

**TENDER NOTICE FOR
PROVIDING OF MANPOWER FOR
OPERATION & MAINTENANCE OF VARIOUS
CIVIL AND ELECTRICAL SERVICES AT IIITDM KANCHEEPURAM**



Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram
Off Vandalur-Kelambakkam Road,
Melakkottaiyur, Chennai-600127

IIITDM/19/2018-19/Civil & Electrical/023 dated 11 Dec 2018

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Instruction to Bidders

Tender Document for “Providing of Manpower for Operation & Maintenance of Various Civil and Electrical Services”

1.	Work	Providing of Manpower for Operation & Maintenance of Various Civil and Electrical Services.
2.	Tender Enquiry No	IIITDM/19/2018-19/Civil & Electrical/023 dated 11 Dec 2018
3.	Eligibility Criteria	<p>1. Contractors who are having prior experience in similar works from a prominent Govt./Semi Govt./PSU/ Autonomous Institution/ Corporate Bodies during last Three years from date of tender shall only be considered (i.e. attach documentary proof).</p> <p>Similar Works Means: Experience in erection & commissioning, operation, manning and maintenance of Civil & Electrical Services in a campus of similar kind.</p> <p>2. CPWD Civil & Electrical Contractor Class III and above with similar experience.</p> <p style="text-align: center;">Or</p> <p>Possession of requisite statutory certificates / licenses essential for manning and operation & Maintenance of 11 KV and above capacity substations, Transformers, Diesel Generators, HT/LT installations electrical equipment's (like LT motors, Lights, fans, etc.) from state Govt. or central Govt. licensing boards.</p> <p>3. The contractor should have at least one contract value of Rs.37 Lakhs or above in similar nature currently on hand anywhere in India as on closing date of tender.</p> <p>4. The contractor should have executed similar nature of AMC works obtained 01.01.2016 to till date (as on date of opening of tender) with minimum value as mentioned below –</p> <p>(a) One similar nature of work costing not less than Rs 37 Lakhs and above</p> <p style="text-align: center;">or</p> <p>(b) Two similar nature of works costing not less than Rs.28 Lakhs and above</p> <p>Note:-All above four clauses should be satisfied to qualify technically and evaluation will be done by the committee taking into account prior experience.</p>

4.	EMD	The tenderer shall deposit an Earnest Money Deposit of Rs. 1,15,000/- by way of Demand Draft / Bank Guarantee. The DD /pay order may be drawn in favour of “The Registrar, IIITDM Kancheepuram” (on any Nationalized Banks payable at Chennai), which will be refunded in respect of unsuccessful tenderer. THE EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
5.	Submission of offer	Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and commercial bid in two separate sealed envelopes. Format of Technical bid and Commercial bid are provided at Annexure II and III respectively. Envelopes containing Technical Bid and Commercial Bid should be securely sealed and stamped separately and clearly marked as “ Envelope No:1 - Technical Bid ” and Envelope No:2 –Commercial Bid ” respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscripting the tender Number and description of the item.
6.	Pre-bid Meeting	Date: 17.12.2018 at Time: 1100 Hrs
7.	Last Date for submission of Bids	Date: 26.12.2018 at Time: 1100 Hrs
8.	Opening of Technical Bid	Date: 26.12.2018 at Time: 1200 Hrs
9.	Selection Process	The entire technical bid will be scrutinized and evaluated by the evaluation committee constituted by the Registrar. The firm/agencies’ all relevant documents & eligibility will be considered for further process.
10.	Opening of Commercial Bid	The shortlisted firms / agencies on the basis of the technical bid only will be invited to attend the opening of commercial bid.
11.	Commencement of operation	The selected agency should commence the Operation & Maintenance of various Civil & Electrical Services from 10 days after the award of work. Manpower to be deployed at least 72 hours (03 days) before commencement of Contract period.
12.	EMD	Rs. 1,15,000/-
13.	Security Deposit	10% of contract value (after adjusting the EMD) as Security Deposit in the form of Bank Guarantee from any of the Nationalized bank payable at Chennai.

II. TERMS AND CONDITIONS OF CONTRACT

1 (a) Providing of manpower for operation & maintenance of civil & electrical services providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

(b) A **pre-bid meeting is scheduled on 17.12.2018 at 1100 Hrs** and interested tenderer at their own cost can attend to inspect, examine the site and seek any clarification on the scope of work.

2. Contract Period: The contract is initially for a period of **ONE YEAR**, based on the performance reviews which may be renewed for **TWO YEARS** on yearly basis with the same terms and conditions at the discretion of Institution.

3. Preparation and submission of tender document:

(a) The tenderer has to submit the tender document duly signed by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.

(b) A copy of each of the following shall be enclosed along with the Technical Bid as at **Annexure II**. Any tender documents without these shall be invalid and rejected.

(i) Firm Registration Certificate.

(ii) PAN No and Income Tax return filed for last three Financial Years

(iii) GST Registration No.

(iv) ESI No.

(v) PF No.

(vi) Copy of work order for meeting the eligibility criteria as at I (3) of tender document.

(c) Tender received without required EMD or lesser amount will be summarily rejected. **Tenderer registered with NSIC and having a valid Registration Certificate will be exempted from payment of EMD.**

(d) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.

(e) If any relative of the tenderer is an employee of the IITDM Kancheepuram, the name, designation and relationship of such employee shall be intimated to the Registrar, IITDM Kancheepuram in writing while submitting the tender.

(f) **The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening** for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

4. No tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.

5. EMD will be liable to be forfeited if the tenderer selected for the work fails to accept and sign the formal agreement or to start the work on the date stipulated in the work order.

6. Selection Criteria:-

The firm which Quotes technically qualified and the lowest rate shall be awarded the contract. In case 2 firms quote the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard.

7. Execution of Contract and Security Deposit:

A formal contract given at **Annexure IV** shall be entered into with successful tenderer on a non-judicial stamp paper of **Rs.100/-**. The tenderer shall also deposit 10% of contract value (after adjusting the EMD) as Security Deposit in the form of Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Chennai, which would be released on expiry/termination of the contract after adjustment of dues, if any. The SD should be valid for two months beyond the duration of the contract.

8. Manpower deployment:

(a) The tenderer shall ensure that the persons deployed are punctual, disciplined and vigilant in performance of their duty. The tenderer shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. The tenderer must employ adult labour only. Employment of child labour will lead to termination of contract.

(b) **All the employees shall wear uniform, safety helmet, Safety shoe, safety hand Glove and other safety Personnel Protective Equipments (PPEs) with identification badge/ID card issued by the Contractor.**

(c) **Police Verification** of the antecedents of the persons to be engaged at IIITDM Kancheepuram shall be obtained by the tenderer in advance and made available to IIITDM Kancheepuram within **3 months** from the award of contract.

(d) The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out surprise check on the persons deployed by the tenderer in order to ensure that required numbers of persons are deployed and that they are providing the service properly.

(e) The persons deployed by the tenderer for the work shall be the employees of the tenderer for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the IIITDM Kancheepuram accrue implicitly or explicitly.

(f) The persons so deployed shall remain under the control and supervision of the tenderer and he shall be liable for payment for their wages etc and all other dues which the tenderer is liable to pay under various labour regulations and other statutory provisions.

(g) The Tenderer shall ensure that all the employees get **minimum wages [Zone A]** as per the Central Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws. He shall

provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.

(h) **The Tenderer shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Minimum Wages Act, and such other Acts as applicable. As amended from time to time or furnishing any information, or submitting or fulfilling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar of the Institute a sum as may be claimed by the Institute.**

(i) The Contractor shall take at his own cost, **necessary insurance cover** in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.

8. Payment Terms:

(a) IIITDM Kancheepuram shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period except in case of enhancement of Minimum wages by the central Govt. The income tax as applicable shall be deducted from the bill unless exempted by the Income Tax Department.

(b) The tenderer shall also submit the proof of having deposited the amount on account of salary, ESI and EPF towards the persons deployed in their respective names before submitting the bill to the institute. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor. The tenderer shall obtain ESI card to the employer and shall furnish the same to Institute on demand.

(c) The Institute will reimburse the ESI only based on previous month remittance proof.

(d) The provident fund will be claimed by the contractor directly as per The Pradhan Mantri Rojgar Protsahan Yojana(PMRPY) plan scheme.

9. Compliance:

(a) The tenderer shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.

(b) The tenderer shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of IIITDM Kancheepuram.

(c) Any damages to the infrastructure facilities or the property of the Institute by the personnel of the tenderer, they shall bear the responsibility of losses and shall replace the same on its own expenses/reimburse the full cost of the same.

(d) In case, the workers employed by the tenderer commits any act of omission /commission that amounts to misconduct/ indiscipline/ incompetence, the tenderer shall be liable to take appropriate disciplinary action against such workers, including their removal from site of work, if required by IIITDM Kancheepuram.

(e) The successful tenderer shall replace immediately any of its workers who are found unacceptable to the IIITDM Kancheepuram because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of IIITDM Kancheepuram.

(f) The successful tenderer shall be solely responsible for the redressal of grievances / resolution of disputes relating to workers engaged by them. IIITDM Kancheepuram shall, in no way, be responsible for settlement of such issues whatsoever.

(g) For all intents and purposes, the successful tenderer shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged at IIITDM Kancheepuram under this contract. The workers deployed by the agency at IIITDM Kancheepuram shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIITDM Kancheepuram.

(h) IIITDM Kancheepuram shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.

(i) The workers deployed by the tenderer shall not claim nor shall be entitled for pay, perks and other facilities from IIITDM Kancheepuram admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.

(j) In case of termination of this contract on its expiry or otherwise, the workers engaged by the tenderer shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIITDM Kancheepuram.

10. Compliance of Statutory Provisions

(a) The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall also produce the same, on demand, to the concerned authority of IIITDM Kancheepuram or any other authority under Law.

(b) In case, the tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIITDM Kancheepuram is put to any loss / obligation, monetary or otherwise, IIITDM Kancheepuram shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

11. Right of IIITDM Kancheepuram

(a) The Registrar, IIITDM Kancheepuram reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(b) The Registrar, IIITDM Kancheepuram reserves the right to accept or reject any or all

the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.

(c) The Registrar, IIITDM Kancheepuram reserves the right to terminate the contact at any time without assigning any reasons by giving a **one month notice** to the contracting agency/firm/company.

(d) **IIITDM Kancheepuram reserves the right to suitably increase or reduce the manpower and the scope of work put to this tender. The payment will be made correspondingly as per the actual number of persons engaged in the work.**

12. Breach of Terms and Conditions:

(a) Quality of **Manpower for Operation & Maintenance of various Civil & Electrical services** is the essence of the contract for the manpower should possess requisite license/certificate which will be verified before commencement of work. If the quality of service remains poor for a period of 15 days in spite of communication from IIITDM Kancheepuram, the contract may be terminated at the discretion of Competent Authority.

(b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order / job without assigning any reason thereof and nothing shall be payable by IIITDM Kancheepuram in that event the security deposit shall also stands forfeited.

13. Dispute Settlement:

(a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Registrar, IIITDM Kancheepuram whose decision shall be final and binding on both the parties.

(b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Kancheepuram. The resultant contract will be interpreted under Indian Laws.

(c) In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IIITDM Kancheepuram shall be final and bindings on all parties.

Sd/-
Registrar

III. SCOPE OF WORK - PROVIDING OF MANPOWER FOR OPERATION & MAINTENANCE OF VARIOUS CIVIL AND ELECTRICAL SERVICES AT IIITDM, KANCHEEPURAM

The day to day operation and maintenance (ie: periodical, preventive, break down maintenance) of various building internal/external civil & electrical installation, services & building to be carried out regularly as directed by the engineer in charge.

THE CONTRACTOR HAVE TO PROVIDE MANPOWER ONLY. THE SCOPE OF OPERATION TO BE CARRIED OUT BY THE PERSONNEL WILL BE AS FOLLOWS:

1. (A) CIVIL WORKS

1. The Successful Tenderer has to deploy their technicians for entire Institute civil maintenance works.
2. Entire institute plumbing works should be carried out by the plumber, accordingly carpenter and sewer man has to take care of concerned work of the entire campus.
3. All the manpower will work under supervision of Engineering Unit of the Institute.

1. (B) ELECTRICAL WORKS:

List of electrical equipment & scope of work:

- i. Substation 1 - 11 kV/415 Volt, 2 x 500 kVA, outdoor, oil cooled Transformers & equipments
- ii. Substation 2 - 11kV/415 Volt, 2 x 1600 kVA, Indoor, cast resin Transformers & equipments.
- iii. Substation 3 - 11 kV/415 Volt, 2 x 500 kVA outdoor, oil cooled Transformers & equipments.
- iv. Individual building electrical installations (Admin building, Academic building, Laboratory building, Dining block, Aswahta hostel, Ashoka hostel, Loutus, Banyan hostel, Cafeteria, Sports complex, STP (only IEI), Old PEMS, fire sump stations, upcoming Jasmine & faculty quarters, etc.,)
- v. Diesel Generator Sets – 3 nos. (125 kVA , 500 kVA and 625 kVA) accessories & its associated panels
- vi. Water Treatment Plant (WTP), entire campus water pumping systems and Pumps sets (Qty- 35 Approximately).

2. Operation, Maintenance and Repair of Civil & Internal Electrical Installations of entire campus i.e: Building inside/outside, including outdoor focus lights, street lights and solar lights etc.

- (a) Individual building's LT & HT panels, control panels, bus bars, Distribution boards (LDB, PDB, UPS DB), switch gears, controllers, timers, sensors, relays , Internal electrical installations (IEI) switch/sockets and etc.,
- (b) Numerous Auxiliary HT & LT panels installed at various places (indoor/outdoor) inside the Building & in and around Campus.

- (c) Operation, maintenance and replacement of defective three phase MCCB's/MCB's/RCCB/SFU's, Single phase MCB's, isolators, bulbs, Tube lights, street lights, solar street lights, internal & external LED/CFLs lights, AC Boxes, switches, sockets, fan regulators, ceiling fans, exhaust fans and all other electrical equipments, gadgets, installations, cables/components etc. inside and outside of entire campus buildings including substation are vendor scope **material will be supplied by IITDM** or the with the pre-approval from IITDM Engineer-in-charge / authorities the tenderer can purchase the said materials.
- (d) Record keeping the operation, maintenance & repair and replacement for the entire civil & electrical installation/equipment & this include water pumping. Taking and submitting the readings of electric energy/water meter readings installed in building in 1st week of every month.
- (e) **The contractor shall maintain a equipment register.** The details of all electrical & civil instruments/equipment (as mentioned in list) installed in the Building & Campus shall be entered in the same.
- (f) **The contractor shall maintain a complaint Register. As & when a complaint arises in respect of any civil / electrical problem, the contractor's supervisor shall enter the complaint in register & ensure remedial action proactively & instantly. The same shall be verified by the building in charge, Engineer-in charge/authorities of IITDM. No Laxity in attending of the complaints shall be tolerated. Appropriate financial penalty will be imposed if any inordinate delay is observed.**
- (g) The contractor shall keep the record of IITDMs all buildings power & water consumption and submit the same to engineer in charge.
- (h) Maintenance of safety & Hygiene in electrical substation, and electrical rooms, electrical shafts shall be the sole responsibility of the contractor.
- (i) The contractor shall maintain a record of all existing earthing detailing numbers of existing earthing at different locations in the Building & Campus.
- (j) Filling up of water in all the earthing pits once in a fortnight in summers & once in two months in winter. Replacing the defective material if required immediately under notice to IITDM.

3. Establishment, Operation & Maintenance of complaint cell

- (a) Agency should maintain & run 24X7 the campus which is professionally managed with computers etc., and maintain log book of complaints received and attended and submit weekly/monthly service report to IITDM Engineering in charge for verification.
- (b) All the materials/consumables will be supplied by IITDM.
- (c) All major faults and problems shall be reported to IITDM within half a day of occurrence through a memo. Procedures for rectification, duly approved by IITDM, shall be obtained by the agency.
- (d) Performance of the agency will be evaluated based the reduced number of complaints received, the number of repeated complaints on the same problem/issue, and the time taken to rectify the complaints/repairs, reduced overflow of water, reduced power consumption, reduced monthly electricity and water bills, etc.,
- (e) Agency should use their own tools & tackles and measuring equipments required for the

normal O&M works and repairs. However the cost towards hiring of heavy machinery like Crane/jetting machine will be reimbursed by the Institute after verification of work done and bills by Engineering in charge.

4. In addition to above, the contractor shall also be responsible for the following in the entire Building & including external lighting in and around the campus.

- (a) IIITDM is a residential campus, round the clock smooth operation of all the Lighting Fixtures, fans, power points & other electrical fittings & accessories installed inside & outside of the Building peripheral roads,etc.
- (b) Regular checking for overheating/abnormalities of various connection, cables, terminals, circuit breakers, Relays, timers, Starters, Panels, starters & regulators used in lightings/Motors/fan etc.
- (c) Cleaning & upkeep of lights in Building & Campus such as cleaning of tube light fittings, fans, switches, Electrical cable racks/ducts/shafts, DB's etc as directed by the Engineer in charge.
- (d) Tightening neutral, earthing & phase connection in the AC metal clad boxes installed in the Building & Campus.
- (e) Switching ON/OFF all the external lightings like (Pathway, boundary, Ground, institutes road) and internal lightings in all the common areas of all the Building wherever required.
- (j) A register/ log book for day to day Maintenance, Operation, Duty roster, Break down & rectification register, attendance register to this effect shall be maintained by the contractor which will be submitted and checked by Building & Campus engineer in charge on daily/weekly basis. All registers/log books & note book will be supplied by IIITDM.
- (k) **The tenderer has to do the all concerned civil & electrical works directed by the engineer in charge/institute authorities, also any new project works (ie: New electrical wiring/extension of electrical wiring/operation & maintaining the new/other civil & electrical equipments) .**

5. Any damage, repair or loss due to failure to carry out prescheduled maintenance work shall be to the risk and cost of the agency. The contractor on expiry of contract shall handover and returns all equipments and other items made available by IIITDM in same operational condition after the contractual period.

6. Additional Conditions

- (a) All tools and accessories used for operation, maintenance, replacement, repairs, testing/measuring etc., are contractor's scope those tools & tackles should be submitted and approved by Engineering in charge.
- (b) Work without proper tools and tackles will not be permitted. Before starting the contract the tenderer has to get the approval for tools for maintenance.
- (c) Minimum tools requirements are :
 - i. Cutting plier - 4 Nos.
 - ii. Screw driver set - 4 set

iii.	Ring spanner full set	-	2 Set
iv.	Double handed spanner full set	-	2 Set
v.	Wrench spanner	-	2 Nos.
vi.	Hammer	-	4 Nos.
vii.	Box spanner	-	1 Set
viii.	Digital Insulation tester/Megger/Earth resistance tester-	-	1 No.
ix.	Clamp meter & multimeter	-	1 No
x.	HT Gloves(11kV and above)	-	4 set
xi.	Allen key spanner set	-	1 set
xii.	Drilling Machine (Power)	-	1 No
xiii.	Hex saw, Poker	-	1 Set
xiv.	Cable crimping tool	-	02 No
xv.	Mini welding/cutting machine	-	01 No.
xvi.	Plumbing and carpentry tools as required	-	01 Set.

And other related to the operation and maintenance work related tools and tackles.

(d) In the event of contractor showing lack of attendance to the work, negligence or unfair performance in the opinion of IITDM, then the contract may be terminated at any stage without prejudice to the right by action under any other relevant clause of the contract.

(e) The contractor shall follow all safety norms & security rules framed by Govt. norms & IITDM from time to time regarding removal of materials from site, issue of identity cards, control of entry of persons and other similar matters.

(f) The contractors' personnel shall not disclose any information or drawings furnished to him by IITDM. Any drawings, records and other information prepared by the contractor or by IITDM or jointly by both for the execution of the work shall not be disclosed without the prior approval of the IITDM. No photograph of the institute or in and around places within the premises of IITDM shall be taken.

(g) The contractor shall keep his work spot and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipments. The Engineer in charge or his authorized representative has the right to stop the work, if the contractor fails to improve upon the house keeping after having been notified.

(h) Engineering in charge will have the right to withdraw the work permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.

(i) Cost of damages caused due to bad workmanship shall be recovered from the contractor.

(j) Any other work covered under respective terms and conditions, if required or insisted by any regulatory body including tests and calibrations, etc., shall be undertaken by the agency.

(k) The knowledge/Information of availability of manpower on daily basis shall be the responsibility of contractor himself and not by IITDM. Contractor should ensure availability of his representative throughout the contract period who shall be responsible for manpower availability and their record keeping.

(l) The contractor shall depute staff round-the clock to ensure maintenance services on all days in a Month as per requirement.

7. The contractor shall note that they shall have to carry out their work in close & smooth co-ordination with other contractors/agencies working in the same premises.

8. Required Man power

The bidder must quote for the minimum number of labourers (for the three shifts & General) as specified below. Tender, which quote for manpower, below the minimum number is liable to be rejected.

A) CIVIL

Description	Manpower	Qualification / Experience
Supervisor (Skilled/clerical)	01	Diploma in civil engineering with 2 to 3 year of experience in the similar works
Plumber (semiskilled/ unskilled supervisor)	03	2 to 3 year of practical experience.
Carpenter (semiskilled/ unskilled supervisor)	01	2 to 3 year of practical experience.
Sewer man (semiskilled/ unskilled supervisor)	01	Minimum 1 year experience in similar work.
Helper (Unskilled category)	02	Minimum ITI certificate holder.

B) ELECTRICAL

Description	Manpower	Qualification / Experience
Helper (Unskilled Category)	06	Minimum 8 th pass / SSLC or its equivalent.
Electrician (Skilled Category)	03	ITI 'B' License holder or ITI with Min 2 years' experience.
C licensed Electrician / Supervisor (Skilled Category)	03	i) C – License Holder – 1 no. ii) C – Licence holder or Diploma/ Degree in Electrical Engineering with minimum 2 years' experience – 2 no.

Annexure II**Indian Institute of Information Technology Design and Manufacturing Kancheepuram
TECHNICAL BID**

SI No	Particulars	Details
1.	Name and address of the registered office of the agency/firm	
2.	Name of Owner/partner with contact number, address	
	Phone no.	
	Email id:	
3.	Registration Details (attach Photocopy of documents)	
	a. Registration Number	
	b. Electrical License Number	
	c. PAN Number	
	d. GST Registration No.	
	e. ESI Number	
	f. PF Number	
4.	List of Institutes/Offices where the firm is providing/provided Electrical services (enclose copy of order)	
5.	Copy of Income tax Return (for the last 3 years)	
6.	Copy of GST Return for the last one year	
7.	Any other information	

Certified that the information furnished above is true and correct and have enclosed all the documents for support of the same. We further understand that non-furnishing of documents and/or submission of false information/documents will make us liable for rejection.

Place :

Signature of the Tenderer

Date:

Name of address of the tenderer with Office stamp

ANNEXURE-III

COMMERCIAL BID:
SCHEDULE OF RATES

Name of the work: providing manpower for operation & maintenance of various civil and electrical services at IITDM, Kancheepuram.

1 Sl. No	2 Work Description	3 Qty	4 Per day Minimum wages as per act per person as on date
1.	Helper (Unskilled Category)	06	553
2.	Electrician (Skilled Category)	03	673
3.	C licensed Electrician (Skilled)	03	673
CIVIL			
4.	Supervisor (Skilled/clerical)	01	673
5.	Plumber (semiskilled/ unskilled supervisor)	03	612
6.	Carpenter (semiskilled/ unskilled supervisor)	01	612
7.	Sewer man (semiskilled/ unskilled supervisor)	01	612
8.	Helper (Unskilled category)	02	553
Quote Only Service Charges at.....%			

The intending contractor should mention the service charges only for supply of Man power in percentage.

Note:

- (i) **GST NIL for man power services for Govt. educational institutions.** As per Sl. No. 3 of notification 12/2017 central tax (Rate) dt 28/06/2017.
- (ii) ESI will be paid on submission of remittance of proof.
- (iii) The provident fund will be claimed by the contractor directly as per The Pradhan Mantri Rojgar Protsahan Yojana (PMRPY) plan scheme.
- (iv) An amount of Rs. 7,000 / as per norms per person will be reimbursed by the institute on production of bills and vouchers for having paid the bonus.

Place
Date:

Signature of the Tenderer
Name & Address of the Tenderer with Office Stamp

CONTRACT AGREEMENT

CONTRACT AGREEMENT NO. _____

This Agreement made on _____ between Indian Institute of Information Technology Design and Manufacturing through its authorized signatory The Registrar (which expression shall include its administrators, successors, executors) on the one part and M/s _____ (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, IITDM is desirous of getting the work of providing manpower for operations and maintenance of various electrical services at its campus located in Melakottaiyur Village, Off Vandalur-Kelambakkam Road, Chennai 600127 as mentioned in detailed document and has invited tenders for this work as per tender document issued for this purpose. And whereas M/s _____ had participated in the above referred bidding vide their proposal dated _____ and IITDM accepted their aforesaid proposal and awarded the work to M/s _____ vide its award letter No. _____ dated _____ and the documents referred to therein which have been accepted by M/s _____, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER

IITDM has awarded contract to M/s _____ herein after on the Terms and Conditions contained in acceptance letter dated _____ and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. _____. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated _____
2. Set of tender documents and quotations submitted by the contractor.

The above contract documents are serially numbered from 1 to ____ and are initialed by both the parties through their representatives. All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act and Chennai shall have exclusive jurisdiction over the same.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a maintenance & operation contract, which includes supply of skilled and unskilled manpower as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Chennai.

For and on behalf of	For and on behalf of
M/s _____	Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram Off Vandalur-Kelambakkam Road, Melakkottaiyur, Chennai-600127 .
Witness 1	Witness 1
Witness 2	Witness 2