall not change the composition during the currency of the contract without the prior approval of NITTTR, Chennai. Any happening like Death / Resignation of any Partner / Director / Member shall be notified within 3 working days of such happening, in writing to NITTTR, Chennai. On receipt of such notice, NITTTR, Chennai reserves the right either to terminate or continue the contract. In the event of any dispute, legal or other proceedings by any party or parties concerning the constitution or composition of the Contractor, NITTTR, Chennai reserves the right to take such necessary action as it deems fit, including termination of contract and withholding payments due or accrued to the Contractor.
21. The successful Contractor 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.
22. Price bid will be opened only for the technically qualified bids.

Date:

Place:

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

## **ELIGIBILITY CRITERIA**

1. The Firm/Organisation/Agency should be a Limited Company or a Private Limited Company registered under the Companies Act 1956.
2. The Contractor should have an experience of minimum 5 years in providing similar services mentioned in the tender document.
3. The annual turnover of the Contractor shall not be less than Rs.1.2 Crores cumulatively during the preceding three financial years (i.e.2017-2018, 2018-2019 and 2019-2020).
4. The Contractor must have carried out at least in any one of the following during three preceding years:
  - a. One similar completed work in Housekeeping services costing not less than the amount equal to 80% of the estimated cost.
  - b. Two similar completed works in Housekeeping services each costing not less than the amount equal to 60% of the estimated cost.
  - c. Three similar completed works each in House Keeping services costing not less than the amount equal to 40% of the estimated cost.
5. The intending Contractor must have experience in performance of similar nature of contracts continuously for last preceding five years ending 31<sup>st</sup> Dec 2020 in Central/State Govt. Depts./Organization/PSUs or in reputed establishments/ Educational Institutions.
6. The Contractor should submit a self-declaration certificate stating that no contracts have been terminated / foreclosed by any employer during the last 3 years.
7. As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Contractors have to submit Bid Security Declaration Form along with Bid document in lieu of EMD
8. The Contractor 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 Bid Security Declaration form and duly signed tender document (Annexure - I to VIII) should be available in the TECHNICAL BID COVER and Annexure – IX should be in the “PRICE BID COVER”.

## **REQUIREMENT & SCOPE OF WORK:**

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

### **1.0 Location: NITTTR Staff Quarters located at Gandhi Mandapam 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 every day.
- Cleaning of terrace of the buildings twice in a month.
- Cleaning of vacant houses (in and around the building) once in a month.
- Watering of plants and lawns in alternate days depending upon soil moisture.
- Maintenance of lawns

### **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., telephone junction, ladies rest room, Electrical Engineering Dept., Mechanical Engg. Dept., Civil & Environmental Engineering Dept. GIS Lab, CEMT, ETV Studio & CCTV, CCDPC, Geotechnical laboratory and Workshop.
- b. First floor - Director's Office, Board room, Administrative Office, Smart Classroom, Swayam office, CEMAP.

Number of stair cases - 2

Number of Toilets : 11 (First Floor – 5, Ground Floor – 6)

#### **ii) L-Block:**

- a. Ground floor - Seminar Hall, MDC, Classrooms G-22, G-23 & G-24, and old Centre for International Affairs, Yoga hall, COE, Swayam.
- b. First floor – Dept. of Computer Science Engineering, CEM Lab, Education & Communication Lab and Engineering Education dept.

Number of stair cases - 2

Number of Toilets - 4



**iii) Resource Centre:**

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

**iv) Multimedia Block:**

- a. Ground floor – Centre for Rural & Entrepreneurship Development, three class rooms.
  - b. First floor, CASR, Laboratory, Recording Room, CEMT – Annexure Lab
- Number of stair cases - 1
- Number of Toilets : 4.

**v) Dr. APJ Abdul Kalam 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, CIA server room.

Number of stair cases – 2

Number of common toilets – 9 (PD)

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

**vii) International Guest House & Prof. AP Jambulingam Guest House:**

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

Number of stair cases – 3

Number of common toilets – 2

**viii) Smt. Indira Gandhi Auditorium and Social Centre**

**ix) International Hall of Residence**

**x) Civil Estate Office, Structural / Highway Engineering Laboratory, Electrical Generator Room.**

**xi) 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 Dr. APJ. Abdul Kalam 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, twice 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 Prof. AP Jambulingam Guest House & International Guest house)
1. Cleaning of the rooms (single & double bed) occupied by the trainees / guests, kitchen, verandas, staircases and common areas every day.
  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.
- C. For Item No. (viii) (Smt. Indira Gandhi Auditorium 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, x & xi) (International Hall of Residence & 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 waste collected from various points have to be brought to the central collection center within the campus identified by NITTTR, Chennai.
- 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 three months at NITTTR Chennai
- Cleaning of Individual Water-Tanks at NITTTR Staff Quarters, Kotturpuram, Chennai once in three months.
- Removing COBWEBS from roofs and walls once in fort night.
- Cleaning of Roof top of all buildings in both staff quarters and NITTTR campus once in fort night.

## **2.2 Human Resource requirement:**

Supervisor -1

Sweepers – 26

## **3.0 Location: NITTTR campus, Taramani, Chennai – 600 113**

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

## **3.1 Scope of work:**

Cooking (cooks), Assisting procurement of commodities (Assistants), cooking and serving food (Assistants), Cleaning & Washing 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 & 05.00 pm to 07.00 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 – 1

Asst. Cook cum Server – 2

## **4.0 Instructions To Contractors**

**4.1** Sealed tenders are invited by The Director, NITTTR Chennai under “Two Bid System” from registered, bonafide, experienced and financially sound Housekeeping Service Agencies having a valid License under Contract Labour (Regulation and Abolition) Act 1970 for exclusively deploying trained Housekeeping and experienced Personnel.

**4.2** The Contractor should quote service charge in percentage (% - up to two decimal only). Price Bids received with service charges less than or equal to 2.00 % (Two point zero percent) will be treated as UNRESPONSIVE BIDS and shall be rejected. The Contractors have to quote only service charge rate and the financial Assessment shall be made on basis of rate of service charge only. Service

charges quoted will be applicable on wage only, exclusive of all other taxes etc. In case, service charges quoted by two or more agencies are same, L1 will be decided by highest total turnover for the last three financial years (2017-18, 2018-19 & 2019-20) submitted by the Contractors in separate sheet (Annexure VI) duly certified by Chartered Accountant.

#### 5.0 Housekeeping Requirement at NITTTR, Chennai:

Location	Cook (Highly skilled)	Supervisor (Skilled)	Asst. Cook cum server (Semi-Skilled)	Sweeper / Cleaner (Unskilled)	Total
NITTTR Staff Quarters	-	-	-	3	3
NITTTR Campus	-	1	-	23	24
NITTTR Trainees Guest House	1 (only male)	-	2 (only male)		3
Total					30

**Note:** 8 to 10 male sweepers are required.

#### TOTAL REQUIREMENT OF HOUSEKEEPING AT NITTTR, CHENNAI

Highly Skilled	1
Skilled	1
Semiskilled	2
Unskilled	26
Total	30

#### 6.0 GENERAL CONDITIONS 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 Tamil Nadu Minimum Wages Act whichever is beneficial to the employee. EPF and ESI and all statutory recovery & remittance shall be taken care by the Contractor.
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 16.00 hrs with lunch break of 12:30 hrs to 13:00 hrs.
5. The Contractor shall be liable to pay, the monthly wages on or before 07<sup>th</sup> 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 to the following standards from their deployed housekeeping personnel:
  - Are always smartly turned out.
  - Are punctual and arrive at least 15 minutes before start of their duty time.
  - Perform their duties with honesty and sincerity.
  - Extend respect to all Officers and Staff of the office of the NITTTR, Chennai.
  - 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 / OSD Admn any untoward incident/ misconduct or misbehaviour.
  - Do not entertain visitors.
  - Shall not smoke in the office premises.
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, Chennai's assets while discharging the duty, suitable amount will be deducted from the Contractor's monthly payment.
8. The Contractor shall follow the instructions of NITTTR, Chennai from time to time in discharging the duty every day.
9. The NITTTR, Chennai 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, Chennai and at regular meeting will be held with NITTTR, Chennai.
13. The Contractor shall not employ any person of age below 18 years and above 55 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 07<sup>th</sup> 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, Chennai campus and Staff quarters should be submitted along with the bill/invoice.
17. All the payments to the contractor by the NITTTR, Chennai 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, Chennai on submission of bills. Prior approval has to be obtained from the competent authority of NITTTR, Chennai with respect to quality and quantity of consumables before purchase.
19. On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the NITTTR, Chennai 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 Contractor to meet all expenditure in this regard.
21. Contract is initially for a trial period of **THREE MONTHS** which is likely to be extended for further period of **NINE MONTHS in the first instance and a second extension of twelve months (total period = 24 months)**. The Contract shall be extended subject to mutual consent between the NITTTR, Chennai and Contractor and satisfactory performance of the service by the Contractor.
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 **Three months' notice** in writing.
24. The contract may be terminated by the NITTTR, Chennai 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, Chennai is of the opinion that any further continuance of the contract is not in the interest of the NITTTR, Chennai, then the NITTTR, Chennai shall have the right to terminate the contract immediately without assigning any reason thereof or without giving any notice, and any amount payable by the NITTTR, Chennai as well as the performance security /Security Deposit is liable to be forfeited.

### **6.1 Payment of wages :**

The Contractor shall make the payment of wages to his employees on or before 07th of every month, irrespective of the fact, whether the amount due from NITTTR Chennai, has been received by the Contractor or not. Further, any amount not paid to any workman, for any reason whatsoever, by the Contractor, which was paid by NITTTR Chennai, earlier based on attendance, would be recovered in the subsequent bills of the Contractor. The Contractor shall maintain a register recording the amount and date of payment made to each employee for inspection by the Government Authority. Payment of Wages to the Contract Workmen shall be made through Bank Remittance by giving them ATM Debit Cards except for Contract workmen attending duties as leave vacancy / temporary replacements. Signatures of Contract Workmen have to be obtained in Wage Register as a token of receipt of wages by the contract workmen and a copy of the Wage Register Extract and copy of Proof of Bank Remittance have to be submitted along with Invoice every month for processing of Invoice.

### **6.2 Penalty for delayed payment of Wages:**

An amount equivalent to 1% of the total invoice value will be deducted from the Contractor for any delay in payment of wages to their personnel.

### 6.3 Basic Pay & Dearness Allowance:

The Basic Pay shall be paid to the workmen as per the minimum wages, notified/revised by the Government of India, from time to time. Current Basic Pay and Dearness Allowance w.e.f. 01.10.2020:

Sl.No	Category	Basic Wages (Rs)	VDA (Rs)	Total (Rs)
1.	Highly Skilled	693	152	845
2.	Skilled	637	140	777
3.	Semi Skilled	579	128	707
4.	Unskilled	523	116	639

Any increase in minimum wages along with the corresponding increase in PF, ESI, EDLI & Admin charge will be reimbursed by NITTTR, Chennai. Similarly, in case of any reduction in minimum wages, such reduction along with the corresponding reduction in PF, ESI, EDLI & Admin only shall be implemented in the rates payable.

### 7 Bonus:

The Contractor shall make Bonus payment to their workmen at 8.33% of the salary or wage earned by the employee, as per the Payment of Bonus Act within one month from the close of the first year of contract and within one month after the closure of the contract. The Contractor shall furnish the list of workmen engaged by them during the preceding one year, with month-wise Attendance particulars to NITTTR, Chennai. Out of this list, NITTTR, Chennai will confirm the persons eligible for bonus. On receipt of confirmation, the Contractor shall make payment of Bonus to their workmen through Bank remittance. The proof of such payment shall be submitted to NITTTR, Chennai within fifteen days from the disbursement of bonus, for arranging reimbursement to the Contractor. If bonus is not paid by the Contractor to his workmen within the time indicated above for the 1st year of contract, the invoice of the Contractor for subsequent month/s will not be processed for payment. Similarly, if bonus is not paid by Contractor to his workmen within the time indicated above for the 2nd year of contract, the invoice of the Contractor for the last month of contract will not be processed for payment. Reimbursement will be as per the Payment of Bonus Act and on verifying with the Register for attendance and signatures of the workmen. If the payment is made by the Contractor for Bonus without taking confirmation from NITTTR, Chennai on the eligibility/ money to be paid, the same will not be reimbursed by NITTTR, Chennai.

**7.1** The Contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and Employees Provident Fund Act. The Contractor shall arrange for payment of the Employees contribution as well as their share of the contribution to the Provident Fund and ESI in such proportion as fixed from time to time as provided under Law. The Contractor shall ensure that ESI and PF contributions are paid to the ESI and PF Authorities without any delay. The Contractor shall obtain and produce the individual ESI Code Number and PF Code Number for his firm, while submitting the Quotation. Copies of the certificates from the respective authorities allotting the PF/ESI codes should be submitted along with the Technical tender. Individual ESI cards have to be issued to the workmen, within one month of the commencement of the contract. Individual PF Nos.

should be given to the workmen, under intimation to the NITTTR Chennai, within two months of commencement of contract.

**7.2** The Contractor shall comply with the provisions of Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Industrial Disputes Act, Factories Act, Contract Labour (Regulation & Abolition) Act and all other Labour and Welfare Legislations as applicable to the engagement of contract labour. The Contractor alone shall be responsible for all the acts of commission and omission, breaches and losses etc., and the Contractor shall undertake to keep NITTTR Chennai, fully secured and indemnified in respect of the same, including all costs arising there from. The compliance of Payment of Minimum Wages is mandatory for continuance of the Contract.

**7.3** The Contractor shall ensure that all registers and records are properly maintained in respect of the workmen engaged by them, for various works, towards the implementation of the various Labour Acts. These records shall be opened for inspection to NITTTR Chennai, Authorities and also to the Inspectors appointed under the various Acts from time to time.

**7.4** Solvency Certificate for an amount not less than Rs 35,00,000 (Rupees Thirty Five Lakhs only) issued by a scheduled bank within the last six months(Annexure – V)

**7.5** The Contractor shall provide the required number of workmen every day. If the actual attendance of Workmen is less than the required quantum, then, a penalty, at the rate of Rs 300/- (Rupees Three Hundred only) per person, per day, shall be recovered from the Contractor's bill.

## **8.0 Agreement:**

The work should be taken up within 15 (fifteen) days from the date of issue of work order. The successful Contractor shall execute an Agreement with NITTTR Chennai on Non Judicial Stamp Paper of appropriate value before the commencement of work.

## **9.0 Security Deposit:**

As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the successful Contractor shall be required to **deposit security amount to the tune of 3%** of the Annual contract value in the form of Fixed Deposit receipt/Bank Guarantee in favour of The Director, NITTTR Chennai issued from any Nationalised Bank at their own cost. The Security Deposit should remain valid for a period of six months beyond the date of completion of the contract period to ensure fulfilment of all contractual obligations by the firm, including settlement of PF claims of all the contractual worker, No interest shall be payable by the authority on the amount if Security Deposit so held. The NITTTR, Chennai will forfeit fully or partly the Security Deposit in the event of failure on the part of the Contractor to execute the contract or observations of all or any of the terms & conditions. The decision of Director, NITTTR Chennai in this regard shall be final & binding. In case, the contract is further extended beyond the initial period, the Security Deposit will have to be accordingly renewed/extended by the successful tenderer for the revised value.

## **10.0 The invoice to be submitted by the Contractor every month shall have the following annexures:**

### **10.1**

A copy of **Employee Register** [Form A (Rule 2(1)] of the Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of the Owner, LIN No., Employee Code, Name, Surname, Gender etc.

### **10.2**

A copy of **Wage Register** [Form B] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details of payment to workmen duly signed by workmen with details of

Rate of Minimum Wages, Payment date, Name of the Establishment, Name of the Owner, LIN No., Wage period From and To period, Name of the Workmen, Rate of Wage, No. of days worked etc. PF & ESI Challan copy with endorsement by the Contractor duly signed, declaring that the remittances pertain to the workmen deployed in NITTTR, Chennai.

### **10.3**

A copy of **Attendance Register** [Form D] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of Owner, LIN No., Name of the workmen, Relay or set work, Place of work and date, In and Out time details, Summary No. of days, etc.

### **10.4 Payment of wages to workmen:**

The Contractor shall submit Bank Statement containing the following details in respect of all the workmen employed by him for NITTTR, Chennai, duly certified by the Banker with their official seal/stamp and date of certification. Emp. Code/ Staff No, Employee Name, Account No, IFSC Code, Name of Bank, Amount. In addition, the Contractor shall also submit proof of bulk remittance to the Bank in respect of wages of the workmen.

### **10.5 PF Remittances:**

Electronic Challan Cum Return (ECR) of Employees' Provident Fund Organization containing details of Contractor & Workmen like UAN, Name, UAN Repository, Wages (Gross, EPF, EPS, EDLI), Contribution Remitted (EE, EPS, ER) etc. have to be submitted along with the monthly bills. A copy of remittance of total PF contribution for the month in the EPFO website is also to be submitted additionally.

### **10.6 ESI Remittances:**

The Contractor shall be responsible for deposit of employees' and Principal Employer's share of statutory contribution towards ESI with concerned department/authorities at his level vide a separate e-challan for all the persons deployed by him at NITTTR, Chennai and maintenance of such record as per rule. He will be required to submit a copy of challan/abstract/statement of the amount deposited on account of the statutory contributions along with the bills for release of payment, failing which the payment of the bills of the following month will be withheld.

### **10.7**

Details of date wise deployment of contract workmen and their attendance duly attested by Department. Billing month would be calendar month. Consolidated statement of workman wise attendance shall be furnished by the Contractor.

### **10.8 Payment Terms:**

Payment to Contractor will be made within 20 days through cheque/ECS/NEFT/RTGS after receipt of invoice/bills. However, any increase/decrease in total payment will be given effect to if revision as notified by Govt. of India in respect of statutory dues like rate of minimum wages, EPF, ESI etc. is intimated to NITTTR, Chennai. No advance payments will be made and approved by NITTTR, Chennai.

### **10.9 Income Tax:**

Income Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) or as framed by the Government of India from time to time will be deducted from the monthly bill of the Contractor.



## 11.0 Materials required per Month for Housekeeping:

The Contractor should provide services with branded sanitary consumables as listed below along with delivery challan, which should be claimed along with the monthly bill. In case, the items are not provided as per the quantity mentioned, then penalty will be imposed as per tender terms. The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the specified one. The Contractor has to procure and use material as per actual requirement (ensuring the minimum specified):

S.No.	Materials	Qty.	Unit
1	Scented Phenyl Concentrated / Germ free	50	Ltrs.
2	Soap Oil / All clean	25	Ltrs.
3	Harpic / Domex Liquid Toilet cleaner (500 ml)	40	Containers
4	Coconut brooms (300 gm)	25	Nos.
5	Hill Brooms (400 gm)	25	Nos.
6	Vim / Pril cleaning liquid	5	Ltrs.
7	Urinal cubes	10	Kg
8	Naphthalene balls white (Big)	15	Kg
9	Toilet brush (EWC)	15	Nos.
10	PVC Wiper	10	Nos.
11	Colin Mirror Cleaner (500 ml)	10	Containers
12	Odonil / Aer room spray (200 ml)	30	Containers
13	Air Freshener (Flora, Odonil)	70	Nos.
14	Dettol / Lifebuoy Liquid Hand wash (with dispenser)	30	Nos.
15	Mop with stick	20	Nos.
16	Yellow cloth	20	Nos.
17	Lizol (500 ml)	20	Containers
18	Dettol (250 ml)	5	Nos.
19	Scotch Brite	20	Nos.
20	Plastic garbage bag (200 Ltrs)	100	Nos.
21	Plastic garbage bag (100 Ltrs)	100	Nos.
22	Plastic garbage bag (Small size)	100	Nos.
23	Soap – Hamam/ Medimix (Small)	100	Nos.
24	Plastic Bucket (25 Litres Capacity)	20	Nos.
25	Plastic Bucket (Small 5 Litres Capacity)	45	Nos.
26	Plastic Mug (1 Litre Capacity)	45	Nos.
27	Plastic Tub (25 Litres Capacity)	20	Nos.
28	Plastic Winnow (Kuppai Muram)	45	Nos.
29	Sabeena	5	Kgs
30	Waste cloths	5	Meters
31	Hand gloves and Shoes	As required	
32	Mosquito Repellant spray ( Hit/Mortein) 250ml	10	Nos
33	Brass Cleaner (200 ml)	02	Nos
34	Drainex Cleaner (Kiwi)	10	Nos
35	Mosquito Repellant liquid ( Hit/Mortein) 250ml	10	Nos.
36	Malathion/pyrethrin fog spray liquid concentrated	10	Ltrs.
37	Toilet paper/Tissue paper	200	Packets

## **12.0 ARBITRATION:**

In case, any dispute or difference shall arise between NITTTR, Chennai (or the Officer on their behalf) and the Contractor on any matter within the scope of this Contract except as to matters entirely left to the decision of Director, NITTTR, Chennai under the provisions of this Agreement, then either party shall forthwith give to the other written notice of such disputes or difference shall be referred to a sole Arbitrator to be selected by the Contractor from among the panel of three nominees to be indicated by NITTTR, Chennai at the time of reference of the disputes to arbitration. The award of the Arbitrator shall be final and binding on both parties. The procedure laydown in accordance with the Indian Arbitration and Conciliation Act, 1996, as amended from time to time and the rules made there under shall apply in the matter of the reference. Only Courts at Chennai shall have jurisdiction to entertain a claim or for enforcement of the award.

Date:

Place:

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

**TECHNICAL BID DOCUMENT****FORMAT TO BE FILLED BY THE CONTRACTOR FOR SUBMITTING TENDER FOR PROVIDING OF HOUSEKEEPING SERVICES.**

<b>Sl.No</b>	<b>Description</b>	<b>Page No</b>
1	Name of the Organization/Firm, location of office with complete address with Telephone /Fax nos and email address	
2	The Contractor should possess Certificate of Registration with registrar of companies under Companies Act, and / or Shops & Establishment Act (As per Eligibility Criteria at clause 8.(a).	
3	The Contractor should have Head Quarters or zonal or regional office at Tamil Nadu preferably in Chennai	
4	Experience in performance of similar nature of contracts continuously for last preceding five years ending 31st Dec 2020 in Central/State Govt. Depts./Organization/PSUs or in reputed establishments/ Educational Institutions	
5	The Contractor must have carried out at least in any one of the following during preceding three years : a. One similar completed work in Housekeeping services costing not less than the amount equal to 80% of the estimated cost. b. Two similar completed works in Housekeeping services each costing not less than the amount equal to 60% of the estimated cost. c. Three similar completed works each in Housekeeping services costing not less than the amount equal to 40% of the estimated cost.	
6	All Contractors should submit along with their tender, copies of: a) the valid license no. under Contract Labour (R & A) Act, b) PAN Card, c) PF Registration Certificate, d) ESI Registration Certificate, e) GST Registration no. f) Financial Information, g) Affidavit as per given format. h) Declaration as per given format.	
7	The Contractor must have a total turnover of Rs.1.2 Crores cumulatively during the preceding three years. All Contractors should submit copies of audited statement of accounts for the last three years (Annexure VI)	
8	Solvency Certificate of an amount not less than Rs. 35 Lakhs issued by a scheduled bank within the last six months(Annexure – V)	
9	The Contractor must submit copy of acknowledgement of Income Tax return for last three years	
10	A copy of audited Balance sheets of last three years	
11	Bid Security Declaration Form( Annexure-VIII)	
12	Any other information / relevant certificates	

You are requested to attach all relevant documents in support of your claims as above and Contractor should indicate the page number in the respective column.

**Signature of the Contractor with date and Seal**

DECLARATION

1. I, ----- Son /Daughter of Shri -----  
-----  
Proprietor/Partner/CEO/MD/Director/  
Authorized Signatory of M/s. ----- am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered / debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other Contractor for which we have Executed/Under taken the works/Services.

-----  
Signature of the Authorized Person

Date: -----

Full Name : -----

Place: -----

Company Seal : -----

**AFFIDAVIT**

I/ We \_\_\_\_\_  
(Name) Agency/ Partner / Sole Proprietor (strike out word which is not applicable) of the  
(Firm)

\_\_\_\_\_

\_\_\_\_\_ do hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any partner/ Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

DEPONENT

Address:

\_\_\_\_\_

\_\_\_\_\_

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT

Place:

Dated:

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

**Signature of the Contractor with date and Seal**

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED OR IN OPERATION DURING THE LAST FIVE YEARS.**

<b>Sl. No.</b>	<b>Name of institution/ Organization where similar work carried out.</b>	<b>Cost of works in lakhs Rs.</b>	<b>Date of commencement as per contract</b>	<b>Actual date of completion (Completion Certificate to be Enclosed)</b>	<b>Number of Housekeeping deployed</b>	<b>Name and Address/ Tel. No. of Officer to Whom reference may be made</b>	<b>Remarks</b>
1	2	3	4	5	6	7	8

**Signature of the Contractor with date and Seal**

**Solvency Certificate**

**[Format for Solvency Certificate]**

To

The Director  
National Institute of Technical Teachers Training & Research  
Chennai 600113  
Tamil Nadu

**Solvency Certificate**

This is to certify that to the best of our knowledge and information, M/s .....  
..... (Address) ..... a  
customer of our bank is respectable and be treated as good for an engagement up to a sum  
ofRs.....  
.....

(Solvency amount) ..... Only as on ..... (date of certificate)

This Certificate has been issued without any risk and responsibility on the part of the Bank  
or any of its officers. This certificate is issued at the specific request of the customer.

Yours faithfully,

For..... Bank

Bank Officer with designation

**Signature of the Contractor with date and Seal**



**FINANCIAL INFORMATION****I. Financial Analysis**

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the Three preceding years duly certified by the Chartered Accountant, as submitted by the Contractor to the Income Tax Department (copies to be attached).

Sl. No.	Details	Year ending 31st March		
		2017-18	2018 -19	2019 -20
01	Gross annual turnover in the similar works			
02	Profit (+) / Loss (-)			

1. Solvency certificate of Rs. 35 Lakhs from Bankers of Applicant.
2. Income Tax Returns.
3. Audited Accounts of the Company for last three years.
4. Income Tax PAN Details.
5. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

**Dated: Signature of Chartered Accountant**  
**with seal and membership number**

**REQUIREMENT OF HOUSEKEEPING PERSONNEL AT NITTTR, CHENNAI**

<b>S. No.</b>	<b>Category</b>	<b>No. of person/s</b>
1	Highly Skilled	1
2	Skilled	1
3	Semiskilled	2
4	Unskilled	26
<b>Total</b>		<b>30</b>

The above requirement may be changed subject to necessity.

Note:

- 1) The Highly Skilled person (Cook) should have cooking experience of minimum 5 years. The Experience certificate issued by the contractor may be produced.
- 2) The Skilled person (Supervisor) should possess a Degree or Diploma with minimum experience of 3 years in this field. The Experience certificate issued by the contractor may be produced.
- 3) The Semi Skilled person (Asst. Cook cum Server) should possess minimum Matric with 2 years of experience in this field. The Experience certificate issued by the contractor may be produced.
- 4) The Cooking staff should wear apron and cap.
- 5) The Assistant Cook cum Server should wear aprons, Caps and Hand Gloves while cooking and serving the food.

**Bid Security Declaration Form**

Tender No. \_\_\_\_\_

Date: \_\_\_\_\_

The Director,  
NITTTR,  
Taramani,  
Chennai-600 113

I/We. The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if

I am /We are in a breach of any obligation under the bid conditions, because I/We

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

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

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

**Signature of the Contractor with date and Seal**

Note:

Name: (insert complete name of person signing he Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Contractor)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

In case of a joint venture, the Bid security Declaration must be in the name of all partners to the joint venture that submits the bid.

Tender No: NITTTR /Housekeeping/2021

Dated:

**PRICE BID****TENDER FOR PROVIDING OF HOUSEKEEPING SERVICES AT NITTTR  
CAMPUS AT TARAMANI AND NITTTR STAFF QUARTERS, KOTTURPURAM, CHENNAI**

Sl.No	DESCRIPTION	Rates w.e.f. 1 <sup>st</sup> OCTOBER 2020			
		Highly skilled	Skilled	Semi skilled	Unskilled
1.	Basic wages plus VDA (per month)	21,970 (845*26)	20,202 (777*26)	18,382 (707*26)	16,614 (639*26)
2.	Wage for 3 National Holidays per year	(845*3/12) =211.25	(777*3/12) =194.25	(707*3/12) = 176.75	(639*3/12) =159.75
3.	TOTAL WAGES (per month)	22,181.25	20,396.25	18558.75	16673.75
4.	ESI @ 3.25% of Basic plus VDA (Capped @ Rs. 21,000)	682.50	682.50	682.50	682.50
5.	EPF @ 13% of Basic plus VDA (capped @ Rs. 15,000)	1,950	1,950	1,950	1,950
6.	TOTAL (per month)	24,813.75	23,028.75	21,191.25	19,306.25
7.	Bonus @ 8.33% Total wages subject to ceiling of Rs.7000 per year	583.33	583.33	583.33	583.33
8.	Service Charges @ _____% on Total Wages (Row No.3)				
<b>GRAND TOTAL</b>					

**Note:**

1. The above rates of Minimum wages ie VDA as notified by the office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India to be considered for Housekeeping.
2. As per notification No.12/2017 Central Tax (Rate) dated 28.06.2017, NITTTR Chennai, being a Central Autonomous Body wholly funded by GoI providing Educational Services is exempted from GST on pure services like Housekeeping services etc.
3. Service / Administration charges / any other charges quoted by Contractor / company would be fixed for the entire period of contract.
4. The rates fixed in the price bid format are for finalization of vendor. However, NITTTR, Chennai will pay minimum wages as notified from time to time by the appropriate Government.

**Signature of the Contractor with date and Seal**