



राष्ट्रीयसमुद्रप्रौद्योगिकीसंस्थान  
NATIONAL INSTITUTE OF  
OCEAN TECHNOLOGY

संविदाआमंत्रणसूचना(नि.आ.सू.)  
**NOTICE INVITING TENDER (NIT)**

फार्मसंख्या:Form No.NIOT/S&P/NIT



**e-Tender Schedule**

निविदासंख्या/ Tender No.	<b>NIOT/S&amp;P/E&amp;M/29890/2024-25</b>	
कोजारी Issued To	<b>AMC FOR HOUSEKEEPING AND ELECTRICAL MAINTENANCE SERVICES AT CHITTEDU AND PAMANJI SITE AT TIRUPATI</b>	
निविदाप्रणाली/Tender Mode	<b>GeM-Open Tender-Two bid</b>	
निविदाजारीहोनेकीतिथि Tender Issue date	<b>25/03/2025</b>	
Pre bid Meeting	<b>On 02/04/2025 11.00 AM</b>	
निविदाबंदहोनेकीतिथिवसमय Tender Closing Date and Time	<b>On 17/04/2025 11.00 AM</b>	
निविदाखुलनेकीतिथिवसमय Tender Opening Date and Time	<b>On 17/04/2025 11.30 AM</b>	
EMD Amount	<b>Rs.43,200/-</b> a) Scanned copy towards EMD to be uploaded in the GeM portal. b) Original EMD should be sent through courier / speed post or in person dropped at the tender box well before the closing date and time of the tender.	
बोलीकाप्रकारएवंनिविदाप्रस्तुतिकरण Bidding Type & Tender submission	Part-I: Technical Bid Part-II: Price Bid should be submitted electronically through GEM Portal <a href="http://www.gem.gov.in">www.gem.gov.in</a> .	
निविदाप्रलेखउपलब्धतास्थान Documents available place	Tender documents can be downloaded free of cost from <a href="http://www.gem.gov.in">www.gem.gov.in</a> . and NIOT website <a href="http://www.niot.res.in">www.niot.res.in</a> till closing date and time of the Tender.	
24 X 7Helpdesk details of GeM portal	<a href="mailto:helpdesk-gem@gov.in">helpdesk-gem@gov.in</a> , 1800-419-3436, 1800-102-3436.	
अपनेप्रश्नईमेलआईडीपरभेजें Send your queries to the email IDs	निविदाकेअंतिमचरणतक/Upto Tender finalisations	<a href="mailto:eandm@niot.res.in">eandm@niot.res.in</a>

## E-Tender schedule

### Bid Preparation and Tender Submission Procedure

राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान NATIONAL INSTITUTE OF OCEAN TECHNOLOGY

वेलचेरी ताम्बरम मेन रोड VELACHERY TAMBARAM MAIN ROAD

नारायण पुरम, चेन्नै 600 100 NARAYANPURAM, CHENNAI 600 100

रा.स.प्रौ.सं. वेबसाइट/NIOT Website : <http://www.niot.res.in/tender>

### Bid Preparation and Tender Submission Procedure

Bidders may download the help documents and Bidders manual kit and FAQ from [www.gem.gov.in](http://www.gem.gov.in). Toll free Helpdesk phone number 18004193436 and 18001023436.

a) For any technical queries related to operation of the GEM Portal please mail to [helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in) OR please call 24 x 7 Toll Free No. 18004193436,18001023436 and Mobile Number **7823922516**.

b) **The prospective Bidders should register themselves in the GeM Portal and submit the Bids electronically through the GeM portal. The paper based physical Tender submission is not permitted.**

### INDEX

	Receipt of offers	16	Submission of tender
1	Submission of bids	17	Late Bids
	a) One cover system	18	Bid Validity
	b) Two covers system	19	Bid validity extension
2	NIT shall form part of the order	20	EMD / Bid security
3	Terms and conditions of NIT	21	Conditions for EMD / Bid Security
	<b>INSTRUCTION TO BIDDERS</b>	22	Conditional offers / quotations
4	Security	23	Signing of bids
55	Contacting NIOT	24	Late / Delayed / Post Tenders
6	Vendor Registration	25	Site Visit
7	Tender Opening	26	Arithmetical errors
8	Default in Performance	27	The broad configuration
9	Change of Name after award	28	Acceptance of bids
10	One Bid per Bidder	29	The compliance sheet
	<b>BIDDING CONDITION</b>	30	Bid or modification to bids
11	Deadline for Submission of Bids	31	Canvassing
12	Due date Extn, Corrigendum to NIT	32	Award
13	Unscheduled holiday in Chennai	33	Unrealistic bids
14	Unsolicited correspondences		
15	Loss of Tender		

### INTRODUCTION

National Institute of Ocean Technology (NIOT) is an autonomous body under the Ministry of Earth Sciences, and is involved in developing technology for utilizing ocean resources in an eco- friendly manner.

## Notice Inviting Tender Document

E-bids are invited on behalf of the National Institute of Ocean Technology for "AMC for Housekeeping and Electrical Maintenance Services at Chittedu and Pamanji Site at Tirupati" as per the specifications and scope of work enclosed.

**1. Submission of bids:** Bidders are requested to submit their bid/quotation in two parts containing (i) Technical, (ii) commercial and price bid and should be submitted electronically through GeM portal [www.gem.gov.in](http://www.gem.gov.in). The responsibility to ensure the timely submission of bid lies with the bidder. Bids submitted through Fax or e-mail will not be considered. Bidders shall also attach scanned copies of all the requisite documents.

**2. This NIT** shall form part of the Work Order / Contract document.

**3. Terms and conditions indicated in the NIT** shall be superseded by the terms and conditions mentioned in the Special Conditions of Contract (SCC) indicated in the Annexure, wherever difference arises.

### **INSTRUCTIONS TO BIDDERS:**

**4. Security:** Any information / material / document supplied along with this tender or after placement of order should not be disclosed or copied without written permission from NIOT.

**5. Contacting NIOT:** No correspondence / discussion / visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tender for clarifications. Any violation of this will render the quotation invalid and the firm is liable to be removed from our approved vendor list. However if vendor requires any clarification on the bid, the query may be mailed to the respective mail ID given at the top of NIT.

**6. Vendor Registration:** The vendor can apply for Password by submitting few of their company particulars (one time) into NIOT vendor registration menu of our website and get the password through email to download the tender document from NIOT website free of cost. However, to become a registered vendor of NIOT, vendor should furnish the signed hardcopy of all the details submitted online and get the Vendor Registration Certificate of NIOT after appropriate evaluation by NIOT.

**7. Tender Opening:** The tenderers can participate in the tender opening with proper authorization letter from the respective Company.

**8. Default in Performance:** If any bidder is not successfully discharging their contractual obligations against the Work Order / contract placed on them by NIOT within the agreed time limit, (OR) if there is any deficiency in performing such obligations, NIOT reserves the right to suspend such bidder from their participation in future tenders of NIOT for a period of one year. Even after revoking the suspension period, the bidder's performance still continues to be the same without any improvement. NIOT reserves its right to BAN such bidder permanently from participation in all the tenders of NIOT.

**9. Change of Name after award:** Request / intimations with regard to change of name of the contractor or constitution of the contractor after the tender opening or award of contract shall not be allowed as a matter of right. The bidders/contractors are required to submit all relevant documents with regard to change of name and/or change of constitution and the circumstances leading to such change beforehand. It shall be the discretion of NIOT to proceed with the contract after such changes and in case, NIOT decides to proceed with the contract, it may require the bidder/ contractor to execute further agreements with regard to execution / implementation of the contract.

**10. One Bid per Bidder** A firm shall submit only one bid either individually or as a partner of a joint venture. A firm that submits either individually or, as a member of a joint venture, more than one bid will result in rejection of all the bids.

## **BIDDING CONDITION**

### **11. Deadline for Submission of Bids**

Bids must be received by NIOT at the address specified in the Invitation for Bids cover page.

**12. Due date Extension. Corrigendum to NIT:** Any corrigendum including due date extension for NIT, Pre-bid meeting, if any, will be notified in NIOT website and GeM. Hence, bidders are requested to watch our website for such due date extension and corrigendum, if any.

**13. In case of unscheduled holiday in Chennai** being declared on the prescribed closing/opening day of the tender, the next working day will be treated as the scheduled/prescribed day of closing/opening of the tender.

**14. Unsolicited correspondences:** NIOT will not entertain any unsolicited correspondence or queries on the status of offer against this tender.

**15. Loss of Tender:** NIOT will not be responsible for the non- uploading of the tender or for delay in uploading due to incorrect uploading of the tender. Bidders are advised to read the instructions in e-tender portal.

**16. Submission of tender** by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc. will be issued to him by NIOT and local conditions and other factors bearing on the execution of the works. Conditional offers are liable for rejection. The bidder quoting the rates should have branch office at Chennai and the local office address should be furnished.

### **17. Late Bids**

Any bid received by NIOT after the deadline for submission of Bids prescribed in the front page of this NIT will be treated as late tender / invalid tender and will not be taken cognizance of.

**18. Bid Validity:** Bids shall remain valid and open for acceptance for a minimum period of 180 days or for the period indicated in the SCC of this NIT whichever is more from the date of opening of Unpriced Techno-commercial Bids. A Bid valid for shorter period will be unacceptable and liable for rejection.

**19. Bid validity extension:** In exceptional circumstances, prior to expiry of the original Bid validity period, NIOT may request the Bidder for a specified extension in the period of validity. The request and the responses thereto shall be made in writing.

A Bidder agreeing to the request will not be required nor permitted to modify his bid, and will be required to extend the validity of his Bid Security correspondingly. When bid validity is extended EMD BG also deemed to have been extended automatically.

### **20. EMD / Bid security:**

The EMD is mandatory as indicated in the cover page and should be submitted on or before the tender due date. The EMD for Rs.43,200/- to be drawn in favour of "NIOT-OTHER RECEIPTS ACCOUNTS", payable at Chennai in any of the following terms.

- a) Account payee Demand Draft of a Commercial Bank.
- b) Bankers cheque of a Commercial Bank.
- c) Insurance Surety Bond.
- d) Fixed deposit receipt of a Commercial Bank, issued in the name of Director, NIOT Chennai.

Apart from the above, the bidders may also e-remit the EMD before the due date & time of the Tender, as per the details given below and to enclose proof the same along with the Bid/Tender documents:

Name of the Bank	Canara Bank
Title of the Bank Account	NIOT-OTHER RECEIPTS ACCOUNT
Savings Bank Account No.	2874101014431
IFSC Code No.	CNRB0002874

**21. Conditions for EMD / Bid Security**

EMD shall be returned / discharged to unsuccessful bidders immediately after placement of order to the successful bidder.

EMD may be forfeited in the following cases: If a bidder withdraws, modifies and provide unsolicited offer voluntarily revising the price in whatsoever aspect, its bid during the period of bid validity specified by the bidder on the bid form; or In case of a successful bidder, fails to furnish order acceptance within 7 days of the order.

In case of a successful bidder, the EMD shall be discharged after submission of performance security.

**22. Conditional offers** / quotations shall not be accepted.

**23. Signing of bids:** Each page of the tender and tender document shall be signed by the bidder. Unsigned bid is liable for rejection.

**24. Late / Delayed / Post Tenders:** unsolicited Tender and Post Tender correspondences will not be entertained and may entail in rejection of tender.

**25. Site Visit:** If any site visit is made, it should be formally documented and enclosed with the offer.

**26. Arithmetical errors** will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Contractor does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

**27. The broad configuration** / specification of the proposed purchase / work are given. Bidders are required to keep their proposal strictly as per the specification prescribed.

**28. Acceptance of bids:** NIOT may accept or reject any/all tenders including the lowest tender without assigning any reason whatsoever. NIOT also reserves its right to accept any tender in part or parts only with such conditions as it may prescribe. NIOT is not bound to accept the lowest tender. NIOT expects full technical compliance and expects full scope of integrated supply as per tender specifications and do not accept partial tenders.

**29. The compliance sheet** with reference to the specifications, details should be furnished against each parameter while submitting the quotation, which is absolutely necessary.

**THE TENDERER SHALL SUBMIT TECHNICAL & COMMERCIAL COMPLIANCE SHEETS ALONG WITH THEIR OFFER. TENDERS WITHOUT COMPLIANCE SHEETS WILL NOT BE EVALUATED.**  
**The Price bid should be unconditional.**

**30. Bid or modification to bids received after closing date and time** shall not be considered. Such modified bid together with original bid will be summarily rejected. Modification to the bid after opening the bid will not be considered unless specifically requested for by NIOT.

**31. Canvassing** Exerting pressure and/or offering inducement in any form by the bidder or by any other person on behalf of the bidder shall disqualify the bid and lead to its rejection.

**32. Award:** NIOT may place the Purchase order/ work order either consolidated or separately for each of the item.

**33.Unrealistic bids** with either cost which is impossible to achieve or for bidders who show that they are completely inexperienced or have completely inappropriate equipment will be rejected.

**34.** The Service charges will be crucial deciding factor for deciding the lowest bidder and award of contract.

**35.** The bidders who quote "NIL" charges or unrealistic service charges (less than 3.85 %) will be treated as unresponsive.

**36.** In case of Tie between the qualified bidders, the L1 will be selected based on Evaluation criteria weightage only.

**TECHNICAL CRITERIA FOR AMC FOR HOUSEKEEPING AND ELECTRICAL MAINTENANCE SERVICES AT CHITTEDU AND PAMANJI SITE AT TIRUPATI**

Similar nature of works:

Providing Housekeeping and general and electrical maintenance of buildings, bio-fence maintenance by employing trained Manpower at buildings, utility services, surrounding areas including supply and utilization materials for building maintenance. The maintenance comprises of General House Keeping, electrical maintenance and maintenance for public health.

Location of work: Chittedu and Pamanji Site at Tirupati.

**1. Pre- qualification Criteria**

**PRE-QUALIFICATION/ELIGIBILITY CRITERIA PROFORMA**

Sl. No	Details of Eligibility criteria	Mention the details of proof /documents submitted (To be filled by the bidder)
1.	<p><b>Financial Capability:</b></p> <p>a) Provide documentary evidence for average annual financial turnover of related services during the last three years, ending 31st March of the previous financial year for value not less than Rs. 6.50 lakhs.</p>	
2.	<p><b>Past Experience</b></p> <p>The bidder should have at least three years experience (as on 31-3-2024) of providing similar type of services as specified above to Central/ State Government/ PSUs/Nationalized Banks/Reputed Organizations. Services rendered with list of such Central/ State/ PSUs/Nationalized Banks/Reputed Organizations with duration of service shall be furnished.</p> <p>a) The bidder must have successfully executed/completed similar services as mentioned above over the last three years i.e. current financial year and last three financial years as on 31-3-2024: -</p> <p>i) Three similar nature of works/completed services costing not less than the amount equal to Rs.8.65 Lakhs per year (OR)</p>	
	<p>ii) Two similar nature of works/completed services costing not less than the amount equal to Rs.10.80 Lakhs per year (OR)</p>	

	iii) One similar nature of works/completed service costing not less than the amount equal to Rs.17.28 Lakhs per year	
3.	<b>Qualification Documents to be submitted:</b>	
	i) Copies of original registration certificate documents defining the constitution or legal status, place of business and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licenses/registrations: a) GST number; b) PAN; c) Copies of EPF, ESI & Labor license.	
	ii) Provide the Copies of work orders and Completion certificates in services of a similar nature and size for last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;	
	iii) Audited and certified financial statements for the last three years by Chartered accountants (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period).	
	iv) Solvency Certificate issued by commercial (Nationalized) bank for the value of Rs.8.65 lakh (Scanned copy of the original solvency certificate to be uploaded) (or) Networth Certificate (Format attached) issued by certified Chartered Accountant for a value of Rs.2 lakhs.	
		<b>Authorized Signatory (Bidder)</b>

**\*NOTE:**

**Pre-bid meeting:** A Pre-bid meeting will be held on **02/04/2025 at 11:00 A.M** at NIOT Campus, Pallikaranai, Chennai, Tamil Nadu for the convenience of the bidders to get their queries clarified towards

technical and commercial aspects of the tender document.

### Commercial Terms Compliance sheet

Sl. No	Particulars	Yes	No	offer Page Ref
1.	Whether you have applied and obtained password to download the tender document?			
2.	Whether Taxes and duties are included in the quote other than GST. (Registration numbers for claiming the same to be strictly indicated)			
3.	Whether <b>EMD for Rs.43,200/-</b> is enclosed along with the Technical bid Part A and submitted in tender box well within tender closing date & time.			
4.	Whether submission of Performance Bank Guarantee is acceptable?			
5.	Whether deduction towards Security deposit is acceptable?			
6.	Whether Quote is valid for <b>180 days</b> from the date of tender Opening?			
7.	Whether <b>payment terms</b> of the tender is complied with?			
8.	In case of Dual Bid whether unpriced bid is uploaded in part – A (Technical Bid)?			
9.	Whether liquidated damage clause is acceptable in case of delayed execution of work ?			
10.	Whether the tender is fully complying with tender specification/adjustment, if no, list out deviations very clearly along with the appropriate reason for the deviation?			
11.	Whether a copy of your GST Registration certificate and PAN details are attached. (Mandatory qualifying condition)			
12.	Whether copy of duly signed (all pages) tender document is uploaded along with the quotation.			
13.	Whether the bidders have local office address and the details are enclosed for the same?			



## **I. VENDOR INFORMATION:-**

<b>1</b>	Name of the firm	
<b>2</b>	Type of the firm Proprietorship/Partnership/Pvt Ltd/Public Ltd (attach proof)	
<b>3</b>	Registered office Address/ office address	
<b>4</b>	Contact Person with Designation	
<b>5</b>	Telephone Fax  Mobile  E-mail	
<b>6</b>	Established since	
<b>7</b>	Registration Details (mandatory) 1) PAN  2) GST (Pls attach proof)  3) ESI  4) EPF  5) Labour licence	
<b>8</b>	Local operating office Address at Chennai or Tirupati with Contact person details <b>* If no, tender will not be considered for evaluation</b>	

**CHECK LIST:**

Please state whether following enclosure has been enclosed or not

<b>Sl.No.</b>	<b>Description of item</b>	<b>Enclosed</b>	<b>Not Enclosed</b>
1	Certificate of registration / license from Government.		
2	GST Registration no.		
3	EPF registration		
4	ESI registration		
5	PAN number		
6	EMD as called for in tender.		
7	Additional information if any		

I/We hereby agree to abide by the decisions of NIOT in all matters relating to this Pre-Qualification.

**Date:**

**Signature of Contractor**

**Seal:**

**Place:**

## **General Conditions of contract**

### **1) Performance Security:**

The successful bidder shall within 7 days of the date of issue of work order and subsequent letter accepting the work order or before commencement of work whichever is earlier, shall deposit with the employer a sum equal to 5% of the contract value as Performance Guarantee failing which the employer may at his discretion revoke the letter of acceptance and forfeit the Earnest money deposit furnished along with the tender.

The performance guarantee will be accepted in the form of Demand Draft or bank Guarantee from any Nationalized Bank / Scheduled bank and should be valid beyond 60 days from the work completion date.

### **2) Security Deposit (SD):**

A sum of 2.5% of the gross amount of the bill shall be deducted from every running bill as well as the final bill of the contractor towards security deposit.

### **3) Refund of Security Deposit and Performance security:**

The Performance Security and Security deposit will be refunded after completion of all the contractual obligations and completion of contract period.

- 4) The quoted rate should not include EPF, ESI. The employer's portion of PF / ESI should also be paid by the contractor initially. The same will be reimbursed at actual on submission of proof of payment through online. However, for the 1<sup>st</sup> month, same shall be paid as per claim subject to submission of proof in next month bill.
- 5) The contractor shall pay the Bonus to his eligible employees in accordance with the provisions of payment of Bonus Act, on written confirmation from NIOT, which will be reimbursed by NIOT, as per entitlements, on submission of proof.
- 6) The contractor should have registered under GST, PF authorities and Central Labour Commission and provide a copy of such registration as part of the tender document. PAN shall be uploaded along with the tender document.
- 7) The GST should be remitted by the contractor and to be claimed for reimbursement from NIOT on production of necessary documentary evidence for such remittance. Responsibility of timely remittance rests with the contractor. No claim for penalty/interest shall be entertained.
- 8) The contractor shall have to comply with all statutory requirements like GST, PF, ESI etc., throughout the contract period. Failure shall lead to forfeiture of security deposit / performance security and termination of contract. For any non-compliance issue, the contractor shall also liaise with statutory authorities like labour enforcement officer, ESI & EPF and such other authorities and ensure compliance of all applicable rules and regulations towards employment of labours.
- 9) The contractor shall pay all wages as per the rates fixed under the payment of wages Act/ Minimum Wages Act as applicable for NIOT contract from time to time. Wages revised by Central Labour Commissioner from time to time as per Minimum Wages Act also be paid by the contractor and to be claimed from NIOT in time as and when the wages are revised. Any revision shall be based on amendment order issued by NIOT.
- 10) Wages should be paid to labourers through Canara Bank NIOT Branch or any nationalised bank and the proof of such payment should be submitted each month along with bill.
- 11) **Taxes and Duties:**  
For any variation in Taxes, Duties and other statutory levies during the tenure of contract period causing any variation in the accepted rate, the actual will be reimbursed by NIOT based on documentary evidence.
- 12) **Insurance:**  
For employees not covered under ESIC during the period of contract the contractor shall insure the personnel employed under this contract within the contract price from a Nationalized Insurance Company and the coverage shall cover all kinds of risks normally expected for this contract. In case of failure, NIOT shall pay premium for the policy and the same shall be recovered from contractor's bill. Copy of insurance policy shall be submitted within 1 month of award of contract.

13) **Site visit:** The contractor should visit the site and assess the quantum of work before submission of tender.

14) **Period of Contract:**

The period of contract is one year from the date of work order acceptance. However, the contract shall be extended for a further period of two years based on annual performance review. If performance is not found to be satisfactory, the contract shall be terminated with one month notice.

15) **Payment Terms:**

The monthly payment for services shall be claimed from 1st to 30th/ 31st of the month and the bill shall be submitted on the last working day of each month, so as to make payment within 7 days. NIOT shall deduct at pro-rata basis per day per employee's absence. The contractor shall submit to the Engineer In-charge, one consolidated bill in duplicate with all supporting documents viz. summary statements, attendance etc., duly signed. Further, if there is any delay in performance or lack of cleanliness, shall deduct 0.5% of the contract value per week from the monthly bills of the contractor towards deficient services. Any such lapses occurring for more than three times may lead to termination of contract.

16) **Dismissal of Workmen:** The contractor shall on the request of the Employer immediately dismiss from the contract any person employed thereon by him who may, in the opinion of the Employer be incompetent or misconduct himself, and such persons shall not be again employed on the premises without the permission of the Employer. Such dismissal shall not form the basis for a claim for compensation or damages of any kind against the Employer or any of his/their representatives. Any claim by such workmen shall be handled and fully discharged by the successful tenderer.

17) **Termination of contract:** The contract can be terminated by NIOT with one month notice.

18) The Supervisor In-charge must visit this office every day to see that all the maintenance jobs are being executed smoothly and also to get the necessary feedback from the NIOT office.

19) Closed holiday will be as per NIOT's norms for persons working in general shift (Saturday is working day and pre planned scheduled maintenance work need to be undertaken as per instructions of EIC). Sundays and closed holidays observed by NIOT will be holidays for which the payment will be made. In case of unscheduled absenteeism, NIOT would be deducting at pro-rata basis (per day per employee's absence) on quoted rate, based on no work no pay principle.

20) The contractor should under no circumstances engage any child or any person below the age of 18 years for the performance of the work.

21) Contractor shall not assign or subcontract the work in whole or in part to anybody else.

22) **Place of work:** The place of work shall be of the NIOT Campus, Chittedu and Pamanji Site at Tirupati. E-Bike is available for the skilled labours in Chittedu campus to travel to pamanji site. If, E-Bike is unavailable condition, conveyance charges (from one site to another) at Rs.15 per km will be paid extra as per Govt. norms.

23) **Penalty and termination of contract:** In case of contractor fails to depute his representative for maintenance work in one complete week at a stretch a penalty at the rate of Rs.2000/- per day will be levied in addition to the expenditure incurred by NIOT for getting the said work done through some alternate agencies, by paying directly to the agency hired for getting the jobs done. The contractor shall submit to the Engineer In-charge, one consolidated bill in duplicate with all supporting documents viz. summary statements, etc, duly signed. Further, if the contractor staff is not doing a specified job to the satisfaction of the engineer in charge, we would be making suitable lump sum deduction from the monthly bills of the contractor towards deficient services.

In case the contractor fails to start the work even after 48 hours of getting instruction from the Engineer in-charge, a lump sum arbitrary amount would be deducted from his monthly payments. Further, if the inaction on the part of the contractor persists for a longer time and our essential maintenance work is affected, the contract may be summarily terminated by NIOT.

In case of violation of any of the terms and conditions of this agreement by the contractor, NIOT shall terminate the contract forthwith and the security deposit shall be forfeited to the extent of loss, damage with penalty etc. NIOT shall be subjected to secure loss, damage with penalty for the reason of the said violation by the contractor, without prejudice to above, in case the loss, damage, etc, suffered by NIOT which is not covered by the forfeiture of the entire said security deposit / EMD, NIOT shall have the right to recover the balance amount by lawful means.

The employer shall terminate the contract at any time without assigning any reasons.

As said in the tender document, refer termination of contract by employer in the tender document.

24) **Force Majeure:**

Neither the NIOT nor the contractor shall be considered in default in performance hereunder if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement.

25) **Increase / decrease in Manpower:**

NIOT during the currency of contract may increase or decrease the manpower deployed for the work. The contractor should claim payment only for the actual manpower deployed at any point of time.

26) **Arbitration / Disputes:**

In the event of any dispute, difference, interpretation or application relating to this agreement arises, the same shall be settled amicably by the parties. In case the dispute or differences could not be settled amicably, the same shall be referred for adjudication through Arbitration to be appointed by the Director, NIOT.

The Arbitration shall be concluded in accordance with the provisions of Arbitration & Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings. Venue of such arbitration shall be at Chennai in India. The language of arbitration proceedings shall be English. The Arbitrator shall make a reasoned award (the "award"), which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the contract. However, expenses incurred by each party in connection with the preparation, presentation etc., shall be borne by each party.

## THE CONTRACTOR'S SCOPE OF WORK

As defined on various subheads

### ANNEXURE – A

#### SCOPE OF WORK FOR HOUSE KEEPING

The contractor is required to perform his obligations under the contract as follows:

The contractor shall provide trained manpower at NIOT Campus, Chittedu Village, Kota mandal & Pamanji, Vagarru village Vakkadu Mandal, Tirupati District, Andhra Pradesh to provide the Services with regard to cleaning and electrical maintenance the Main Building, Facility, Security Building, Utility Building, Pump & Sump Rooms and surrounding area. The contractor shall provide trained manpower recruited from local area for the buildings as and when required by the employer for which necessary amendment order will be issued to the contractor. The number of persons to be engaged by the contractor shall be as per norms after getting prior approval from NIOT. Daily record / Register for cleaning should be made available for verification by Engineer In-charge. Service required for general housekeeping in floor area is approximately 1557 sqm for Chittedu and 1245 sqm for Pamanji sites. It is preferable that the trained manpower shall have knowledge in solid waste sanitary management with Bio-Methanation Technology to maintain Bio-gas plant.

Sl. No	Description of Works applicable to Pamanji and Chittedu sites	Period	Remarks												
1	Mopping of granite / Eurocon tiles / Antistatic Carara Marble blended tiles and ceramic tiles in all floors (except roads & terraces of the building) in all buildings and staircase etc.	Daily	Cleaning the floors with broom, wet mop with water and soap oil daily – twice in a day and at the entrance of the buildings as and when required.												
2	Cleaning / Dusting of furniture items in all the rooms. (Qty. may vary). Cleaning / Dusting of furniture items in all the rooms. (Quantity. may vary).	Daily	To be cleaned with a dry duster and wet cloth for removal of stains.												
	<table border="1"><thead><tr><th>Description</th><th>Chittedu Site</th><th>Pamanji Site</th></tr></thead><tbody><tr><td>Chairs</td><td>20 Nos</td><td>10 Nos</td></tr><tr><td>Tables</td><td>23Nos</td><td>2 Nos</td></tr><tr><td>Bed/Cot</td><td>11 Nos</td><td>-</td></tr></tbody></table>	Description	Chittedu Site	Pamanji Site	Chairs	20 Nos	10 Nos	Tables	23Nos	2 Nos	Bed/Cot	11 Nos	-		
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Chairs	20 Nos	10 Nos													
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3	Cleaning of aluminium glazed doors and windows.	Daily	Dust should be removed and wiped clean on both sides using Colin or other approved material.												
4	Removal of cobwebs in all the rooms inclusive of open areas inside the buildings.	Weekly or as & when required with more frequency & as directed.	The equipment required for removal of cobwebs at higher levels will have to be provided by the contractor.												

5	Cleaning of walls & partitions	Weekly	Cobwebs to be removed from walls and partitions by using suitable brush scrubbed and wiped with detergent															
6	Cleaning of foot and floor mats	Daily	Mats to be taken to open area and dusts are to be removed.															
7	Cleaning of wooden doors & cup boards	Daily	Dust will be removed everyday by using dry duster and stains using wet / dry cloth.															
8	Scrubbing of floors	Weekly	This involves cleaning the floor with necessary detergent or any other approved material to remove the stains.															
9	Cleaning / Washing of toilets (floors and walls up to dado height) and all sanitary fixtures. (toilet rooms – 18 nos Chittedu and 10 Nos Pamanji . – approximate quantity and this may vary)	Daily	All toilets shall be kept clean and dry from time to time. Deodorants etc shall be used. Scented hand wash soap oil including bottle fresheners like odonils naphthalene balls etc, is also to be provided. The material shall be replaced as soon as required without any delay. Checklist to be provided at all toilets and the same has to be signed by the Plumber once in an day after inspecting the same.															
	<table border="1"> <thead> <tr> <th>Description</th> <th>Chittedu Site</th> <th>Pamanji Site</th> </tr> </thead> <tbody> <tr> <td>Water closets (IWC)</td> <td>3 Nos</td> <td>3 Nos</td> </tr> <tr> <td>Water closets (EWC)</td> <td>17 Nos</td> <td>7 Nos</td> </tr> <tr> <td>Wash basin</td> <td>22 Nos</td> <td>11 Nos</td> </tr> <tr> <td>Urinals basin</td> <td>8 Nos</td> <td>6 Nos</td> </tr> </tbody> </table>	Description	Chittedu Site	Pamanji Site	Water closets (IWC)	3 Nos	3 Nos	Water closets (EWC)	17 Nos	7 Nos	Wash basin	22 Nos	11 Nos	Urinals basin	8 Nos	6 Nos		
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10	General cleaning around the building outside and NIOT campus	Thrice a Week	This includes cleaning of Dump pit yards and as instructed by the engineer in charge. All wastes to be disposed outside the NIOT campus.															
11	Outer walls / windows of the building cleaning, dusting removal of cobwebs	Once in a Month	All necessary equipments like ladder and cleaning materials has to be arranged by the contractor after getting prior approval from the EIC.															
12	Glazed windows	Twice a Month	All necessary equipments like ladder and cleaning materials has to be arranged by the contractor after getting prior approval from the EIC.															
13	Cleaning of overhead tanks of all buildings and UG sumps. Chittedu – UG Sumps 2 Nos. OH tank – 4nos. Pamanji - UG Sumps 2 Nos. OH tank – 4nos.	Once in a Month	Cleaning to be done by using appropriate materials approved by the EIC and as and when required.															
14	Approach path to main building cleaning	Monthly twice	To be cleaned using necessary equipments, and as instructed by EIC															

15	Cleaning of rain water collection channel	Monthly twice	To be cleaned using necessary equipments and materials and as instructed by the EIC.
16	Arrangements of halls / Dustbin cleaning etc	As & when required	Arrangements to be done as per the instruction of EIC
17	Shifting of Materials	As & when required	Arrangements to be done as per the instruction of EIC
18	Cleaning of Aluminium glazed doors & Windows.	Daily	Dust shall be removed daily from the glass panels, wiped clean on both sides using corn or substitutes.
19	Removal of cobwebs in all rooms inclusive of open area around the building	Daily	The contractor shall arrange cobwebs to be cleaned and the equipment required.
20	Terrace cleaning	Monthly	All buildings terrace to be cleaned as and when required or as instructed by the EIC (or) atleast once in a month.
21	Solar panel	Monthly twice	Daily maintenance (Cleaning)
22	Cleaning of thorny bushes in and around buildings both sites	Monthly once	As per the instruction of EIC
23	Watering of Bio fence at Pamanji	Weekly	As per the instruction of EIC
24	Bio gas plant operation	Daily	Kitchen waste collection, segregation and stuffing
25	Vermi Composting pit maintenance	Weekly	Collection of biodegradable solidwaste like leaves, twigs, vegetable wastes from kitchen and composting

**Service Materials:**

All the materials required for the daily work such as brooms, thatti, malars, baskets, cob-web sticks, mopping rods, cloth, waster, brushes etc., and disinfectants, acid, phenol, (scented phenol) naphthalene balls, soap oils, bleaching powder, Sabena etc. required for toilet cleaning and floor mopping shall be procured by contractor on competitive tender basis on prior approval of Engineer in-charge in writing for which cost will be reimbursed by NIOT at actual cost based on bill submitted by contractor for the procurement of such items, competitive tendering process will be followed once in three months and approval to be sought from NIOT authorities before procurement.



**List of approved material by NIOT for Housekeeping services at NIOT campus at Chittedu village, Kota Mandal & Pamanji Village, Vagarru Vakkadu Mandal, Tirupati (Approximate requirement per month. The exact quantity will be intimated by Engineer In charge, NIOT):**

<b>Sl. No.</b>	<b>Description of Materials</b>	<b>Required Quantity (approximate)</b>	<b>Approved Brand</b>
	<b>Toilets and bath rooms</b>		
1	Naphthalene	5.5 Kgs	As sample provided by NIOT
2	Urinal cubes	30 Pkt	As sample provided by NIOT
3	Compound phenyl	10 Ltrs	As sample provided by NIOT
4	Toilet Cleaner	15 Ltrs	Harpic/TASKI R6
5	Air Freshener	45 Nos	Odonil/Equi.
6	Hand wash (FEM)	6 Ltrs	Fem/Cream line/Lifebuoy/Palmolive
7	Floor & wall tile cleaner -R2	10 Ltrs	As sample provided by NIOT
8	10 litre plastic Bucket	10 Nos	Cello or Sunshine /Equ.
9	Plastic mug	10 Nos	Cello or Sunshine /Equ.
10	Hand gloves to clean toilets(Yellow)	8 Set	As Approved NIOT
11	Face mask (Daily use)	52 Nos	As Approved by NIOT
12	Toilet brush	6 Nos	As Approved by NIOT
13	Wash basin brush	3 Nos	As Approved by NIOT
14	Dust bin small	10 Nos	As Approved by NIOT
15	Dust pan	10 Nos	Cello or Sunshine /Equ.
16	Paper roll	5 Nos	As sample provided by NIOT
17	Nylon scrubber	15 Nos	As sample provided by NIOT
18	Coconut broom	6 Nos	As sample provided by NIOT
	<b>Maintaining floors including terrace</b>		
19	Wood mop stick	5 Nos	As sample provided by NIOT
20	Mop stick refill	10 Nos	As sample provided by NIOT
21	Mop Bucket	3 Nos	Cello or Sunshine /Equ.
22	Soft broom	7 Nos	As sample provided by NIOT
23	Plastic bucket 70 litre (Swing Type)	2 Nos	As sample provided by NIOT
24	Taski R7 floor cleaner for 100 sqm	10 Ltrs	As Approved by NIOT
25	Soap oil	10 Ltrs	As Approved by NIOT
26	Yellow cloth	15 Piece	As sample provided by NIOT
27	Checqered cloth	15 Piece	As sample provided by NIOT
28	Room spray (200 ml)	10 Nos	Premium/Cocorde
29	Mirror cleaner-( 500ml)	7 Nos	Colin/Equi
30	Cobweb stick	5 Nos	As sample provided by NIOT
31	Prill for cleaning (200 ml)	1 Nos	As Approved by NIOT
32	Caustic soda for cleaning drainage	3.5 Kg	As Approved by NIOT
	<b>Material List</b>		
33	Detergent Liquid	5 Ltrs	Arial/Surf excel/Equi.
34	Fabric Conditioner	2 Ltrs	Comfort/Equi.
35	Rat pad	5.00 Nos	As Approved by NIOT
36	Rat Cake (Std Size)	5.00 Nos	As Approved by NIOT
37	Bleaching powder	3.00 Kgs	As Approved by NIOT

38	Sabeena	2 kg	As Approved by NIOT
39	Steel Scrubber	10 Nos	As Approved by NIOT
40	Dust Bin cover (small)	2 Box	As Approved by NIOT
41	Dust Bin cover (Big) for swing type	1 Box	As Approved by NIOT
42	Sample Soap	1Box	Medimix/ Hamam
<b>For Guest rooms</b>			
43	Towels, soaps, Bed spreads, pillows, Pillow cover		As and when required
44	All out refill	5 Nos	As Approved by NIOT
45	Mosquito repellent Machine)	-	As and when required
46	Floor and Toilet Mat		As and when required
47	Petrol/diesel		As and when required

## **ANNEXURE – B** **SCOPE OF WORK**

### **1. Scope of work of the House Keeping (General)**

The contractor should ensure that the following housekeeping works on a daily basis is carried out

- (I) Cleaning and mopping of all the floors in all the buildings and the stair cases.
- (II) Cleaning of all the toilets and sanitary fittings in all the buildings
- (III) Cleaning of aluminium glazed doors and windows
- (IV) Cleaning/dusting of furniture items in all the rooms
- (V) Cleaning of mats and carpets
- (VI) Cleaning of wooden doors and cup-boards
- (VII) Cleaning of wooden flooring/carpet flooring
- (VIII) Removal of cob-webs in all the rooms including the open area around the building
- (IX) Cleaning of road area around the building
- (X) Room-spraying in being utilized rooms.
- (XI) It should be ensured that the cleaning of approach path and also the general cleaning around the building outside the NIOT campus are done as per schedule.
- (XII) Operation and maintenance of biogas plant
- (XIII) Operation and maintenance of vermin composting unit

The supervisors should ensure that the cleaning of approach path to main building and parking area and also the general cleaning around the building outside building weekly once.

Cleaning of walls and partitions, rain water channel cleaning of floors and chairs carried out once in a week and the supervisors ensure that the works are done neatly. Ensures pumping of raw water to all building

Overseeing of checking of all water supply line and sewage line, cleaning of all sumps and overhead tanks.

Apart from this, other works, viz. arrangement of halls, shifting of materials as and when required and as instructed by the Engineer In-charge are also carried out.

The following manpower to be kept at NIOT campus at Chittedu village, Kota Mandal & Pamanji Village, Vagarru Vakkadu Mandal, Tirupati from 9.00 AM to 5.30 PM on all working days including Saturdays with all tools & tackles etc. The contractor is required to send skilled manpower from Chittedu to Pamanji on NIOT requirement basis to attend any maintenance complaints at Pamanji .

- a. Sweeper (2No) & Helper (01No) (Unskilled) – 3 Person each at Chittedu and Pamanji
- b. Care Taker(Highly Skilled) - 1 Person (Chittedu)
- c. Electrician Cum Plumber (Highly skilled) - 1 Person (Common for both site)

### **ANNEXURE – C** **FOR PUBLIC HEALTH**

The following works has to be attended whenever required for Plumber

1. Rectifying the defects of flush tanks and cocks and putting them into operations.
2. Arresting leakages of bib cock, valves, pipe lines, wash basin with bottle trap urinals etc.
3. Removal of blockage form PVC/stoneware pipes (open and concealed) PVC lines from washbasins, urinals, sewerages lines, nahani trap, inspection chamber and SW pipes.
4. Arresting the leakages from water supply and sanitary lines.
5. Removing and placing of faulty valves, angle valves, bib cocks, urinals, fittings, hot and cold water mixer units, pillar cocks, CP/PVC flexible connection of wash basin geyser etc.
6. Removing air lock from water supply lines, replacing / rectification of float valves etc
7. All the garbage in the NIOT campus, Chittedu village, Kota Mandal & Pamanji Village, Vagarru, Vakkadu Mandal can be cleaned once in a month and can be disposed outside the campus.
8. Material required for plumbing works can be procured directly by the contractor and can be claimed in the monthly bill as per actual.
9. Operation of raw water and treated water pumps for all buildings.
10. Maintenance of water pumps.
11. Attending of minor blockage works in sewage lines and leakages work in water supply lines.
12. Cleaning of Inspection chamber once in a month for sewage water rain water and valve chamber.
13. Inspection of drinking water supply system installed at bore points as directed by NIOT I/C

**ANNEXURE - D**  
**SCOPE OF WORK OF THE CARETAKER**

The Caretaker shall be the care taker in-charge and supervise the below mentioned work and submit weekly report to Engineer In charge. In addition, Caretaker must carry out the work assigned by NIOT from time to time.

1. General care taking of the Guest house/ Dormitory.
2. Follow up of officer's instructions for services & maintaining of the above buildings.
3. Providing towels, soap liquid naphthalene balls, room fresheners, bed spreads, pillow cover, towels & changing of above etc, during the time of functions and during the occupation of the guests and keeping the toilets and all area neat and tidy as directed and any faults found it need to be intimated to Engineer In charge.
4. Attending the visitors and guide them to various halls.
5. Any theft or misplacement is occurred it will be the responsibilities of the contractor.
6. All keys to be taken by the caretaker in the morning and the same have to be deposited in the evening.
7. Providing sample soap, shampoo and all out mosquito repellent liquids, toilet papers, naphthalene balls etc, in all the rooms and toiletries.
8. Providing mouthwash, tissue papers, hand wash soap liquid in VIP suit 1 & 2 during the occupation of the guest.
9. Working hours (9:00 AM to 5:30 PM).
10. The material to be used during the course of work must be brought to NIOT to the respected site at Tirupati in the beginning of every month and should be available for inspection and acceptance of quality and quantity by NIOT officials.

**General supervision activities by care taker.**

The following supervision activities daily to be followed.

- (I) Cleaning and mopping of all the floors in all the buildings and the stair cases.
- (II) Cleaning of all the toilets and sanitary fittings in all the buildings
- (III) Cleaning of aluminium glazed doors and windows
- (IV) Cleaning/dusting of furniture items in all the rooms
- (V) Cleaning of mats and carpets
- (VI) Cleaning of wooden doors and cup-boards
- (VII) Cleaning of wooden flooring/carpet flooring
- (VIII) Removal of cob-webs in all the rooms including the open area around the building
- (IX) Cleaning of road area around the building
- (X) Room-spraying in all the rooms.
- (XI) It should be ensured that the cleaning of approach path and also the general cleaning around the building outside the NIOT campus are done as per schedule.
- (XII) General cleanliness of electrical / plumbing appliances and apparatus.
- (XIII) Maintaining of stores record and other statutory records of the site

(XIV) Caretaker is responsible for overall campus maintenance by taking assistance of skilled and unskilled manpower.

Cleaning of walls and partitions, rain water channel, dusting and cleaning of floors and chairs are done neatly.

Ensures pumping of raw water and RO water to all buildings.

Overseeing of checking of all water supply line and sewage line, cleaning of all sumps and overhead tanks.

Apart from this, other works, viz. arrangement of halls, shifting of materials as and when required and as

instructed by the Engineer In-charge are also carried out. Weekly one day will be the holiday.

## ANNEXUR-E

### SCOPE OF WORK (ELECTRICIAN)

#### FOR ELECTRICAL MAINTENANCE

#### IV. ELECTRICIAN – Highly Skilled Category

General Duty.

#### Eligibility:

Candidate should have passed ITI (Electrical with 'B' License) with minimum 3 years experience in Electrical maintenance of Multi-storeyed Commercial building / Power Plant / Textile Industry / Chemical Processing Industries under the following area and the persons provided should be capable of attending to the following works under the guidance of NIOT Electrical Engineer whenever required.

1. Operation and Maintenance of Indoor and Outdoor Sub-stations and switch yards.
2. Diesel / Motor generating sets of 125KVA and above with AMF
3. Transformer (Indoor and Outdoor) of 315 KVA and above
4. Air circuit / Vacuum / Oil / SF6 circuit breakers
5. Power Control Centre, Motor control centre panels with protective control relays.
6. EOT Cranes, lifts, Air-conditioning systems
7. Telephone and Data cabling
8. Periodical maintenance of LT panels and HT panels.
9. Trouble shooting of HT and LT panel in the event of any fault.
10. Replacement of metering equipment, indicating lamps and other instruments, arranging of testing and calibration of meters in panel. Maintenance of ACB and replacement of defective switchgears, fuses in full or part if necessary.
11. Trouble shooting of short-circuited cables and restoring of power supply.
12. Maintenance of over current, short circuit protective relays, earth leakage circuit breakers and earth fault relay, single phase preventer, etc, checking and setting of voltage tripping device as and when required according to load conditions.
13. Trouble shooting and periodical maintenance of all type electrical faults occurring in the lighting installation.
14. Replacement of 11KV, H.G Fuses in outdoor D.P Structure.

15. Replacement and periodical maintenance of all types of light fixtures, fans, exhaust fans, regulators, insect killers, air curtain, bells, indicating bussers 15 amp sockets, 5 amp sockets, piano switches, Water cooler, MCBs, SF units and other switch gears.
16. Trouble shooting and periodical maintenance of the geysers and rectification (plumbing work is not included in the scope work)
17. Cleaning of light fittings, fans, Pest-O-flash, Generator, A/C units, Telephones, Panels, Distribution Board, Pumps, etc., and allied electrical equipments by assigning job to Electricians / helper at periodic intervals as required by Engineer-in-charge.
18. Coordinating in energy meter calibration with external agencies.
19. Trouble shooting works of electrical pump set related to water pumps. The job includes the starting stopping of the pumps at the pump station as per programme of NIOT. And familiarize in maintenance of pumps & over hauling of motors/pumps.
20. To maintain all the street lights, post top lanterns, stair-case lights etc, as required. The fittings should be cleaned at periodical intervals for the removal of dust, insects etc.
21. The following register /record should be provided and maintained:
  - (a) Daily work register (b) Daily/monthly material movement/stock register. (c) DG log book (d) Daily / monthly diesel consumption register (e) Daily cleaning register (f) Work Allotment register (g) Meter Reading register.
22. Maintenance of all earth pits including those in substation, measuring the earth resistance at regular intervals and if found not satisfactory the conditioning of earth pit is to be done under the NIOT Engineers guidance.
23. Maintaining of electrical power supply to lift up to distribution point (Maintenance of lift is not in the scope work).
24. The persons should report to Engineer-In-charge daily and should submit the Daily work log report. Moreover, Supervisor/Electrician is immediate responsible person for checking and submitting various log reports, daily / weekly / yearly checklist, diesel consumption chart, DG set log report, checklist for various equipments.
25. Electrician shall be aware of all electrical stores and should upkeep the records maintenances as and when required.
26. Person shall go for daily rounds around the campus in general shifts to avoid theft of materials, Electrical fire, abnormalities of Electrical system at the campus.
27. Person shall record all Electrical parameters in the panel board at various locations inside the campus at periodical intervals (once in two hours).
28. If person found any abnormalities in Electrical system, it should be aware of reporting to correct person at that time for immediate remedy.
29. No temporary / loop line connections should be done by Electrician without the knowledge of Engineer-in-charge.
30. Electricians shall not work anywhere inside the campus without Job card safety permit signed by Authorized person.
31. Person shall keep clean all Electrical related equipments inside the campus.
32. Person should be capable of providing LT cable joints and wiring works inside the campus.
33. Electricians are empowered to advise external agencies, if they notice any safety over rude at time.
34. Electricians are responsible for switching "ON" and "OFF" all streetlights, common lightings and A/C units inside the campus as instructed by NIOT as and when required.
35. Person shall follow all the safety, security, statutory rules framed by NIOT as on date. If required person will be trained on fire safety by NIOT security officer.
36. Person shall be polite, obedient, discipline and should maintain smooth relationship between NIOT officials.
37. Person shall be instructed not to follow; any unauthorized instructions at the time of duty.

38. Person shall be intact with the necessary tools and safety wears at all time in duty.
39. Person shall prevent unauthorized entry by third party to electric installations.
40. Person shall intimate in advance to NIOT before the stores stock becomes exhaustive.
41. Electrician shall be capable of attending and rectifying the plumbing work also.

The contractor should have to supply maintain all statutory records, check list required for maintenance, stationary items required for work, register for work, log book, safety permit card, gate pass, diesel log, entry permit etc as applicable.

**Idle Labour:** No claim for idle labour, tools, plant, equipment whatever be the reason would be payable under any circumstances.

**Theft :** In case of theft, if happened due to negligence of service, misconduct, careless activities, inattentive on works, improper stock maintaining procedure etc, the contractor is responsible for theft of any / Electrical items covered under maintenance inside the campus and in custody of contractor. The team shall have complete list of items and maintain proper registers etc.

### **LIQUIDATED DAMAGE AND PENALTY CLAUSE**

Any damage caused due to negligence of supervision and in this regard the entire amount in rectifying the complaint and damage will be recovered from contractor's bill.

**Recovery of Cost:-** If any fittings, sanitary wares, mirrors etc. are broken due to carelessness of contractor personnel, the cost of the same will be recovered from Contractor's Bill.

**General:-**

The carpet areas of each building are furnished below.

Sl. No	Name of the Buildings	Floor area in sqm	Remarks
<b>Chittedu Site</b>			
1	Guest House	1496	(GF + FF )
2	Security building – 1 No	61	GF
		1557	
<b>Pamanji Site</b>			
4	Accommodation cum Security Building – 1No	274	Stilt + FF + SF
5	Indoor culture + Treated reservoir	823	GF
3	Store room/ platform area/ Containers	58	Ground level
4.	Panel Room	90	GF
		1245	

## **SPECIAL CONDITONS OF CONTRACT**

- 1) No sub contract shall be permitted.
- 2) The contractor has to submit the method of operation to maintain and keep the cleanliness.
- 3) The materials used during the course of work must be of good quality. It should be brought to NIOT at the beginning of every month and should be available for inspection and on demand.
- 4) The contractor should furnish the list of labourers to be engaged. A brief bio data of each labourer should be submitted by the contractor which includes the name of the labourer, age, date of birth, and address for communication, background etc, with recent passport size photograph.
- 5) The contractor should not appoint child labourers under the age group of 18 years.
- 6) All the labourers should wear uniforms and photo identity card provided on duty. The cost of uniform and other material should be within the quoted service charges in the price bid.
- 7) Safety of the labourers should be taken care and necessary safety tools and tackles to be provided, and all the labourers should adhere to the safety procedures while on duty.
- 8) The contractor should maintain the attendance register for all the labourers and it should be submitted to the estate supervisor everyday for his verification. The same should be available for verification as and when required by the NIOT officials.
- 9) The contractor should maintain an acquaintance register for every month and the copy of the same should be furnished along with the monthly bill.
- 10) The contractor should appoint substitutes in case of any absentees for more than one day to ensure upkeep within the quoted price otherwise the payment in their monthly bill will be deducted as mentioned.
- 11) The contractor should take insurance to all the labourers by the workmen compensation package policy by an insurance company.
- 12) The labourers should strictly adhere to the places to be earmarked for their lunch breaks. No refreshments will be provided for the labourers.
- 13) The labourers should accept any jobs directly from NIOT authorised officials/staff only.
- 14) The toilets of all buildings should be kept clean and dry.
- 15) The contractor should make necessary arrangements for first aid facility to their labourers. Contractors should provide medical assistance and should also make arrangements for the transportation of labours to the hospital during emergencies.
- 16) NIOT reserves the right to terminate the contract without assigning any reason thereof.
- 17) The labourers are not permitted to stay after working hours without the instruction by the Engineer In-charge.
- 18) In case of any absenteeism, the principle of no work no pay will be applied and in respect of all categories of employees, NIOT will be deducting the salary on pro rata basis. Any prolonged absenteeism shall attract a penalty of double the wages beyond two days to prevent absenteeism.



**Instruction to tenderers:**

- 1) The tenderer shall quote for Part B separately. The sum total of Part A + Part B should be indicated both in figures and in words. In case if there is discrepancy between the rates quoted in figures and words, the lower of the two shall be considered as the quoted price.
- 2) The contractor shall have to comply with all statutory requirements like, EPF, ESI throughout the contract period. The rates quoted should not include EPF, ESI. The employer's portion of EPF & ESI should also be paid by the contractor initially. The same will be reimbursed at actual on submission of proof of payment (challan etc.,).
- 3) Bonus, if any, as applicable to NIOT, will be paid based on written confirmation from NIOT
- 4) Over time: Workers shall be engaged by the contractor to do overtime duties over and above the normal duty and working hours after obtaining written consent from Employer, during emergency period and for works which cannot be carried out during normal working hours. For overtime duties performed on closed holiday's (Government holidays/ Sundays) wages shall be paid on prorata basis as applicable.
- 5) The contractor should have registered under GST, PF authorities and Central Labour Commission and provide a copy of such registration as part of the tender document. In case of fresh registration / amendment thereon, the same shall be carried out before the start of the work. PAN shall be submitted as part of the tender document.
- 6) GST should be paid by the contractor and will be reimbursed on submission of proof of remittance.
- 7) The contractor shall pay all wages as per the rates fixed under the payment of wages Act/ Minimum Wages Act as applicable from time to time. Wages revised by Chief Labour Commissioner from time to time as per minimum wages act will also be paid by NIOT.
- 8) Wages should be paid to labourers on or before 7<sup>th</sup> day of every month through any Nationalized Bank or Scheduled Bank and the proof of such payment should be submitted each month along with bill.
- 9) The tenderer should sign in all pages of tender document and emboss the office seal in each page.
- 10) Material cost shall be reimbursed at actual on submission of original proof of bill. Materials are to be procured on competitive tender basis.
- 11) In case of any absentees, NIOT will be deducting the salary on pro rata basis for all category.
- 12) As per the Minimum Wages Act, the wages will be paid only for 26 days. The minimum wages prescribed by the Chief Labour Commissioner, New Delhi include 4 days of rest.

### Evaluation criteria and their weightages:

S.No	Criteria		Maximum Points	
1	Similar Experience a) Office facilities, laboratories and Road area, etc (Enclose copy of major work orders awarded year wise along with copies of performance/completion certificate)	3 to less than 6 years	11 points	
		6 to less than 8 years	12 points	
		8 to less than 10 years	13 points	
		10 to less than 12 years	14 points	
		<b>More than 12 years</b>	<b>15 points</b>	
	b) Maintenance of Conference Halls, Board Rooms, Meeting rooms and Guest House, etc	3 to less than 6 years	1 Point	
		6 to less than 8 years	2 points	
		8 to less than 10 years	3 points	
		10 to less than 12 years	4 points	
		<b>More than 12 years</b>	<b>5 points</b>	
2	Financial strength: a) Average annual financial turnover of the company, in the last three years (Rupees in lakhs)	Minimum (6.50 lakhs)	11 points	
		Minimum + 5 lakhs	12 points	
		Minimum + 10 lakhs	13 points	
		Minimum + 15 lakhs	14 points	
		Minimum + 20 lakhs	<b>15 points</b>	
	b) Networth Certificate / Solvency Certificate		<b>5 Points</b>	
3	a) Manpower Service Capacity (Max. no. of resources hired per month in single contract in last 3 FY)	Below 30 resources	11 points	
		30 to 50 resources	13 points	
		<b>More than 50 resources</b>	<b>15 points</b>	
	b) Registered office in specific region as required by buyer (Registered office in Chennai or Tirupati). Proof to be submitted.	If not available	0 point	
<b>If available</b>		<b>5 Points</b>		
4	Performance on work: - Quality. Proof from the past clients / services taken to be submitted in the last 5 years.	Satisfactory	10 points	
		Good	20 points	
		Very Good	30 points	
		<b>Excellent</b>	<b>40 points</b>	
	Qualifying/Minimum Score		<b>70 Points</b>	
	Maximum Score		<b>100 Points</b>	

1. The minimum technical score (St) required to qualify at technical bid stage is 70 points.
2. The performance of the client's certificate or details to be submitted to assess 4 above.

**PRICE BID FORMAT**

S.No	Description	Number of Post	Break-up (Minimum Wages as on 1.10.2024) for 26 days	Wages/Charges per person per month	Total wages/charges per year
	<b>Chittedu</b>				
1.	Caretaker (Highly skilled)	1.00	868.00	22,568.00	2,70,816.00
2.	Electrician cum Plumber (Highly skilled)	1.00	868.00	22,568.00	2,70,816.00
3.	Sweeper (UnSkilled)	2.00	526.00	13,676.00	3,28,224.00
4.	Helper (UnSkilled)	1.00	526.00	13,676.00	1,64,112.00
	<b>Pamanji</b>				
5.	Sweeper (UnSkilled)	2.00	526.00	13,676.00	3,28,224.00
6.	Helper (UnSkilled)	1.00	526.00	13,676.00	1,64,112.00
7.	<b>Sub Total (A) =</b>				<b>15,26,304.00</b>
8.	<b>Profit and overhead charges for 1st year on A (in amount)</b>				
9.	<b>Profit and overhead charges for 2nd year on A (in amount)</b>				
10.	<b>Profit and overhead charges for 3rd year on A (in amount)</b>				
11.	<b>Sub Total (B) - (Sl.No.8 + Sl.No.9 +Sl.No.10 )</b>				
12.	<b>Total (Sub Total (A) + (B))</b>				
13.	GST @ 18% in values				
14.	<b>Grand Total (Sl.No.12+Sl.No.13)</b>				
	<b>TOTAL VALUE IN WORDS</b>				

**Place:**

**Date:**

**Signature of contractor with seal**