



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
 (Institute of National Importance)
 G.E. Road, Raipur - 492010 (C.G.)

Phone: (0771) 225 42 00
 Fax: (0771) 225 46 00
 Email: director@nitrr.ac.in
 Website: www.nitrr.ac.in

No./NITRR/R-1/Adv./2009/-----2161

Raipur Dtd:- 20 / 10 / 2009

To,
 M/s AK Advertisers
 Near Tatyapara Chowk,
 Raipur (C.G.)

Sub:- Publishing of advertisement - regarding.

Dear Sir,

You are kindly requested to publish the advertisement given below by 6 November 2009 in your Raipur local edition the Nav Bharat in minimum size. Bill according to DAVP rates may kindly be submitted to the office of undersigned in three copies for the payment.

You are also requested to enclose DAVP rate list and copy of the advertisement published along with the bill.



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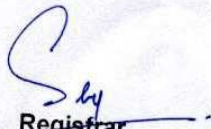
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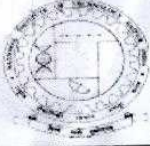
सिविल रखरखाव कार्य के लिए मद दर मुहर बंद निविदा टेक्निकल एवं फायनेसियल निविदा (अलग-अलग मुहर बंद लिफाफे में एवं लिफाफे के ऊपर मेन्टेनेंस लिखा हुआ, दोनों लिफाफों को एक लिफाफे में बंद कर) पात्र ठेकेदारों से आमंत्रित किया जाता है। यह निविदाएँ 30/11/09 को 16.00 बजे तक रजिस्ट्रार राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर को प्रस्तुत किया जा सकता है। निविदा के कार्य एवं संभावनाएं, नियम एवं शर्त राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर के वेबसाईड www.nitrr.ac.in पर देखा जा सकता है। निविदा प्रपत्र का मूल्य रु0 1000/- है जो कि डिमांड ड्राफ्ट के रूप में निदेशक राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर को देय हों।

कुलसचिव
 राष्ट्रीय प्रौद्योगिकी संस्थान
 रायपुर (छ.ग.)

Copy To:-

1. Estate Office, NIT Raipur for Information.
2. Account Officer NIT Raipur for Information.
3. Central Store, NIT Raipur for Information,
4. Steno to Director, NIT Raipur for Information.


 Registrar
 National Institute of Technology
 Raipur (C.G.) - 492010



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②

No./NITRR/R-1/Adv./2009/-----

2160

Raipur Dtd:-20/10/2009

To,

M/s AK Advertisers
 Near Tatyapara Chowk,
 Raipur (C.G.)

Sub:- Publishing of advertisement – regarding.

Dear Sir,

You are kindly requested to publish the advertisement given below by 6th Novem 2009 in your Raipur, local edition the **The Times of India** (Bombay Edition) & **the Hitavada** in minimum size. Bill according to DAVP rates may kindly be submitted to the office of undersigned in three copies for the payment.

You are also requested to enclose DAVP rate list and copy of the advertisement published along with the bill.



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Technical & Financial bids are invited (Separately in two envelopes super-scribed bids for work Civil maintenance contract at NIT Raipur and put together in a single envelope) from eligible bidders. Bidders may submit bids by 30th November 2009 up to 16.00 PM. to Registrar NIT Raipur. The scope of work, terms & conditions prescribed application form is available on NIT Website. www.nitrr.ac.in. Application can be downloaded from website, However Rs. 1000/- to be paid in form of DD in favor of Director NIT Raipur. The last date for submission of application is 30/11/09 upto 1600 Hrs.

Registrar
 National Institute of Technology
 Raipur (C.G.)

Copy To:-

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Registrar
 National Institute of Technology
 Raipur (C.G.) - 492010

Check List Of Documents To Accompany The Tender And For General Information Of Contractor For Submission Of Tender

Sr.No	Brief details of documents required	Whether enclosed or not
1	2	3
	The following documents should be submitted (In Envelope No. A) duly attested by Gazzetted Officer valid on the date fixed for the receipt of tender. Forwarding (Covering) letter along with list of all document Forms / Statement	
1.	Attested copy of the valid registration certificate of CPWD/ PWD/MES/ MJP/Railways/ P&T for civil works.	Yes/ No
2.	Attested copy of the latest Income Tax return/ clearance certificate information regarding Income-Tax circle or ward of the district in which he/they is/are assessed to Income Tax with number of assessment year.	Yes/ No
3.	Attested copy of the valid registration certificate of sales tax department.	Yes/ No
4.	Attested copy of the clearance certificate from sales tax department.	Yes/ No
5.	Earnest Money in the form of DD in the name of the Director, N.I.T. Raipur.	Yes/ No
6.	Following details in the prescribed forms should be furnished in Envelope No. A in the tender documents. i) List of equipments, tools and plants available with the tenderer, which will be used for this work. ii) List of Technical personnel of the tenderer and further likely to be appointed for this work.	Yes/ No
7.	Attested copy of partnership deed/memorandum and articles of association, as the case may be, if the tenderer is a partnership firm or joint work company.	Yes/ No
8.	Power of attorney on behalf of firm issued in the name of person/s authorized to sign agreements/bills etc. and collect cheque from N.I.T. for the work done.	Yes/ No
9.	The contractor should submit the latest certificate from concerned Authority regarding successful completion of work/s within the span of last three years of similar nature i.e. Civil maintenance Contract costing not less than Rs. 0.60 Lac per month for at least one year in Govt./ Semi Govt. Department.	Yes/ No

INVITATION OF TENDER FOR WORK OF CIVIL MAINTENANCE CONTRACT

To,

Dear Sirs,

Subject: INVITATION OF TENDER FOR **WORK OF CIVIL MAINTENANCE CONTRACT**

1. You are invited to submit your most competitive Tender for the following work:-

Brief Description of the Work of Civil Contract_	Specification	Unit / Quantity	Work Period	E.M.D. in Rs.	REMARKS
Please refer enclosed "Schedule-B" for complete details	As per "Schedule-B"	As specified in "Schedule-B"	Initially the work will be awarded to successful Contractor for Period of 3 Months, on trial basis, which may be extended upto 12 months, in case of satisfactory performance.	<u>D.D./Pay Order of Nationalized Bank drawn in favour of the Director, N.I.T., Raipur for an amount of Rs. 25,000=00 (Rs. Twenty five Thousand only)</u> to be invariably, enclosed with the Tender in separately sealed envelope A.	The Contractor will have to make his own arrangements for machinery, essentially required tools & plants / equipments, etc. for proper performance of this work.

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

DETAILED TENDER NOTICE TO CONTRACTORS

Sealed Tenders for work of Civil Maintenance Contract in B-2 form are invited by the DIRECTOR, N.I.T. RAIPUR from the Registered Contractors of eligible class of the Maharashtra State PWD/ CPWD/MES/MJP/RAILWAYS/P&T, for Civil Maintenance work. The Tenders which would be in sealed covers addressed to the Director, N.I.T., Raipur with the name of work written at the top of the envelope will be received on **30th November 2009 upto 3.00 P.M. (IST)** in the office of **the Registrar**, N.I.T., Raipur and will be opened on the same day, if possible, in the presence of Tenderer or their authorized agents who may choose to be present.

TENDER PROCEDURE:

1.1 Manner of Submission of Tender:

Tender to be submitted in two separate sealed envelopes.

The Tenderer shall submit the tender and documents in two sealed envelopes as below.

1.2 Envelope A:

The first envelope clearly marked, as “**Envelope A**” shall contain the following documents.

- 1) Certificate as registered contractor with the Maharashtra state PWD/ CPWD/ MES/ MJP/ RAILWAYS/ P&T as may be applicable for civil as well as Electrical work.
- 2) An up-to-date IT return in original from income Tax Officer of the circle (or true copy there of duly attested by a Gazetted Officer) valid on the date fixed for receipt of tender & Pan Card details.
- 3) Demand Draft of any Nationalised/ Scheduled Bank for the amount of earnest money.
- 4) List of Machinery/ equipments, tools and Plants immediately available with the tenderer or for use in this work and list of Machinery proposed to be utilized in this work, but not immediately available and the manner in which it is proposed to be procured.
- 5) Details of Technical Personal on the rolls of the tenderer.
- 6) Attested copy of partnership deed/ memorandum and articles of association, as the case may be, if the tenderer is a partnership firm or joint work company.
- 7) Power of attorney on behalf of firm issued in the name of person/s authorized to sign agreements/bills etc. and collect cheques from N.I.T. for the work done.
- 8) **The Contractor should submit certificate from the concerned Authority regarding successful completion of a work/s within the span of last three years of similar nature i.e. Civil Maintenance Contract costing not less than 0.60 Lac per month for a period of at least one year in Govt./ Semi Govt. Department.**
- 9) Attested copy of the **valid registration certificate of sales tax** department and **latest clearance certificate** from sales tax department.
- 10) No joint venture shall be allowed.

1.3 Envelope B Tender:

The second envelope clearly marked “Envelope B” shall contain only the main tender including the common set of conditions/stipulations and schedule-B issued by the Department. A tender submitted without this would be considered as invalid.

1.4 Submission of Tender:

The two sealed envelopes A and B shall be again put together in one common cover and sealed. This sealed cover shall be marked on the left hand top corner '**Tender for the work of Civil Maintenance Contract**'. The full name and address of the tenderer shall be written on the bottom left hand corner. If submitted by post the sealed envelope marks as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post Acknowledgement Due.

The date and time for receipt of Envelope containing tender shall strictly apply in all cases. The tenderer should ensure that the Registrar receives their tender before the expiry of the date and time. No delay on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over, will either not be accepted or if inadvertently accepted, will not be opened and shall be returned to the tenderer unopened.

1.5 Opening of tenders:

On the date specified in tender notice following procedure will be adopted for opening of the tender.

1.6 Envelope A:

First of all, Envelope A of the tender will be opened to verify its contents as per requirements. If the various document contained in this envelope do not meet the requirements of the Department, a note will be recorded accordingly by the tender opening authority and the said tenderer's Envelope B will not be considered for further action and the same will be recorded.

1.7 Envelope B:

This envelope shall be opened immediately after opening the Envelope A only, if contents of Envelope A are found to be acceptable to N.I.T.. The tendered item rates in figures and words shall then be read out.

2) Earnest Money:

The Contractor shall invariably enclose the E.M.D. of **Rs. 25,000=00** (Rs. Twenty five thousand only) for tender, in a envelope A, only in the form of Crossed Demand Draft / Pay Order, drawn in favour of The Director, N.I.T., Raipur, payable at Raipur. **EMD of the Successful Contractor will be retained till six months after completion of work.**

Note: Tender(s) without E.M.D. will be out rightly rejected.

3) Security Deposit:

Security Deposit @ 5% of the total value of contract a month (one time) shall be retained from the first payment to the contractor in addition to Rs. 25000/- as EMD till six months from the date of completion of contract.

4) Issue of forms:

Information regarding contract as well as blank tender form can be obtained on payment of cost as detailed with enclosed statement from the Registrar during office hours on working days. On application, for blank tender forms, the contractor shall attach a copy of requisite certificates mentioned in the advertisement and registration in proof of his being a registered contractor of appropriate class valid on the date of tender without which the forms will not be issued.

5) Tender Rate:

The contractor should quote the rates both in words and figures. The amount should also be worked out by him and requisite total given. No alteration in the form of tender and the schedule of tender and no additions in the scope of stipulation will be permitted. Rates quoted for the tender shall be taken as applicable to all leads, lifts and taxes. The tenders who don't fulfill all or any of the above conditions or are incomplete in any respect are liable for summery rejection.

6) **Tender Units:**

The tenderer should particularly note the unit mentioned in Schedule 'B' on which the rates are based. No change in the units shall be allowed. In the case of difference between the rates written in figures and in words, the correct rate will be the one, which is lower of the two.

7) **Correction:**

No corrections shall be made in the tender documents. Any corrections that are to be made by crossing the incorrect portion and writing the correct portions above shall bear the initials of tenderer.

8) **Tender's Acceptance:**

Acceptance of tender will rest with the Director, N.I.T., Raipur who reserves the right to reject any or all tenders without assigning any reasons. The tenderer whose tender is accepted will have to enter into a regular B-2 agreement within 10 days of being notified to do so. In case of failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited to the N.I.T. and the offer of the tenderer shall be considered as withdrawn by him.

9) **Conditional Tender:**

The tenders which do not fulfill the conditions of the notification and the general rules and directions for the guidance to contractor in the agreement form or are incomplete in any respect are likely to be rejected without assigning any reason therefor.

10) **Power of Attorney:**

If the tenders are firm or company, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the Power of Attorney authorizing him to conduct all transactions on behalf of the body, along with the tender.

11) The tenderer may in the forwarding letter mention any points he may wish to make clear but right is reserved to reject the same or the whole of the tenders if the same become conditional tender thereby.

12) The contractors or the firms tendering for the work shall inform N.I.T. if they appoint their authorized Agent on the work.

13) Any dues arising out of contract will be recovered from the contractor as arrears of Land Revenue if not paid amicably. Moreover, recovery of N.I.T. dues from the contractor will be effected from the payment due to the Contractor from any other N.I.T. works under execution with them.

14) All pages of tender documents, conditions, specifications corrections slips etc. shall be initiated by the tenderer. The tender should bear full signature of tenderer, or his authorized Power of Attorney holder in case of firm.

15) The income tax including surcharge @ 2.25% or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether measured bill advance payment or secured advance.

16) The successful tenderer will be required to produce to the satisfaction of the specified concerned licence authority a valid concurrent licence issued in his favour under the provisions of the Contract Labour (Regulation and Abolition) Act 1970 after issue of form V.

17) **Validity Period:**

The offer shall remain open for acceptance for minimum period of **120 days** from the date fixed for opening the same and thereafter until it is withdrawn by the contractor by notice in writing duly addressed to the Director, N.I.T. Raipur and sent by Registered Post Acknowledgement due.

18) The tendered rates shall be inclusive of all taxes, rates, and cesses and shall also be inclusive of the tax leviable in respect of work contract under the Provision of Maharashtra Sales Tax on transfer of property in goods involved in the execution of works contract Act 1985 (Maharashtra Act No. XIX of 1985).

Contractor

**Director
N.I.T., Raipur**

1. **Bid Price**

- a) The work shall be for the full quantity as described in “SCHEDULE-B”. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) The rates quoted by the Contractor shall be fixed for the duration of the work and shall not be subject to adjustment on any account.
- c) The Prices should be quoted in Rupees only.
- d) The Director, N.I.T., will not be responsible to any liabilities, entitlement of the workers engaged by the Contractor during period of work. The adherence to the Govt. policies/norms/rules as stipulated, such as workmen compensation act, safety of workers, PF liabilities, Minimum Wages Act, Medical Claims, ESI will be sole the responsibility of the Contractor. No claim in this regard will be heard by the Director, N.I.T. what so ever.
- e) During the operation of maintenance period, any damages / casualties will have to be rectified / replaced, by the service provider / the Contractor, promptly at his sole liability.

2. Each Contractor shall submit only one Tender.

3. **Award of Work**

The DIRECTOR will award the work to the Contractor, whose Tender has been determined to be substantially responsive, and who has offered the lowest evaluated Tender price.

- 3.1 Notwithstanding the above, the Director, N.I.T. reserves the right to accept or reject any Tender(s) and to cancel the bidding process and reject all Tenders at any time prior to the award of work.
- 3.2 The Contractor whose bid is accepted will be notified of the award of work, by the Director, N.I.T. prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.
- 4. Payment shall be made immediately, after the maintenance work is satisfactorily carried out, at the end of month or at the end of quarter, on **Pro-Rata Basis**, by the competent authority, on receipt of certification of satisfactory performance & execution of the work, during the period under consideration.

5. **Terms and Conditions:** The Contractor will carry out the Civil maintenance work to the total satisfaction of the Institute authority through the Registrar.

- The Contractor shall undertake the above work of civil maintenance of all buildings, roads, water supply, sewerage lines by engaging appropriate workers.
- The Contractor shall give particulars of workers engaged for the above work and changes if any, from time to time to Registrar of the institute.
- That the contractor shall carry out the work between 9.30 AM to 6.00 PM every day.
- That the Institute Authority shall provide the material for maintenance to the contractor.
- The Contractor shall be responsible for the service conditions of the workers engaged by him for their disbursement of payment, provident fund, ESI, compensation, Minimum Wages Act, 1948 and all statutory liabilities as per labour laws etc. and the Institute Authority shall not be bound to defend any claims brought under the workmen’s Compensation Act or any other Labour laws in force.
- In case of deficiency in work or if the Supervisor of the Institute receives the complaint from the user to that effect, the contractor shall be levied penalty in proportion to the nature of work deficit/ poor quality of work to the extent of an amount not less than Rs. 200/-
- The workers of the Contractor must be in possession of an identity card in duplicate with photograph and in uniform provided by the contractor while on work. If contractor fails to do so, penalty will be imposed on the contractor and recover from the bill.
- That the contract can be terminate if the services provided by the contractor are not satisfactory, even without notice.
- That the terms & conditions in respect of payment to the contractor shall remain unchanged for a period of one year.

- No housing accommodation to the personnel deployed shall be provided by N.I.T..
 - This contract shall be on principal-to-principal basis and cannot be transferred or sublet or assigned by the contractor to any other agency.
 - Contractor has to make necessary arrangement for transportation of materials on work site.
 - Payment to the workers to be made in presence of Junior Engineer as per minimum wages.
 - On line complaint register should be maintained by the contractor by engaging proper person who has knowledge of computer.
6. **Payment Terms:** Payment shall be made on the monthly basis, within 15 days from the submission of bill and relevant document if any.
- The contract agreement will be executed on the court stamp fee of Rs. 100/- in between Contractor and Director, N.I.T. after finalization of the lowest Contractor.
 - That the Contractor will have to depute a supervisor for execution of contract.

**Director
NIT, Raipur (C.G.)**

Contractor

QUALIFICATION REQUIREMENTS:-

(For Work of Civil Maintenance Contract)

1. The Contractor should be an experienced service provider (work completed certificate) who must have rendered similar kind of services of the type, as specified in the 'Schedule -B' up-to at least **Rs. 0.60 Lac per month for a period of at least one year** required, in any one of the last 3 years in Govt. / Semi Govt. Deptt.
2. The Contractor should furnish the information on all past service work, undertaken / executed similar in nature, and satisfactory performance certificate to be submitted in envelope A.
3. The Contractor should submit the valid Registration certificate of State PWD/ CPWD/ MES/ P&T/ MJP/ Railway **for civil work**.
4. Attested copy of the latest Income Tax return/ clearance certificate information regarding Income-Tax circle or ward of the district in which he/they is/are assessed to Income Tax with number of assessment year.
5. Attested copy of the valid registration certificate of sales tax department.
6. Attested copy of the **clearance certificate** from sales tax department.

The above information shall be furnished by the Contractor invariably in appropriate Schedules / Annexure as may be relevant.

Technical and Price bid should be submitted in two separate envelopes and both the envelopes should be put together in one separate envelope.

Contractors who qualify in technical bid only those contractors price bid will be opened.

Signature of Contractor

**Director
N.I.T., Raipur**

CAPABILITY STATEMENT

1. Name & Address of the Contractor :
2. Phone:
3. Classification (1) Original Service Provider
 (2) Other (Please Specify)
4. Office: (a) Location:-

5. Type of equipment(s) possessed by the company/firm to carry out the work of maintenance.

Name of Equipment /Machinery	Capacity/Size	Qty.	Nos. of Work Orders on hand, where the machinery is presently under use

6. Types of work handled during last 2 years other than those covered under 4 above.

Nature of Work Undertaken Give complete description	Capacity / Size Of the work	Name of office & work awarding authority with complete address	Total Nos. of Equipment(s) deployed and the quantum of workforce engaged during work period	No. of orders on hand

Signature of Contractor with Seal

7. Turnover for similar works carried out in last two years :

8. Details of facilities available :

(Give details of operations, which can be carried out on equipment offered/under use.)

9. Details of Organization (enclose details of Organization Chart) to be provided by the Contractor after award of contract. Total manpower should not be less than twenty Five.

a) No. of skilled employees -----

b) No. of Unskilled employees -----

c) No. of Supervisory employees -----

10. Names of two organizations to whom similar services were provided in the past and to whom reference can be made by the Purchaser regarding the Contractor's technical and delivery ability.

1) _____

2) _____

Signature of Contractor with Seal

Contractor's Organization and Experience

A - CONTRACTOR'S Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.]

Signature of Contractor with Seal

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR.

SCHEDULE- B

Name of work: Civil Maintenance contract on N.I.T. Campus.

To engage the labours with supervisors to attend the day to day maintenance works on complaints at Institute Building, hostels and staff quarters and other buildings located at NIT, Campus Raipur. The contractor will be fully responsible for attending complaints. Repair works properly. The particulars of works are given below. The contractor has to engage minimum members of labours as per given below.

Supervisor	-	03 Nos.
Skilled	-	07 Nos.
Semi Skilled	-	03 Nos. + 04 Nos. (For Pump Operations)
Un Skilled	-	08 Nos.

Total	25 Nos.
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The above will be excluding cost of maintenance materials required. The maintenance material will be supplied by the NIT, authorities. But for pumps/motors full responsibilities will be of the contractor. (For parts or burning of motors)

The contractor should intimate the requirement of maintenance materials well in advance to avoid the hindrance in the maintenance works

Sr.No.	Particulars	Qty.	Rate	Unit	Amount
1	2	3	4	5	6
1.	General repairing of water supply line, excavation for damaged pipe lines, repairing of leakages in W.C., bath, flushing cistern, wash basin, stop cock, bib cocks, wheel valve. Replacement of showers, stop cocks, water pipes, wash basin brackets, replacement of bends, tees, single / double junction of soil/ vent/ waste pipe if any and other plumbing works assigned by the Engineer In charge. (Excluding cost of materials required)		-----		-----
2.	To operate water pumps and valves and checking of the water tanks for various Hostels and departments, repairing/ replacement of foot valve, priming and any other water supply works assigned by the Engineer in charge etc. complete. 08 Nos. water pumps are on the Campus at various locations. The pump operation for water supply will be form 6.00 am to 6.00 pm.		-----		-----

3.	General repairing of door shutters, window shutters, cupboards of room, ventilators including hanger rod and coat hook, shelves, mirrors, notice board, paper stand and replacement of door/ cupboard/ window shutters whenever required including making of shutters, hanger rod and any other carpentry works assigned by the Engineer in charge. (Excluding cost of materials required)		-----		-----
4.	Preparation of cement mortar for repairing of floors/ tile joints/ cracks, removing of damaged door frames/ W.C. pans, cement grouting, replacement of broken roof tiles of various staff quarters. Transporting of cement, metal, sand, bricks from maintenance store to various place of work on the Institute campus. Dismantling of old brick/ concrete work if any, erecting of scaffolding if required and any other work assigned by the Engineer in charge. (Excluding cost of materials required)		-----		-----
5.	General repairing of aluminium doors, sliding windows, fixed windows, partitions including floor spring and replacement of aluminium doors/ partitions/ windows whenever required including any other aluminium related works assigned by the Engineer in charge. (Excluding cost of materials required)		-----		-----
6.	Fixing of window/ ventilator panes including removing of broken panes and disposal of it at proper locations. Fixing of glass to aluminium window/ doors and partitions also and any other glass related works assigned by the Engineer in charge. (Excluding cost of materials required)		-----		-----
	Gross Total	12 Months		Per Months	

(Rs. -----)

Contractor

**Director
N.I.T., Raipur**

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR (C.G.)

ADDITIONAL TERMS & CONDITIONS OF MAINTENANCE CONTRACT

1. The tenderers are advised to visit and inspect thoroughly the site of work and the building required to be repaired/maintained before tendering.
2. The installation equipment covered under this operation and maintenance contract are briefly as mentioned in the Annexure “A” attached herein.
3. The detailed inventory residential /non residential is available with department which may be reviewed by the tendere before tendering. The same shall be signed by the contractor in token of having taken over the job in hand and shall be liable to hand over back the Building or portion as incorporated therein after due completion of the work.
4. The work shall be deemed to be started either as when the requisite staff is deputed by the contractor at site of work or the inventory or the inventory as referred above is signed by him whichever is latter. Similarly the work shall be considered to be completed only after the building/ or portion as above are handed over back to the department as reqd.
5. It shall be the responsibility of the contractor for safety and cleanliness of the staff quarter/Institute building particularly which are under his sole possession/use as reqd.
6. The scope of work include sundries materials required for routine maintenance viz soap, plumbing materials screws, nut bolts lost (lost their by to be replaced) oil (for oiling of pannel kabja aldrop) supply and replacement all accessories i.e. water tap, G.I. pipe, door handle, aldrop, door allied accessories, window glass, putty float valve of tank, for which nothing shall be paid extra It does not include replacement of komod cistern inside office building & residential quarters.
7. The scope of work also include lifting and lowering of materials form ground to floors & vise versa, form store to repair/ maintenance place.
8. The scope of work also include the day to day essential repair works cement work, wood works, cleaning of over head tank, under ground sump clearing of storm water drains, out door & domestic drains, earth work, RCC, brick work steel work flooring, roofing finishing septic tank, aluminum panel, water supply, pipes lines in campus & buildings. No joints to be given in wood works.
9. The contractor shall be responsible to maintain records of repair & maintenance work.
10. It shall responsibility of contractor to maintain and hand over back the installation covered under scope of work after completion of work in good working condition as reqd.
11. The job include attending day to day complaints and maintaining record for the same as reqd.

12. All complaints shall be arranged to be attending by the contractor by the same day failing which panel recovery & / or getting the job done at risk and cost contractor could be imposed upon by the Engineer – in- Charge at his discretion.
13. Sufficient Staff/Labour should be engaged according to the nature & job category of works. Minimum number of all catagaries of labour for different works should remain present.
14. The Contractor shall periodically display at site and submit to the Engineer – in- Charge the duty chart of staff on duty regularly. The staff deployed site of work shall be trained and qualified as per requirement and should be able to behave properly with the client department's officials. In case complaint about any misbehavior & /or for improper working of any of staff of contractor is received / noticed the concerned person shall be removed and replaced by the contractor immediately failing which it shall be presumed that no such staff was no duty beside taking any other suitable action by Engineer – in charge as deemed fit.
15. Any damages done to the existing installation/ building particularly due to negligence shall be entire responsibility of the contractor to make good the same free of cost.
16. The contract can be terminated by the department within 72 hours notice and proportionate payment shall be made if the contractor fails to provide the requisite or regular staff as proposed by the department at site.
17. No T &P shall issue by the department for operation as well as maintenance jobs and nothing extra shall be paid on this account.
18. The contractor shall be responsible to provide and maintain records at site of work e.g for attendance of on duty staff, complaint register etc as reqd.
19. Except for servicing minor repairs and replacement of parts etc. covered under condition (6) (7) and (8) here above the scope of work does not include special repairs i.c. major repairs like periodical white washing water treatment of roof brick works & other major repair works etc. However for any such job to be got done at site of work by the department through open market & or as required. The contractor's staff preferably supervisor shall be associated without any extra charges and the installation /building so required than forth shall be deemed to be included in the inventory and then after will remain to be under scope of this repair and maintenance contract as reqd.
20. The scope of work include periodical servicing and routine check of the over head tank/ Under Ground sump & other works and also minor repairs and replacement of parts and accessories (i.c. T& P reqd. for same) which are not associated or done in consequence with the same repairs/ major repairs as mentioned here above. The materials required for the same however shall be issued by the department free of cost at NIT store. The tenderer has to arrange for quarterly inspection and report of the status of building.
21. With out inconsistent with provision mentioned here above the materials required for day to day repair and routine maintenance shall be issued by the department free of cost at NIT store at Raipur.

22. Nothing extra shall be payable to the contractor for carriage / handling of the materials issued by department at NIT Stores as per terms and conditions.
23. The contractor shall maintain proper record of receipt of materials issued by the department and also about the use of the same at site as required failing, failing which recovery at twice the issue NIT stock issue rate against discrepancy, if any noticed by the Engineer – in- Charge shall be imposed upon the contractor.
24. The contractor. Shall inform well in advance about the requirement of materials at site which are required to be arranged by the department.
25. The tenderer are offered to quote their unit rates for the materials which they foresee are required to be issued by the department for time and for which if required by the department contractor could be permitted to provide the same against materials to be issued by the department free of cost payment basis at rates so offered.
26. All the dismantled / unused materials shall remain the property of department and shall be the responsibility of the contractor to return back the same in to N.I.T store periodically as required failing which recovery shall be made at double the market rates from the contractor.
27. The contractor and/ or his site supervisor shall be regularly reviewing the complaint register/ site order book. Thereby attending the site requirements efficiently and effectively, failing which Engineer – in- Charge shall be free to take suitable action as per relevant terms and conditions of agreement at his discretion as required.
28. Minimum staff deployment at the site: - as per norms minimum 16 Nos. staff (Skilled, Semi Skilled & Un skilled)
29. The contractors shall keep adequate staff. The staff shall be as per the qualification and experience required for the work.
30. The Contractor is expected to solve the complaints/problems door to door approach basis.
31. All authentic & new material will be used for replacement of make approved by the Engineer – in- Charge.
