

**Sanitary section  
IIT Kharagpur**

No : IIT/SAN/EE/TEN/2018-19/02

Date:26/03/2018

**NOTICE TO INVITING TENDER**

Last date for submission of tender on **04.05.2018** upto 3:00 P.M. & opening at 3:30 P.M. on same day.  
Pre bid discussion on:**24.04.2018** to explain the specification & process of work in all respect to bidders at 3-30 p.m in office of the Sr. Executive Engineer.

The Sr. Executive Engineer, Water Works & Sanitary Section IIT Kharagpur , invites the sealed tender in two bids system from considering for eligibility of the Agency of the Indian Institute of Technology , Kharagpur /CPWD/PWD/ME/PSUS/Govt. organisation for the following work:

Sl. No.	Scope of work	Estimated cost ( Rs. )	Earnest Money Deposit (Rs)
1	Mechanised cleaning of the 66 nos. toilets using: High pressure machine , water jet machine , wet & dry vacuum cleaner, single disk floor scrubber machine, floor polishing machine , walk behind sweeping machine automatic wet & dry floor scrubber machine.Using & providing: Harpic , Phenyl , Acid , Naphthalene , Odonil , Room freshener , Bleaching , Detergent Powder ,Liquid soap , floor cleaner , Colin in all respect as directed by Engineer - in Charge for all the floor ( i.e. floor , wall , window , wash basin , slabs , floor roofs, all fitting & fixing , including other items what's so ever available in toilets & its adjacent area) for all working days except Sunday.	51,30,497/-	1,02,600/-

The bidders are also requested to note that the above work initially one year which will be extendable upto another 04 years based on satisfaction performance with the agreement between IIT & bidder along with the condition of no increase in rate except for manpower which will increase as per circular issued to enhancement of rate for time.

1	Estimated manpower for the job for completed period :	22 Nos.
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Interested Contractors shall invariably possess valid Registration from the following, in case work order is awarded:

- Labour Department as per Contract Labour (Regulation & Abolition) Act,1970;
- Provident Fund Authorities
- Employees State Insurance Authorities
- Income tax authorities & availability of Permanent Account No.
- Service Tax Authorities (in case the annual turnover exceeds Rs. 10 Lakhs)
- GST

## Eligibility criteria

- a) The bidder should have executed three similar works each of value 40% of the estimated cost or two similar works each of value 60% of the estimated cost or one work of value 80% of the estimated cost in the last five years ending last day of the month previous to the one in which the tenders are invited credential in form of completion certificate or final bill copy to be enclosed.
- b) The service provider should have valid trade license/ Society Registration Number, Labour License & Registration Number , Permanent Account Number , EPF Registration Number, ESI Registration Number, GST No., Proof for payment of last three year Income Tax , PAN/TAM, IT & ST clearance ( copy of the certificate / returns be submitted )
- c) Proof of payment of minimum wages along with the ESI/PF etc. to be enclosed for last three months.
- d) The details information in Annex –II will be the also eligible criteria for qualifying / disqualifying.

The offer / bids to be submitted in two bids system i.e 1. Technical bid & 2. Commercial bid. The technical bid must consists of all the details as specified above as in a eligible criteria , the technical bid & commercial bid must be separate envelopes duly sealed and marked as technical bid & commercial bid respectively.

The tenderer shall visit & inspect the site & obtain all information on his own responsibility & at own cost ,which may be necessary for the purpose of quoting & submitting the tender. No excuse or ignorance as to site conditions & local information shall be accepted after awarding of the contract. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him & the Institute accepts no liability whatsoever therefore. If there is any clarification required, the tenderer shall submit the query in writing 03 days before the last date & time of submission of the tender, to the Sr. Executive Engineer ( W.W. & Sanitary Section) IIT Kharagpur.

The bid shall remain valid for a period of 90 days from the date of opening of the bid. If before expiry of the validity period or issue of work order, whichever is earlier the bidder amends/modifies/withdraws his bid making unacceptable to the Institute, then the earnest money deposit shall be liable to forfeiture at the option of the institute.

The commercial bids should be inclusive of minimum wages, along with the ESI, PF for 22 nos. of manpower & all inclusive of machine, all the tools & plants , materials. The rate should be also inclusive of all taxes & duties , freight , GST cost for loading & unloading etc. & must hold good till the completion of work , shall not be subjected to escalation due to increase in local market rates of materials . No claim on this account what so ever shall be entertained at any stage including the extended period. However difference of minimum wages will be effective as per the GOI from the date of issuance of W.O & reimbursement of difference in wages ESI & PF will be made by IIT. The present minimum wages applicable as on date is Rs. 359/- +all other facilities . However minimum wages will also be informed at the time of issuance of W.O as per the GOI applicable on the date of issue of work order. Other benefits like bonus etc. will also be reimbursement if applicable to IIT.

Each page of bid document shall have to be signed & stamped by the bidder / authorised signatory before submission. The bidders have to submit the tender document & correspondence accompanying the tender with proper sign & stamp on each page along with the bid. The person/officer signing the tender/bid should be delegated with an appropriate power of attorney (duly endorsed by a notary public) by the owner/proprietor /partner /CEP/MD/Director of the company to sign such documents.

The intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded for verification. If any information furnished by the bidder found as false/ fabricated then his bid will be rejected & treated as cancelled, even if the after signing of contract also it would lead to termination of contract at any stage besides liabilities towards prosecution under appropriate law. In such cases the bidder / tenderer will be debarred from participation in future tendering process.

Sealed technical bid and commercial bid are to be put in a big size envelope tender for above mentioned work is to be written on the left side of this envelope. the technical bid envelop should contains the cost of tender paper Rs1000.00 [Non refundable] ( in the form of DD drawn in favour of IIT Kharagpur , payable at Kharagpur ) & the EMD of Rs. 1,02,600/-(in the form of DD drawn in favour of IIT Kharagpur , payable at Kharagpur ) also in the same envelope .

The sealed envelope containing commercial bid of the tenderer will not be opened if their technical bids are found unacceptable by the committee.

The tender papers can be submitted on all working days ( except holidays ) during office hours either by speed post / registered post addressed to the Sr. Executive Engineer ( W.W. & Sanitary Section ) IIT Kharagpur ,721302 or by dropping the tender papers in the box to be kept in the office of the Sr. Executive Engineer ( W.W. & Sanitary Section) IIT Kharagpur 721302 , latest by 3:00PM on 04.05.2018 In the event of this day being declared as a holiday , the tender papers may be submitted up to the afore mentioned time on the next working day.

For all these details please visit regularly our Institute website [www.iitkgp.ac.in](http://www.iitkgp.ac.in)( Link:Tenders). Any other information like corrigendum etc. will be available at our website.

The institute reserves the right to accept or reject the lowest offer or the tender without showing any reason.

Sr. Executive Engineer  
Water works & sanitary section  
On Behalf Of Indian Institute of Technology Kharagpur

**TECHNICAL BID**

Format to be filled up by the Agency tendering for Mechanized cleaning (depending on area) of the Toilets in Academic Building at IIT Kharagpur .

1. Name of the tenderer :
2. Status of the tender (attach documents if registered company partnership/ propriety ship) :
3. Labour licence (Attach copy of certificate) :
4. Company profile (Attach details) :
5. Income tax / service tax returns/ clearance of the last three assessment year (attach copy /GST no. :
6. Financial status of bidder and / or his associates including annual reports and balance sheet/ statement of accounts of last 3 years with registration of companies (ROC) receipt duly authenticated by chartered accountant :
7. Name of the clients, along with the mobile nos. email ID & person to be contracted. To whom similar services are extended & average amount of monthly bills to such clients :
8. Name and address of contractor banker and attach a Solvency certificate from the bank for a minimum of Rs 25.00 Lakh :
9. Income tax permanent A/C No. (Attach copy) :
10. Documentary evidence of machines owning by the agency for using the mechanised cleaning in at IIT Kharagpur. :
11. Details of EMD /bank draft no & date :

Certified that all above information's are correct to the best of my /our information knowledge and belief.

Dated signature & seal of the contractor

SANITARY SECTION  
IIT Kharagpur

TENDER PAPER ISSUED TO :

NAME OF WORK : Mechanised cleaning (depending on area) of the Toilets in Academic Buildings

Submission of Tender Paper 04.05.218 upto 3:00 P.M.

Sanitary Section  
IIT Kharagpur

PRICE BID OF WORK

Sl. No.	Name of the work	Per toilet (per month) (A)		Qty ( B)	Amount per month ( Rs) ( for all working day except Sunday ( C)	Amount per year (Rs) (D)
1	Mechanised cleaning of the 66 nos. toilets using high pressure machine water jet machine , wet & dry vacuum cleaner single disk floor scrubber machine , floor polishing machine , walk behind sweeping machine , automatic wet & dry floor scrubber machine using & providing : Harpic phenyl , acid naphthalene , Odonil room freshner , bleaching detergent powder , liquid soap , floor cleaner , colin in all respect as directed by Engineer – IN- Charge for all the floor ( i.e floor wall , window , wash basin , slabs, floor roofs, all fitting & fixing including other items what's so ever available in toilets & its adjacent area) for all working days except Sunday.	Manpower (A1)	Machineries material another allied items (A2)	66		
		4,352.14				
		TOTAL ( A1+A2)=				
<b>TOTAL :</b>						

Manpower ( for mechanized cleaning of toilets):-

22nos.manpower for 66 nos. Toilets so per toilet cost  
 Will come (22 x 359/66) = Rs.119.66  
 Add: PF & ESI (17.90%) = Rs.21.42  
 Add: Contractor Profit 10% = Rs.11.96  
 Rs. 153.04  
 Add: GST 12% on O.M. Rs. 14.35  
 Rs. 167.39 x 26 =4352.14/- per month / per toilet

Note: Quoted rates should be inclusive of all for above mention scope of work such as minimum wages for 22 nos. of manpower's along with the ESI, PF & Other materials as well as other statutory taxes required to carry out the work. Rate quoted per month should be also separated in two parts i.e Material + labour etc. inclusive of all taxes. However L1 will be decided on the basis of cost of machinery, material another allied item (i.e.A2) other than cost of manpower.

Signature of the Agency with seal & date