

NATIONAL POWER TRAINING INSTITUTE

(An ISO 9001: 2000 Organization Under Ministry of Power, Govt .of India)

HOT LINE TRAINING CENTRE

Bangalore – 560 082

BID DOCUMENT

for

General Cleaning, Plumbing & Minor
Electrical Maintenance works at HLTC
Campus.

OPEN TENDER No.45/R&M/CIVIL/HLTC/2011/

Dated: 03-03-2011

Cost : Rs. 500/- (Non – Refundable)

Sl. No. :

Issued to :

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NATIONAL POWER TRAINING INSTITUTE
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HOT LINE TRAINING CENTRE
Bangalore – 560 082

SECTION - I

DOMESTIC COMPETITIVE BIDDING
(Through call of open Tenders)

TENDER No.45/R&M/CIVIL/HLTC/2011/

Dated: 03-03-2011

Name of Work	General Cleaning, Plumbing & Minor Electrical Maintenance works at HLTC Campus.
Estimated value of contract	Rs. 4,00,000/-
Earnest Money Deposit	Rs. 8,000/-
Period of Sale of Bid Document	07.03.2011 to 22.03.2011
Last Date & Time for receipt of Bid	23.03.2011 up to 14:00 hrs.
Time and Date of Opening of Bid	23.03.2011 at 16:00 hrs.
Place of Opening of Bid	Conference Hall in Administrative Block, HLTC, Bangalore
The tender documents can be obtained from:	Office of the Director, HLTC, Bangalore
Tender documents can be submitted at	Tender Box Kept at the office of the Director, HLTC, Bangalore
Tenders addressed to	The Director, Hot Line Training Centre, 26th km Kanakapura Road, Somanahalli Gate, Udayapura Post, Bangalore – 560 082.

SECTION –II

INVITATION FOR BID

TENDER No.45/R&M/CIVIL/HLTC/2011/

Dated: 03-03-2011

On behalf of Competent Authority of National Power Training Institute, the Director, Hot Line Training Centre, Bangalore invites sealed bids through open Tenders under the **two-bid system** from the eligible contractors for **General Cleaning, Plumbing & Minor Electrical Maintenance works at HLTC Campus.**, as specified in the bid document, for a period of **one year** for his Institutional, hostel and residential quarters premises. The Competent Authority of HLTC, Bangalore and the Contractor, by mutual consent may extend the contract for **a further period of 12 months** on the same terms and conditions. The scope of services to be rendered is mentioned at Section-V of this bid document, which includes the manpower, materials, tools, tackles and appliances required for satisfactory execution of general cleaning, plumbing & minor electrical maintenance works at HLTC buildings.

2. The bid document can be obtained on written request from the office of **Director**, NPTI/HLTC at 26th km Kanakapura Road, Somanahalli, Udayapura Post, Bangalore – 560 082., from **07.03.2011 to 22.03.2011** between **11.00 am to 5.00 pm** on working days on payment of **Rs. 500/ (Non-Refundable)** towards the cost of bid document, payable through demand draft/Bankers cheque drawn in favour of **“Director/ HLTC”**. The tenders forms can be downloaded from www.npti.in & www.tender.gov.in
3. NPTI/HLTC reserves the right to issue the tender forms only to the eligible agencies, who are fulfilling the eligibility criteria detailed in the bid document.
4. Sealed quotations along with Earnest Money Deposit (EMD) of **Rs.8,000/-** shall be submitted at the tender box kept at the office of the Director, HLTC, Bangalore latest by **23.03.2011 up to 14:00 hrs.** The tenders will be **opened at 16:00 hrs on the same day** at Conference Hall in Administrative Block, HLTC, Bangalore

Director
Hot Line Training Centre, Bangalore

SECTION-III

INSTRUCTIONS TO BIDDERS

1. This Invitation for Bids is open to the contractors registered either with Central/State Govt. departments / Undertakings for **house keeping / cleaning services** and having experience in similar nature of works. The contractor shall have **2 years experience** in general cleaning works, executed for a value not less than **Rs. 3,00,000/-** in a single tender with Central / State Govt. Departments / Undertaking / Govt. Autonomous bodies. He shall have to furnish a list of Govt. organization where he has undertaken such contracts previously.
2. Hot Line Training Centre, Bangalore, hereinafter will be referred to as "**HLTC**" and the successful bidder shall be referred to as the "**Contractor**"
3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. The bidder is required to fill up the Profile of his Organization and other details in the format given as per Annexure – VI of the Bid Document.
5. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
6. The bids are to be submitted in two parts in separate sealed envelopes, i.e., Technical Bid (Part – A, Part – B , Part – C) and Price Bid (Part – D) .
7. The **Technical Bid** (Part-A) submitted by the bidder shall include the following:
 - (a) Full particulars of Govt. organizations, where the Contractor has carried out House keeping/general cleaning works for a period of **two years**, for a value not less than **Rs. 3,00,000/-** in a single tender. (Self-attested copies of the relevant work orders are to be enclosed).
 - (b) Copy of registration particulars with Central/State Govt. departments / Undertakings / Govt. Autonomous bodies for **house keeping / cleaning services**.
 - (c) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (**2008-09 & 2009-10**) and Income tax return particulars for the previous two financial years (**2008-09 & 2009-10**)
 - (c) A copy of PAN card

Signature of the bidder

- (d) Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Contractor under this contract. In case the Contractor is exempted from obtaining such Registration or approval or order from the Labour Commissioner, he is required to produce an Affidavit duly signed by the Principal Officer or the Authorized signatory on behalf of the Contractor that his firm is exempted & is not required to obtain any such Registration or approval or order from the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Contractor under this contract.
 - (e) Copy of Valid EPF registration particulars, Sales Tax Registration Certificate / Service Tax Registration Certificate if any.
 - (f) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
 - (g) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
 - (h) Details of support facilities to execute the order.
 - (i) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
 - (j) Earnest Money Deposit (EMD) of **Rs. 8,000/-** by demand draft drawn in favour of '**Director, HLTC**'
- 11.** The **Price Bid** shall comprise the price component for all the services indicated in the Section-III of the bid document. **The price quoted by the bidders shall include all applicable taxes, wherever applicable.** The bidder shall include Service tax and surcharges/cess etc. as applicable on the services that are provided under this contract in the lump sum rates quoted and NPTI/HLTC would not bear any additional liability on this account. NPTI/HLTC shall however, deducts such tax at source as per the rules and issue necessary certificates to the contractor. The prices once accepted by the NPTI/HLTC shall remain valid till the currency of the contract. The NPTI/HLTC shall not entertain any increase in the prices during the period.
- 12.** Prices shall be quoted in Indian rupees only.
- 13.** Bids shall remain **valid for 90 days** after the date of bid opening prescribed by the NPTI/HLTC. A bid valid for a shorter period shall be rejected by the NPTI/HLTC as non-responsive.

Signature of the bidder

14. In exceptional circumstances, the NPTI/HLTC may request the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting his EMD. A Bidder granting the request will not be permitted to modify the bid.

15 Sealing and Marking of Bids:

- (a) The **Technical Bid** along with EMD instrument shall be placed in one sealed envelope super scribed '**Technical Bid**'. The **Price Bid** shall be kept in a **separate sealed envelope super-scribed 'Price Bid'**. Both the envelopes shall then be placed in one single, sealed envelope super-scribed '**Bid for General Cleaning, Plumbing & Minor Electrical Maintenance works at HLTC Campus**' and shall be addressed to **the Director, Hot Line Training Centre, 26th KM, Kanakapura Road, BANGALORE – 82**. The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
- (b) Both the inner envelopes super-scribed **Technical Bid** and **Price Bid** shall have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.
- (c) If the outer and inner envelopes are not sealed and marked as required, the NPTI/HLTC will assume no responsibility for the bid's misplacement or premature opening.
- (d) If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner whatsoever, or, the Price Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document **will be summarily rejected in the first instance** itself.
- (e) All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.

16. Deadline for Submission of Bids:

- (a) Bids must be received by the NPTI/HLTC at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the NPTI/HLTC, the Bids will be received up to the appointed time on the next working day.
- (b) The NPTI/HLTC may, at his discretion, extend the deadline for submission of bids which will be binding on all the bidders.
- (c) Any bid received by the NPTI/HLTC after the deadline for submission of bids prescribed by the NPTI/HLTC in the bid document will be rejected and will not be opened.

Signature of the bidder

17. Modifications and Withdrawal of Bids:

- (a) The Bidders may modify or withdraw their bid after the submission of bid, provided that written notice of the modification or withdrawal is received by the NPTI/HLTC prior to the deadline prescribed for submission of bids.
- (b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice shall be through a signed confirmation by the bidder. The NPTI/HLTC shall receive it before the deadline for submission of bids.
- (c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of his EMD.

18. Opening and Evaluation of Technical Bids:

- (a) The Tender Committee appointed by the NPTI/HLTC will open all Technical Bids in the first instance on the appointed date, time and venue.
- (b) During evaluation of the bids, the NPTI/HLTC may, at his discretion, ask the Bidder for clarification of his bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact the NPTI/HLTC on any matter relating to his bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the NPTI/HLTC it shall be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.
- (d) Any effort by a Bidder to influence the NPTI/HLTC in his decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- (e) The results of the evaluation of the Technical Bids along with the date of opening of the Price Bids will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately.

19. Opening and evaluation of Price Bids:

- (a) The NPTI/HLTC will open the Price Bids of bidders as specified above.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

Signature of the bidder

20. Payment terms.

The NPTI/HLTC shall make the contract payment as per the payment schedule mentioned below:

- (a) Monthly bills submitted in duplicate by the Contractor for the cleaning works executed in the preceding month, shall be paid after submission of bills in duplicate duly complete in all respects. The payment for the work will be released only after satisfactory completion of the work for which the contractor shall maintain records of cleaning in a separate register for each building particularly for hostels. Inadequate supply of cleaning materials and inadequate manpower engaged for cleaning work will attract, deduction at pro-rata basis from the work bill towards compensation. The decision of Director, HLTC, Bangalore, is final and binding in this regard.
 - (b) If the performance of the work by the contractor is not found satisfactory the Competent Authority of NPTI/HLTC shall have power to terminate the contract. Upon such termination, the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of NPTI/HLTC.
 - (c) The Contractor will also maintain Suggestion/Complaint register and record of all suggestions / complaints by the trainees / students and corrective actions shall be made immediately to the satisfaction of trainees/students and entries shall be made in the register, which shall be produced to the NPTI/HLTC, whenever asked for.
 - (d) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment / value of this job order shall be reduced on pro-rata basis by the NPTI/HLTC and the decision of Director, HLTC, Bangalore would be binding on the Contractor.
 - (e) No escalation of price whatsoever would be allowed during the pendency of the contract.
- 21.** The NPTI/HLTC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the NPTI/HLTC' s action.
- 22.** The NPTI/HLTC will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid, within 30 days of the opening of the Price Bid.
- 23.** The Bidder shall sign his bid with the exact name of the concern to which the contract is to be awarded.

Signature of the bidder

24. The Bid document filed by the bidder shall be typed or written in indelible ink. No over writing or cuttings shall be permitted.
25. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid covers separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner. The NPTI/HLTC reserves the right to reject the bid having deviations from the prescribed terms and conditions.
26. It will be the sole responsibility of the bidder alone to execute the entire contract on his award.
27. **Prior to the submission of Bid, the Bidder/authorized representative shall personally inspect the NPTI/HLTC complex and facilities available at the NPTI/HLTC's premises at BANGALORE at his own cost and under prior intimation.** This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of bidder having fully read and understood the tender document and the scope of work prescribed therein.
28. The contract shall be deemed to have been concluded in BANGALORE for purposes and therefore, the Courts of India at BANGALORE will have exclusive jurisdiction to determine any unresolved dispute with respect to this contract.
29. It will be mandatory for all the prospective bidders to bid for all the items specified in Section-V of the bid document.
30. The NPTI/HLTC at his discretion may exercise an option to place order on the successful bidder to render the services in part. The NPTI/HLTC shall exercise this option not later than 30 days of the opening of the Price Bid. The bidder shall, at his option, agree to the above, in writing within 15 days of the written offer by the NPTI/HLTC.
31. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
32. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (NPTI/HLTC may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority).

Read and accepted.

**Signature and stamp of
Bidder or Authorized Signatory**

SECTION-IV

TERMS & CONDITIONS OF CONTRACT

- 1.** No alteration shall be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- 2.** A sum of **Rs. 8,000/-** (Rupees Eight thousand only) must be deposited as **Earnest Money Deposit** (EMD) by means of Bank Draft drawn in favour of 'Director, HLTC' & **must accompany the technical bid** in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the NPTI/HLTC to sign the contract on terms contained in the bid document.

The earnest money of successful bidder will be adjusted with the money deposited with respect to **Performance Guarantee**, which has to be deposited within 15 days after the receipt of Letter of Intent @ **10 % of the tendered value of contract**. The **Performance Guarantee** will be refunded to the contractor on completion of contract period without interest after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 10 days of the completion of the financial evaluation by registered post.
- 3.** Every bidder shall also pay **Rs. 500/-** (Non – refundable) towards cost of the blank bid document by way of a demand draft drawn in favor of '**Director, HLTC**'. **All those bidders who have downloaded the bid document from the website shall ensure that the cost of the bid document is also placed in the cover containing the technical bid.** Bid without the payment of the cost of the bid document shall be summarily rejected.
- 4.** No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
- 5.** In the event of bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
- 6.** The terms and conditions of contract given in **Section-II & IV**, along with the Instructions to Bidders in **Section III** shall be signed and returned in the envelope marked as 'Technical Bid', otherwise the tender will be rejected.
- 7.** All above conditions will be enforced, unless written order of NPTI/HLTC is obtained relaxing any specific condition in any specific instance.
- 8.** The NPTI/HLTC does not bind itself to accept the lowest tender.

Signature of the bidder

9. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the NPTI/HLTC and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
10. The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.
11. In the event of the Contractor failing to fulfill or committing any breach of any of the terms and conditions of this contract; or if the Contractor or his agents or employees are guilty of fraud in respect of the contract or any other contract entered into by the Contractor or any of his partners or representatives thereof with the NPTI/HLTC; or if the Contractor or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the NPTI/HLTC in any way relating to such officers or person or persons, office or employment; or if the Contractor or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the NPTI/HLTC, that the Contractor has misled it by giving false/incorrect info, then without prejudice to the NPTI/HLTC's right and remedies otherwise, NPTI/HLTC, shall be entitled to terminate this contract forthwith, forfeit the Security Deposit and to blacklist the Contractor and execute the work or arrange otherwise at the Contractor's risk and at the absolute discretion of the NPTI/HLTC, The cost of such works together with all incidental charges or expenses, shall be recoverable from the Contractor.
12. The Contractor will be responsible for the conduct of all workers deployed by him and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same The NPTI/HLTC will not be liable for any loss or harm to any

Signature of the bidder

person within or outside the NPTI/HLTC campus from any act of omission or commission of any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract.

- 13.** The NPTI/HLTC shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Contractor or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NPTI/HLTC. The NPTI/HLTC shall be indemnified by the Contractor for all such claims.
- 14.** Without prejudice to the preceding term of contract, the Contractor will be liable to reimburse the NPTI/HLTC of any cost or legal liability / penalty / fine imposed on the NPTI/HLTC by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / Sub contractors / agents / any others deployed by the Contractor in the course of providing any services stated in this contract
- 15.** It shall be the responsibility of the Contractor to comply with the provisions of various Labour Laws. The Contractor shall faithfully discharge all the liabilities under the labour laws. The Contractor shall indemnify the NPTI/HLTC against the claims arising out of non-fulfillment of obligations by him under the various labour laws.
- 16.** The labourers employed in the cleaning works shall have to be paid as per minimum wages prescribed by the Competent Authorities of Govt. of Karnataka/ Govt. of India. All labourers employed on works shall be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be deployed by the Contractor.
- 17.** The Contractor shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The NPTI/HLTC shall not be liable for any contravention/non-compliance on the part of the Contractor. Any contravention/non-compliance on the part of the Contractor would be construed as a sufficient ground for termination of the contract at the discretion of the NPTI/HLTC. Notwithstanding with this, in the event of the NPTI/HLTC imposed with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Contractor to any statutory laws/rules/regulations etc., the NPTI/HLTC reserves the right to recover such fine/penalty etc., from the Contractor by way of recovery from the bills raised by the Contractor or by any other means.

Signature of the bidder

18. The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, chewing paan, tobacco etc or unnecessarily loitering in the NPTI/HLTC premises without work. If any person deployed by the Contractor is found to be indulging in these activities, a penalty of **Rs. 100 per person per incident will be leviable** by the NPTI/HLTC, which will be intimated by the NPTI/HLTC to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.
19. The Contractor shall promptly replace any person deployed by him, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within the NPTI/HLTC Campus or unfit for being deployed for these services by the NPTI/HLTC. In case the Contractor fails to remove or replace such person beyond three days after the request of the NPTI/HLTC to replace him, a penalty of **Rs. 100/- per day per such person** will be leviable by the NPTI/HLTC, which will be intimated by the NPTI/HLTC to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.
20. The NPTI/HLTC may discontinue the contract at any point of time, by giving a notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Contractor or any other person.
21. The Contractor may discontinue the contract the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit his Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The NPTI/HLTC will have the right to claim damages, and recover them from the payments due to the Contractor or by any other means, in addition to forfeiting the Security Deposit of the Contractor.
22. Employment Cards must be issued to the employees and their wages must be paid to them on acquaintance roll by 7th day of every month. Before submission of bills by the Contractor to NPTI/HLTC for payment against the jobs carried out by him a certificate will have to be submitted by the Contractor of having paid in full to the workers employed by him.
23. The Contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfill all the required relevant laws for the engagement of labour.

Signature of the bidder

24. The Contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value to the effect that the Contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the Contractor before execution of the contract agreement. The workers employed by the Contractor will not be treated as the employees of the NPTI/HLTC for any purpose whatsoever.

25. SECURITY RULES

The Contractor and his employees will invariably carry photo pass/Identity cards all the time on duty issued by the contractor. The Contractor and his employees will have to follow the security rules as may be imposed from time to time and if the Contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI/HLTC will have the right to prohibit entry of such employees into the NPTI/HLTC Complex and the contract is liable to be cancelled forthwith, if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.

The Contractor shall be required to enter into an agreement on a Stamp Paper of appropriate value for a period of one year within 10 days of receiving the intimation/letter of intent and to start the work within one week of the signing of Deed/Agreement.

26. ARBITRATION

In case of any dispute arising out of the contract and during the course of the contract, the matter will be referred to the sole arbitrator, Director, NPTI/HLTC or any officer nominated by him and his decision will be final and binding on both the parties.

Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions of tender, the decision of the Director, NPTI/HLTC shall be final and binding in this regard.

Read and accepted.

**Signature and stamp of the Bidder
or Authorized signatory**

Date:
Place:

SECTION- V

SCOPE OF WORK

- General cleaning of floors of HLTC Office & Hostel block daily by wet rags/cleaning accessories including sweeping and by using cleaning machines like vacuum cleaner etc., for cleaning of windows, ventilators, walls, ceilings, staircases and roofs, fans etc., cleaning of cemented plinth protection surface all round the buildings and cleaning of surrounding area as per specification complete except on sundays and National holidays as directed by the officer-in-charge for the Institute, Hostel surrounding and Hostel rooms, kitchen & dining area, recreation rooms, primary Health center, Hanger area, substation room & pump rooms etc. All the toilets in the premises shall be cleaned minimum twice a day. Collection of waste papers and other waste from various places and shall be dumped in the specified areas. Daily Dusting of tables, chairs of office including those of class rooms & dusting of almirah, wooden panels, class room boards, stir case rails, telephones, machines, printers, computer Systems etc. Cleaning of hangers where Hot line tools are stored, switch boards, panel boards, Fire Hydrants, notice boards & sign boards, water coolers, rolling shutters, glass doors etc., The contractor shall execute cleaning and house keeping works with suitable uniformed men & women with suitable equipments and cleaning aids
- Weekly cleaning of HLTC residential quarters (51 Nos.) for whole cemented plinth protection around and surrounding the building. Cleaning of all water tanks & sewerage systems including septic tanks (in case of blockages) CI pipes, AC and soil pipes and the entire inspection chamber at HLTC complex.
- Ensuring round the clock water supply at HLTC complex including routine maintenance of submersible pump sets and its panel board.
- General electrical maintenance in the entire HLTC complex including routine maintenance of substation yard, motor & pump sets including panel boards at pump rooms.
- Fortnightly cleaning of ceiling fans, exhaust fans, pedestal fans, tube lights, ceiling lights, street lights, solar water heating systems, TV dish antenna, substation cubicles, MDBs, SDBs etc.,
- Weekly cleaning of surface drains, storm water drains in the entire campus of HLTC. Main drains shall be cleared of accumulated silt once in six months (twice a year), cleaning of dust bins in the entire campus and wastage disposed as directed by the officers concerned.

Signature of the bidder

1. The agency shall have sufficient prior experience in the nature of work enumerated in the tender document. They shall be doing or have done identical work or similar work of value not less than **Rs.3.00 Lakhs** per annum during the last 2-years in an organization of repute.
2. The contract of Housekeeping service includes, labour and materials for cleaning of toilets, corridors, office rooms, staircases and other sweeping and mopping areas in all the buildings of the complex.
3. The sweeping and mopping of all the areas will be completed by **8.45 Am** on all working days failing which a monetary penalty of **Rs. 250/day** will recovered from the contractors bill. All the toilets shall be cleaned twice a day.
4. The contractor shall depute the required manpower in such a way that at least one person is always available for cleaning of toilets from **9.00 AM to 6.00 PM** on all working days and some Saturdays (except Sundays & National Holidays).
5. The contractor shall arrange proper materials for mopping of floors and washing of toilets without affecting the floor surface. Any damages to the floor shall be liable for deduction of penalty from the contractor bill.
6. The contractor shall be responsible for the conduct/integrity of the persons employed/deputed for cleaning works in the building and will also be responsible for any act or omission or commission on their part. He will be responsible for the verification by the police authorities.
7. The contractor shall supply fresh sets of uniform/badges, gum boots to all the personnel who shall wear the same while on work and also keep the uniform neat & tidy.
8. Due weightage shall be considered while evaluating the tenders if the same is from the nearby area close to the HLTC complex so that duties can be streamlined and also trainees arriving into the campus on Saturdays & Sundays do not face any difficulty in any aspect.
9. Electricity & water will be provided free of cost but necessary arrangement shall be made for cable/wire by the contractor at his own cost.

Signature of the bidder

SECTION-VI TENDER FORM

TECHNICAL BID PART- A

SI No	Description of work	Availability of Equipment & Man Power for the required work (No Rates shall be mentioned in this column)
1.	<p>General cleaning of floors of HLTC Office & Hostel block daily by wet rags/cleaning accessories including sweeping and by using cleaning machines like vacuum cleaner etc., for cleaning of windows, ventilators, walls, ceilings, staircases and roofs, fans etc., cleaning of cemented plinth protection surface all round the buildings and cleaning of surrounding area as per specification complete except on sundays and National holidays as directed by the officer-in-charge for the Institute, Hostel surrounding and Hostel rooms, kitchen & dining area, recreation rooms, primary Health center, Hanger area, substation room & pump rooms etc. All the toilets in the premises shall be Cleaned minimum twice a day. Collection of waste papers and other waste from various places and shall be dumped in the specified areas. Daily Dusting of tables, chairs of office including those of class rooms & dusting of almirah, wooden panels, class room boards, stir case rails, telephones, machines, printers, computer Systems etc. Cleaning of hangers where Hot line tools are stored, switch boards, panel boards, Fire Hydrants, notice boards & sign boards, water coolers, rolling shutters, glass doors etc., The contractor shall execute cleaning and house keeping works with suitable uniformed men & women with suitable equipments and cleaning aids</p>	<p>Contractors may indicate the nature of equipments available with them for cleaning, Minor Plumbing works & Electrical Maintenance works @ SI No. 1,2,3,.....so on For works/Items, at SI Nos. 1, 2, 3 (a), (b) (c) & 4 alongside this column</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7.
2.	<p>Weekly cleaning of HLTC residential quarters (51 Nos) for whole cemented plinth protection around and surrounding the building. Cleaning of all water tanks & sewerage systems including septic tanks (in case of blockages) CI pipes, AC and soil pipes and the entire inspection chamber at HLTC complex.</p>	<p>(Please attach extra sheet in support of your information, if it is necessary)</p>
3.	<p>(a) Ensuring round the clock water supply at HLTC complex including routine maintenance of submersible pump sets and its panel board.</p>	

<p>4.</p>	<p>(b) General electrical maintenance in the entire HLTC complex including routine maintenance of substation yard, motor & pump sets including panel boards at pump rooms.</p> <p>(c) Fortnightly cleaning of ceiling fans, exhaust fans, pedestal fans, tube lights, ceiling lights, street lights, solar water heating systems, TV dish antenna, substation cubicles, MDB's, SDB,s etc.,</p> <p>Weekly cleaning of surface drains, storm water drains in the entire campus of HLTC. Main drains shall be cleared of accumulated silt once in six months (twice a year), cleaning of dustbins in the entire campus and wastage disposed as directed by the officers concerned.</p>	
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Signature and stamp of the Bidder
or Authorized signatory

TECHNICAL BID PART- B

PROFILE OF ORGANIZATION

SL NO	NAME OF THE WORK	General Cleaning, Plumbing & Minor Electrical Maintenance works at HLTC Campus
1	Name of the Firm	
2	Registration No. (CPWD/KPWD/BBMP/etc.,)	
3	Address with Phone/Fax/Mobile Nos:	
4	Year of Establishment of the firm/experience in the Civil Engg contracts:	
5	PAN/TIN No: (enclose copies)	
6	Service Tax No: (if any)	
7	Details of works executed during the last 3 years (add documentary proof of the same)	(1) (2) (3)

8	List of similar work undertaken/in hand at present	(1) (2) (3)
9	Any other information in support of their past/present experience	

Note: Please attach extra sheet in support of your information, if space in the column is insufficient. It is requested to visit the site and ascertain the quantum of work before submitting the tender.

Signature & Seal of bidder

TECHNICAL BID PART- C

CERTIFICATE

(None of relative is working in NPTI/HLTC)

I..... S/o Shri..... r/o.....
..... hereby, certify that none of my relative (s) is / are
employed in NPTI/HLTC. In case at any stage, it is found that the information given by me
(us) is false / incorrect, The Director, NPTI/HLTC, BANGALORE shall have the absolute right
to take any action as deemed fit without any prior intimation to me (us).

Signature:

Date :

Place:

Name:

Address:
.....

Phone No

**SECTION-VII
TENDER FORM**

PRICE BID - PART- D

SI No	Description of work	Rate quoted in Rs./month
1.	General cleaning of floors of HLTC Office & Hostel block daily by wet rags/cleaning accessories including sweeping and by using cleaning machines like vacuum cleaner etc., for cleaning of windows, ventilators, walls, ceilings, staircases and roofs, fans etc., cleaning of cemented plinth protection surface all round the buildings and cleaning of surrounding area as per specification complete except on sundays and National holidays as directed by the officer-in-charge for the Institute, Hostel surrounding and Hostel rooms, kitchen & dining area, recreation rooms, primary Health center, Hanger area, substation room & pump rooms etc. All the toilets in the premises shall be Cleaned minimum twice a day. Collection of waste papers and other waste from various places and shall be dumped in the specified areas. Daily Dusting of tables, chairs of office including those of class rooms & dusting of almirah, wooden panels, class room boards, stir case rails, telephones, machines, printers, computer Systems etc. Cleaning of hangers where Hot line tools are stored, switch boards, panel boards, Fire Hydrants, notice boards & sign boards, water coolers, rolling shutters, glass doors etc., The contractor shall execute cleaning and house keeping works with suitable uniformed men & women with suitable equipments and cleaning aids	<p>Rs.....Per month inclusive of all labour, materials, Supervisory charges, all taxes etc., for works at SI No. 1, 2, 3 (a) (b) (c) & 4.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(in Words)</p>
2.	Weekly cleaning of HLTC residential quarters (51 Nos.) for whole cemented plinth protection around and surrounding the building. Cleaning of all water tanks & sewerage systems including septic tanks (in case of blockages) CI pipes, AC and soil pipes and the entire inspection chamber at HLTC complex.	
3.	<p>(a) Ensuring round the clock water supply at HLTC complex including routine maintenance of submersible pump sets and its panel board.</p> <p>(b) General electrical maintenance in the entire HLTC complex including routine maintenance of substation yard, motor & pump sets including panel boards at pump rooms.</p> <p>(c) Fortnightly cleaning of ceiling fans, exhaust fans, pedestal fans, tube lights, ceiling lights, street lights, solar water heating systems, TV dish antenna, substation cubicles, MDBs, SDBs etc.,</p>	
4.	Weekly cleaning of surface drains, storm water drains in the entire campus of HLTC. Main drains shall be cleared of accumulated silt once in six months (twice a year), cleaning of dustbins in the entire campus and wastage disposed as directed by the officers concerned.	

Signature and stamp of the Bidder or Authorized signatory