

E-TENDER DOCUMENT

E-TENDER
FOR
PROVIDING AUXILIARY STAFF ON CONTRACT BASIS AS PER
D.C. U.T. RATES, CHANDIGARH FOR INSTITUTE, BUILDING /
CAMPUS MAINTENANCE & SECURITY
AT NITTTR, SECTOR 26, CHANDIGARH.

2019 – 20



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
& RESEARCH, CHANDIGARH – 160019.

www.nitttrchd.ac.in

Phone Nos. 0172-2759500, 2759514, 2759502, 2759602

1.	Downloading of e-tender document	Start Date : 06-06-2019 at 11:50 A.M.
		End Date : 28-06-2019 at 05:00 P.M.
2.	Date of submission of e-tender	Start Date : 06-06-2019 at 11:50 A.M.
		End Date : 28-06-2019 at 05:00 P.M.
3.	Physical submission of EMD and necessary documents	Start Date : 06-06-2019 at 02:00 P.M.
		End Date : 28-06-2019 at 05:00 P.M.
4.	Earnest Money	₹ 5,00,000/- (Rupees Five Lakhs)
5.	Opening of Technical Bid (online)	01-07-2019 at 11:30 A.M.

Detailed Terms and Conditions are available in e-tender document. Complete e-tender document is available on NITTTR website at: <http://www.nitttrchd.ac.in> and on <https://etenders.chd.nic.in>

E-TENDER NOTICE

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH SECTOR-26, CHANDIGARH.

(Through call of open E-Tenders)

1. The bidders may submit the tenders online at <http://etenders.chd.nic.in> in two bids system (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed Proforma. Tenders are to be submitted only online through the e-procurement portal <http://etenders.chd.nic.in>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. No tender document will be accepted after the expiry of stipulated date under any circumstances whatsoever.

Name of Work	:	E-Tender for providing auxiliary staff on contract basis as per D.C. U.T. Rates, Chandigarh for Institute, Building / Campus Maintenance and Security at NITTTR, Sector 26, Chandigarh.
Earnest Money Deposit (EMD)	:	₹ 5,00,000/-
Contract Period	:	03 (Three) Years
Last Date & Time of receipt of Bid	:	28-06-2019 at 05:00 P.M. (E-tendering mode only)
Date & Time of Opening of Technical Bid	:	01-07-2019 at 11:30 A.M.
Address for Communication	:	Director, National Institute of Technical Teachers Training & Research, Sector 26, Chandigarh – 160019.

2. E-tender without Earnest Money shall not be considered. **Earnest Money of ₹ 5,00,000/-** in the shape of **Bank Demand Draft** in favour of **“Director NITTTR, Chandigarh” payable at Chandigarh** must reach on or before the last date & time mentioned above **at NITTTR, Sector 26, Chandigarh**. The Earnest Money in cash or any other shape will not be accepted.
3. The Earnest Money of un-successful bidders shall be released after finalization of work order, with a request by the bidder on the letter head of the firm / company, to the Director, NITTTR, Sector 26, Chandigarh, for releasing the Earnest Money.
4. EMD Exemption: The Institute may accept e-tenders from those bidders who are registered with the MSME exempted from EMD. MSME Certificate must be enclosed with Technical bid for EMD Exemption.
5. Technical bid will be opened online on above date by a Tender Opening Committee of this Institute. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted by the Director. The financial bids of technically qualified bidders will be opened for which the date and time will be intimated in due course.
6. Director, NITTTR, Chandigarh reserves the right to accept or reject any or all the tenders at any time or amend, withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.

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IMPORTANT INSTRUCTIONS TO BIDDERS REGARDING E-TENDER PROCESS

1. **The Bidders shall have to submit their Bids online in Electronic Format Digital Signatures.** For participation in the e-tendering process, the Bidders need to register themselves at <https://etenders.chd.nic.in>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
2. Tenders without Digital Signatures will not be accepted by the electronic tendering system. **No tender will be accepted in physical form and in case it has been submitted in physical form, it shall be rejected.**
3. Bids will be opened online as per time schedule mentioned in the tender.
4. Tenderers/bidders are requested to visit the website <https://etenders.chd.nic.in> regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this website only.
5. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time.
6. Tender shall be accepted under Two Bid System. The interested bidders may submit the tenders online at <https://etenders.chd.nic.in> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed Proforma. Tenders are to be submitted only online through the e-procurement portal <https://etenders.chd.nic.in>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
7. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender carefully and upload the documents as required; otherwise, the bid will be rejected.
8. **The last date and time for submission online** (through e-tendering only) and receipt of physical submission of EMD with necessary documents is **28-06-2019 upto 05:00 PM.**
9. The sealed envelope of **EMD** should be clearly superscribed as **“EMD for providing auxiliary staff on contract basis as per D.C. U.T. Rates, Chandigarh for Institute, Building / Campus Maintenance and Security”** should be submitted in the office of **Director, NITTTR, Sector 26, Chandigarh on or before 28-06-2019 upto 05:00 PM.**
10. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid. **Each copy should be uploaded from original documents and should be clear and legible. Illegible uploaded document shall not be considered.**
11. **Bidders shall upload all self attested scanned copies of all requisite papers as required in e-tender, without which financial bid of the bidder would not be opened and the bid would be rejected.**

- 12. Director, NITTTR, Chandigarh will not be responsible for any delay in online submission of bids due to any reason whatsoever.**
- 13. The details of EMD specified in the e-tender document should be same as submitted online (scanned copy). Otherwise tender will be rejected summarily.**
- 14. The conditional bids shall not be considered and may be rejected out rightly in the very first instance.**
- 15. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid and are approved by the Competent Authority.**
- 16. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials / authority to whom he / she will submit the tender or the tender accepting official/authority before the finalization of tenders will render the tenderer liable for exclusion from consideration.**

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IMPORTANT INSTRUCTIONS

1. **Bidder / Firm shall only quote their Service Charges in the Financial Bid.** The Bidder / Contractor / Firm is expected to quote rates after careful analysis of e-tender. Nothing extra shall be payable on any pretext at any stage later on.
2. **Bidder / Firm has to submit online bids through e-procurement portal <https://etenders.chd.nic.in> Technical bid & Financial bid. Any tender without the following information in “Technical Bid” will be rejected:**

The technical bid must be accompanied with the following documents **(all uploaded & submitted documents should be duly signed & stamped on each page): -**

- (i) Scanned copy of the Demand Draft for earnest money of ₹ 5,00,000/- and the same original Demand Draft should be submitted in the office before the last date i.e. 28-06-2019 upto 05:00 P.M.
- (ii) Scanned Copy of Firm Registration Number/Certificate.
- (iii) Scanned Copy of PAN Number and TAN Number.
- (iv) Scanned Copy of Firm GST Number.
- (v) Scanned Copy of Firm ESI Registration Number/Certificate.
- (vi) Scanned Copy of Firm EPF Registration Number/Certificate.
- (vii) Scanned Copy of Tender Document duly signed & stamped on each page by the Contractor / Firm.
- (viii) Scanned Copy of Firm Labour Registration Number/Certificate.
- (ix) Scanned Copy of Firm Security License Number/Certificate.
- (x) Scanned Copy of Firm Private Security Agency Regulation Act (PSARA) License Number/Certificate.
- (xi) Scanned Copy of Audited (certified from Chartered Accountant) complete Balance Sheets and ITR Certificates with matching PAN No. for the last three years i.e. 2015-16, 2016-17 and 2017-18.
Note: Bidder should have minimum annual financial turnover of Rs. 5.00 Crores in preceding three financial years individually in similar services.
- (xii) Scanned Copy of Performance Certificates, Work Orders, Completion Certificates of the Bidder / Firm, **for the last five years.**
Note: (The bidder should have at least five years' experience in work of similar nature with Government Offices/PSUs/Corporate (reputed corporate offices)).
- (xiii) Scanned copy of the List of works executed and completed with certificate from the competent authority and / or in progress with agreement cost.

NOTE: -

- (a) The Bidder / Firm should not have been blacklisted by any Government, Semi-Government Department, or any other organization. ***An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm alongwith the EMD.***
- (b) **Incomplete tenders or tenders not fulfilling any of the conditions specified above i.e. from (i) to (xiii) are liable to be rejected without assigning any reason.**

3. The Financial bids of only those tenderers shall be opened who qualifies in technical bid. **The Technical Bid shall be opened on 01-07-2019 at 11.30 A.M.** in the presence of bidders or their authorized representative (if available). Director of this Institute reserves the right to accept or reject the tender without assigning any reason.
4. The offer shall remain open for acceptance for a period of ninety days from the date of opening of the tender. The earnest money shall be forfeited if the tenderer withdraws or modifies his offer within the validity period or fails to sign the (Formal Contract) agreement after acceptance letter.
5. Director, NITTTTR, Chandigarh, does not bind himself to accept the lowest rate or any tender and reserves to himself, the right of accepting the whole or part of the tender shall be bound to perform the same at the quoted rates.
6. The tenderer shall bear all costs associated with the preparation and submission of e-tender and the institute shall in no case be liable for these costs.
7. Each tenderer shall submit only one tender, either by himself or as partner in a joint venture. A tenderer who submits or participates in more than one tender, will be disqualified.
8. **Selection Criteria:**
 - (i) **Technical Bid:** Technical bid submitted online will be opened as per date & time mentioned in the tender in the presence of tender opening committee. The bidders or their authorised representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The documents submitted in the technical bid will be evaluated by the Committee. The bidders do not meet the eligibility criteria will not be considered for further evaluation.
 - (ii) **Financial Bid:** As per BOQ (**Incomplete bid shall be directly rejected**).

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FIRM / COMPANY DETAIL PERFORMA
(To be filled by the Bidder)

GENERAL PARTICULARS OF THE BIDDERS

Sr. No.	Particulars	Details to be filled up by the Bidder
1.	Name of Contractor / Firm:	
2.	Name of contact person of the Contractor / Firm:	
3.	Contact details of contact person of the Contractor / Firm:	
	(i) Mobile Numbers	
	(ii) Landline Numbers	
	(iii) E-mail Address	
4.	Detail of EMD:	
	(i) Demand Draft No. & Date	
	(ii) Amount in Rs.	
	(iii) Name of the issuing Bank	

Signature of the Authorised Person: _____

Name: _____

Designation: _____

Stamp: _____

**BIDDER'S ELIGIBILITY CRITERIA / QUALIFYING REQUIREMENT DATA FOR
QUALIFYING THE TECHNICAL BID**

(Must be filled by the Bidder)

Sr. No.	Particulars	Description (Attach relevant document)
1.	Earnest Money Deposit (EMD) Demand Draft.	Rs. _____ (attached YES / NO)
2.	The Contractor / Firm must be registered.	Registration No. _____ (Copy of certificate attached YES / NO)
3.	The Contractor / Firm should have PAN Number and TAN Number.	PAN No. _____ (Copy of certificate attached YES / NO) TAN No. _____ (Copy of certificate attached YES / NO)
4.	The Contractor / Firm should be registered with GST.	GST Reg. No. _____ (Copy of certificate attached YES / NO)
5.	The Contractor / Firm must have ESI Number and EPF Number.	ESI Reg. No. _____ (Copy of certificate attached YES / NO) EPF Reg. No. _____ (Copy of certificate attached YES / NO)
6.	Tender Document duly signed & stamped on each page by the Contractor / Firm.	_____ (attached YES / NO)
7.	The Contractor / Firm must have Labour Registration Number.	Labour Reg. No. _____ (Copy of certificate attached YES / NO)
8.	The Contractor / Firm must have Security License Number.	Security License No. _____ (Copy of certificate attached YES / NO)
9.	The Contractor / Firm must have Private Security Agency Regulation Act (PSARA) License Number.	PSARA License No. _____ (Copy of certificate attached YES / NO)
10.	Bidder should have minimum Annual Financial Turnover of Rs. 5.00 Crores in preceding 03 (three) financial years individually in similar services.	Attach copies of Audited (Certified from A.C.) Balance Sheets and ITR Certificates with matching PAN Number during the last 03 (Three) Years.
	Bidder Audited (Certified from C.A.) Turnover during the last 03 (Three) Years:	
	(a) For the Year 2015-16	_____ (2015-16)
	(b) For the Year 2016-17	_____ (2016-17)
	(c) For the Year 2017-18	_____ (2017-18)

Sr. No.	Particulars	Description (Attach relevant document)
11.	The bidder should have at least five (5) yearsq experience in work of similar nature with Govt. offices/PSUs/Corporate (Reputed Corporate Offices) Signed & Stamped Copies of: - a) Performance Certificates b) Work Orders c) Completion Certificates	 Copies attached YES / NO, No. of Certificates _____. Copies attached YES / NO, No. of Certificates _____. Copies attached YES / NO, No. of Certificates _____.

NOTE: THE FIRM SHOULD FILL ALL THE ABOVE COLUMNS AND SUBMIT SCANNED COPIES OF THE SAME IN THE TECHNICAL BID, THESE ABOVE DOCUMENTS ARE DULY SIGNED & STAMPED ON EACH PAGE. TENDER NOT FULFILLING ANY OF THE ABOVE INFORMATION ARE LIABLE TO BE REJECTED WITHOUT ASSIGNING ANY REASON.

Signature of the Authorised Person: _____

Name: _____

Designation: _____

Stamp: _____

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH
SECTOR-26, CHANDIGARH.**

Name of Work: E-Tender for providing auxiliary staff on contract basis as per D.C. U.T. Rates, Chandigarh for Institute, Building / Campus Maintenance and Security at NITTTR, Sector 26, Chandigarh.

(CONTRACT FOR PROVIDING AUXILIARY STAFF)

This agreement made on _____ between _____ (hereinafter called the Contractor) on the one part and Director, NITTTR, Sector 26, Chandigarh. (hereinafter called The Director of Institute, NITTTR, Chandigarh) of the other part:

Whereas the contractor has offered for **providing auxiliary staff on contract basis as per D.C. U.T. Rates, Chandigarh for Institute, Building / Campus Maintenance and Security at NITTTR, Sector 26, Chandigarh** and the Director of Institute (NITTTR, Chandigarh) has accepted his tendered offer for providing auxiliary staff on contract basis as per D.C. U.T. Rates, Chandigarh.

NOW THIS AGREEMENT WITNESSETH AS FOLLOW:

1. In this agreement, words and expression shall have the same meanings as are respective assigned to them as per the general conditions of contract hereinafter referred to:
2. The following documents shall be deemed to form and be construed as part of this Agreement:
 - i) Minimum wages base tender for Auxiliary Staff as at **ANNEXURE – “A”** to this agreement.
 - ii) Conditions of Contract as at **ANNEXURE – “B”** to this agreement.
 - iii) Brief description of the duties for the Auxiliary Staff as at **ANNEXURE – “C”** to this agreement and List of Manpower required as per **ANNEXURE – I & II.**
 - iv) Term and conditions of this tender as at **ANNEXURE – “D”** to this agreement.
3. All correspondence and modifications of tendered offer and acceptance letter will from part of this agreement.
4. In consideration of the payments to be made by the Institute to the contractor in respect of actual attendance of the deployed persons and other benefits as per agreement, the contractor hereby covenants with the Institute to provide persons and execute the work in conformity in all respect with the provisions of this Agreement.
5. The Institute hereby covenants to pay the contractor, in consideration of execution of works / providing persons for Institute, Security and Building / Campus Maintenance, the price in the manner as specified in this agreement.

In witness thereof the parties hereto set their respective hands and seals on the, day and year first above written.

SIGNATURE OF CONTRACTOR

Name & Address: _____

In the present of:

1. _____

2. _____

MINIMUM WAGES BASE TENDER FOR AUXILIARY STAFF

I / We hereby offer to execute for the Director, NITTTR, Chandigarh, and the work for providing auxiliary staff on contract basis as per D.C. U.T. Rates, Chandigarh for Institute, Building / Campus Maintenance and Security specified in the underwritten Memorandum and in all other respect in accordance with such conditions so far as given / applicable.

MEMORANDUM:

1.	Earnest money	:	₹ 5,00,000/-
2.	<p>The Security deposit will be Rupees Ten Lakhs, the Earnest Money deposited by the successful bidder of Rupees Five Lakhs will be converted into Security Deposit and rest Rupees Five Lakhs will be deposit through Bank Demand Draft / RTGS / Cheque before award of Work Order.</p> <p>NOTE:</p> <p>(a) If the successful bidder exempted from EMD, will deposit Rupees Ten Lakhs through Bank Draft / Cheque before award of Work Order.</p> <p>(b) The Security Deposit Money will be released after six months from the completion of Contractor Satisfactorily.</p>	:	₹ 10,00,000/-
3.	<p>Time for Contractor</p> <p>(The Contract can be extendable term based on the performance of the Contractor and approved by the Director).</p>	:	36 Months

Should this offer be accepted in whole I / We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto and all the terms and provisions contained in the detailed %~~5~~-Tender+and / or in default there to forfeit and pay to Director, NITTTR, Chandigarh or his successors in office, the sum of money mentioned in the said conditions.

A sum of ₹ 5,00,000/- is hereby forward in the shape of **Demand Daft No. _____**, **Dated _____** drawn in favour of “**Director NITTTR, Chandigarh**” as **Earnest Money**. I / We agree that the full value of Earnest money will be forfeited without prejudice to any other right or remedies to the Director, NITTTR, Chandigarh or his successor in office, should I / We:

- (i) Withdraw or modify my / our offer during the period of validity or
- (ii) Fail to sign the contract agreement after acceptance of the offer or
- (iii) Fail to provide the required Auxiliary Staff within ten days of the issue of work order of my / our offer otherwise the said earnest money shall be retained by him towards security deposit against clause (d) of the above memorandum.

Dated: ____ / ____ / 2019.

SIGNATURE OF THE CONTRACTOR

Address: _____

Telephone No.: _____

Occupation: _____

Witness: _____

Address: _____

CONDITIONS OF CONTRACT

DEFINITIONS:

1. The ~~%Contract+~~means the documents forming the tendered offer and acceptance thereof constituting a binding contract between the Director, NITTTR, Chandigarh and the Contractor. The tender documents including the conditions, supplemented with instructions issued from time to time by the Prof. In-Charge / Estate Officer and shall be binding on the parties in the stated order of precedence. All these documents taken together with the tendered offer and its acceptance shall be deemed to form the contract and shall be complementary to one another.
2. The ~~%Contractor+~~shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include the legal personal representative or the persons comprising such firm or company or the successors of such firm or company as well as the assignees of such individual or firm or company whose tendered offer has been accepted.
3. ~~%Communication+~~between parties is the written and signed letters, notices, reminders memoranda.
4. ~~%Days & Months+~~are calendar days and calendar months.
5. The ~~%Prof-In-Charge / Estate Officer+~~means who shall supervise the work and administer the contract with the assistance of his authorized subordinates who shall be in-charge of the work and who shall sign the contract on behalf of the Director, NITTTR, Chandigarh.
6. The ~~%Institute+~~or the ~~%NITTTR+~~shall mean the Director, NITTTR, Chandigarh.
7. The ~~%Start date+~~is the date when contract comes into existence upon the issue of ~~%letter of Work Order+~~by the Director.

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BRIEF DISCRIPTION OF THE DUTIES FOR THE AUXILIARY STAFF

(A) CHOWKIDAR:

1. Maintaining security of the Institute Building and Campus as per the duty assigned by the Estate Officer in proper uniform as per the instructions from the Institute.
2. Regular monitoring of the entry and exit of equipment and other material round the clock and making appropriate entries in the register to be maintained at the gate. Each entry to be countersigned by the staff / personnel on duty.
3. Taking round during night around the buildings for safety and security.
4. To provide the locks to the Institute building rooms, offices, labs, etc. after office hours and opening the same during morning hours.
5. To check all the persons coming from outside and make the entry on the visitor register kept at main gate No. 1.
6. To guide the vehicles for parking at proper place in the Institute.

(B) SWEEPERS:

1. He will be responsible for cleaning and broom the Institute buildings floors / bathrooms / corridors etc. daily.
2. Cleaning of roads and removing the dry leafs / figs / malva from the campus roads daily.
3. The Sweeper will clean the bathrooms allotted to him minimum three times in a day.

(C) SEWER MAN:

1. Cleaning of all the manholes, gully traps, floor traps, main sewerage lines in the Institute and campus.
2. Providing assistance to the Plumber in all types of plumbing work as directed by the plumber / Estate Officer.
3. To excavate the pit where there is leakage in the water line and helping the plumber in completing the work and refilling excavated earth.
4. Cleaning the underground and overhead water tanks in the Institute and hostel.
5. Complaints shall have to be attended promptly.
6. After completion of work, the complaint slip along with the dismantled material shall be handed over by the workmen to the Estate Office.

(D) MALI:

1. To maintain the lawns, flowers beds, flowerpots, hedges permanent plants etc. as per the directions of the Estate Officer.
2. Changing flower plant according to the season.
3. Plantation of seedling for next seasonal flower.
4. Developing of new lawns or modifying existing lawns.

(E) PUMP OPERATOR – PART TIME:

Pump Operator . Part Time is operating Water Supply Pump (Morning & Evening) in Sector 42 NITTTTR Campus Houses.

(F) CARPENTRY WORK:

1. Repairing / Replacing of new doors, doorframe / chowkhats, windows, ventilators and all other wooden joinery fixed in Institute buildings, Hostel, Guest House and residences.
2. Replacing and re-fixing of different fittings of doors, windows and ventilators such as Aldrop, Tower bolts, Hinges, Handles, Doors Stoppers and Door Springs etc.
3. Maintaining of physical material issued from the Central store and entering in the complaint book after fixing the same.
4. Complaints shall have to be attended promptly.
5. After completion of work, the complaint slip along with the dismantled material shall be handed over by the workmen to the Estate Office.

(G) MASON WORK:

1. Fixing new doorframe/chowkhats and all other wooden joinery fixed in Institute buildings, Hostel, Guest House and residences.
2. Repair all cement related works such as wall plaster, construction of new wall, repair of old wall, repair of old flooring and relaying new flooring as per direction of the Estate Officer.
3. Maintaining of physical material issued from the Central store and entering in the complaint book after fixing the same.
4. Repair of roofs, parapets and all type of work related to mason work.
5. Complaints shall have to be attended promptly.
6. After completion of work, the complaint slip along with the dismantled material shall be handed over by the workmen to the Estate Office.

(H) PLUMBER WORK:

- 1 Repairing / replacing all type of fittings and fixtures provided in bathrooms, kitchens, WC etc. fixed in Institute buildings, Hostel, Guest House and residences.
- 2 The Plumber will work any additional & alteration (Minor Work) where ever is required in Institute, Hostels, Guest Houses and Residences.
- 3 Repairing / replacing GI, CI, PVC pipes for all public health work in Institute buildings, Hostel, Guest House and residences.
- 4 Attend all the complaints daily as per register in complaint register of Institute and campus.
- 5 Maintaining of physical material issued from the Central store and entering in the complaint book after fixing the same.
- 6 Complaints shall have to be attended promptly.
- 7 After completion of work, the complaint slip along with the dismantled material shall be handed over by the workmen to the Estate Office.

(I) ELECTRICIAN:

- 1 Repairing / replacing all type of fittings and fixtures provided in Institute, Hostel, Guest House, Residential Houses etc.
- 2 The Electrician will work any additional & alteration (Minor Work) where ever is required in Institute, Hostels, Guest Houses and Residences.
- 3 Repairing / replacing Electrical Wires, Cables, etc. for all type of Electrical Work in Institute, Hostels, Guest Houses and Residences.
- 4 Attend all the complaints daily as per register in complaint register of Institute and campus.
- 5 Maintaining of physical material issued from the Central store and entering in the complaint book after fixing the same.
- 6 Complaints shall have to be attended promptly.
- 7 After completion of work, the complaint slip along with the dismantled material shall be handed over by the workmen to the Estate Office.

(J) HELPER (ASSISTANT ELECTRICIAN):

1. To work with Electrician and help all type whichever is required during attending the complaints.
2. To remove all old material arises for attending the complaints.
3. To carry the scaffolding / ladder as per requirement for attending the complaints and also for all type of minor renovation work.
4. Making access for laying conduit pipes and cables by chasing the wall / plaster / RCC etc.
5. For laying cables, he will excavate the trenches and refilling the same etc.
6. He will work of all type related to maintenance or institute.

Note: Detail of persons as per list attached (Annexure – I & II) will work as per institute assigned according to requirement of the concerned department of the institute. In addition to the above any other work assigned by the Estate Officer or any competent authority, they will attend / work.

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ANNEXURE – I**LIST OF MANPOWER REQUIRED FOR INSTITUTE, BUILDING / CAMPUS MAINTENANCE AND SECURITY ON CONTRACT BASIS AS PER D.C., U.T. RATES, CHANDIGARH.
(INSTITUTE SALARY BUDGET)**

Sr. No.	Designation	Number of Persons Required
1.	Assistant Manager (PR & Events) / Producer:	01
2.	Technical Assistant / Senior Producer:	03
3.	Sr. Production Assistant cum System cum Network Administrator SPA-3:	03
4.	Technician / Assistant Technician / Technical Assistant:	13
5.	Personal Assistant:	04
6.	Stenographer:	05
7.	Translator cum Hindi Translator:	01
8.	Assistant Librarian cum Librarian Information Assistant:	02
9.	Driver (Heavy):	01
10.	Driver (Light):	01
11.	LDC:	13
12.	Multi Task Worker cum Multi Skilled Attendant:	26

ANNEXURE – II**LIST OF MANPOWER REQUIRED FOR HOSTELS, NEW GUEST HOUSE, MULTI-PURPOSE HALL, VEHICLE MAINTENANCE & INSTITUTE ON CONTRACT BASIS AS PER D.C., U.T. RATES, CHANDIGARH.
(SELF FINANCE)**

Sr. No.	Designation	Number of Persons Required
1.	Attendant:	06
2.	Sweeper:	10
Civil & Electrical Maintenance & Security of Hostels & Guest House:		
3.	Mali:	02
4.	Plumber:	01
5.	Electrician:	01
6.	Carpenter:	01
7.	Chowkidar:	07
8.	Bus Conductor:	01
9.	MSA/MTW:	01

NOTE: The above requirement (as mentioned above in Annexure I & II) are tentative and may increase / decrease as per institute requirement. Any additional requirement of manpower including qualifications shall be communicated to the Contractor / Firm at the sole discretion of Director, NITTTR, Chandigarh as and when the need arises during the period of contract.

TERMS AND CONDITIONS

1. Only bidders who satisfy the eligibility conditions may apply.
2. **The Security deposit will be Rupees Ten Lakhs**, the Earnest Money deposited by the successful bidder of Rupees Five Lakhs will be converted into Security Deposit and rest Rupees Five Lakhs will be deposit through Bank Demand Draft / RTGS / Cheque before award of Work Order.
3. The contractor should have independent EPF & ESI, GST, TAN etc. The Contractor has to produce the individual Challans of ESI, EPF, GST, Receipts of remittances & detailed monthly wage sheets of auxiliary staff to Director, NITTTR, Chandigarh along with monthly bills. The contractor will be responsible for making the payment of EPF, ESI, GST etc. to the concerned department by depositing individual challans for the manpower provided by him.
4. The contractor shall have to issue Identity Cards and monthly salary slips to his contract workmen.
5. The service provider shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of this office.
6. The contract will be awarded for a period of three (3) years (Thirty Six Calendar Months) and may be extended by another two years on the same rate of service charges, terms and conditions and on mutual consent subject to satisfactory performance at the discretion of the Director.
7. The Bidder / Firm must have an office in Chandigarh / Panchkula / Mohali, for better coordination.
8. Earnest Money Deposit amount of ₹ **5,00,000/-** in form of Demand Draft in favor of **“Director NITTTR, Chandigarh”** payable at Chandigarh. Tenders without Earnest Money Deposit will be rejected.
9. Tender received late on account of any reason whatsoever shall not be considered and also the tenders received in open condition or by telephonic or faxed tenders or received by post shall not be entertained. Tenders must be submitted online through the e-procurement portal <http://etenders.chd.nic.in>, before last date.
10. Work order will be issued only after entering into the agreement and security deposit as mentioned in the tender.
11. Tenderer should sign & stamp at the bottom space of all pages of tender document and the same scanned copy should be upload online.
12. Earnest Money Deposit of the successful bidder shall be forfeited in the event of non-completion of the task.
13. The Earnest Money of un-successful bidders shall be released after finalization of work order, with a request by the bidder on the letter head of the firm / company, to the Director, NITTTR, Sector 26, Chandigarh, for releasing the Earnest Money. No interest will be paid by NITTTR on the Earnest Money Deposit.
14. Any effort by a bidder to influence NITTTR in bid evaluation, bid comparison or contract award decisions will result in rejection of the bidder's bid.
15. Director, NITTTR, Sector 26, Chandigarh, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.

16. No request for increase in the quoted %service charges+rate will be entertained during the contract period.
17. All disputes are subject to the Jurisdiction of Courts in Chandigarh.
18. The tender and quoted %service charges+rate should be valid for 90 days from the opening date of the tender.
19. Conditional tenders / bids are also liable to be cancelled.
20. The work shall be carried out from time to time as per the instructions issued by the Prof. In-Charge / Estate Officer or any other authorized officer of the Institute.
21. The payment of contract money will be made after the expiry of each month on the basis of actual attendance of the persons and satisfactory performance of the work done.
22. The contract will cover the existing Institute buildings and campus in Sector 26 and residential houses in Sector 29 and 42 Chandigarh.
23. ESI and EPF account should be maintained by the Contractor / Firm for supplying the manpower compulsorily. Photocopies of the same should be attached with the bills raised for each month, duly signed & stamped by the Contractor / Firm.
24. The Contractor / Firm will be responsible for any damage to the buildings due to negligence in carrying out the repair and maintenance work by him or his workers.
25. If the Contractor / Firm abandons the work before the expiry of the contract, the security deposited / deducted by him shall be forfeited.
26. The Institute shall have the right to foreclose the contract by giving one-month notice to the Contractor, if his work is not found to be satisfactory or Contractor may abandon work after giving one-month notice.
27. All personnel except Chowkidars shall report to Estate Officer / Concerned Departments, daily in office from 8.30 AM to 5.30 PM on all days (except Sunday and National holiday). The Chowkidars will attend the duty as per roster given by the Estate Department for each month.
28. Income tax @ 2% shall be deducted from each payment or as per Government Rules applicable.
29. Institute shall have the right to get the work done at the risk and cost of Contractor, if he is not able to complete the work within specified time and the recovery for the same amount will be made from his Security Deposit.
30. The contractor shall ensure to pay minimum wages as per **D.C. U.T. Rates Chandigarh** to the personnel deployed for the respective related work, only through Bank Account. No cash payment shall be made to the personal deployed by the Contractor / Firm.
31. The Institute shall in no way be responsible for any mishap that may happen to the workmen provided by the contractor while carrying out Institute activities. Contractor shall be responsible for providing any medical assistance or compensation to the mishap victim or his family.
32. The Contractor / firm shall obey the Labour Law strictly.

33. Persons supplied by the Contractor / firm if do not work properly / satisfactory, the Contractor / Firm shall have to replace them immediately.
34. The Contractor / Firm authorized person shall collect the attendance sheet from the Estate Department and after preparing bill shall submit to Institute for payment. No deployed staff shall be used for this purpose.
35. The Contractor / Firm should ensure that persons deployed should be of good character and antecedents.
36. The Contractor / Firm has to supply the requirement of the manpower as per detail given in the e-tender. During the tenure of contract, the requirement of manpower may increase or decrease, as also the change in timings as per the need of institute from time to time to which contractor has to provide necessary support.
37. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and his actions should promote goodwill to enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
38. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
39. The Contractor / Firm shall not substitute any of their workmen engaged by him with another/any of their workman, without prior approval.
40. Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
41. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
42. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Institute.
43. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
44. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirements of the office.
45. The ESI Card shall be issued by the Contractor / Firm to the engaged persons for getting medical facility from ESI dispensaries. A Photocopy of ESI Card of each Employees of all category shall be provided to Estate Office / Institute Authority, within one month from the award of the contract.
46. The EPF Account Number shall be given by the Contractor / Firm to the deployed persons individually and a photocopy of EPF Account of each Employees of all category shall be provided to Estate Office / Institute Authority, within one month from the award of the contract.

47. The Contractor / Firm shall provide proper uniform and identity card to all chowkidars and identity card to all other staff provided by them compulsorily. Without uniform and identity card no person shall be taken on duty and the whole responsibility shall lie on Contractor / Firm.
48. The Contractor / Firm shall debit his salary on 7th day of each month in the Bank Account of deployed persons and provide salary slip to each deployed persons and Estate office (NITTTR) for their record.
49. All the persons deployed on duty shall take leave through Contractor / Firm and inform accordingly to the Estate Office / Institute. If the persons remain absent more than one week, the Contractor / Firm will provide his replacement.
50. The Contractor / Firm will provide training program to each deployed person according to their work / professions at their own cost.
51. The supervisor of the Contractor / Firm shall have to check all the persons once in a week so that every person works properly.
52. The Contractor / Firm shall provide complete detail particular of each person with photographs and witnesses to the Institute record and without Bio-Data & Aadhaar Card (valid ID Proof), no person shall be deployed.
53. The contractor will give an affidavit of acceptance of all the terms & conditions mentioned above.

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