



**Tender No: NITTTR /Housekeeping/2023-24**

**Date: 10.07.2023**

**Sub: PROVIDING OF HOUSEKEEPING SERVICES CONTRACT**

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National Institute of Technical Teachers Training and Research, Chennai (NITTTR, Chennai), an Institute under the Ministry of Education, Government of India, invites e-bids through GeM from registered, bonafide, experienced and financially sound Housekeeping Service Agencies having a valid License under Contract Labour (Regulation and Abolition) Act 1970 for exclusively deploying trained Housekeeping personnel such as Cook, Assistant cooks, Supervisors, Sweepers, Gardeners, Photographer, A/C Mechanic, Attenders, etc. The Housekeeping service provider will be covering the NITTTR campus at Taramani, and Staff Quarters at Kotturpuram, Chennai.

This contract is initially for a period of **ONE YEAR** which is likely to be extended for further period of **twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR, Chennai on terms and conditions to be mutually agreed upon. The tender document with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from GEM Portal and website [www.nitttr.ac.in](http://www.nitttr.ac.in). Interested and eligible service providers are requested to upload the relevant documents containing “Technical Bid” and “Price Bid” with reference number (Tender No. NITTTR/Housekeeping/2023-24 Dt: 10.07.2023) to “**The Director, National Institute of Technical Teachers Training and Research, Chennai, PIN: 600 113.**” on or before the tender submission deadline in Gem portal.

| Name of Work  | Estimated cost per Annum<br>Approx.       | Duration |
|---|---|----------|
| Providing Housekeeping Services at NITTTR Academic Campus at Taramani and Staff Quarters at Kotturpuram, Chennai. | Rs.1.25 (One Crore and Twenty Five Lakhs) | One Year |

It is essential that interested agencies may furnish the details to NITTTR, Chennai with sufficient information so that their capability can be properly assessed, instilling confidence that the organization have the financial, legal, personnel, infrastructural and capability track record to deliver Housekeeping Services of higher order. It should be noted that all personnel contracted by the Housekeeping, under the said contract will be required to obtain appropriate clearance from the competent authority. Last date for submission of bids is 31.07.2023.

**-Sd/-  
DIRECTOR  
NITTTR Chennai**



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH**  
**Government of India, Ministry of Education,**  
**Dept. of Higher Education**  
**Taramani, Chennai – 600 113, Tamil Nadu**  
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**IMPORTANT INFORMATION RELATED TO TENDER**

|   |  |
|---|--|
| Nature of Work                                    | Providing Housekeeping Services at NITTTR Academic Campus at Taramani and Staff Quarters at Kotturpuram, Chennai.  |
| Tender No and date                                | NITTTR/HOUSEKEEPING /2023-24<br>date: 10.07.2023   |
| Bid Document fee                                  | Nil  |
| Earnest Money Deposit(EMD)                        | Bid Security Declaration in the prescribed format (Annexure – VIII) to be compulsorily provided by the Bidder. Bids without Bid Security Declaration will be rejected. |
| Last date for submission of Technical / Price Bid | 31.07.2023   |
| Bid Validity                                      | 60 days from the opening of price bid  |
| Contact person                                    | DIRECTOR, NITTTR, Chennai -600113<br>Phone No: 044-22545436/488<br>email id: admin.officer@nitttrc.ac.in   |

## **GUIDELINES FOR BIDDER**

1. For the Bidding / Tender Document Purposes, National Institute of Technical Teachers Training and Research, Taramani, Chennai-113, shall be referred to as 'NITTTR, Chennai' and the Housekeeping Agency / Successful Housekeeping Agency shall be referred to as 'Bidder/Contractor'.
2. The relevant documents should be uploaded in GeM portal on or before the stipulated date and time. The "Technical bid and Price bid" must be uploaded separately along with all relevant documents in GeM portal only.
3. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of having acquainted and accepted the entire tender documents including various conditions of tender. All documents have to be signed, if not, liable to be rejected at the discretion of the NITTTR, Chennai. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
4. The Bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Housekeeping Agency.
5. All Bidder are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security Declaration form as per format, or any other requirements, stipulated in the tender documents are liable to be rejected.
6. Housekeeping Agency shall not be permitted to withdraw their bid or modify the terms and conditions thereof, in case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates.
7. Validity of the Bids: The quoted bids shall have the validity for a period of 60 days from the date of opening of the price bid.
8. Right of Acceptance: The NITTTR, Chennai reserves all rights to reject any or all tenders without assigning any reason.
9. The Housekeeping Agency must have Head Quarters or zonal or Regional office at Tamil Nadu preferably in Chennai.
10. The Housekeeping Agency should ensure that the Housekeeping should be able to read/write/speak and understand the languages i.e. English and Regional Language.
11. The Housekeeping Agency is required to visit NITTTR, Chennai campus on any working day between 10.00 hrs. and 16.00 hrs except Saturday, Sunday and Holidays and acquaint with the area and operational system. The cost of visiting shall be borne by the Housekeeping Agency. It shall be deemed that Housekeeping Agency has undertaken a visit to the NITTTR, Chennai and is aware of the operational conditions prior to the submission of the tender documents. The Housekeeping Agency or his authorised representative may meet Consultant (HR) for any assistance in this regard.

12. The Housekeeping Agency shall not change the composition during the currency of the contract without the prior approval of NITTTR, Chennai. Any happening like Death / Resignation of any Partner / Director / Member shall be notified within 3 working days of such happening, in writing to NITTTR, Chennai. On receipt of such notice, NITTTR, Chennai reserves the right either to terminate or continue the contract. In the event of any dispute, legal or other proceedings by any party or parties concerning the constitution or composition of the Housekeeping Agency, NITTTR, Chennai reserves the right to take such necessary action as it deems fit, including termination of contract and withholding payments due or accrued to the Housekeeping Agency.
13. The successful Housekeeping Agency shall enter into contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the tender document before commencement of service.
14. Price bid will be opened only for the technically qualified bids.
15. All personnel provided for Housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance atleast by 08.45 hrs to start work. The working hours of Housekeeping is 09.00 hrs to 17.30 hrs with lunch break of 13.00 hrs to 13:30 hrs.
16. The Housekeeping Agency shall follow the instructions of Authorised Person of NITTTR, Chennai from time to time in discharging the duty every day.
17. The NITTTR, Chennai shall have the right to remove any deployed Housekeeping from the duty whose interests are detrimental to NITTTR, Chennai.
18. The Housekeeping Agency shall exercise adequate supervision to reasonably ensure proper performance of assigned work in accordance to the schedule of work.
19. The Housekeeping Agency shall issue identity card/identity documents the Housekeeping who are deployed in NITTTR.
20. The Housekeeping Agency shall not employ any person of age below 18 years and above 55 years. The employees should be sound in health in carrying out the duty and should not have infectious diseases.
21. The Housekeeping Agency shall not subcontract the assigned work to any other agencies.
22. On expiry of the contract, such portion of the said Performance Security Deposit may be retained by the NITTTR, Chennai sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained till the final bill is settled.
23. In case of any accident caused to the Housekeeping Staff deployed during the work period, it is the sole responsibility of the Housekeeping Agency to meet all expenditure in this regard.

24. This contract is initially for a period of **ONE YEAR** which is likely to be extended for further period of twelve months (**total period = 24 months**). The Contract shall be extended subject to mutual consent between the NITTTR, Chennai and Housekeeping Agency and satisfactory performance of the service by the Housekeeping Agency. The contract may be terminated by either party by giving Three months notice in writing.
25. The contract may be terminated by the NITTTR, Chennai by giving notice in writing to the Housekeeping Agency, in case of serious negligence or serious breach of any of the terms and conditions of the contract by the Housekeeping Agency , and the NITTTR, Chennai is of the opinion that any further continuance of the contract is not in the interest of the NITTTR, Chennai, then the NITTTR, Chennai shall have the right to terminate the contract immediately without assigning any reason thereof or without giving any notice, and any amount payable by the NITTTR, Chennai as well as the Performance Security /Security Deposit is liable to be forfeited.

### **ELIGIBILITY CERETIA**

1. The Firm/Organisation/Agency should be a Limited Company or a Private Limited Company/Proprietary Firm registered before appropriate authority either with Central/State Government.
2. The annual turnover of the Housekeeping Agency shall not be less than Rs. 1.6 Crores cumulatively during the preceding three financial years (i.e. 2020-21, 2021-22 and 2022-23). We will consider only the relevant Turnover ie Housekeeping contracts only, income from others services will not be considered.
3. The Housekeeping Agency must have carried out exclusively at least in any one of the following during three preceding years:
  - a. One similar completed work in Housekeeping services exclusively costing not less than the amount equal to 80% of the estimated cost.
  - b. Two similar completed works in Housekeeping services exclusively each costing not less than the amount equal to 60% of the estimated cost.
  - c. Three similar completed works each in Housekeeping services exclusively costing not less than the amount equal to 40% of the estimated cost.
4. The intending Housekeeping Agency must have experience in performance of similar nature of contracts continuously for last preceding five years ending 31<sup>st</sup> March 2023 in Central/State, Govt. Depts./Organization/PSUs/ Central Autonomous Organisations or in reputed establishments/ Educational Institutions.
5. The Housekeeping Agency should submit a self-declaration certificate stating that no contracts have been terminated / foreclosed by any employer during the last 3 years.
6. As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Housekeeping Agency has to submit **Bid Security Declaration Form along with Bid document in lieu of EMD.**
7. MSME/ Start-ups will be given exemption in turnover/ experience as per Gol Guidelines.

8. The Housekeeping Agency must submit the copies of the following Documents:
  - a) Copy of Certificate of Incorporation or any other valid document issued by the respective Registrar of firms/Companies.
  - b) Documentary proof in the form of service certificate should be enclosed. Documents like service agreements, work orders etc. will not be considered for the purpose.
  - c) Copy of the Audited Balance Sheet, Profit and Loss Account duly certified by a Chartered Accountant for the years mentioned above should be submitted as proof in this regard. Documents like self-certification of turnover, certified income statement prepared for filing IT, etc. will not be considered.
  - d) Copy of the Certificate of Registration under the Employees State Insurance Act (ESI), Employee Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner.
  - e) Copy of General Service Tax Registration Certificate.
  - f) Copy of the PAN card.
  
9. The Housekeeping Agency should quote Minimum Service Charge in percentage 3.85% (up to two decimals only). Financial /Price Bids received with service charges less than or equal to 3.85% (up to two decimals only) will be treated as **UNRESPONSIVE BID** and shall be rejected. The Housekeeping Agency has to quote only service charge rate and the evaluation of successful bidder shall be made on basis of lowest rate of service charges only. Service charges quoted will be applicable on wage only, exclusive of ESI, PF, Bonus, other taxes etc. **In case, service charges quoted by two or more agencies are same, L1 will be decided by highest total turnover for the last three financial years (2020-21, 2021-22 & 2022-23) submitted by the Housekeeping Agency in separate sheet (Annexure VI) duly certified by Chartered Accountant.**

### **GENERAL TERMS AND CONDITIONS**

**1. Housekeeping Requirement:** The Housekeeping Agency shall provide trained Housekeeping personnel such as Cook, Assistant cooks, Supervisors, Sweepers, Gardeners, Photographers, A/C Mechanics, Attenders, etc. The requirement details are as follows:

| Location   | Highly Skilled | Skilled | Semi-skilled | Unskilled | Total |
|--|----------------|---------|--------------|-----------|-------|
| NITTTR Academic Campus, Taramani and Staff Quarters at Kotturpuram, Chennai. | 06             | 00      | 07           | 23        | 36    |

**Note:** Requirement of Cook, Supervisor, Asst. Cook, Sweepers, Cleaners, Electrician, A/c Mechanic etc., **will change depending upon the needs.**

1.1 The Institute would raise an indent for Housekeeping requisition, for the categories of Housekeeping mentioned above, clearly defining the role profiles including duties and responsibilities of the staff needed. The role profile will clearly give details of competencies / skills needed, educational qualification, relevant experience etc., The Housekeeping needed would also be clearly indicated in this requisition table which will be given by the administration

- 1.2 Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirement, the Institute will select the candidates and the Agency will facilitate Housekeeping of such selected candidates to the company within maximum period of 30 days.
- 1.3 Alternatively, the Institute will identify suitable candidates for the required job and request the Agency for inclusion in their roll.
- 1.4 No employee of the company / Agency shall work for more than 26 days in a month or as specified by Labour Laws

## 2. Basic Wages & Variable Dearness Allowance(VDA):

The Basic Wages & VDA shall be paid to the workmen as per the minimum wages, notified/revised by the Government of India, from time to time. Current Basic Wages and Variable Dearness Allowance:

| Sl. No. | Category       | Basic Wages (Rs) | VDA (Rs) | Total (Rs) |
|---------|----------------|------------------|----------|------------|
| 1.      | Highly Skilled | 693              | 280      | 973        |
| 2.      | Skilled        | 637              | 260      | 897        |
| 3.      | Semi-Skilled   | 579              | 237      | 816        |
| 4.      | Unskilled      | 523              | 213      | 736        |

Any increase in the respective Central Minimum Wages along with the corresponding increase in PF, ESI, EDLI & Admin charge will be reimbursed by NITTTTR, Chennai. Similarly, in case of any reduction in minimum wages, such reduction along with the corresponding reduction in PF, ESI, EDLI & Admin only shall be made effective in the rates payable.

3. **Payment of wages:** The Housekeeping Agency shall make the payment of wages to deployed Housekeeping on or before 7th of every month, irrespective of the fact, whether any reimbursement of bill due from NITTTTR Chennai, has been received by the Housekeeping Agency or not. Further, any amount not paid to any workman, for any reason whatsoever, by the Housekeeping Agency, which was paid by NITTTTR Chennai, earlier based on attendance, would be recovered in the subsequent bills of the Housekeeping Agency. The Housekeeping Agency shall maintain a register recording the amount and date of payment made to each employee for inspection by the Government Authority. Payment of Wages to the Contract Workmen shall be made through Bank. Payment is to be made by giving them ATM Debit Cards except for Contract workmen attending duties as leave vacancy / temporary replacements. Signatures of Contract Workmen have to be obtained in Wage Register as a token of receipt of wages by the contract workmen and a copy of the Wage Register Extract and copy of Proof of Bank Remittance along with Attendance Register is to be submitted with Invoice every month for processing of Invoice.
4. **Penalty for delayed payment of Wages:** An amount equivalent to 1% of the total invoice value will be deducted from the Housekeeping Agency for any delay in payment of wages to their personnel.
5. **Bonus:** The Housekeeping Agency shall make Bonus payment to their workmen as per the Payment of Bonus Act within one month from the close of the first year of contract and within one month after the closure of the contract. The Housekeeping Agency shall

furnish the list of workmen engaged by them during the preceding one year, with month-wise Attendance particulars to NITTTR, Chennai. Out of this list, NITTTR, Chennai will confirm the persons eligible for bonus. On receipt of confirmation, the Housekeeping Agency shall make payment of Bonus to their workmen through Bank remittance. The proof of such payment shall be submitted to NITTTR, Chennai within fifteen days from the disbursement of bonus, for arranging reimbursement to the Housekeeping Agency. If bonus is not paid by the Housekeeping Agency to his workmen within the time indicated above for the 1st year of contract, the invoice of the Housekeeping Agency for subsequent month/s will not be processed for payment. Similarly, if bonus is not paid by Housekeeping Agency to his workmen within the time indicated above for the 2nd year of contract, the invoice of the Housekeeping Agency for the last month of contract will not be processed for payment. Reimbursement will be as per the Payment of Bonus Act and on verifying with the Register for attendance and signatures of the workmen. If the payment is made by the Housekeeping Agency for Bonus without taking confirmation from NITTTR, Chennai on the eligibility / money to be paid, the same will not be reimbursed by NITTTR, Chennai.

- 6. ESI/PF:** The Housekeeping Agency shall ensure that their workmen are covered under the Employees State Insurance Act and Employees Provident Fund Act. The Housekeeping Agency shall arrange for payment of the Employees contribution as well as their share of the contribution to the Provident Fund and ESI in such proportion as fixed from time to time as provided under Law. The Housekeeping Agency shall ensure that ESI and PF contributions are paid to the ESI and PF Authorities without any delay. The Housekeeping Agency shall obtain and produce the individual ESI Code Number and PF Code Number of the firm, while submitting the Quotation. Copies of the certificates from the respective authorities allotting the PF/ESI codes should be submitted along with the Technical Bid. Individual ESI cards have to be issued to the workmen, within one month of the commencement of the contract. Individual PF Nos. should be given to the workmen, under intimation to the NITTTR Chennai, within two months of commencement of contract.
- 7. Statutory Obligations:** The Housekeeping Agency shall comply with the provisions of Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Industrial Disputes Act, Factories Act, Contract Labour (Regulation & Abolition) Act and all other Labour and Welfare Legislations as applicable to the engagement of contract labour. The Housekeeping Agency alone shall be responsible for all the acts of commission and omission, breaches and losses etc., and the Housekeeping Agency shall undertake to keep NITTTR Chennai, fully secured and indemnified in respect of the same, including all costs arising there from. The compliance of Payment of Minimum Wages is mandatory for continuance of the Contract. The Housekeeping Agency shall ensure that all registers and records are properly maintained in respect of the workmen engaged by them, for various works, towards the implementation of the various Labour Acts. These records shall be opened for inspection to NITTTR Chennai, Authorities and also to the Inspectors appointed under the various Acts from time to time.
- 8. Solvency Certificate:** Valid Solvency Certificate for an amount not less than Rs.37,00,000(Rupees Thirty Seven Lakhs only) issued by a Nationalized/Scheduled Bank on or after 01.04.2023 (Annexure – V).
- 9. Agreement:** The work should be taken up within 15 (fifteen) days from the date of issue of work order. The successful Housekeeping Agency shall execute an Agreement with NITTTR Chennai on Non Judicial Stamp Paper of appropriate value before the commencement of work.



**10. Security Deposit:** As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the successful bidder shall be required to **deposit security amount within 15 days of award of Contract to the tune of 3% (Rs.3.75 Lakh)** of the Annual contract value in the form of Fixed Deposit Receipt / Bank Guarantee in favour of The Director, NITTTTR Chennai issued from any Nationalised Bank at their own cost. The Security Deposit should remain valid for a period of six months beyond the date of completion of the contract period of (One Year) to ensure fulfilment of all contractual obligations by the firm, including settlement of PF claims of all the contractual worker, No interest shall be payable by the NITTTTR, Chennai on the amount of Security Deposit so held. The NITTTTR, Chennai will forfeit fully or partly the Security Deposit in the event of failure on the part of the Housekeeping Agency to execute the contract or observations of all or any of the terms & conditions. The decision of Director, NITTTTR Chennai in this regard shall be final & binding. In case, the contract is further extended beyond the initial period, the Security Deposit will have to be accordingly renewed/extended by the successful Housekeeping Agency for the revised value.

**11. Income Tax:** Income Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) or as framed by the Government of India from time to time will be deducted from the monthly bill of the Housekeeping Agency.

**12. GST:** GST amount as applicable shall be claimed along with the bill. TDS on GST @ 2 % will be deducted from the monthly bill of the Housekeeping Agencies.

#### **ADDITIONAL INFORMATION**

**1. The invoice to be submitted by the successful Housekeeping Agency every month shall have the following annexures:**

- a) A copy of Employee Register [Form A (Rule 2(1)) of the Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of the Owner, LIN No., Employee Code, Name, Surname, Gender etc.
- b) A copy of Wage Register [Form B] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details of payment to workmen duly signed by workmen with details of Rate of Minimum Wages, Payment date, Name of the Establishment, Name of the Owner, LIN No., Wage period from and to period, Name of the Workmen, Rate of Wage, No. of days worked etc. PF & ESI Challan copy with endorsement by the Housekeeping Agency duly signed, declaring that the remittances pertain to the workmen deployed in NITTTTR, Chennai.
- c) A copy of Attendance Register [Form D] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of Owner, LIN No., Name of the workmen, Relay or set work, Place of work and date, In and Out time details, Summary No. of days, etc.
- d) **Payment of wages to workmen:** The Housekeeping Agency shall submit Bank Statement containing the following details in respect of all the workmen employed by him for NITTTTR, Chennai, duly certified by the Banker with their official seal/stamp and date of certification. Emp. Code/ Staff No, Employee Name, Account No, IFSC Code, Name of Bank, Amount. In addition, the Housekeeping Agency shall also submit proof of bulk remittance to the Bank in respect of wages of the workmen. Payment will be made based on the actual attendance.
- e) **PF Remittances:** Electronic Challan Cum Return (ECR) of Employees' Provident Fund Organization containing details of Housekeeping Agency & Workmen like UAN, Name, UAN Repository, Wages (Gross, EPF, EPS, EDLI), Contribution Remitted (EE, EPS, ER) etc. have to be submitted along with the monthly bills. A copy of remittance of total PF contribution for the month in the EPFO website is also to be submitted additionally.

- f) **ESI Remittances:** The Housekeeping Agency shall be responsible for deposit of employees' and Principal Employer's share of statutory contribution towards ESI with concerned department/authorities through a separate e-challan for all the persons deployed by him at NITTTTR, Chennai and maintenance of such record as per rule. Housekeeping Agency will be required to submit a copy of challan/abstract/statement of the amount deposited on account of the statutory contributions along with the bills for release of payment, failing which the payment of the bills of the following month will be withheld.
- g) **Attendance:** Details of date wise deployment of contract workmen and their attendance duly attested by Department. Billing month would be calendar month. Consolidated statement of workman wise attendance shall be furnished by the Housekeeping Agency. Payment / wages will be made based on actual attendance.
- h) **Payment Terms:** Payment to Housekeeping Agency will be made within 20 days through e-payment after receipt of invoice/bills. However, any increase/decrease in total payment will be given effect to if revision as notified by Govt. of India in respect of statutory dues like rate of minimum wages, EPF, ESI etc. is intimated to NITTTTR, Chennai. No advance payments will be made and approved by NITTTTR, Chennai.

## 2. Materials required for Housekeeping:

The Contractor should provide services with branded sanitary consumables / materials every month as listed below along with delivery challan, which should be claimed along with the monthly bill. In case, the items are not provided as per the quantity mentioned, then penalty will be imposed as per tender terms. The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may vary than the specified one. The Contractor has to procure and use material as per actual requirement (ensuring the minimum specified):

| Sl. No. | Materials   | Qty. | Unit       |
|---------|---|------|------------|
| 1       | Scented Phenyl Concentrated / Germ free             | 50   | Ltrs.      |
| 2       | Soap Oil / All clean                                | 25   | Ltrs.      |
| 3       | Harpic / Domex Liquid Toilet cleaner (1000 ml)      | 30   | Containers |
| 4       | Coconut brooms (300 gm)                             | 25   | Nos.       |
| 5       | Hill Brooms (400 gm)                                | 25   | Nos.       |
| 6       | Vim / Pril cleaning liquid                          | 5    | Ltrs.      |
| 7       | Urinal cubes  | 10   | Kg         |
| 8       | Naphthalene balls white (Big)                       | 15   | Kg         |
| 9       | Toilet brush (EWC)                                  | 15   | Nos.       |
| 10      | PVC Wiper   | 10   | Nos.       |
| 11      | Colin Mirror Cleaner (500 ml)                       | 10   | Containers |
| 12      | Odonil / Aer room spray (200 ml)                    | 30   | Containers |
| 13      | Air Freshener (Flora, Odonil)                       | 70   | Nos.       |
| 14      | Dettol / Lifebuoy Liquid Hand wash (with dispenser) | 30   | Nos.       |
| 15      | Mop with stick                                      | 20   | Nos.       |
| 16      | Yellow cloth  | 100  | Nos.       |
| 17      | Checked cloth                                       | 100  | Nos.       |
| 18      | Caustic soda  | 5    | Kgs.       |
| 19      | H 5 Viroff (sanitizer for Covid – 19 Prevention)    | 10   | Ltrs.      |
| 20      | Room freshner (British) – Floor Cleaning Material   | 20   | Ltrs.      |
| 21      | Florasol Floor Cleaning Material                    | 2    | Ltrs.      |
| 22      | Lizol (500 ml)                                      | 20   | Containers |
| 23      | Dettol (250 ml)                                     | 5    | Nos.       |

|    |   |             |         |
|----|---|-------------|---------|
| 24 | Scotch Brite / Scrubbing brush                          | 20          | Nos.    |
| 25 | Plastic garbage bag (200 Ltrs)                          | 100         | Nos.    |
| 26 | Plastic garbage bag (100 Ltrs)                          | 100         | Nos.    |
| 27 | Plastic garbage bag (Small size)                        | 100         | Nos.    |
| 28 | Plastic Bucket (25 Litres Capacity)                     | 20          | Nos.    |
| 29 | Plastic Bucket (Small 5 Litres Capacity)                | 45          | Nos.    |
| 30 | Plastic Mug (1 Litre Capacity)                          | 45          | Nos.    |
| 31 | Plastic Tub (25 Litres Capacity)                        | 20          | Nos.    |
| 32 | Plastic Winnow (Kuppai Muram)                           | 45          | Nos.    |
| 33 | Sabeena/ Bleaching Powder                               | 10          | Kgs     |
| 34 | Waste cloths  | 5           | Meters  |
| 35 | Hand gloves and Shoes                                   | As required |         |
| 36 | Mosquito Repellant spray ( Hit/Mortein) 250ml           | 10          | Nos     |
| 37 | Brass Cleaner (200 ml)                                  | 02          | Nos     |
| 38 | Drainex Cleaner (Kiwi)                                  | 10          | Nos     |
| 39 | Mosquito Repellant liquid ( Hit/Mortein) 250ml          | 10          | Nos.    |
| 40 | Malathion/pyrethrin fog spray liquid concentrated       | 10          | Ltrs.   |
| 41 | Toilet paper/Tissue paper                               | 200         | Packets |
| 42 | Fixed Steel Broom handle with 21 teeth ("5" feet )      | 05          | Nos.    |
| 43 | Iron Aruval/Traditional hand saw for grass/wood cutting | 05          | Nos.    |

All the cleaning items and consumables shall be provided by the Contractor as per the requirement and the cost of the same shall be reimbursed by the NITTTTR, Chennai on submission of bills. Prior approval has to be obtained from the competent authority of NITTTTR, Chennai with respect to quality and quantity of consumables before purchase.

3. **ARBITRATION:** In case, any dispute or difference shall arise between NITTTTR, Chennai (or the Officer on their behalf) and the Housekeeping Agency on any matter within the scope of this Contract except as to matters entirely left to the decision of The Director, NITTTTR, Chennai under the provisions of this Agreement, then either party shall forthwith give to the other written notice of such disputes or difference shall be referred to a sole Arbitrator to be selected by the Housekeeping Agency from among the panel of three nominees to be indicated by NITTTTR, Chennai at the time of reference of the disputes to arbitration. The award of the Arbitrator shall be final and binding on both parties. The procedure laydown in accordance with the Indian Arbitration and Conciliation Act, 1996, as amended from time to time and the rules made there under shall apply in the matter of the reference. Only Courts at Chennai shall have jurisdiction to entertain a claim or for enforcement of the award.

Date:

Place:

**Name and Signature of Contractor  
with date and seal**

**HOUSEKEEPING AGENCY MUST SUBMIT THE FOLLOWING DOCUMENTS ALONG WITH BID**

1. Valid proof for Name, Address and Telephone No. of the Housekeeping Agency along with mentioning valid email ID and any other communication ID details
2. The Housekeeping Agency must submit the documentary proof to ensure that they have Head Quarters or zonal or Regional office is located at Tamil Nadu preferably in Chennai
3. Proof for registration of Housekeeping Agency (Company / Proprietary) before appropriate authority either Central / State
4. Housekeeping Agency should submit the valid license with number under CL(R & A) Act,
5. Housekeeping Agency should submit the copy of the certificate towards Experience in performance of similar nature of contracts continuously for last preceding five years ending 31 st March 2023 in Central/State Govt. Depts./ Organization / PSUs / Central Autonomous Organisation or in reputed establishments / Educational Institutions.
6. The Housekeeping Agency must have carried out exclusively at least in any one of the following during preceding three years continuously. The proof for the same should be enclosed:
  - a) One similar completed work in Housekeeping services exclusively costing not less than the amount equal to 80% of the estimated cost
  - b) Two similar completed works in Housekeeping services exclusively each costing not less than the amount equal to 60% of the estimated cost
  - c) Three similar completed works each in Housekeeping services exclusively costing not less than the amount equal to 40% of the estimated cost(Note : The Total Experience can be calculated exclusively based on the successful completion of similar work – Applicable to Sl.no. 5 and 6.)
7. All Housekeeping Agency should submit along with their tender, copies of:
  - a) PAN Card
  - b) PF Registration Certificate
  - c) ESI Registration Certificate
  - d) GST Registration Certificate
8. The Exemption in Turnover / Experience will be given to the MSME / Start-up Housekeeping Agency, subject to the production of proof
9. The annual turnover of the Housekeeping Agency shall not be less than Rs.1.6 Crores Cumulatively during the last three financial years (i.e. 2020-21, 2021-22 and 2022-23). All Housekeeping Agency should submit copies of audited statement of accounts for the said period. (Note: NITTTR, Chennai will consider the relevant Turnover i.e., Housekeeping contracts only; income from other services will not be considered; the corresponding successful Work Completion certificates should be enclosed)
10. The Housekeeping Agency must submit a copy of the valid Solvency Certificate for an amount of not less than Rs.37 Lakhs issued by a Nationalised / Scheduled Bank on or after 01.04.2023 (Annex. – V).
11. The Housekeeping Agency must submit copy of acknowledgement of Income Tax return for last three years (Annexure-VI)
12. The Housekeeping Agency must submit copy of audited Balance sheets of last three years (Note: Income Tax return for last three years and audited Balance sheets of last three years that are mentioned in Sl.no. 10 and 11 should be submitted distinctly)
13. Affidavit must be furnished on non-judicial stamp paper duly attested by the Oath Commissioner / Notary (Annexure – III)
14. As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Housekeeping Agency should submit Bid Security Declaration Form along with Bid document in lieu of EMD. The self-declaration certificate must state that none of the contracts of the Housekeeping Agency have been terminated / foreclosed by any employer during the last 3 years (Annexure – II)
15. The tender documents must be signed on all pages and uploaded.

**Bidders should attach all the above documents without fail, otherwise the bid will be summarily rejected.**

**Signature of the Contractor with date and Seal**

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
-----  
Authorized Signatory of M/s. ----- am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered / debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other Housekeeping Agency for which we have Executed/Under taken the works/Services.

-----

**Signature of the Contractor with date and Seal**

Date: -----

Name: -----

Place: -----

Company Seal: -----

**AFFIDAVIT**

I/ We \_\_\_\_\_ (Name) Agency/  
do  
hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any partner/ Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

DEPONENT

Address:

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

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT

Place:

Date:

**(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)**

**Signature of the Contractor with date and Seal**

**DETAILS OF HOUSEKEEPING CONTRACT OF SIMILAR NATURE COMPLETED OR  
IN OPERATION DURING THE LAST FIVE YEARS.**

| Sl. No. | Name of institution/ Organization where similar work carried out. | Cost of Contract in lakhs (Rs.) | Date of commencement as per Housekeeping Agency | Actual date of completion (Completion Certificate to be Enclosed) | Number of Housekeeping deployed | Name and Address/ Tel. No. of Officer to Whom reference may be made | Remarks |
|---------|---|---------------------------------|---|---|---------------------------------|---|---------|
| 1       | 2   | 3                               | 4   | 5   | 6                               | 7   | 8       |
|         |   |                                 |   |   |                                 |   |         |
|         |   |                                 |   |   |                                 |   |         |
|         |   |                                 |   |   |                                 |   |         |

**Signature of the Contractor with date and Seal**

**Solvency Certificate**

**[Format for Solvency Certificate]**

To

The Director  
National Institute of Technical Teachers Training & Research  
Chennai 600113  
Tamil Nadu.

**Solvency Certificate**

This is to certify that to the best of our knowledge and information, M/s .....  
..... (Address) ..... a customer of  
our bank is respectable and be treated as good for an engagement up to a sum of  
Rs.....  
.....

(Solvency amount) ..... only as on ..... (date of certificate)

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer issued from a Nationalised / Scheduled Bank.

Yours faithfully,

For..... Bank

**Bank Officer with Designation and Seal**

**(Note: This certificate must be obtained on or after 01.04.2023).**



## FINANCIAL INFORMATION

### I. Financial Analysis

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the three preceding years duly certified by the Chartered Accountant, as submitted by the Housekeeping Agency to the Income Tax Department (copies to be attached).

| Sl. No. | Details   | Year Ending 31 <sup>st</sup> March |         |         |
|---------|---|------------------------------------|---------|---------|
|         |   | 2020 -21                           | 2021-22 | 2022-23 |
| 01      | Gross annual turnover in Housekeeping Contract/services |                                    |         |         |
| 02      | Profit (+) / Loss (-)                                   |                                    |         |         |

1. Solvency certificate of Rs. 37 Lakhs from Banker of Applicant.
2. Income Tax Returns.
3. Audited Accounts of the Company for last three years.
4. Income Tax PAN Details.
5. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

**Date:**

**Signature of Chartered Accountant  
with seal and membership number**

**REQUIREMENT OF HOUSEKEEPING PERSONNEL AT NITTTR, CHENNAI & EXTENSION CENTRES.**

| <b>Location</b>  | <b>Highly Skilled</b> | <b>Skilled</b> | <b>Semi-skilled</b> | <b>Unskilled</b> | <b>Total</b> |
|--|-----------------------|----------------|---------------------|------------------|--------------|
| NITTTR Academic Campus, Taramani and Staff Quarters at Kotturpuram, Chennai. | 06                    | 00             | 07                  | 23               | <b>36</b>    |

**Note:** Requirement of Cook, Supervisor, Asst. Cook, Sweepers, Cleaners, Electrician, A/c Mechanic etc., **will change depending upon the needs.**

**Signature of the Contractor with date and Seal**

**Bid Security Declaration Form**

Tender No: NITTTTR/Housekeeping/2023-24

Date: 10.07.2023

The Director,  
NITTTTR,  
Taramani,  
Chennai-600 113

I/We, the undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Housekeeping Agency.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Housekeeping Agency, upon the earlier of (i) the receipt of your notification of the name of the successful Housekeeping Agency; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signature of the Contractor with date and Seal**

Note:

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Housekeeping Agency)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

In case of a joint venture, the Bid Security Declaration must be in the name of all partners to the joint venture that submits the bid.

Tender No: NITTTTR/Housekeeping/2023-24

Date: 10.07.2023

**PRICE BID**

**TENDER FOR PROVIDING OF HOUSEKEEPING SERVICES AT NITTTTR ACADEMIC CAMPUS AT TARAMANI AND STAFF QUARTERS AT KOTTURPURAM, CHENNAI.**

1. Housekeeping Requirement – Refer Annexure VII.
2. Minimum Wages (Basic wages & VDA) will be paid as per Govt. Notification from time to time – Refer clause no: 2 of General Terms & Conditions.
3. Four holidays in a year will be paid extra towards National & Festival Holidays.
4. ESI, PF, Bonus will be reimbursed as per GoI Guidelines.
5. **Housekeeping Agency to Quote Only Service Charges \_\_\_\_\_% (minimum 3.85%).**  
(This will be paid only on Basic and VDA, exclusive of ESI, PF, Bonus, other taxes etc.)

**Note:**

1. The Housekeeping agency should quote minimum 3.85% (up to two decimals only) towards Service Charges. Otherwise, it will be considered as **unresponsive bid and will be rejected. In case, Services Charges quoted by two or more Housekeeping Agencies are same, L1 will be decided based on highest turnover for the last three financial years i.e., 2020-21, 2021-22 & 2022-23.**
2. The rates of Minimum Wages i.e., VDA as notified by the office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India will be considered for Housekeeping supplies.
3. **Income- Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) will be deducted from the monthly bills. TDS on GST @ 2 % will be deducted from the monthly bill of the Housekeeping Agencies.**
4. Service Charges quoted by Housekeeping Agency / Company would be fixed for the entire period of contract.
5. The rate mentioned in the price bid format is for evaluation of the successful bidder. However, NITTTTR Chennai will pay as notified from time to time by the Appropriate Government.

**Signature of the Contractor with date and Seal**