



**NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR  
HAZRATBAL, KASHMIR (J & K) - 190006**

...

**No: NIT/PD/2017/2787  
Date 30-06-2017**

**(CORRIGENDUM)**

It is for the information of all the concerned to please note that the tender documents regarding outsourcing of various services was wrongly uploaded on the Institute website on 21-06-2017. It does not cover the requirement of the following workmen:-

1. Office Assistant/ Hall Assistant/Accountant/Carpenter/Plumber/Mason/Electrician /Driver/ Cleaners.

The tender documents reg. the sanitation/gardeners is now uploaded afresh. The receipt of tender documents is extended upto 05-07-2017 upto 4 p.m. in the office of the undersigned. The tenders shall be opened on 09-07-2017.

Asstt.Registrar (Admn.)



## NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR

### **Detailed Tender Documents For Outsourcing Of Sanitation & Gardening.**

The National Institute of Technology Hazratbal, Srinagar -190006 (J&K) intends to hire the services of a registered agency for carrying out Sanitation and Gardening jobs in the Institute. Conditions for the engagement are as under:

#### **Eligibility:**

- The agency must be registered with appropriate authority of the Central Govt./local Govt. as per law for this kind of service providing.
- The agency will be required to submit a CDR worth Rs 50,000/- (Rupees Fifty Thousand Only).

**Requirement:** The Institute/Hostel requires the manpower as under:

S. No.	Particulars	Qualification	
		Academic	Technical
01.	Sanitation worker (51 Male/08 Female)	Nil	Nil
02.	Gardeners	8 <sup>th</sup> pass	01 year experience in gardening

#### **JOB DESCRIPTION:**

**1) Sanitation Attendants:** The sanitation jobs to be carried out by the provided manpower are as under:

- Sanitation of all Institute/ Hostel buildings .
- Daily Sweeping/Mopping of rooms/ corridor/ stairs.
- Weekly dusting of rooms/ window panes/corridor glasses.
- Daily cleaning/sweeping of lawns/roads/parks and its adjoining areas.
- Weekly cleaning of Manholes, sewers, silt chambers etc.
- Daily cleaning of surface drains.
- Weekly removal of vegetation from the pipes which are exposed and carry bathroom toilet waste from toilet blocks/kitchen to the sanitary systems/sewers.
- **Daily collection of garbage/waste and arrangement of daily lifting of the same through Srinagar Municipal Corporation (SMC)**
- The staff of the agency shall have to work under overall supervision of the Dean, Students Welfare for sanitary supervision of Hostels /Institute and its surroundings.

#### **2) Gardeners**

- Regular maintenance of Parks & Gardens of the Institute & Hostel.
- Regular cutting of weeds and grasses.

- Pruning of different plants in the Parks and Gardens of the Institute & Hostel
- Regular watering of plants and flowers.
- Regular maintenance of flower beds.
- Usage of manure as and when required .
- Disposal of weeds and grasses at the appropriate place.
- Any other assignment as and when required by the authorities.

- **Terms and conditions**

1. The agency shall be responsible for all the liabilities that may arise from engagement of the work force under State/Central Govt. laws/rules etc.
2. The agency shall be entitled only to the commission quoted by him and the wages as fixed are to be paid to the engaged persons and the agency is responsible for maintaining EPF and ESI of the engaged persons and a proof of the same is to be submitted to the Institute at the time of submission of the monthly bill.
3. The Institute shall pay services tax or any tax levied in the lieu of service tax as per actual directly to the concerned department.
4. Daily collection of Garbage/Waste and dumping it at the specific dumping site, approved by the local Municipality Corporation, charges on this account shall be reimbursed by the Institute against proper bills.
5. The period of contact shall be for three years.
6. The agency shall provide Sanitation Workers/Gardeners who are physically fit and not above the age of 60 years and below 18 years.
7. The agency shall have to provide the list of all such Sanitary Attendants, Gardeners who will be engaged to this Institute for our record and reference.
8. The Sanitary Workers, Gardeners have to perform duty for 08 hours per day.

**Other terms and conditions:**

1. The agency shall be provided all the material/equipment and chemicals disinfectants of Standard nature by the Institute.
2. The agency shall be bound for the immediate redressal of the complaints and replacement of workers where work & conduct is un-satisfactory.
3. The agency shall be responsible for the work and conduct of the workers deployed in NIT and shall also be responsible for the damage/loss caused by his workers to the Institute property.
4. The Institute shall have the right to terminate the contract at any time if the work is not found satisfactory, with a notice period of one month.

5. The payment shall be made to the agency subject to the production of satisfactory certificate from Administration upto 10th of every month.
6. The agency shall have to enter into an agreement with the Institute within one month after receipt of allotment.
7. The Tenderer has to deposit Rs 1,00,000/- (Rupees one lac Only) in respect of each job in the shape of FDR pledged in the name of Registrar, National Institute of Technology, Srinagar (refundable after completion of the contract) . This will include Rs. 50000/= CDR initially submitted by the agency and a FDR( Fee Deposit Receipt) worth Rs 1000/- (Non-refundable) addressed to **Registrar, NIT, Srinagar,190006** through registered speed post or courier latest by 29-06-2017. The agency shall quote service charges per month for the following types of manpower including all overheads, Central/State taxes etc. and covering all the liabilities and responsibilities as per the terms and conditions of this document.

- The agency shall be responsible for providing of all social security benefits as per law of above referred man power which includes accidental insurance, pension and other benefits as per State/Central rules.
- NIT, Srinagar shall not responsible for any liability towards the engaged manpower arising out of his working in the institute. The agency shall be solely responsible for the same.
- **The wages alongwith social security benefits shall be paid to the engaged workers by the agency as per Annexure-VII.**
- The manpower provided by the agency will be assigned jobs/areas of work by the institute and all jobs shall be carried out by them under the supervision of designated authorities of the institute.
- Any sort of liability arising out of an accident met by a worker provided by the agency during working or by his conduct shall be sole the responsibility of the agency and the institute shall not have any obligation on this account whatsoever.
- The wages bill of the agency submitted at the end of each month shall be paid by the 10<sup>th</sup> of following month subject to production of satisfactory work certificate from the officers to whom the workers are assigned for sanitation and gardening jobs.
- The litigation in any shall be subject to the courts of law at Srinagar only.
- The successful agency shall have to enter into an agreement to the effect of abiding by all the terms & conditions, scope of work and other obligations as per the detailed tender documents on prescribed documents duly registered in the relevant court of law.

## **Tender form for providing Sanitation Services**

1. Cost of Tender (in words  
also)\_\_\_\_\_
2. Due date for  
Tender\_\_\_\_\_
3. Opening time and date of  
Tender\_\_\_\_\_
4. Names, Addresses of Firm/Agency\_\_\_\_\_
5. Registration No. of the Firm/Agency\_\_\_\_\_
6. Name, Designation, Address &  
Telephone No. of authorized  
person\_\_\_\_\_
- Firm /Agency to deal  
with\_\_\_\_\_
7. Please specify as to whether  
Tenderer is Sole Proprietor/  
Partnership Firm.  
\_\_\_\_\_  
Name, Address & Telephone No's  
of Directors/Partners should be  
specified\_\_\_\_\_
8. Copy of Pan Card issued by  
Income Tax Department  
attached (Yes/No)  
&\_\_\_\_\_
- Copy of previous three financial  
years Income Tax Return attached (Yes  
/No)\_\_\_\_\_
9. Provident Fund Account  
No.\_\_\_\_\_
10. ESI  
Number\_\_\_\_\_
- \_\_\_\_\_
11. License Number under Contract

Passport  
Size  
Photograph

Labour (R&A) Act, if  
any \_\_\_\_\_

**12. Details of Security Deposit**

(a) Amount \_\_\_\_\_

(Rupees in Words also)

(b) FDR No. \_\_\_\_\_

(c) Date of Issue \_\_\_\_\_

(d) Name of Issuing authority \_\_\_\_\_

**13. Details of ISO**

Certificate \_\_\_\_\_

**14. Any other**

information \_\_\_\_\_

**15. Declaration by the**

Tenderer \_\_\_\_\_

This is to certify that the before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself /ourselves abide by them.

**Signature of the Tenderer  
Name & Address with Seal**

## **Details of Workforce**

The tenderer has to provide workforce in sufficient numbers to maintain the buildings etc. as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of Associate Dean Students Welfare. Tentative requirement to be deployed is given hereunder:

- 1. Sanitary Attendants (Male 51, Female 08)**
  - (i) For Institute 29 No's
  - (ii) For Hostels 30 No's
- 2. Gardeners**
  - (i) For Institute 26 No's
  - (ii) For Hostels 16 No's

During winter (January & February), man power will be retained as per requirement.

**Registrar**

## **Compliance Statement**

**S. No. Documents asked for page number at which \_\_\_\_\_ documents is placed**

1. Bid Security (EMD) of Rs \_\_\_\_\_(Rupes in words) in the form of FDR/DD/Bank Guarantee issue by any Scheduled commercial bank in favour of \_\_\_\_\_(designation of the concerned officer, \_\_\_\_\_(name of the Department valid for 45 days beyond the Tender Validity period.
2. One of self-attested recent passport size photograph of the authorized person of the firm/agency, with name, Designation, address and offices telephones number. If the tenderer is a partnership firm, name Directors/Partners also
3. Undertaking on a stamp paper of Rs 100/- (Rupees One Hundred Only) as per format prescribed in Annexure-IV.
4. Self attested copy of the PAN card issued by the Income Tax Department with copy of Income Tax Return of the last financial year.
5. Self attested copy of Service Tax Registration No.
6. Self attested copy of valid registration number of the firm/agency.
7. Self attested copy of valid Provident Fund Registration number.
8. Self attested copy of valid ESI Registration No.
9. Self attended copy of valid License No. under contract labour (R&A) Act, 1970.
10. Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employees.
11. Annual returns of previous three years supported by audited balance sheet (Clause 2.1 of NIT)
12. Any other documents if required.
13. Declaration stating that the agency is not blacklisted by any of the Department/Institution/Local Bodies/Municipalities/Public Sector Undertaking, etc.  
Signature of the Tenderer  
(Name and Address of the Tenderer)  
Telephone No.



**Undertaking on a Stamp Paper of Rs 100/-**

To

\_\_\_\_\_  
\_\_\_\_\_

(Designation and Name of the concerned Department)

Name of the firm/agency\_\_\_\_\_

Name of the tender\_\_\_\_\_ Due

Date\_\_\_\_\_

Sir,

1. I /We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wage Act, Contract, Labour Act, Govt. of India and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowances thereof and other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of India from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained sanitation worker and skilled gardeners .
5. I/We do hereby undertake that neat and clean environment of the Institute shall be ensured by our agency, as well as any other point considered by our agency. Our Sanitation and Gardening service shall be covered under" Fidelity Bond" through Insurance Agency for minimum sum of Rs \_\_\_\_\_ Lakhs (Rupees in word). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recovered from me/us through Fidelity Bond.

**(Signature of the Tenderer)**

**Name and Address of the Tenderer**

**Telephone No.**

## **Form of Agreement**

This Agreement is made on the \_\_\_\_\_ day \_\_\_\_\_ (month) \_\_\_\_\_ (Year) between the \_\_\_\_\_ (Name and Address of the Institute) herein after called "the institute", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assign of the one part and \_\_\_\_\_ (Name and Address of the contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called " the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successor, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Sanitation and Gardening Services to the \_\_\_\_\_ (Name of the Institute) for providing a neat and clean environment to the Institute.

### **Now this agreement witnesses as follows:**

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the terms and conditions of contract herein after referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement, viz.
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice Inviting Tender;
  - d. Bills of Quantities;
  - e. Scope of work;
  - f. Addendum, if any;
  - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Institute to the Contractor as herein after mentioned, the contractor hereby covenants with the employer to execute and the sanitation/other services w.e.f \_\_\_\_\_ as per the provisions of this agreement and the tender documents.

4. The Institute hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this agreement and the tender documents, the contract price of Rs \_\_\_\_\_ (Rupees in words)
5. Being the sum stated in the latter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

**In witness whereof**

The parties here have to sign the agreement the day and the year first above written.

**For and on behalf of the Contractor and**

**or behalf of the Director NIT,  
Srinagar**

**Signature of the authorized Official**

**Signature of the authorized Officer**

**Name of the Official**

**Name of the Officer**

Stamp /Seal of the Contractor by the said name on behalf of the contractor in the presence of:

Stamp/Seal of the employer name on behalf of the employer

1. Witness \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

2. Witness \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

## **Form of Technical Bid (On Letter Head)**

S. No.	Description	Information to be filled by the tenderer ( if required separate sheet may be enclosed)
01.	Name and address of firm/agency with complete contact details	
02.	Type organization (whether proprietorship, partnership, private limited company)	
03.	Name and address of the Directors, Proprietor/Partners.	
04.	Year of formation of the company/experience as a labour supplier agency.	
05.	Details of registration.	Reg. No. Copy Enclosed: Y/N
06.	Income tax return for the last three financial years (attach copies)	Copy Enclosed: Y/N
07.	Total turnover of the agency during last three financial years (attach copies)	Copy Enclosed: Y/N
08.	Details of registration with statutory authorities like EPF/ESI etc. (attach copies)	EPF Reg. No. Copy Enclosed: Y/N ESI Reg. No. Copy Enclosed: Y/N
09.	a) Service Tax No./Certificate b) PAN No.	No. Copy Enclosed: Y/N No. Copy Enclosed: Y/N
10.	Details of Tender Document Fee	DD No.                      Date
11.	Details of Fixed Deposit Receipt	DD No.                      Date
12.	Any other information	

**Copies of relevant documents are to be enclosed in support of above information.**

**Wages Calculation**

S.No	Description		Gardener	Sanitation worker
(a).	Per Month		13,156.00	11,648.00
(b).	Employees State Insurance (ESI)	4.75% of Basic	625.00	553.00
(c).	Employees Provident Fund (EPF)	12% of Basic	1,579.00	1,398.00
(d).	Employees Deposit linked Insurance (EDLI)	1% of Basic	132.00	116.00
(e).	Administrative Charges (EPF & EDLI)	5% of Basic	86.00	76.00
(f).	Uniform Outfit Allowance/ Washing Allowance	5% of Basic	NIL	582.00
(g).	SUB TOTAL		15,578.00	14,373.00
(h).	Total Per Head			
(i).	Service Charge % quoted should be below 10%			
(j).	Sum Total			
(k).	Service Tax	Services Tax or any tax levied in lieu of Service Tax shall be reimbursed by the Institute at the rates notified by the Government from time to time		
	Garbage / Disposal Charges	Garbage/ Disposal Charges shall be paid by the Institute / Hostel as per Municipal Norms.		

Signature of Tenderer

Name:-

\_\_\_\_\_

Parentage:-

\_\_\_\_\_

Address :-

\_\_\_\_\_

Name of the Firm:-

\_\_\_\_\_

Registered Office:-

\_\_\_\_\_

Mobile Phone No.:-

\_\_\_\_\_