

Phone: +91 044-2836 9500  
+91 044-28369651

Fax: +91 044-2836 2525  
+91 044-2836 2528

**ICMR - NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS**  
**(Indian Council of Medical Research)**  
**Department of Health Research, Ministry of Health & FW**  
**No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai - 600 031**  
**Tamil Nadu, India**

Website: [www.nirt.res.in](http://www.nirt.res.in) [www.icmr.nic.in](http://www.icmr.nic.in) [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

## **TENDER DOCUMENT**

### **e - TENDER FOR**

**(i) HOUSEKEEPING SERVICES PART – A**

**(ii) BUILDING AND ELECTRICAL MAINTENANCE  
SERVICES PART – B**

**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS  
CHETPET, CHENNAI – 600 031**

**INDEX**

**e – Tender for appointment of contractor for**

**(i) Housekeeping Services**

**(for NIRT, Chennai, EPID Unit at Thiruvallur, Govt. Rajaji Hospital, Madurai and Field Unit at Medical Collage, Vellore)**

**(ii) Building and Electrical Maintenance Services**

**(for NIRT, Chennai and EPID Unit at Thiruvallur)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No</b>
1.	Notice Inviting Tender	3
2.	General Information of NIRT	4
3.	Scope of work	5-7
4.	Terms and Conditions of Contract	8-11
5.	General Instructions	12-14
6.	Penalty clause	15
7.	Basic information of the Bidder	16-17
8.	Declaration by the Bidder	18
9.	Technical Bid (Part A) – Annexure – I –Cover A	19
10.	Technical Bid (Part B) – Annexure- II- Cover A	20
11.	Price Bid (Part A) – Annexure III – Cover B	21-22
12.	Price Bid (Part B) – Annexure IV – Cover B	23-24
13.	Work Experience Certificate (s), in the Performa annexed as - Annexure - V	25
14.	Bank Details	26
15.	Checklist Housekeeping (Part A)	27
16.	Checklist Building & Electrical Maintenance (Part B)	28

**ICMR - NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS  
No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai - 600 031**

**Notice Inviting e-tender for Housekeeping Services &  
Building and Electrical Maintenance Services**

Ref.No.PI/HK & BEM/AMC/2019-2020

Date:07.01.2020

Sealed tenders are invited from reputed firms for the following Services.

Item No.1(Part-A)	Housekeeping Services
Item No.2(Part-B)	Building and Electrical Maintenance Services
Duration of the contract	1 Year
Eligibility Criteria	Should be a reputed firm having 3 years experience in the relevant field.
Last date of receipt of bids	27.01.2020 up to 3.00 pm
Tender opening -Technical Bid	3.00 pm on 28/01/2020 ICMR-NIRT, Stores Division, Chennai.
-Financial Bid	will be intimated to technically qualified bidders

Detailed Tender can be downloaded from the websites: [www.nirt.res.in](http://www.nirt.res.in),  
[www.icmr.nic.in](http://www.icmr.nic.in), [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

Note: 1. Changes if any will be uploaded on the website as corrigendum.  
2. Any typographical/printing error may be regretted.

SD

DIRECTOR

**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS  
CHETPET, CHENNAI 600 031.**

**GENERAL INFORMATION OF NIRT**

National Institute for Research in Tuberculosis (NIRT) is a permanent Institute under “Indian Council of Medical Research” (ICMR), fully funded by the Ministry of Health and Family Welfare, Government of India.

NIRT is having its buildings for administrative and scientific purposes on a Plot measuring **27503.08sqft** approx.. located at No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai 600 031.

The approximate floor area of the building is as given below:

S.No.	Description	Floors	Area (Sq. mtr.)	Total area (Sq. mts)
1	New Building	Ground	1009.39	5046.95
		First	1009.39	
		Second	1009.39	
		Third	1009.39	
		Terrace	1009.39	
2	Clinic building	Ground	1147.35	6884.10
		First	1147.35	
		Second	1147.35	
		Third	1147.35	
		Terrace	1147.35	
		Basement / Workshop Garage block	1147.35	
3.	Administrative Block	Ground floor/Generator Block	436.64	2183.20
		First	436.64	
		Second	436.64	
		Third	436.64	
		Terrace	436.64	
4.	ICER EB Room	Second floor+ Terrace	185.62	185.62
5.	EB Panel Room	Gr.Floor + Terrace	264.77	264.77
6.	Accounts & Canteen Building	Ground floor/Generator Block	252.69	1263.45
		First	252.69	
		Second	252.69	
		Third	252.69	
		Terrace	252.69	
7.	Driver Shed	Ground (Shed area)	191.75	191.75
8.	Association Building	Ground floor& Terrace	208.10	208.10
9.	Dept of Health Economics	Ground floor& Terrace	302.49	302.49
10.	Plain Area	NIRT, Chennai	7080.04	7080.04
11.	Epidemiology Unit- Tiruvallur	Building Area	2972.89	2972.89
		Plain area	464.51	464.51
12.	NIRT-Madurai Unit	Building area, corridor,	232.25	232.25
13.	NIRT- Vellore Unit	Building area	222.96	222.96
<b>Total</b>				<b>27503.08</b>

## **SCOPE OF WORK**

### **ITEM NO: I HOUSEKEEPING Services**

The Housekeeping consists of the following works:

#### **(1) Buildings**

The Housekeeping in the buildings covers the following:

- a) Complete Cleaning twice a day (brooming, mopping, washing, etc.) of the following areas.
- b) All Verandah/corridor/Open space and Common area in all floors (Ground Floor to Top Floor) of all the Buildings and all rooms of Hostel and Guest House Block.
- c) All Stair cases from Ground floor to Terrace.
- d) All Air Handling Unit rooms & Electrical rooms in all floors (Ground to Top Floor) of the Main Building
- e) All Terrace (Main Buildings, Guest House, Hostel Block, Pump room, Garrage Block) including Basements.
- e) Cleaning of overhead tanks at the main building/hostel block/guest house block/sump cleaning/ tank cleaning/ Treatment Plant cleaning once in a month should be done by Men.
- f) All Toilets/Bath rooms used in the Institute.
- g) Cleaning of – Car Parking. Entrance, Lobby, etc.
- h) Cleaning of Cob Web in ceilings of all the buildings (inner & outer portion)
- i) Inside the Pump rooms
- j) Disposal of garbage hygienically
- k) Garage, Workshop and Generator Room
- l) Removing of Honey comb, if found
- m) Every toilet's should have log sheet of cleaner works done to be updated on daily basis.
- n) Area outside the front compound wall to be maintained.
- o) Furnish details of machinery to be deployed.
- p) Materials required for the House keeping will be provided by NIRT**

#### **(2)Open space**

Inner pathways and compound wall around the buildings.

#### **(3) Canteen and Dining Hall**

Complete Floor cleaning twice a day (brooming, mopping, washing etc.)  
Cleaning of table/ chair, cleaning of wash area on daily basis.

**Note:** The House Keeping services, sweeping and cleaning services provided by the contractor shall conform to the Corporate Standards. The Institute campus shall be cleaned Twice a day. Any deviation or deficiency shall be taken as violation of this condition and liable for termination of this contract. The decision of the Director, National Institute for Research in Tuberculosis in this regard shall be final and binding.

## **ITEM NO.II      BUILDING AND ELECTRICAL MAINTENANCE**

NIRT is having different blocks, as given in the General Information Page. Maintenance for all the blocks, viz., plumbing, carpentry etc., are to be taken care by the contractor.

The building is having 750 KVA & 1000KVA power demand from the Electricity Board. One Main building is fully air-conditioned with floor wise Air-conditioners. 125 KVA, 250 KVA, 500 KVA and 600 KVA Diesel Generators also installed at this Institute.

NIRT is having the following items which require Electrical Maintenance:-

- 1) 6 Nos. of HT Circuit Breaker(VCB) (Vaccum Circuit Breaker)
- 2) 1000 KVA &750 KVA Transformers.
- 3) LT Circuit breaker 15 Nos.
- 4) M.V. Panel (L.T) – and and Fuse Switch Unit (FSU)
- 5) P.F. Panel of capacity
- 6) Sub Distribution, MCB DB for Air conditioners, Distribution and Controls
- 7) Lift – 4 Nos. (Passenger lift(Kone) capacity of 1400 Kg, 1500Kg, 1400Kg Kg. and Johnson lift 1360 Kg, capable to carry 20 persons, each)
- 8) 125 KVA. 250KVA. 500 KVA and 600 KVA indoor Diesel Generators set.
- 9) Attending of any other day to day electrical work entrusted upon by the employer.
- 10) 5 Nos of Cold room temperature to recorded every 3 Hours.
- 11) Cooling plant operation and maintenance of record.

Specific requirement of man power (with proper qualification and license)

<b>S.No.</b>	<b>Category</b>
1	Electrician (round the clock service)
2	Supervisor to be available in the campus for 09 hours i.e. 7.00 a.m. to 4.00 p.m.
3	Guest House/Hostel Attendant

The work covers the following:

S.No.	Locations	Works	Requirement
1	11KV HT structure, 11KV VCB, 1000 KVA & 750 KVA Transformer, On load gears, RTCC Panel, M.V. Panel, PF Panel	Maintaining HT/LT Power supply, General repairs, Preventive / Periodical maintenance frequent inspection recording of electrical values in accordance with electrical code of practice as per I.E. rules	To be Manned 24 hrs. with Grade-I Electrician having C or B License
2	LT Sub main and sub distribution panels, MCB DBs, Power points lightings, internal and external in Main building, Guest House, Hostel, DG Block, Pump house 1 & 2, A/c, systems & Earthing Systems, Street lights, Fans	Maintaining LT Power supply, General repairs, Preventive / Periodical maintenance frequent inspection, recording of electrical values in accordance with electrical code of practice	To be Manned 24 hrs. with Grade-I Electrician having experience in the field
3	Fire fighting, fire detection and Alarm System	Maintaining LT Power supply and Battery maintenance for electrical and diesel pump set, water pressure, operation, general repair and periodical maintenance of equipment and panels	To be Manned with Grade-I Technician/Electrician having experience in the field
4	Bore well and Service water pump set for pumping water everyday – Sump 2,00,000 L – Over head tanks : Main Building -2 Nos., Guest House – 2 Nos. , Clinic building -4 Nos.	The work covers filling up of the water tanks and operation , General repairs and maintenance pertaining to service water pumps, pipes, taps etc.	To be manned with Grade-I Electrician/ operator and Plumber
5	Passenger Lift 4 Nos. – (capacity . – 20 persons in each lift)	Operation and maintenance (under AMC with M/s.Kone& Johnson Lifts Private Limited)	To be manned with Grade-I Electrician in General shift
6	600 KVA, 500 KVA, 250KVA, 125 KVA D.G. Set	Switching operation with respect to changeover system in M.V. panel. Preventive, Periodical maintenance, General repair, maintaining log book and recording of Technical Parameters, etc.	To be manned 24 hours with experienced Operator/Electrician

Maintaining HT/LT Power supply round the clock in accordance with I.E. rules. Preventive maintenance and periodical maintenance.

**Note:**

1. Necessary log books for electrical activities for power failure etc. needs to be maintained
2. Experienced/qualified Engineer shall be available at site
3. All the works should be carried out considering the safety aspects of men and material.
4. Necessary Consumables, Tools, tackles, ladder, measuring instruments, etc., are to be arranged by the Contractor
5. Replacement for major items will be supplied by NIRT. On such cases, the old and defective parts/material shall be accounted and returned to NIRT.
6. Periodical maintenance report of the generator to be sent to office on weekly basis.

## **TERMS AND CONDITIONS OF CONTRACT**

Terms and Conditions of the tender for Housekeeping, Building and Electrical Maintenance for National Institute for Research in Tuberculosis (NIRT), Chennai are given below:

### **ELIGIBILITY CRITERIA:**

<b>House Keeping Services</b>	1. Bidders should have 03 years experience in House Keeping Services in reputed firms. 2. Bidders should have at least 1 year experience in providing manpower to Public /Quasi Sector Companies / Banks /Registered Society and Government Departments etc.
<b>Building and Electrical Maintenance Services</b>	1. Bidders should have 03 years experience in Building and Electrical Maintenance in reputed firms with valid EA Grade License.

### **WORK LOCATION:**

- a) National Institute for Research in Tuberculosis (ICMR),  
No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai – 600 031.
- b) Epidemiology Unit Tiruvallur: Tolgate Poondi Road Tiruvallur Pincode-602 001.
- c) Madurai Unit: Govt. Rajaji Hospital TB Unit (NIRT-ICMR)Madurai Pincode-625020
- d) and Vellore sub centre.

e)

S.No	Name of the Post	Category	Chennai	Tiruvallur/ Vellore	Madurai Unit
1.	Supervisor	Semi-skilled	01	--	--
2.	Sweepers /Cleaners	Un-skilled	18	04	03
3.	Attender / Helper	Un skilled	19	01	--
4.	Gardener	Un skilled	02	02	--
5.	Guest House attendant	Un skilled	02	--	--
6.	Canteen Attendant	Un skilled	06	--	--
7.	Cook	skilled	02	--	--

## SUBMISSION OF TENDERS:

1. **Cover – A & Cover – B (Technical & Financial Bid):** The tenders have been invited under two bid system i.e., Technical Bid and Financial Bid. The interested agencies under House Keeping should submit two separate sealed envelopes superscribing (Cover A). Technical Bid for providing Housekeeping Services. (Cover B). Financial Bid for Housekeeping Services. Cover A and B should be in one envelope super scribing tender for Housekeeping.

The interested agencies under Building and Electrical Maintenance should submit two separate sealed envelopes superscribing (Cover A). Technical Bid for providing Building and Electrical Maintenance. (Cover B). Financial Bid for Building and Electrical Maintenance. Cover A and B should be in one envelope super scribing tender for Building and Electrical Maintenance.

**Note:** Housekeeping, Building and Electrical Maintenance should not be in same cover. Bid should be submitted separately.

## 2. Tender Fee / Earnest Money Deposit:

Tender Fee	Nil
House Keeping service (Part A)	Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand Only).
Building and Electrical Maintenance service (Part B)	Rs.1,00,000/- (Rupees One lakh Only)

- The Earnest Money Deposit (EMD) should necessarily be accompanied with the Technical Bid of the agency in the form of Bank guarantee/Demand Draft drawn in favour of “**The Director, National Institute for Research in Tuberculosis, Chennai**” failing which the tender shall be rejected summarily. The date of Demand Draft should be on or after the date of publication of this Tender notification.
- Tender forms containing detailed specifications and terms and conditions for housekeeping may be downloaded from the website [www.nirt.res.in](http://www.nirt.res.in) [www.icmr.nic.in](http://www.icmr.nic.in) [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp) . In case the bidder is exempted from submitting the EMD/Tender fee, they should submit relevant supporting document along with Technical Bid.

### **3. Performance Security:**

The successful bidder will be required to furnish a bank guarantee / FDR in the name of The Director, National Institute for Research in Tuberculosis, Chetpet, Chennai-31 for 10% of the total value of the contract (total amount payable for 12 months) as a Performance Security before commencing the work under the contract. The Performance Security will remain with the Institute as long as the contract is in force and will remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security amount is liable to be forfeited fully or in part, in case of breach of any of the conditions mentioned in the contract agreement. The Performance Security Deposit is refundable on successful completion of the contract period.

### **4. Financial Information:**

- a) The Technical Bid should be accompanied with the Earnest Money Deposit (EMD), refundable of Rs.2,50,000/- (Rupees two lakhs fifty thousand Only) for Housekeeping & Rs.1,00,000/- (Rupees One lakh only) for Building & Electrical Maintenance in the form of Bank guarantee/Demand Draft or pay order drawn in favour of The Director, National Institute for Research in Tuberculosis payable at Chennai failing which the tender shall be rejected out rightly.
- b) The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial/Price Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be adjusted towards the Performance Security Deposit Amount. Further, if agency fails to deploy required number of Manpower against the initial requirement within 10 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
- c) The Successful bidder will have to deposit a Security Deposit Amount of 5% of the Annual Contract Value in the form of Fixed Deposit Receipt (FDR) made in the name of the agency and hypothecated to the Director, National Institute for Research in Tuberculosis, Chennai covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be renewed accordingly by the successful bidder.
- d) In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Institute besides annulment of the contract.
- e) All claim bills raised by the bidder shall be paid by the NIRT, within two weeks subject to any subsequent adjustments based on the attendance register of the personnel which are mentioned in the financial bid. The claims of the contractor are to be invariably followed by a certificate that the contractor is paying monthly salary to his employees fixed as per the Minimum Wages Act of the

Government of India from time to time and also a certificate from Monitoring Committee that the work is being carried out by the contractor in accordance with the contract.

- f) The bidder shall comply with all the statutory regulations that are in force from time to time in all matters relating to employment of personnel. Salary is to be distributed to the employees deployed by the Service providing agency on or before 5<sup>th</sup> of every month without fail. Detailed salary slip showing the particulars of gross salary, statutory & other deductions and net salary should be furnished to the employees every month.
- g) The claims in bill regarding Employees State Insurance, EPF / Provident Fund and Service Tax etc., should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Institute.
- h) The National Institute for Research in Tuberculosis reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered with the contracting parties.

**GENERAL INSTRUCTIONS:**

1. The bidder should quote their rates including all applicable Taxes and Charges, if any, for (1) Housekeeping (Part A) and (2) Building and Electrical Maintenance (Part B) separately. Bidders can quote for one or for both the items but separate quote is required. Price Bid should be as per the format enclosed. The percentage (%) of Service Tax payable should be indicated clearly.
2. NIRT will not be responsible for any delay or loss in transit when the tender documents are sent by post. The bidder should submit the list of work undertaken and executed during last 3 years.
3. Every bidder is expected to inspect the site of the proposed work before quoting their rates for the works.
4. Tenders shall be signed / initialed wherever provided for, as well as on all pages of the Bid. Tender documents shall be signed / initialed at the lower right hand corner by the bidder along with seal.
5. The Director, NIRT, reserves all the rights to accept or reject any/all tender in full or in part without assigning any reason.
6. The bidder should have sufficient organizational structure comprising of qualified personnel, viz., specialists in the fields of civil, carpentry, plumbing, etc., to carry out the work.
7. The bidder should submit copy of valid Labour License obtained from Govt. authorities duly specifying the name of the company and the nature of work with up to date validity failing which tender will be summarily rejected.
8. The bidder should submit for (Part B) - Copy of valid Electrical license from the Govt. Authority duly specifying the name of the company and the nature of work with up to date validity failing which tender will be summarily rejected.
9. The bidder should submit ESIC Registration Certificate & EPF Registration Certificate.
10. The Contractor for the work is liable to pay applicable Taxes that may be levied by the State or Union Government. Any request contrary to this will not be accepted.
11. The bidder shall comply with the provisions of all acts, statutes, rules, regulations, etc., of the Central and State Governments that would be applicable to them. And, if necessary, get himself duly registered as required by the said acts, statutes, rules, regulations, etc.
12. Price escalation due to variation in cost of labour under any state or central legislation shall be allowed only with documentary proofs.
13. Bidders shall not be permitted to alter or modify their bids after the expiry of the deadline for receipt of bids. Bidders should also ensure that they take utmost care in submitting their price bids. No corrections and overwriting will not be allowed.

14. Central Government Minimum wages act to be followed under Category 'A'. Labour salary details should be furnished along with the number of Personnel to be deployed in each department/fields.
15. No advance payment will be made for the contract. Payment shall be made 100% upon submission of bills on monthly basis, in the following month. Contractor shall submit the bill for payment along with the detailed statement of muster roll payments, etc
16. Any/All society, municipal & local authority approvals necessary for executing the work as per the tender terms, shall be the Contractors sole responsibility and all expenses incurred thereof shall be borne by them.
17. The Contractor shall have to make his own arrangements to house his labour and staff for their services outside the campus.
18. NIRT is not responsible for any salary dispute.
19. Antecedents verification of employee to be done at your end and necessary details to be furnished.
20. Child Labour is strictly prohibited and if the Contractor violates them, the contract will be terminated.
21. All instructions regarding the execution of work shall be received from the employer (Director, NIRT) or his nominee only. Any instructions issued directly to the contractor by anyone else shall not be binding on the Employer.
22. In the event of any dispute between parties regarding the contract or any matter relating to it, the decision of the Director, National Institute for Research in Tuberculosis, Chennai 600 031, shall be final and legally binding on both the parties.
23. All disputes are subject to exclusive jurisdiction of competent court and forum in Chennai only.
24. NIRT reserves the right to examine the suitability of the individuals to be employed by the contractor, with respect to the qualification, work knowledge and experience, in the relevant field. Accordingly, NIRT reserves the right to reject any of the individuals to be engaged by the contractor.
25. The Supervisor to be appointed should report to the concerned maintenance section on daily basis for effective functioning.
26. Photo ID's, Name badge and on duty must wear proper uniform to be provided to all staff to be employed by the contractor.
27. A self certified copy stating the no. of employees in House Keeping staff and supervisor, should be furnished daily.
28. The bidder should provide suitable uniforms for his personnel at his cost, and he shall on his own responsibility appoint all the necessary staff and employees who should be proficient in House Keeping, The Director, National Institute for Research in Tuberculosis shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employees, including their

appointment, conduct, discipline, termination, wages, terms and conditions of work etc., which are the sole obligation of the bidder.

29. The bidder shall ensure that staff employed by him are properly, cleanly and neatly dressed in uniform and shall be disciplined and polite to the staff of National Institute for Research in Tuberculosis at all times and should function as per the regulations of the Institute.
30. The bidder shall have his own system of supervising and checking arrangements within the said premises by deployment of suitable a supervising staff who is capable of extracting work from the House Keeping Staff to the entire satisfaction of the Director, National Institute for Research in Tuberculosis or any officer authorized by him.
31. In case of any shortfall in the attendance of the worker provided by the contractor the monthly payment will be proportionately deducted except weekly off.
32. Staff employed for Housekeeping should not be more than 50 years of age.
33. A list of Housekeeping supervisor and Housekeeping staff along with their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charge of Housekeeping services.
34. If the date up to which the Tender is open for acceptance is subsequently declared to be a closed holiday/Sunday, the Tender shall be deemed to remain open for acceptance till next working day.
35. The Bid will remain valid for 6 months from the last day for receipt of bids.
36. Bids not fulfilling the required criteria shall be summarily rejected and no further correspondence will be entertained.

DIRECTOR IN-CHARGE

**Documents to be furnished by the tenderer**

**PENALTY CLAUSE:**

(Should be printed on letter head with signature and seal and attach the same along with bid documents)

1. No housekeeping Supervisor/Housekeeping staff shall perform double duty. In case they are found performing double duty or remain absent from duty a penalty of double the wages shall be recovered from the bill.
2. Security money of the contractor will be forfeited in case of breach of any conditions stipulated in the tender.
3. In case, the contractor to whom the contract is awarded, fails to accept the offer, the authorized Committee shall have the right to recommend / forfeiture the earnest money deposited by the contractor any loss occurred due to the non execution of the contract can also recovered from the contractor as decided by the committee. No correspondence in this regard will be entertained.

Place:

Date:

**Signature & Seal of the Bidder**

**BASIC INFORMATION OF THE BIDDER**

1. Name of the organization :
  
2. Address of the Office :
  
3. Phone/Mobile No, Fax No, Email ID, Web address ( if available) and name of Contact person) :
  
4. Year of Establishment :
  
5. Type of the organization (Whether Sole proprietorship, Partnership, Private Limited, or Limited Company, etc.) (Enclose certified copies of documents as evidence)
  
6. Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm.
  - a)
  - b)
  - c)
  
7. Details of registration : whether Partnership firm, company, etc. Name of Registering Authority, Date and Registration number with its validity date.  
(Enclose certified copies of document as evidence)

8. Whether Registered with State Government / Central Government / Municipal Authorities or any other Public Organization and if so, give details? (Enclose certified copies of document as evidence)

- (a) Sales Tax Registration No. :
- (i) With Government of India :
- (ii) With the State Government :
- (b) PAN Number :
- (c) TIN/TAN Number, if any :
- (d) Service Tax No. :

9. Number of years of experience in the field and details of work in any other field. (Enclose documentary evidence, viz., copy of the registration certificate, copy of the contract with other companies, etc., to substantiate that the contractor is in the field for more than three years.)

Place:

Date:

**Signature & Seal of the Bidder**

**DECLARATION BY THE BIDDER**

Sub: Contract for Housekeeping services, Building and Electrical Maintenance services for NIRT, Chennai and its field Units – Regarding.

-----

Having examined the specifications, conditions of tender, schedule of works and having visited and examined the site regarding the above mentioned works of NIRT at No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai-600 031.

I/We, the undersigned, hereby tender and undertake to execute the works at the rates quoted by me/us on the terms and conditions, and specification for items/works of this tender.

I/We agree for the Validity of the offer for one year from the day of acceptance of the tender contract by council.

We agreed with the term that the Director, NIRT reserves the right to award the contract according to suitability, site requirements and not necessarily on the basis of lowest quote.

Place :

**Signature of the Bidder**

(Name and address of the Bidder should  
also be furnished in Block Letters with seal)

Date :

**TECHNICAL BID – COVER ‘A’**  
**(For Housekeeping Services)**

The tendering agencies are required to enclose photocopies of the following documents as per the order given below along with the Technical Bid failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further.

<b>S. No.</b>	<b>Requirement</b>	<b><u>Compliance</u> Yes/No</b>	<b>In yes, mention the page where the details enclosed</b>
1.	Tender document duly filled and signed with company seal in all pages		
2.	Area of Business		
3.	<b>Copy of Valid Labour License</b> obtained from Govt. authorities duly specifying the name of the company and the nature of work.		
4.	Copy of PAN Card		
5.	Copy of IT Return filed for the last three financial years		
6.	Copy of EPF Registration Certificate		
7.	Copy of ESIC Registration Certificate		
8.	Copy of the Service Tax Registration Certificate		
9.	Copy of Certified Annual Turn Over which shall be submitted in Annexure – I		
10.	Copy of Experience Certificate for minimum 3 years		
11.	Copy of Company Profile / List of Clients		
12.	EMD for Rs.2,50,000/-		
13.	Firm should furnish undertaking that minimum wages applicable to Government of India would be paid to labours		
14.	Firm should forward the bio data of the outsourced persons before deploying to required sites of NIRT		

Place:

Date:

**Signature of the Bidder**

(Name and address of the Bidder should also be furnished in Block Letters with seal)

**TECHNICAL BID – COVER ‘A’**  
**(For Building & Electrical Maintenance)**

The tendering agencies are required to enclose photocopies of the following documents as per the order given below along with the Technical Bid failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further.

<b>S. No.</b>	<b>Requirement</b>	<b><u>Compliance</u> Yes/No</b>	<b>In yes, mention the page where the details enclosed</b>
1.	Tender document duly filled and signed with company seal in all pages		
2.	Area of Business		
3.	<b>Copy of Valid Labour License</b> obtained from Govt. authorities duly specifying the name of the company and the nature of work.		
4.	Copy of PAN Card		
5.	Copy of IT Return filed for the last three financial years		
6.	Copy of EPF Registration Certificate		
7.	Copy of ESIC Registration Certificate		
8.	Copy of the Service Tax Registration Certificate		
9.	Copy of Certified Annual Turn Over which shall be submitted in Annexure – I		
10.	Copy of Experience Certificate for minimum 3 years		
11.	Copy of Company Profile / List of Clients		
12.	EMD for Rs.1,00,000/- (by DD / Bank Grantee)		
13.	Firm should furnish undertaking that minimum wages applicable to Government of India would be paid to labours		
14.	Copy of valid Electrical license from the Govt. Authority duly specifying the name of the company and the nature of work.		
15.	Firm should forward the bio data of the outsourced persons before deploying to required sites of NIRT		

Place:

Date:

**Signature of the Bidder**

(Name and address of the Bidder should also be furnished in Block Letters with seal)

PRICE BID – COVER ‘B’Item No. 1: Cost of Housekeeping for one month

Requirement by NIRT:

S.No	Name of the Post	Category	No. of Employees*	Rate per Month per Person* (Rs.)	GST	Service Charges (Rs.)	Total Amount per Month (Rs.)
1.	Supervisor	Semi killed	01				
2.	Sweepers /Cleaners	Un skilled	25 (18 female) / (7 male)				
3.	Attender / Helper	Un skilled	20 (10 female) /10(male)				
4.	Gardener	Un skilled	04 (male)				
5.	Guest House attendant	Un skilled	02 (male)				
6.	Canteen Attendant	Un skilled	06 (male)				
7.	Cook	Skilled	02 (male)				
<b>Total Nos.</b>			<b>60</b>				
<b>Gross Amount Per Month for all Services</b>							
<b>Gross Amount Per Month for all Services in words:</b>							

Continued to next page...

**Note:**

\* Bidder must ensure to fill up all the cells in the Price bid. If any cell is left blank then value of that cell shall be treated as “0” (ZERO).

\*The manpower charges should be towards wages only to manpower including all allowances, statutory levies like ESI & EPF Employer shares, but excluding only service tax which shall be reimbursed on actual, as per govt rules, on production of documentary evidence.

# Service charges which should include: All expenditure on providing managerial /supervisory/administrative services by all means to get the work done through deployed housekeeping staff.

# Tender will be awarded after taking into account all the components.

# Housekeeping Consumables provided by NIRT.

# Gender Ratio Mandatory.

# Agencies who quote not taking into consideration the Central Government Minimum Wages under Category ‘A’ will be summarily rejected.

# Income Tax will be deducted at source at the time of payment as per rules.

**Total Nett Amount in Figures .....**

**Total Nett Amount in Words .....**

Place:

Date:

**Signature of the Bidder**  
(Name and address of the Bidder should also be furnished in Block Letters with seal)

**PRICE BID - Cover -B****Item No. 2: Cost of Building and Electrical Maintenance for one month****Requirement by NIRT:**

S.No	Name of the Post	Category	No. of Employees	Rate per Month per Person* (Rs.)	GST	Service Charges (Rs.)	Total Amount per Month (Rs.)
1.	Auto Driver (Licence Holder only)	Skilled	02				
2.	Electrician	Highly Skilled	03				
3.	Electronics/Instrumentation Engineer	Highly Skilled	01				
3.	Carpenter	Skilled	01				
4.	Plumber/Helper	Skilled	01				
5.	Mechanic/Helper	Skilled	03				
<b>Total Nos.</b>			<b>11</b>				
	<b>Gross Amount Per Month for all Services</b>						
	<b>Gross Amount Per Month for all Services in words:</b>						

Continued to next page...

**Note:**

\* Bidder must ensure to fill up all the cells in the Price bid. If any cell is left blank then value of that cell shall be treated as “0” (ZERO).

\*The manpower charges should be towards wages only to manpower including all allowances, statutory levies like ESI & EPF Employer shares, but excluding only service tax which shall be reimbursed on actual, as per govt rules, on production of documentary evidence.

# Service charges which should include: All expenditure on providing managerial /supervisory/administrative services by all means to get the work done through deployed housekeeping staff.

# Tender will be awarded after taking into account all the components.

# Tools will be provided by NIRT.

# Agencies who quote not taking into consideration the Central Government Minimum Wages under Category ‘A’ will be summarily rejected.

# Income Tax will be deducted at source at the time of payment as per rules.

**Total Nett Amount in Figures .....**

**Total Nett Amount in Words .....**

Place:

Date:

**Signature of the Bidder**  
(Name and address of the Bidder should also be furnished in Block Letters with seal)

**COPY OF  
WORK EXPERIENCE**

<b>Bank details- FORM</b>	
Bank Account Name of the Beneficiary	
Account Type of the Beneficiary	
Name of the Bank, Address & Contact No:	
Bank Account Number of the Beneficiary	
Beneficiary Bankers IFSC Code	
Beneficiary Bankers MICR Code	
Beneficiary Bankers Branch Code	
Beneficiary Address	
Beneficiary PAN No.	
Beneficiary Contact No.	
Beneficiary Email Address	

Authorised signatory

- Bank particulars furnished above are correct and complete as per records.

**CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER  
(HOUSE KEEPING SERVICES– PART A)**

Confirm the enclosure of all the below listed documents without which bidder may not be eligible to participate in the tender.

S. No	Item	Confirmed Yes / No	If yes, page No. in the Tender
1	Tender document duly filled and signed with company seal in all pages		
2	Technical Bid (Annexure)		
3	Price Bid (Annexure)		
4	EMD DD No. /Exemption certificate Amount Rs. Date: Bank Name:		
5	<b>Copy of Valid Labour License</b> obtained from Govt. authorities duly specifying the name of the company and the nature of work.		
6	Copy of PAN Card		
7	Firm should furnish undertaking that minimum wages applicable to Government of India would be paid to labours		
8	Copy of EPF Registration Certificate		
9	Copy of ESIC Registration Certificate		
10	Copy of the Service Tax Registration Certificate		
11	Copy of Certified Annual Turn Over which shall be submitted in Annexure – I		
12	Copy of Experience Certificate for last 3 years		
13	Copy of IT Return filed for the last three financial years		
14	Copy of Company Profile / List of Clients		

\* Tender should match the page numbers mentioned above.

Place :

Date:

Signature of Bidder  
(Name and address of the Bidder should  
also be furnished in Block Letters with seal)

**CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER  
(BUILDING AND ELECTRICAL MAINTENANCE – PART B)**

Confirm the enclosure of all the below listed documents without which bidder may not be eligible to participate in the tender.

S.No	Item	Confirmed Yes / No	If yes, page No. in the Tender
1	Tender document duly filled and signed with company seal in all pages		
2	Sealed Technical Bid		
3	Sealed Price Bid		
4	EMD DD No. /Exemption certificate Amount Rs. Date: Bank Name:		
5	<b>Copy of Valid Labour License</b> obtained from Govt. Authorities duly specifying the name of the company and the nature of work.		
6	Copy of PAN Card		
7	Firm should furnish undertaking that minimum wages applicable to Government of India would be paid to labours		
8	Copy of EPF Registration Certificate		
9	Copy of ESIC Registration Certificate		
10	Copy of the Service Tax Registration Certificate		
11	Copy of valid Electrical license from the Govt. Authority duly specifying the name of the company and the nature of work.		
12	Copy of Certified Annual Turn Over which shall be submitted in Annexure – I		
13	Copy of Experience Certificate for last 3 years		
14	Copy of IT Return filed for the last three financial years		
15	Copy of Company Profile / List of Clients		

\* Tender should match the page numbers mentioned above.

Place :

Date :

Signature of Bidder  
( Name and address of the Bidder should  
also be furnished in Block Letters with seal)