

**NATIONAL INSTITUTE OF TECHNOLOGY :: SILCHAR**  
**SILCHAR-788010 (ASSAM)**

No: NIT/Estate/2024-25/ 2256/1051-60

Date: 28/08/24



1	Tender No. & Date	No: NIT-E/Estate/2024-25/04 Date:
2	Name of the work	Housekeeping work (Except Hostel) at NIT Silchar.
3	Last Date and Time of E-submission of e-tender	19.09.2024 up to 04:00 PM
4	Last Date and Time for submission of Hardcopy of tender	20.09.2024 up to 4:00 PM
5	Date and Time of E-opening of Technical Bid	23.09.2024 up to 11:30 AM
6	Date of E-opening of Financial Bid	30.09.2024 (tentative)
7	Tender Fee (Non Refundable)	Rs. 10,000.00
8	Estimated cost	Rs. 3,27,00,000.00 yearly.
9	Earnest Money Deposit(Refundable)	Rs. 6,54,000.00
10	E-Tender Processing fee (Non Refundable)	AS APPLICABLE ONLINE

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# National Institute of Technology, Silchar-10

(An Institution of National Importance)

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## NOTICE INVITING E-TENDER

E-tenders are invited from experienced financially sound contractor/agency of appropriate class and category for providing "housekeeping services except hostels inside the building", as detailed below, for National Institute of Technology Silchar for a period of 24 months extendable up to another 12 Months on satisfactory performance of service for further continuation based on the report of the performance review committee of the Institute.

Housekeeping works at NIT Silchar (Except inside the Hostels building) NIT No: NIT-E/Estate/2024-25/04 dated	Cost of Tender Paper (Rs.) (Non refundable)	Earnest Money (Rs.) (Refundable)
Academic Area (All departments including laboratory, Sections, Branches, KV Staff Quarter, KIDS NIT School, Guest House, Market Complex, Staff Canteen, SAC Building, Solar RTC centre, NABL, Start up Lab, Innovation Lab., New & Old Administrative Building, New Academic Building, Earth quake lab, expansion of Electrical dept., Estate Engineering Branch).	10,000/-	6,54,000/-
All Faculty Quarters, Non Teaching Quarters, Director Bunglow, Health Centre, Children's park, STP Plant, Solar Rooms including road sides clearance, jungles/grass of surrounding the above locations & campus jungle cutting.		

Last date of submission of duly filled in e-tender: **19.09.2024 up to 4.00 PM**

Last date of submission of duly filled hard copies in sealed tender: **20.09.2024 up to 4.00 PM**

Date of opening of Technical Bid: **23.09.2024 at 11:30 PM**

Date of opening of Financial Bid: **30.09.2024 (tentative)**

Date of issue of LOI to L-1 agency: Will be decided later on.

Date of submission of staff list: Will be decided later on.

Date of issue of work order: Will be decided later on.

Taking over of the work: Will be decided later on.

Hard copy of the tender documents (Technical document & undertaking for the acceptance of terms & conditions of the tender only) duly page numbered (in proper binding book form) & self-attested in sealed envelope to be submitted by **20.09.2024 up to 04:00 PM** at the **Office of Dean (P&D), NIT Silchar**. Loose documents will not be accepted. **Submission of hard copy (Technical Bid only) is mandatory.**

The bid forms and other details can be obtained from the website of the Central Public Procurement Portal (CPPP) as mentioned below:

<https://eprocure.gov.in/eprocure/app>

The Tender Fees and EMD are to be deposited to the following bank account in separate transactions before the tender closing date and time:

Account Number	:	38478849539
Account Name	:	National Institute of Technology Silchar
IFSC	:	SBIN0007061
Bank Name	:	State Bank of India
Bank Branch	:	NIT SILCHAR
Account Type	:	Savings

The Tender documents, along with the proof of the deposit of applicable Tender Fees and EMD, must be uploaded to the portal. Kindly ensure that the transaction details are submitted strictly in accordance with the attached format.

For any technical-related queries please call at 24 x 7 Help Desk Number provided on the website of the Central Public Procurement Portal (CPPP).

The self-attested copies of the following certificates, issued by the competent authority must be uploaded to the portal. MSME registered agencies are also eligible.

The contractor/agency is to satisfy the following conditions. Failing which the tender is liable for rejection.

Pre-qualification criteria of the agency (to be furnished along with technical bid document duly filled up)

1. Contractor's Registration Certificate (CRC) or Societies act registration valid for the year 2024-25 or Trade License or MSME registered agencies are also eligible as per applicable norms.
2. Experience of having successfully completed similar nature of works (housekeeping works) of the following magnitude during last 7 years ending last day of the month previous to the one in which applications are invited:
  - (i) Three works each costing not less than the amount Rs.1,30,80,000.00.

Or

  - (ii) Two works each costing not less than the amount Rs. 1,96,20,000.00.

or

  - (iii) One works each costing not less than the amount Rs. 2,61,60,000.00.

**And**

One completed work (either part of above or a separate one) costing not less than Rs. 1,30,80,000.00 with some Central/State Government Organization/Central Autonomous Body/Central Public Sector Undertaking.



Completion certificate for the similar work(s) means Housekeeping work only should be in prescribed format given in Section – 6 (IV) of the technical bid document issued by the officer not below the rank of Executive Engineer of Govt./Semi Govt. Department or the Head of Office / Institution.

3. Self attested copy of GST registration certificate. Agency / Firm should submit GSTR-3B return for the month of **June, 2024** along-with copy of paid challan. Supporting document(s) which justifies that the firm is registered under GST for providing Housekeeping services.
4. Self attested copy of EPF registration certificate including paid challan for the month of **June, 2024**. Applied for EPF registration is not valid.
5. Financial solvency certificate issued by the Scheduled Bank in Original as per CPWD format for amount not below **Rs. 130.80 Lakh** during current financial year i.e, 2024-25.  
(i) Bankers certificates should be on letter head of the Bank in original address to the Director, NIT Silchar in sealed envelope.  
(ii) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
6. Average annual financial turnover:  
Average annual financial turnover on housekeeping should not be less than **Rs. 163.50 Lakh** during last 3 consecutive financial year ending 2023-24. Audited balance sheet duly signed by chartered account should be submitted.
7. Xerox copy of PAN card in the name Firm / Societies / Individual firm.
8. Application form & Declaration(s), as mentioned in the tender document.
9. Bank details.
10. Proof of registration with ESI Authorities along with Registration Number and up to date payment slip towards contribution.
11. Tender paper signing authorization in Original in case of partnership firm / company.
12. Xerox copy of Partnership deed in case of Partnership firm.
13. Only a Company having its own Head Office/ Branch Office in Assam should apply (Proof to be submitted). All communications to be made only to this office.
14. Xerox copy of registered company memorandum of understanding mentioning name of all the partners in case of Company / firm.

The lump sum Earnest Money Deposit (EMD) of **Rs. 6,54,000.00/-** (Rupees Six Lakh Fifty Four Thousand only) for (refundable) to be transferred through online.

The successful contractor will be required to deposit **Performance Guarantee @ 5% of the awarded value to be calculated yearly** in the form of a Bank Guarantee / Fixed Deposit from any scheduled Bank of India, in favour of the Director, NIT Silchar payable at SBI, NIT Silchar within 15 (fifteen) days from the date of issue of work order. The successful contractor will be required to submit valid labour license issued from Central Labour Commissioner (Central), under Silchar jurisdiction for final award of work along with Compliance Certificate from the office of EPF Commissioner.

Tender of any contractor not accompanied with proper earnest money and incomplete tender, non-submission of requisite documents (self-attested) under Sl. 1 to 14 of the NIT or in any form shall be summarily rejected.

If any, holidays/strike falls during the notified days, the process will be continued on next working day.

The Director, NIT Silchar reserves the right to accept or reject at any or all the tenders without assigning any reason. Performance will be reviewed every 6 months for further continuation based on the report of the performance review committee of the Institute.



Registrar

Copy forwarded for wide circulation to:

1. The Executive Engineer, PWD, Silchar Division, Silchar-1
2. The Executive Engineer, CPWD, Silchar Division, Chirukandi, Ramnagar, Tarapur, Silchar-3
3. The Deputy Commissioner, Cachar, Silchar
4. P.S. to Director – for information to the Director
5. Dean (P&D) – for information.
6. The Estate-in-charge, NIT Silchar – for information & necessary action.
7. The Dy. Registrar (Accounts), NIT Silchar
8. Webmaster, NIT Silchar with request to up load the Notice Inviting Tender to (i) [www.nits.ac.in](http://www.nits.ac.in), (ii) [www.tenders.gov.in](http://www.tenders.gov.in) & (iii) [www.eprocure.gov.in](http://www.eprocure.gov.in) soft copy of the NIT enclosed.
9. RTI Cell, NIT Silchar for information
10. Notice Board, Estate Engineering Branch, NIT Silchar.