NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP)-177 005

e-Tender Notice No. ADMIN-Housekeeping-03/2017

Date of Release of e-Tender : **20/03/2017**
Last Date of Receipt of e-Tender Bids: **12/04/2017**

Tender Document for Providing Skilled/Unskilled Manpower for Cleanliness/Housekeeping Services at NIT Hamirpur.

TENDER COST: **Rs. 1000/-**

NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP)
Website: http://www.nith.ac.in

Phone: +91 1972 224390, 254054

IMPORTANT DATES

S No	Description	Schedule
1	Date of upload of Tender Enquiry on Institute website and e-Tender Portal of GoI	Tender Documents will be uploaded on Institute website http://www.nith.ac.in and e-Tender on Central Public Procurement Portal https://eprocure.gov.in/cppp/ on **20/03/2017**
2	Tender Document Download Start Date	Tenders can be downloaded from above websites starting at 16:00 hrs on **20/03/2017**
3	Mode of Submission of the Tender	The Bid document is available online and the Bid should be submitted online on https://eprocure.gov.in/cppp/. The Bidder is required to register on the cppp website which is free of cost but they must have Digital Signature Certificate (DSC) from one of the authorized Certifying Authority (CA) in order to apply and submit their Bid online.
4	Online Bid Submission	The Bid can be submitted online at Central Public Procurement Portal https://eprocure.gov.in/cppp/All techno-commercial offers must be uploaded online by the bidders.
5	Submission of Tender Fee, EMD and Hard Copies of the Technical Bid	The Cost of Tender Document, EMD and all requisite documents (Technical Bid only) uploaded online needs to be submitted physically (Hard Copy) to the Dy. Registrar (Admin), National Institute of Technology, Hamirpur (HP) 177 005 on or before 12.30 PM on **12/04/2017**
6	Date of opening of the Technical Bids and presentation by the Bidders.	**12/04/2017** at 16:30 hrs. through online mode by the Institute. Thereafter, the Bidder may also attend the opening of technical bids .The bidders may give their presentation at Conference Room, Administrative Block, National Institute of Technology, Hamirpur (HP) 177 005.
7	Date of opening of the Commercial Bids	The commercial bids will be opened for all technically qualified bidders after evaluation of technical bids.

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1. PREAMBLE

National Institute of Technology Hamirpur, is located at Hamirpur in Himachal Pradesh and is wholly funded by the Government of India. It is one of the thirty National Institutes of Technology established and administered by Government of India.

The objective of this Tender is to arrange well trained workforce for carrying out routine sanitation/cleanliness activities at Institute campus, various hostels, sections and residential complex. At present there are more than 3000 students, 500 faculty and staff members are residing in the campus. The strength of students, staff and faculty member are expected to grow in near future as well.

e-Tenders are invited from well established & professional Housekeeping agencies, capable of providing approximately 84 skilled cleanliness personnel including 02 supervisors for ensuring proper housekeeping services in the Institute.

The scope of work includes the general cleaning, removal of garbage, cleaning of workstations etc. The details of scope of work have been given in this Tender Document. Only online offers/bids shall be considered against this Tender. For details, Bidders are requested to visit the e-Tendering portal *https://eprocure.gov.in/cppp/* hosted by Central Public Procurement Portal or our Institute website *http://www.nith.ac.in*.

1.1 INVITATION TO BID

Tender No : ADMIN-Housekeeping-03/2017

Dated:

To:

Dear Sir(s)/Madam(s),

Pursuant to your request, I, the Registrar acting for and on behalf of The Director, National Institute of Technology Hamirpur, H.P. 177 005, have pleasure in forwarding the tender document to enable you to submit your bidding offers.

a. This invitation to tender is for:

Providing Skilled/Unskilled Manpower for cleanliness/housekeeping services.

b. Tenderers are advised to study the Tender Document carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications.

c. Sealed offers may be got prepared in accordance with the procedures enumerated in "INSTRUCTIONS TO BIDDERS" should be submitted to the Director of the Institute not later than the date and time laid down, at the address given in "Schedule of Tender". The bids shall be opened in presence of those Tenderers who may wish to be present as per the "Schedule of Tender".

d. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the documents.

e. This Tender Document is not transferable.

Yours Faithfully,

Registrar,
National Institute of Technology,
HAMIRPUR.

2. INSTRUCTIONS TO BIDDERS

e-Tenders are invited from highly reputed, well established & professional **Housekeeping agencies, capable of providing approximately 84 skilled/unskilled cleanliness personnel including 02 supervisors for housekeeping services in the Institute**. The Tender form may be downloaded from *http://eprocure.gov.in* or alternatively through Institute website *http://www.nith.ac.in* and must be submitted along with tender cost of Rs. 1,000/- (Rupees one thousand only) in the shape of Bank Draft drawn in favour of Registrar, National Institute of Technology, Hamirpur (HP). The agency should be fulfilling following criteria:-

2.1 DEFINITIONS

The following definitions shall govern the respective terms as hereinafter mentioned in this document:

Institute:	National Institute of Technology, Hamirpur, H.P. 177 005. *http://www.nith.ac.in*
Bidder:	The prospective tenderer who has duly purchased the Tender Document or who has downloaded it from the Institute website remitted its cost and intends to offer the goods and services mentioned in this document. **CPPP:** Central Public Procurement Portal.

2.2 COST OF THE TENDER DOCUMENT

The Bidder shall deposit Rs.1000/- (Rupees One Thousand Only) by way of a Demand Draft favouring **Registrar, National Institute of Technology Hamirpur** payable at Hamirpur (H.P.) being the cost of the tender document along with a forwarding letter from the Bidder giving its address & contact details. Payment made through any other mode will not be accepted.

2.3 SCHEDULE OF TENDER

Tender Documents can be downloaded from the Institute website *http://www.nith.ac.in* and Central Public Procurement Portal *https://eprocure.gov.in/cppp/* at 16:00 hrs onwards w.e.f. 20/03/2017.

2.4 The Bid document is available online and the Bid should be submitted online on *https://eprocure.gov.in/cppp/*. The Bidder is required to register on the CPPP website which is free of cost but they must have Digital Signature Certificate (DSC) from one of the authorized Certifying Authority (CA) in order to apply and submit their Bid online.

2.5 The Bid can be submitted online w.e.f. 20/03/2017 at 16.00 PM to 12/04/2017 at 12.30 PM on Central Public Procurement Portal https://eprocure.gov.in/cppp/. The Institute may at its sole discretion extend the Bid submission date. The modified target date & time will be notified on the website of the Institute.

2.6 The sealed bids will be accepted till 12:30 hrs. on 12/04/2017. The Institute may at its sole discretion extend the bid accepting date. The modified target date & time will be notified on the website of the Institute.

2.7 The Technical Bids will be opened at 16:30 hrs. on 12/04/2017. The Bidders or their authorized representatives may be present if they so desire.

2.8 The Commercial Bids of only technically qualified Bidders will be opened at a date announced by the Institute at the time of opening of the Technical Bids. The Bidders who have been declared eligible after evaluation of the technical bids or their authorized representatives may be present if they so desire.

2.9 The address for all the above activities is:

Deputy Registrar (Admin),
National Institute of Technology,
HAMIRPUR (H.P), 177 005.
PHONE 01972-254054/254028
FAX 01972-223834, EMAIL admin@nith.ac.in,
http://www.nith.ac.in

3. PROCEDURE FOR SUBMISSION OF BIDS

The Bid in original duly signed along with scanned copies of all relevant documents should be uploaded on e-Tender portal *https://eprocure.gov.in/cppp/* by the Bidder and original copy must be submitted physically to the NIT Hamirpur.Bidder is advised to submit the BID strictly in accordance with the terms & conditions and specifications contained in the BID documents and need not to stipulate any deviation or condition. Institute reserves the right to reject any BID containing deviations to the terms & conditions and requirements stipulated in the BID document.

3.1 In the Commercial Bid, the Bidders must quote the rates in figures as well as in words as specified in excel template (BoQ). If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the BID price.

3.2 The Bidders are required to register themselves on the CPP portal and thereafter, they can attach and upload all such documents needed for the techno-commercial Bid as requested in this Tender.

3.3 BID shall be submitted in two parts: **Part I - Technical Bid** and **Part II - Commercial Bid.** Part-I should contains all the documents uploaded on e-Tender Portal (mentioned at Pt. No-3) be separately sealed and inscribed with the words "Part I: "**Technical BID** "shall be sent to NIT-Hamirpur and "Part II": **Commercial BID", should only be uploaded on the e-procurement (*https://eprocure.gov.in/cppp/*) portal**.

3.4 The BID must contain the name, address and contact details of business of the person or persons submitting the BID and must be **signed and sealed by the Bidder with his/her signature on every page of the BID.**

3.5 BID by a partnership firm must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed/agreement should also be furnished.

3.6 The Bidder's name stated in the BID shall be exact legal name of the firm/company/ corporation etc. as registered or incorporated. All changes/alterations/corrections in the BID shall be signed with date in full by the person or persons signing the bid. **No erasing and/or overwriting is allowed.**

3.7 Transfer of BID submitted by one Bidder to another is not permissible. No alteration in the essence of BID, once submitted shall be permissible. In case, the Bidder modifies/withdraws during the period of validity, its EMD shall be forfeited.

3.8 Please use two cover system for this tender.

i. Earnest Money Deposit and Covering Letter.
ii. Technical Bid.

Please note that **Rates should not be quoted in the Technical Bid**. Only Commercial Bid should indicate rates and should be uploaded to e-Procure Portal.

All the documents viz. Earnest Money Deposit and Covering Letter, Technical Bid prepared and sealed as hereinafter directed along with the Bid Covering Letter are to be kept in a single sealed cover super-scribed with Tender Number, Due date, and the words **"Providing skilled/unskilled manpower for cleanliness/housekeeping services at NIT Hamirpur", due "NOT TO BE OPENED BEFORE TIME".**

The cover thus prepared should also indicate clearly the name and address of the Bidder, to enable the Bid to be returned unopened in case it is received after the specified date and time.

The Bid shall be in the prescribed format and shall be signed in original by the Bidder or a person duly authorized to bind the Bidder to the contract.

All pages of the bid except un-amended printed literature shall be initialled by the person(s) signing the Bid. The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person(s) signing the bid.

3.9 **EARNEST MONEY DEPOSIT AND COVERING LETTER:**

i. Earnest Money @ 2% of quoted value should be submitted along with the Tender by way of

a. A Demand Draft in favour of **Registrar, National Institute of Technology Hamirpur**, H.P. payable at NIT Hamirpur, H.P.; Or

b. **A FDR duly pledged in favour of Registrar, National Institute of Technology Hamirpur, H.P. payable at NIT Hamirpur, H.P**.

It should be denominated in INDIAN RUPEES only. Bids without requisite Earnest Money shall be summarily rejected.

ii. Unsuccessful Bidders' bid security will be returned as promptly as possible but not later than 30 days after the expiration of the period of bid prescribed by the Institute.

iii. The successful Bidder's bid security will be discharged upon the Bidder accepting the job award letter and furnishing the Performance Guarantee.

iv. The bid security may be forfeited:

a. if a Bidder withdraws its bid during the period of bid validity; Or

b. if a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time and/ or conceals or suppresses material information; Or

c. In case of the successful Bidder, if the Bidder fails to sign the Agreement or to furnish performance guarantee.

v. Bid Covering Letter should be neatly typed and duly signed by the authorized signatory on the Bidder's letter head.

vi. The Technical Bid submitted in response to this Tender Document along with the supporting material, will become the property of the Institute

3.10 **TECHNICAL BID SHALL CONTAIN THE FOLLOWING:**

i. Cost of BID Tender Document/documentation fees of (Rs.1000/-) in the shape of Bank Draft.
ii. Earnest Money Deposit (EMD) as per **F-1**
iii. BID Form **F-2** along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
iv. Bidder's General Information **F-3** along with the documentary proof.
v. Bidder's Eligibility Criteria **F-4** along with the documentary proof.
vi. No Deviation Confirmation as per **F-5**.
vii. Company/Agency profile.
viii. Documents related to Trade License and ITR, PAN, Professional Tax Registration, EPF & ESI Registrations etc.
ix. Audited financial statement for last the three years (2013-2014, 2014-2015 & 2015-2016).
x. Agency should not be blacklisted (An affidavit to this effect is required to be submitted).
xi. Additional documents, if any.

Note: As mentioned earlier, scanned copies of all bid documents should be uploaded on CPP portal. If any bidder fails to upload scanned copies of all documents, the bid will not be accepted.

3.11 COMMERCIAL BID:

Commercial BID shall be uploaded as per **Schedule-1** of rates enclosed

This cover should comprise of:

i. Commercial Bid shall be uploaded by the Bidder online on CPP Portal as per the rate schedule specified in the BoQ template (excel file). Bidders are advised to download the BoQ template from the CPP Portal.

ii. The details of Rate Schedule for all the goods and services under all the components of this Tender for which the Bidder is intending to quote, as given in Schedule-1(Part-II). The rates in these schedules shall be applicable in case the quantities of a particular order vary from those mentioned in relevant Technical BID.

4 COSTS INCURRED WITH TENDERING

The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the Bid, if so desired by the Institute and the Institute will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

5 AMENDMENT IN TENDER DOCUMENT

i) At any time up to the last date of receipt of Bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

ii) The amendment will be notified in writing or by email or fax to all prospective Bidders who have received the Tender Document and the same will be binding on them. It will also be uploaded to the Institute's website.

iii) In order to afford prospective Bidders have reasonable time to incorporate amendment while preparing their Bids, the Institute may, at its discretion, extend the last date for the receipt of Bids.

6 LANGUAGE OF BIDS

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Institute, shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long, it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

7 BID CURRENCY

The Prices in the bid document shall be denominated in Indian currency. Indian agent of foreign supplier may receive their agency commission in Indian currency. Cost of imported goods on a/c of directly imported against the contract may be quoted in foreign currency & paid accordingly in that currency. The portion of allied services which are undertaken in India like installation commission of equipment, training etc. may be quoted & paid in Indian currency.

8 BID VALIDITY

Bid shall remain valid for 90 days from the last date of submission. The Bidder(s) may be required to give consent for the extension of the period of validity of the bid beyond initial 90 days, if so desired by the Institute in writing or by fax. Refusal to grant such consent, would result in rejection of bid without forfeiture of the EMD. However, the bidder will not be entitled to revise/modify the bid during the currency period.

9 AMENDMENTS / MODIFICATIONS OF TENDER

The tenderers after submitting their tender are permitted to submit alteration/modification to their respective tender so long such alteration/modifications are received duly sealed and marked like original tender, up to the date and time of receipt of tender. The Tenderers also has to update alteration/modifications online, also. Any modification/amendment received after the prescribed time and date of receipt of tenders will not be considered.

10 BID EVALUATION PROCESS

10.1 Selection Criteria

A committee constituted by the Institute will examine the entire proposal on the basis of:

a) Credentials of the agency and the key personnel.
b) Past experience in similar business
c) Methodology to be applied for maintenance works
d) The quality of the services
e) Service charges quoted.

Photocopies of all relevant documents have to be submitted along with the proposal, failing which the same is liable to be rejected.

10.2 The Contractor will be shortlisted on the basis of sound knowledge and proven experience in the relevant field. It is the responsibility of the Bidder to convince the Institute Committee that the cleanliness and up keeping of campus be properly looked after in case an opportunity is offered.

10.3 The Technical BID shall have 75% weightage out of 100 marks. The Bidder securing 60% of total marks assigned to Technical BID (i.e. 45/75) shall be declared qualified in the technical evaluation. Please see the **Annexure VI –for Evaluation Matrix.**

10.4 The Bidder who qualifies in the technical evaluation stage shall only be called for opening of the Commercial Bids. NIT Hamirpur shall intimate the Bidders, the time/venue for the Commercial BID opening in written/through telephone/e-mail communication or web notice/CPPP Portal.

10.5 The Commercial BID shall have 25% weightage out of 100 marks. Thus, the lowest Bidder shall get highest marks (25/25) and others getting proportionally.

10.6 It should be noted that the selection will be based on combination of quality of services providers and cost; and not on the cost alone.

11 SIGNING OF THE CONTRACT:

The successful Bidder shall be required to execute the **Contract Agreement** accepting all terms and conditions stipulated herein on a non-judicial stamp paper worth Rs. 100/- (Rupees One Hundred only) within fifteen days from the issue of the **Letter of Acceptance of BID**. In the event of failure on the part of the successful Bidder to sign the **Contract** within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

12 TERMS & CONDITIONS:

12.1 Canvassing in connection with the tenders is prohibited and the tenders submitted by the Contractor who resort to canvassing are liable for rejection.

12.2 The Contractor shall be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Institute from time to time.

12.3 The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years and above 60 years of age.

12.4 The Contractor shall provide I-cards to its staff and in case of any change of staff, the Officer in-charge should be informed in advance.

12.5 The Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output. The personnel so deployed shall be in a proper and neat & clean well-dressed uniform during the working hours. **It shall be the responsibility of the Contractor to provide uniforms to its manpower (winter & summer).**

12.6 The Institute premises are the property of the Institute and the Contractor is only permitted to manage the premises as long the Contract remains valid. Whenever the contract is terminated or the contract is concluded and the Institute decides that the Contractor should not be allowed to run the service, the Institute will be entitled to restrain the Contractor from entering the campus.

12.7 The qualification & experience criteria given below is just indicative for supply of manpower and shall finally be decided as per institute norms/ requirement:-

Sl. No.	**Name of the Post**	**Type of the Post**	**Qualifications & Experience**	**Nos. of People/ strength**	**Shifts**
1.	Cleanliness Supervisor	Skilled	10+2 having 03 years' experience or Matriculate with 05 years' experience	02 No.	(per 8 hours shift)
2.	Cleanliness personnel	Unskilled	Literate with sound health and 02 years' experience	82 Nos.	
Total				**84 Nos.**	

Weekly holiday is to be provided by the Contractor as per Shop and Establishment Act.

12.8 The number of persons required above is tentative and may vary from time to time as per needs. NIT Hamirpur reserves the right to reduce or increase the manpower, if considers necessary. In either case the contract amount payable to the Agency shall stand modified under the Contract on pro-rata basis.

12.9 The Contractor shall maintain the Central Minimum Wages Rules set by the Ministry of Labour, Government of India, and in the tender application the categories of the

labour to be engaged should be specified. The Contractor will make payment to his staff engaged in the Institute as per the minimum wages rates for these categories, as specified from time to time by the Regional Labour Commissioner (Central) and follow the Contract Labour Act, 1970 and Rules 1971 in this respect.

12.10 The Contractor's staff shall not be treated as the Institute's staff for any purpose whatsoever. **The Contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job.** The Institute shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor is responsible under the law.

12.11 The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, timely Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him and keep the Institute indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above mentioned rules and regulations and the Director or his authorized representative shall be entitled to inspect all such records at any time.

12.12 The Contractor shall disburse the wages to the workers latest by 7th day of every month through cheque/bank transfer and subsequently raise the bill for reimbursement which will be verified on the basis of attendance by the authorized officers of institute and the actual amount disbursed etc. Non-payment of wages by due date and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Contractor will also be liable to pay in time the disputed outstanding amount. The Institute shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Contractor to make regular payment to the workers engaged by him as per the minimum wages applicable to the Central Sphere.

12.13 The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Government of India per month. The payment should be made by cheque or e-transfer and a record of that should be kept in a register which may be examined by the Institute at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of EPF, the Agency shall produce original challans/ receipts along with the scroll of the employees, whose EPF stands deposited by the Agency to the Registrar of the Institute for verification & reimbursement.

12.14 The contractor himself or his representative shall remain available all the time for solving any problem and shall be answerable to the authorities of the Institute for which he has to manage a camp office in NIT Hamirpur Campus.

12.15 None of the employees of the Contractor shall enter into any kind of private work at different locations of the Institute during working hours.

12.16 The Contractor shall take day-to-day instructions from the authorized Officer-in-charge of the Institute or his deputy in his absence.

12.17 The employees of this Institute and their near relatives (meaning wife/husband, parents, grandparents, children, brothers, sisters, cousins and their corresponding in- law) shall not be permitted to submit the tender. If such case is observed the BID is liable for rejection.

12.18 Proper Dress with Identify Cards shall be provided to each staff by the Contractor at his own cost.

12.19 Biometric attendance machine should be provided by the agency for the attendance of their employees and also to ensure that employees mark their attendance two times on it. All the payment will be made based on the attendance record of employees on Biometric.

12.20 EPF No. of the employees once allotted should not be changed.

13. PURCHASER'S RIGHT TO REJECT ANY/ALL BIDS

13.1 The Institute reserves the right to accept or reject any bid partially or fully or annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason, thereby incurring no liability to the affected Bidder(s). The Institute is under no obligation to inform the affected Bidder(s) of the ground for its action.

13.2 The Institute reserves the right to accept or reject any technology proposed by the Bidder(s).

13.3 The Institute reserves the right to re-issue the tender or any part thereof without assigning any reason whatsoever, at the sole discretion of the Institute.

13.4 The Institute reserves the right to issue award letter in phases or to alter the quantities specified in the offer. The Institute also reserves the right to delete one or more items from the list of items specified in offer.

13.5 Any decision of the Institute in this regard shall be final, conclusive and binding on the Bidder(s).

14. BID REJECTION CRITERIA

The bid(s) will be rejected in case of any one or more of the following conditions:

14.1 Bids which are not substantially responsive to the Tender Document.

14.2 Bids not made in compliance with the procedure mentioned in this document.

14.3 Failure on part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by the Institute, including any supporting document.

14.4 Incomplete or conditional bids or bids that do not fulfil all or any of the conditions as specified in this document.

14.5 Bids without earnest money deposit.

14.6 The submission of more than one bid under different names by one Bidder. If the same is found at any stage, all the bids by that bidder will be rejected.

14.7 Material inconsistencies in the information submitted.

14.8 Misrepresentations in the bid proposal or any supporting documentation.

14.9 Bid proposal received after the last date and time specified in this document.

14.10 Bids found in unsealed cover, unsigned bids, bids signed by unauthorized person and unsigned corrections in the bids.

14.11 Bids containing erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person(s) signing the bid.

15 CONTRACT PERFORMANCE SECURITY:

The CONTRACTOR shall furnish to the EMPLOYER, within 30 days from the date of notification of award, a security of Rs.10,00,000/- (Rupees ten lakh) in the form of Bank Guarantee (as per proforma enclosed) as Contract Performance Security with the EMPLOYER which will be refunded after 03 months from the date of expiry of the contract. The Bank Guarantee should be renewed every year and the same should be got verified from the concerned Bank time to time so that it should not be released during the tenure of contract period by the firm without the permission of the Institute.

16 TERMINATION:

16.1 Notwithstanding anything contained hereinbefore to the contrary, the Institute shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing.

16.2 Similarly, if the contractor wants to rescind the contract, he/she is required to give at least 60 days' notice for withdrawal of services and will not rescind the work till alternative arrangement is made of institute, failing which performance security is liable to be forfeited.

17 PENALTY:

(i) In the event of the Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, the Institute shall make alternative arrangement to do it and the difference of cost incurred by the Institute thereby shall be recovered from the Contractor's unpaid bills and Contract Performance Security.

(ii) In case performance report not found satisfactory, a penalty @ 2% will be imposed by the Institute.

18 REVISION OF RATE:

Effect of revision of Central Minimum Wage with its pro rate effect as per revised circular of Office of the Labour Commissioner, Govt. of India from time to time will be considered subject to submission of application along with notification by the agency.

19 TAXES, DUTIES AND LEVIES:

All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the Contractor and depositing of the service tax and other levies with the Govt. shall be the sole responsibility of agency concerned.

20 PERIOD OF CONTRACT:

The contract shall normally be initially for a period of 01 (one) year which will be renewed annually upto 03 (three) years on the basis of satisfactory performance/recommendation of the concerned Coordinator/Officer Incharge.

21 CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT:

21.1 If and whenever any of the Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the works, the Contractor if so directed by the competent authority,

shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority.

21.2 The Contractor shall be responsible for proper behaviour of all the staff, employed directly or indirectly by him. The Contractors' personnel employed at NIT Hamirpur shall not participate in any activity prejudicial to the interest of NIT Hamirpur/Govt. of India/any State/or any Union Territory.

21.3 All Contractors' personnel entering upon the Institute premises shall be properly identified by uniforms & badges of a type acceptable to the Institute which must be worn by them at all times during duty hours.

21.4 The Contractor shall furnish necessary certificate about police verification of character and antecedents of all the personnel to be engaged for sanitation work duty. He will be required to submit a copy of nominal roll post three months of the deployment in particular section/deptt. of Institute.

22 PAYMENT OF CONTRACTOR'S BILL:

22.1 The payment of wages for the month shall be released by the contractor latest by 7th of every month and thereafter, the monthly bill shall be submitted before 25th positively in all respect to the Management of the Institute, 100% of the total invoice value or admissible amount will be released by the first party before 5th day of following month provided the invoice/bill is accompanied by the proof of the following:-

i. Certified Attendance Sheet of month for which payment is claimed.
ii. Wages statement & EPF statement showing individuals deductions under different mandatory heads for the month of payment.
iii. Challans for deposit of ESI, Provident Fund & Service Tax of the previous month.
iv. Contractor has to get the service performance certificate from each department/centre/branch (where the manpower deployed) and to submit the same along with the monthly bill. In case performance report not found satisfactory, a penalty @ 2% will be imposed by the Institute.

22.2 All payments will be subject to deduction of Income Tax at source as per Income Tax Act and as per Income Tax Rule.

23 ACCIDENT OR INJURY TO WORKMEN:

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract.

The Contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.

Workmen should be insured against personnel accidents arising out of the course of their duties.

24 DAMAGE TO PROPERTY:

The Contractor shall be responsible for making good to the satisfaction of the Officer in charge/Estate Officer any loss or any damage to all structures and properties within the Institute premises. If such loss or damage is due to fault and/or the negligence or wilful acts or omission of the Contractor, his employees, agents, representatives or he shall make good the loss as assessed by the Estate Officer.

25 ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before and after completion or abandonment of work or extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out or relating to the contract or breach thereof, shall be referred to Sole Arbitrator to be appointed by the Director of the Institute at the time of dispute.

26 JURISDICTION:

The contract shall be governed by and constructed according to the law in force in India. The Contractor shall hereby submits to the jurisdiction of the Courts situated at Hamirpur (H.P.) for the purpose of actions any proceedings arising out of the contract and the Courts at Hamirpur (H.P.) only will have the jurisdiction to hear and decide such actions and proceedings.

27 GENERAL RULES:

Smoking and consumption of alcohol within the entire area of the Institute is strictly prohibited. Violations of this rule shall be prosecuted as per law and culprit will be discharged immediately.

28 SITE FAMILIARISATION:

Before quoting, the Tenderer in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the E-tender Documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.

29 LAST PAYMENT:

The last payment of the Agency will be cleared only after ascertaining clearance of all liabilities pending with the Agency as per condition of contract of the job order in all respects.

30 TENTATIVE SCOPE OF WORK

30.1 DETAILS OF WORK TO BE CARRIED OUT BY THE CONTRACTOR:

30.1.1 General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), Auditorium, Library, reception, corridors, stairs, classrooms, Hostels, parking areas, service area, all roads inside the NIT Hamirpur Campus and all unspecified areas/location within the Campus. First cleaning has to be done with phenyl detergent and disinfectant.

30.1.2 Cleaning of toilets and bathrooms has to be done at regular interval and in any case not less than three times/day with phenyl detergent and disinfectant, which will be provided by the Institute. Daily working register should be maintained for each building.

30.1.3 Removal of garbage from all dustbins kept in the office, instructional and hostel premises. Removal of waste papers, Tea Cups, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, open area etc. and removal of blockage in drainages, gutter /Toilets etc.

30.1.4 Cleaning of workstations, table tops, chairs, computers, almirahs, frames, panels, railings, computers, glasses and cabin partitions.

30.1.5 Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipment's.

30.1.6 Cleaning and dusting of planters, paintings, posters, notice-boards etc.

30.1.7 Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required.

30.1.8 Air-freshener spray in conference room (if required), Air Handling Unit, officer's rooms once in a day and also on requirement basis as directed by the department.

The above mentioned work from 30.1.1 to 30.1.8 are to be carried out on all week days and also on requirement basis as directed by department, however, two sanitation workers to be kept on standby at Administrative Block on Public holidays for the upkeep of Administrative Block and to attend any emergency requirement.

30.2 DETAILS OF JOBS TO BE CARRIED OUT WEEKLY (ON SATURDAY) ARE AS UNDER:

30.2.1 Scrubbing and thorough cleaning/washing of the entire floor area by using cleaning material and dry/wet mopping.

30.2.2 Dusting of walls, roofs etc. from top downward and removal of cobweb.

30.2.3 Cleaning of windowpanes and partition door.

30.2.4 Cleaning of drinking water coolers area, dustbins, buckets etc. with detergents.

30.2.5 Weekly cleaning and dusting of Ventilator blinds and brushing of upholstered chairs and sofas.

30.3 DETAIL OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:

30.3.1 Cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.

30.3.2 Adult Mosquito Control (Inside the campus) treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of Adult insects hidden in A.C. ducts, behind the furniture and all other hidden places.

30.4 DETAIL OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:

30.4.1 Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables, etc.
30.4.2 General cleaning/dusting of panels, posters, paintings, etc.
30.4.3 Polishing of covered floor area, cleaning of sanitary / water supply fixtures, wall tiles, etc.
30.4.4 Removal of cobwebs in back/hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.

30.4.5 Removal of weeds from edges of paths/roads, paved-laid area, corners, crevices in terraces, etc.

30.4.6 Insect Control/ Disinfectant treatment will be done by means of spraying in Toilets.

30.5 CLEANING OF TOILETS

Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins, and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid, liquid soap etc. on daily basis. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air freshener/naphthalene balls/toilet papers etc. The Cleaning Personnel should be exclusively deputed on regular basis to undertake regular cleaning of the toilets.

Note:- The above mentioned activities are not to be carried out with manpower only but it should also be done with the machines as per applicability and necessity and hence the firm should be capable to handle the sanitation machinery viz. Automatic Floor Scrubber, Driers for scrubbing, drying of corridors and floors, Single Disc Scrubber/Polishers for scrubbing and polishing of hard floors, Wet and Dry suction cleaners for back up Unit of scrubber for collection of wet slurry and also required for cleaning of toilets, Dry Type commercial vacuum cleaners for daily dusting needs & vacuuming, Ride on sweeping machine for mechanized sweeping of outer areas, Walk behind sweeping machines for mechanized sweeping of outer areas, High pressure cleaning machines for pressure washing of toilets & other areas, Glass Kits for Glass cleaning, Floor signs for wet floor signs. Consumables and equipment's required, will be provided/issued by the Institute to the workers through authorized Institute Officer Incharge.

30.6 SPECIAL CONDITIONS:

31.6.1 Normal tools, implements and consumable materials etc. required for the work will be supplied by the NIT Hamirpur.

31.6.2 No accommodation for the workers will be provided by the Institute.

FORMS AND FORMATS FOR SUBMISSION OF BID:

PART-I

F-1

DETAILS OF EARNEST MONEY DEPOSIT

(To be put in a separate sealed envelope marked Earnest Money)

Name of the Bank	:	
Demand Draft/ Bankers Cheque/ FDR No.	:	
Dated	:	
Amount	:	

Dated:-

Signature of the Bidder or
His /Her authorized signatory
With Seal of the Agency

F-2

BID Form

To

THE REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR (H.P.).

Sub:- BID for **providing approximately 84 skilled /unskilled cleanliness personnel including 02 supervisor for housekeeping services in the institute** on contractual basis.

1) Having carefully examined all the BID Documents attached to your invitation to BID ref No. ……, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.

2) We enclose herewith Rs. ……/- as Earnest Money Deposit in form of Demand Draft/ Bankers Cheque/FDR No._____ dated _____ issued by_____ in favour of Registrar, NIT Hamirpur (HP).

3) We certify that we have carefully read each and every condition and the scope of work mentioned in the BID document and having understood the same we hereby confirm our acceptance to it without any condition or deviation.

4) We agree to keep the BID valid for 90 (Ninety) days from the date of opening of the BID and the period shall remain binding.

5) Unless and until a formal CONTRACT is prepared and executed, this BID together with written acceptance of tender thereof shall constitute a binding CONTRACT between Institute and us.

6) We hereby submit our offer and **"Schedule of Rates"** i.e. uploaded on CPP Portal.

Witnesses: For and behalf of:

(Signature)
Name ----------

Address in full ----------

(Signature and Seal)

F-3

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency :_____
2. Number of Years in Operation : _____
3. Registered address :_____

   _____
4. Operational Address if different from above : _____
5. Telephone No. (Landline) :_____
6. Telefax No. : _____
7. Mobile No. :_____
8. Email Address :_____
9. Name & Address of Branch, if any :_____
10. Type of Organization (whether public limited/ private limited/ partnership/sole proprietorship) as per attached proof: _____
11. Name of Proprietor/ Partners/Directors of the Organization/Firm:

_____ _____ _____

12. ISO Certification, if any {If yes, please furnish details}

(SIGNATURE OF BIDDER WITH SEAL)

F-4

BIDDER'S ELIGIBILITY CRITERIA

S.No.	Description	Confirmation (Yes/ No)	Proof attached at Page No.
1	Does your agency comply with the statutory requirements such as valid Registration with EPF, ESI/PAN/TIN/TAN/P.Tax and Service Tax Registration authorities and license to execute such contracts?		
2	Do you possess required 03 years of experience in providing relevant housekeeping services in institutions/ universities or reputed public/ private sector organizations with work order worth INR 50 lakh?		
3	Do you have any experience of providing similar services in an educational/technical institutes/campus?		
4	Have you attached a list of contracts awarded during last 3 years (Name of the organizations)?		
5	Do you have average annual turnover of INR 01 crore in preceding three financial years		
6	Whether the Earnest Money in the form of Bankers Cheque/ Demand Draft/ FDR is enclosed.		
7	Have you completed /submitted other required Information / documents, as mentioned in the Tender Document.		
8	Have your ISO 9001-2008 certified firm/or similar certified quality service provider agency.		

If yes, provide details as documentary evidence.

Date: _____

Signature and Seal of Bidder

Note: - Enclose copies of the relevant documents and use separate sheets wherever required.

F-5

NO DEVIATION CONFIRMATION

To

THE REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR (H.P.).

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

(SEAL AND SIGNATURE OF BIDDER)

LETTER OF AUTHORITY

PROFORMA LETTER OF AUTHORITY FOR ATTENDING PRESENTATION, TECHNICAL & COMMERCIAL BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO BID.

No. ---------- Date:

To

THE REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR (H.P.).

Dear Sir,

I/We _____ hereby authorize following representative(s) to attend Technical/Commercial BID opening and for any presentation /other correspondence and communication against above Bidding Document:

Name & Designation _____ Signature _____

Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be inscribed on the letterhead of the bidder and should be signed by a competent authority.

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE SECURITY
(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

To

THE REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY
HAMIRPUR (H.P.).

Dear Sir(s),
M/s _____ have been awarded the work of _____ for NIT Hamirpur.

The Contract conditions provide that the CONTRACTOR shall pay a sum of Rs._____ (Rupees.....) as full Contract Performance Guarantee in the form mentioned therein. The form of payment of Contract Performance Guarantee includes guarantee executed by an Indian Bank, undertaking full responsibility to indemnify NIT Hamirpur, in case of default. The said_____ has approached us and at their request and in consideration of the premises we are having our office at _____ have agreed to give such guarantee as mentioned hereinafter.

1. I/We _____hereby undertake and agree with you that if default shall be made by M/s_____ in performing any of the terms and conditions of the tender or in payment of any money payable to NIT Hamirpur, I/we shall on demand pay without any recourse to the contractor to you in such manner as you may direct the said amount of Rupees _____ only or such portion thereof not exceeding the said sum as you may from time to time require.
2. You will have the full liberty without reference to me/us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said _____ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said _____ which under law relating to the sureties would but for provision have the effect of releasing us.
3. Your right to recover the said sum of Rs._____ (Rupees_____) from me/us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s._____ and/or that any dispute or disputes are pending before any officer, tribunal or court.
4. This guarantee shall be irrevocable and shall remain valid up to_____. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. _____ on whose behalf this guarantee is issued.
5. The Bank Guarantee's payment of an amount is payable on demand and in any case within 48 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest as applicable shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of District Courts.

6. I/We have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated _____ granted to him by the Bank.

Yours faithfully,

_____
Bank by its Constituted Attorney

Signature of a person duly
Authorized to sign on behalf of the
Bank

INSTRUCTIONS FOR FURNISHING CONTRACT PERFORMANCE SECURITY

1. The Bank Guarantee by successful bidder(s) will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said bank guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of bid to be considered as Hamirpur (H.P.).

2. The bank guarantee by bidders will be given from bank as specified in ITB…elaborate.

3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Employer.

4. If a bank guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant confirming its net worth is more than Rs._____ (Rupees _____ _____or its equivalent in foreign currency along with documentary evidence.

PART-II

SCHEDULE-I

NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (H.P) 177005
(COMMERCIAL BID)

S. No. (1)	Head (2)	Percentage or rate (3)	Monthly Rate for Cleanliness personnel (per 8 hrs shift) (4)	Monthly Rate for Supervisor (per 8 hrs shift) (5)
A	(i) Minimum Wages as per latest minimum wage notification	-	**Rs. 6500/-**	**Rs. 9178/-**
	(ii) Strength	-	**82**	**02**
	(iii)Category wise Monthly Amount	-	**Rs. 5,33,000/-**	**Rs. 18,356/-**
	(iv) **Sub-total-I**	-	**Rs. 5,51,356/-**	
B	(i) HRA to be charged on A(i)	10%	**Rs. 650/-**	**Rs. 918/-**
	(ii)EPF to be charged on A(ii)	13.36%	**Rs.868/-**	**Rs. 1226/-**
	(iii)Uniform & Washing Allowance	Fixed @ Rs. 75/- per head per month	**Rs. 75/-**	**Rs. 75/-**
	(iv) total [B (i) to B (iii)	-	**Rs. 1,593/-**	**Rs. 2,219/-**
	(v) Strength	-	**82**	**02**
	(v) Category wise Monthly Amount	-	**Rs. 1,30.626/-**	**Rs. 4,438/-**
	(vi) **Sub- total –II**	-	**Rs. 1,35,064/-**	
C	**Monthly Amount (sub-total-I+II)**	-	**Rs.6,86,420/-**	
D	Service charges/Administrative charges/Any other charges (to be quoted by the agency on **sub-total-I** in percentage form)	-	**Percentage**_____ **(Please quote the rate only online on CPPP.)**	

1. At present ESI is not applicable in Hamirpur region, therefore, second party has to provide Workmen Compensation and Term Life Insurance of equivalent amount to the deployed manpower in consultation with first party; Actual amount of premium shall be reimbursed on production of proof.
2. The wages and other dues specified above are tentative and subject to change as per statutory requirement of relevant act/ law applicable from time to time.
3. The statutory dues over and above the specified, if any, shall be reimbursed by the institute on production of documentary proof.

Note: - Minimum wages as per latest notification issued by office of Labour Commissioner (L), Government of India, New Delhi.

Dated:

Signature of the Contractor or
His authorized signatory with
Seal of the Agency

Annexure- VI

NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP)-177 005

EVALUATION MATRIX FOR AWARD OF HOUSEKEEPING/CLEANLINESS SERVICES

Name of the bidder :_____
(to be filled in by the agency)

Evaluation Matrix : TOTAL 100 Marks

S.No.	Description	Documentary Proof attached at Page No.	Marks
I	**Certification and credentials**		**(25 Marks)**
a)	**Company Incorporation(15 Marks)**		
	(i) Public Limited company- (12 /12 Marks)		
	(ii) Private Limited Company- (09/12 Marks)		
	(iii) Partnership firm- (06/12 Marks)		
	(iv) Proprietary firm- (03/12 Marks)		
	(v) ISO 9001:2008 certification (03 Marks) (03/03 Marks)		
b)	**Assessment of average turnover for the preceding three financial years on the basis of audited balance sheets and certificates of ITRs (10 Marks)**		
	(i) Turnover of >INR 1 crores< INR 2 crores (3/10)		
	(ii) Turnover of >INR 2 crores<INR 3 crores (5/10)		
	(iii) Turnover of >INR 3 crores<INR 5 crores (7/10)		
	(iv) Turnover of >INR 5 crores (10/10)		
II	**Worker strength and Experience in large volume, multi state relevant assignments**		**(25 Marks)**
a)	**Total cleanliness workers continuously on rolls (10 marks)**		
	(i) ≤50 workers = 0		
	(ii) 51-75 workers = 4/10		
	(iii) 76-100 workers = 6/10		
	(iv) 100-125 workers = 8/10		
	(v) >125 workers = 10/10		

b)	**Experience – should be in the name of same [applying] agency. Number of Gardeners and deployment under single contract in reputed institution/ universities and large public/private sector organizations (15 Marks)**		
	a) Contracts each with annual value below 10 lacs (0/15)		
	b) 1-3 contracts each with annual value above 10 lacs (5/15)		
	c) 4–5 contracts each with annual value above 10 lacs (7/15)		
	d) 6–7 contracts each with annual value above 10 lacs (10/15)		
	e) 8–10 contracts each with annual value above 10 lacs (12/15)		
	f) More than 10 contracts each with annual value above 10 lacs (15/15)		
III	**Capability & Resources**		**(25 Marks)**
	(a) Management profile and resources available (10 marks)		
	(b) Presentation by Bidders (scope of work and feedback from any two existing customers) to be reviewed by the NIT Management (15 marks)		
Marks Scored in Technical Component			
IV	**Weightage of Commercial Bid**		**(25 Marks)**
	a) Lowest Bid Value (L1) =25 marks		
	b) 2nd Lowest Bid Value (L2) = L1/L2x25		
	c) 3rd Lowest Bid Value (L3) = L1/L3x25		
	d) 4th Lowest Bid Value (L4)=L1/L4x25		
	e) 5th Lowest Bid Value (L5) =L1/L5x25 and so on		
Total Marks Score			

Note: It is mandatory for the agency to fill up page no. of the documentary proof before submission of the tender.