



# National Institute of Technology, Silchar-10

(An Institution of National Importance)

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EPABX : 233841-5129

No. NIT/Estate/1049/2019-20/2076-87

Date: 24/09/19

## 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 month extendable up to another 12 months on satisfactory performance this shall be reviewed after every 6 months of service for further continuation based on the report of the performance review committee of the Institute.

Sl. No.	Housekeeping works at NIT Silchar (Except inside the Hostels building) NIT No: NIT-E/Estate/2019-20/03	Estimated Cost (Rs.) per year	Cost of Tender Paper (Rs.) (Non refundable)	Lump sum Earnest Money (Rs.) (Refundable)
A	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).	2,92,00,000/-	10,000/-	5,00,000/-
B	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 sealed tender **15.10.2019 up to 2.00 PM**

Date of opening of Technical Bid: **17.10.2019 at 3.30 PM** at Estate Engineering Branch

Date of opening of Financial Bid: **Will be Informed later on**

The bid forms and other details can be obtained from the website [www.tenderwizard.com/NITS](http://www.tenderwizard.com/NITS).



Tender documents must be uploaded along with EMD (through Online), and the self attested copies of the following certificates, issued by the competent authority.

1. Contractor's Registration Certificate (CRC) or Societies act registration valid for the year 2018-19.
2. Experience of having successfully completed similar nature of works 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 equal to 40% of the estimated cost of work.

or
  - (ii) Two works each costing not less than the amount equal to 60% of the estimated cost of work.

or
  - (iii) One works each costing not less than the amount equal to 80% of the estimated cost of work.

And

One completed work (either part of above or a separate one) costing not less than the amount equal to 40% of the estimated cost with some Central/State Government Organization/Central Autonomous Body/Central Public Sector Undertaking in north eastern states.

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, 2019 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 challan for the financial year 2018-19. Applied for EPF registration is not valid. The agency should submit the No Objection Certificate from E.P.F authority, under Silchar jurisdiction for participate the tender & award of work.
5. Financial solvency certificate issued by the Scheduled Bank as per CPWD format for amount not below Rs. 85,00,000.00 during current financial year i.e, 2019-20.
  - (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 works should not be less than 50.00 Lakh during last 3 consecutive financial year ending 2017-18. Audited balance sheet duly signed by chartered account should be submitted.



7. The agency should submit the No Objection Certificate from Central Labour Commissioner (Central), under Silchar jurisdiction for participate the tender & award of work.
8. Xerox copy of PAN card in the name Firm / Societies / Individual firm.
9. Application form & Declaration(s), as mentioned in the tender document.
10. Bank details.
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. 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. 5,00,000.00/-** (Rupees Five Lakh 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 Silchar within 15 (fifteen) days from the date of issue of work order.

The institute reserve the right to accept or reject any application for the issue of tender document without assigning any reasons, thereon.

The "Technical Bid" of the bidders will be opened first. If all the required certificates, as stated are found in order, in their proper forms, then "Financial Bid" will be opened. Tender of any contractor, not accompanied with proper Earnest Money, tender cost and/or tender, incomplete in any form, and shall be summarily rejected.

The magnitude of work may vary as per requirement of the Institute and will be finalized before awarding of the work. The Director, NIT Silchar reserves the right to award the job whole to one or may split among more bidder(s). Performance will be reviewed every 6 months for further continuation based on the report of the performance review committee of the Institute.

### **REQUIREMENTS FOR VENDORS**

- P.C. connected with internet.
- Registration with Service provider portal **www.tenderwizard.com/NITS**
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- In case of any clarification please contact Chief Regional Manager, Regional office, ITI Limited f-29, Ground Floor ITI Bhavan, Dooravaninagar, Bangalore – 560 016 before the schedule time of the e-Procurement.

**Contact Helpdesk:-**

**HELPDESK NO. 9073677150/151,152, E-mail: helplinetenderwizard@gmail.com**



- a) For registration, Submission procedure and method of correspondence etc. Please visit our website: [www.tenderwizard.com/NITS](http://www.tenderwizard.com/NITS) and click on the link Vendor Help.
- b) To obtain the Class III digital signature certificate or further details please visit our website: [www.tenderwizard.com/NITS](http://www.tenderwizard.com/NITS)
- c) Registration/Enrolment of Bidder on e-procurement Portal of NIT Silchar:

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of National Institute of Technology, Silchar with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT (Notice Inviting Tender) including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed / accepted.

The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to be punitive action.

- d) Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website [www.tenderwizard.com/NITS](http://www.tenderwizard.com/NITS) . The bidders have to Log on to National Institute of Technology, Silchar's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB: (I) please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site. As such , tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.

(ii ) No separate intimation in respect of corrigendum to this NIT( if any ) will be sent to tenderers who have down loaded the document of National Institute of Technology Silchar.



e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd [www.tenderwizard.com/NITS](http://www.tenderwizard.com/NITS) tender document failing which the offer is liable for rejection.

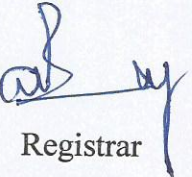
Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

Tender of any contractor not accompanied with proper earnest money and incomplete tender, non-submission of requisite documents (self-attested) under Sl. 1.1 to 7.1 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.

  
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 Chief Engineer, Const. NF Railway, Tarapur, Silchar-3
4. The Garrison Engineer, MES, Masimpur, Cantt. Cachar
5. The Deputy Commissioner, Cachar, Silchar
6. P.S. to Director – for information to the Director
7. Dean (P&D) – for information.
8. The Estate-in-charge, NIT Silchar – for information & necessary action.
9. The Dy. Registrar (Accounts), NIT Silchar
10. Webmaster, NIT Silchar – email IDs: (i) [webmaster@nits.ac.in](mailto:webmaster@nits.ac.in)  
(ii) [nitsupload@rediffmail.com](mailto:nitsupload@rediffmail.com) 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) soft copy of the NIT enclosed.
11. RTI Cell, NIT Silchar for information
12. Notice Board, Estate Engineering Branch, NIT Silchar.