



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.nitr@rediffmail.com
Website: www.nitr.ac.in

No./NITRR/R-1/Tender/2009/3458

Raipur, Dated:18/01/2010

SANITARY MAINTAINANCE

Technical and Financial bids are invited (Separately sealed in two envelopes and superscribed as “Sanitary Maintenance” and put together in a single envelope) from eligible bidders for Sanitation Maintenance at NIT, Raipur. Tender documents to be submitted by **12 Feb. 2010 at 1300 Hrs.** to **REGISTRAR, NIT, RAIPUR** and tender will be opened on **12 Feb. 2010 at 1500 Hrs.** Tender Documents along with specifications will be available on institute website : www.nitr.ac.in ,the same can be downloaded and submitted along with a Demand Draft of **Rs. 1000/-** in favour of Director NIT, Raipur as cost of each tender document, for all vendors.

Registrar
NIT Raipur

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

INVATATAION OF TENDER FOR WORK OF SANITATION/UPKEEPING CONTRACT

To,

Dear Sirs,

Subject: INVITATION OF TENDER FOR WORK OF SANITATION/UPKEEPING CONTRACT

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

Brief Description of the Work of Sanitation/Up keeping Contract	Specifications	Unit/ Quantity	Work Period	E.M.D. in Rs.	REMARKS
Please refer enclosed "TFA" for complete details at Pate No. 06	As per "TFA"	As specified in "TFA"	Initially the work will be awarded to successful bidder for period of 3 Months, on trial basis, which may be extended upto next 12 months, in case of satisfactory performance,	<u>D.D/Pay order</u> of Nationalized Bank drawn in favour of the Director NIT, Raipur for an amount of <u>Rs. 25,000/- (Rs. Twenty five thousand only)</u> to be invariably, enclosed with the Tender in separately sealed envelope.	The consumables like Phynyl, Latrin Acid, detergent, Naphthalene Ball, Kharata, Jhadoo, Odonill etc. The bidder will have to make his own arrangements for part A and Part B & Part C Contract, machinery, garbage cart essentially required tools& plants /equipments, etc. for proper performance of this work.

Sy

2. Bid Price

- a) The work shall be for the full quantity as described in "TFA". Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, all taxes and other levies like EPF, ESIC payable by the bidder under the scope of this work, shall be included in the total price. However, the percentage of duties, taxes being levied shall be shown separately in order to calculate Basic Price (Clearly indicate the detail break-up such as Price, statutory Benefits & Taxes if any).
- c) The rates quoted by the bidder shall be fixed for the duration of the work and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Rupees only.
- e) The Director, NIT, will not be responsible to any liabilities, entitlement of the workers engaged by the bidder 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, will be sole the responsibility of the bidder. No claim in this regard will be heard by the Director, N.I.T. what so ever.
- f) During the operation of maintenance period, any damages / casualties will have to be rectified / replaced, by the service provider / the bidder, promptly at his sole liability.

3. Each bidder shall submit only one Tender.

4. Validity of Tender

Tender shall remain valid for a period not less than 120 days after the deadline date specified for submission.

5. Evaluation of Tenders

The Director, NIT will evaluate and compare the Tender(s) determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Tenders would be evaluated for all the Contracts together as specified in "TFA".

Conditional Tender (s) will not be accepted.

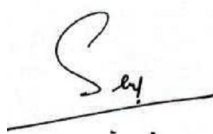
6. EARNEST MONEY DEPOSIT:

The bidder shall invariably enclose the E.M.D. of **Rs. 25,000/-** (Rs. Twenty five thousand only) for tender, in a separate envelope (technical bid), only in the form of Crossed Demand Draft / Pay Order, drawn in favour of The Director, NIT, Raipur, payable at Raipur.

7. SECURITY DEPOSIT:

The **Total security deposit will be Rs. 1.00 Lac.** which will be adjusted (converted EMD into SD) amounting **Rs. 25,000/-** which was deposited as EMD and **Rs. 75,000/-** would be deposited at the time of receipt of acceptance letter in the form of Crossed Demand Draft / Pay Order, drawn in favour of the Director, NIT, Raipur, payable at Raipur. **Security Deposit of the Successful bidder will be retained till six months after completion of work.**

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

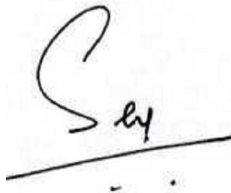


8. Award of Work

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

- 8.1 Notwithstanding the above, the Director, NIT 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.
- 8.2 The bidder whose bid is accepted will be notified of the award of work, by the Director, NIT prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.
9. 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.
10. You are requested to provide your offer latest by (please refer advertisement).
11. We look forward to receiving your Tender(s) and thank you for your interest in this project.
12. Terms and Conditions: The Contractor will carry out the sanitation/ up keep work to the total satisfaction of the Institute authority through the Institute Sanitary Inspector.
- The Contractor shall undertake the above work of sanitary maintenance and upkeep of the buildings 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 the sanitary Inspector of the institute.
 - That the contractor shall carry out the work between 8.00 AM to 4.00 PM every day.
 - That the Institute Authority shall not provide the material for brooming /Cleaning 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. 100/-
 - The workers of the Contractor must be in possession of an identity card with photograph provided by the contractor while on work and should be in uniform while working, provided by the contractor. If contractor fails to do so an amount of Rs. 5000/- will be recovered from the each bill as penalty.
 - 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.
 - The Performance Security shall be provided to the Employer no later the date specified in the letter of Acceptance and shall be issued in an amount of Rs. 2.0 Lac and appropriate form and by a bank or surety acceptance to the employer in Indian Rupees. The Performance Security shall be valid until six months from the date of completion of contract in addition to Rs. 1.00 Lac as Security Deposit.
 - No housing accommodation to the personnel deployed shall be provided by NIT.
 - This contract shall be on principal-to-principal basis and cannot be transferred or sublet or assigned by the contractor to any other agency.
 - 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 bidder and Director, NIT after finalization of the lowest bidder.
 - That the contractor/bidder will have to depute a supervisor for each contract separately
13. Tender Documents along with specifications will be available on institute website: www.nitr.ac.in, the same can be downloaded and submitted along with a Demand Draft of Rs. 1000/- in favour of Director, NIT, Raipur as cost of each tender document, for all vendors. Demand Draft should be enclosed with Techno-Commercial Bid.
14. Tender documents to be submitted by 12 Feb. 2010 at 1300 Hrs. Tender (Techno-Commercial Bid) will be opened on 12 Feb. 2010 at 1500Hrs. in the presence of authorized representatives of bidders, who would like to participate in the opening of bids. Tender received late will not be considered. Director, NIT, Raipur will not be responsible for any postal delay.

Director



QUALIFICATION REQUIREMENTS/TECHNICAL BID:-

(For Work Sanitation/Up keeping Contract)

1. The bidder should furnish the information on all past service work, undertaken/ executed similar in nature, and satisfactory performance certificate to be submitted for both (a) and (B) Above, in pro-forma as given.
2. All bids submitted shall also include the following information along with formats as given.
 - i) Attested Copies of documents to be enclosed (subject to be verified from original), defining the constitution or legal status, place of registration and principle place of business of the company or firm or partnership, etc.
 - ii) The bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity and experience (both technical and commercial) in respect of the sanitation/ up keep maintenance, and should also posses the infra-structure / plant & machinery required for carrying out the said work of maintenance services, within the specified time of completion.
 - iii) The bidder should clearly confirm that, all the facilities exist in his office for carrying out the maintenance work satisfactorily, and these will be made available to the DIRECTOR 'NIT or his representative for inspection.
 - iv) Reports on financial standing of the Bidder, such as **profit and loss statements, Balance sheets! income tax details for the past three years**, bankers certificates etc. should be enclosed, invariably along-with the bid documents.
 - v) The bidder should submit the certificate from the **authority of Bombay shops and Establishment Act 1948 for housekeeping/ Up Keeping/ Sanitation work.**

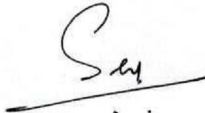
The above information shall be furnished by the bidder invariably in appropriate Schedules/ Annexure as may be relevant.

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

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

Signature of Bidder

Director
NIT, Raipur



FINANCIAL BID/FORMATE OF TENDER

Sr. No.	Description of Contract	Specifications & Quantity	Unit	Quoted unit Rate In Rs./	Total Amount	
	Please refer enclosed "TFA" for complete details.	As per "TFA"				
	i) Part A Contract		Per month			
	ii) Part B Contract		Per Month			
	iii) Part C Contract		Per Month			
Gross Total Cost: Rs. _____						

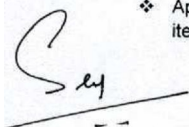
We agree to undertake the work of Sanitation/Up keeping Contract in accordance with the required specifications/conditions for a total work price of Rs. _____.

In figures (Rs. _____) amount in works within the period specified in the invitation for Tenders.

We also confirm that the rates quoted by us are firm and will not be changed/escalated/increased during the period of work.

Signature of Bidder

❖ Applicable while the bids are being invited for more than one item and would be evaluated for all the items together



Signature of the Bidder & Seal

The Lump-sum monthly contract value for undertaking the work by the Contractor is as under

1. Lump-sum wages for Skilled worker ; Rs. _____

(Including all statutory Benefits & Service Charge)

2. Lump-sum wages for Unskilled worker ; Rs. _____

(Including all statutory Benefits & Service Charge)

3. The following manpower will be made available by contractor on daily basis.

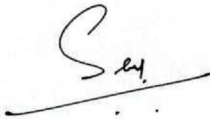
Supervisor - 03 Nos.
Skilled Sweeper - 02 Nos.
Sweepers - 35 Nos.

Total Nos. - 40 Nos.

Break-up of Wages

Sr. No.	Description	Skilled Worker Rs. Per day)	Unskilled Worker (Rs. Per Day)
1	Basic + VDA (Minimum wages)		
2	EPF 13.61%		
3	ESIC 4.75%		
4	Service Charge		
5	Total per day in Rs.		

Contractor



Director
NIT, Raipur

"TFA"

TENDER FORMAT ANNEXURE

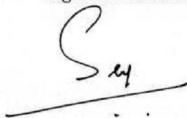
NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR (C.G.)-492010

ABSTRACT OF COST ORIGINAL ESTIMATE

Division : Sanitary
NAME OF WORK :- WORK of Sanitary/ Up keeping Contract ON N.I.T. CAMPUS, AT VARIOUS SPECIFIED LOACATION WITHIN CAMPUS AT NIT, RAIPUR.

Sr. No.	Description of the item and Quantity	Rate	Unit	Total Amount
1-	* comprehensive overall work of sanitary/up keeping maintenance contract at specified locations for period of 12 month consisting of following nature of work: ➤ Removal of wild vegetation/grass& bushes regularly for complete NIT, premises. ➤ Brooming/Charging of all floors, verandahs, staircase, latrines, bathrooms, basins, dining hall, recreation hall, class rooms, laboratories and any other work lie window, doors as directed by Sanitary Inspector. ➤ The residential rooms of students/staff rooms will be cleaned by contractor at beginning and at the end of the session. ➤ Cleaning, washing, moping the complete allotted complex with use of soda, soap liquids, phenyl, latrine acid, naphthalene ball etc. using naphthalene balls where required. ➤ Cleaning of the surrounding of building, nallahs of premises and disposing dust/waste, outside the building. ➤ Cleaning all types of chokages of sewer lines, desilting of septic tanks and gully trap in premises of the building. ➤ Sweeping/brooming of roads in and around the premises of the building. ➤ Collection of garbage form dustbins and disposal of the same to be carried out every day. ➤ Sanitation work as assigned by Estate Office. ➤ The contract is with the material of ISI mark standard and equipment required. The contractor shall deposit the required material (As given in Annexure-I) for a period of one month in the sanitary section in the fires week of every month. ➤ The contract is awarded for sanitary maintenance and up keeping work. ➤ The amount of contract will be paid only on certification of Hostel warden, Estate Office. The authority reserves the right to deduct the amount partly or wholly if the work/material is not found satisfactory. ➤ The above work is carried out on every day. ➤ Removal & disposal of dead animals found in technical building area. The sanitary/upkeep maintenance job shall be carried out with due consideration for minute aspect, of sanitation activity. It may be noted that it is not possible to list out explicitly each & every item to be inducted in scope of above work			
	a) Part A contract: Details given in Annex-A b) Part B contract: Details given in Annex-B c) Part C contract: Details given in Annex-C (Quantities shown are approximate, the payment shall be made as per actual measurement on PRORATA BASIS)		Per Month	Rs. 17,50,000/-

Signature of the Bidder & Seal



Director
NIT, Raipur

Annex – A

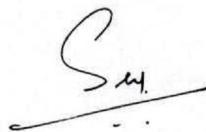
Part – A Contract: Sanitary maintenance and upkeep work Contract for 06 Hostel building admeasuring approx. 11675 Sqm. Area with material and to be carried out everyday

<u>Hostel Buildings</u>	<u>Approx. area in Sqm.</u>
1. Hostel Block No. A	2024.53 Sqm.
2. Hostel Block No. B	2033.20 Sqm.
3. Hostel Block No. C	1958.31 Sqm.
4. Hostel Block No. D	2235.12 Sqm.
5. Hostel Block No. E	1340.59 Sqm.
6. Hostel Block No. F	2084.14 Sqm.
Total 11675.03 Sqm.	
7. Roads	- 3.00 Km.

The list of material required per month for sanitary maintenance & up keep of total area 11675.03 Sqm. Of all hostel Buildings given on work contract as under:

i.	R-9/Unilk (Super concentrated 1/5 dilution)	- 12 Ltr.
ii.	Nariyal Broom (42" Length each stick, 500 gm. Each)	- 58 Nos.
iii.	Grass Broom (42" Length, 400 gms. Each)	- 58 Nos.
iv.	Cleaning Powder (Odopic/Vim)	- 90 Kg.
v.	Naphthalene Balls	- 14 Kg.
vi.	R-6/BCS (Toilet boul cleaner & satinijer)	- 29 Ltr.
vii.	Any incidental items as required.	- As required Ltr.

➤ **R-9, R-6, Unilk, BCS are Branded Chemicals Eco friendly Taski/Trends.**



Annex – B

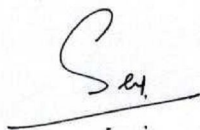
Part – B Contract: Sanitary maintenance and upkeep work contract for garbage collection followings measuring approx. **37,269.83 Sqm.** Area with material and to be carried out every working day.

<u>Departmental Building.</u>	<u>Apporx. Area in Sqm.</u>
1. Architecture Department.	5330.00 Sqm.
2. Institute Building	31183.37 Sqm.
3. NCC Office	144.00 Sqm.
4. Recreation Hall, Sport Office & Guard Room	356.25 Sqm.
5. Dispensary	74.54 Sqm.
6. Electrical Sum Station.	23.30 Sqm.
7. Pump House	76.44 Sqm.
8. Electrical Office	83.3 Sqm.
Total 37,269.83 Sqm.	

The list of material required per month for sanitary maintenance & up keep of total area **37,269.83 Sqm.** of all hostel Buildings given on work contract as under:

i.	R-9/Unitk (Super concentrated 1/5 dilution)	– 18 Ltr.
ii.	Nariyal Broom (42" Length each stick, 500 gm. Each)	– 80 Nos.
iii.	Grass Broom (42" Length, 400 gms. Each)	– 62 Nos.
iv.	Cleaning Powder (Odopic/Vim)	– 89 Kg.
v.	Naphthalene Balls	– 18 Kg.
vi.	R-6/BCS (Toilet bowl cleaner & satinijer)	– 44 Ltr.
vii.	Any incidental items as required.	– ----- Ltr.

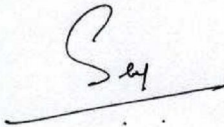
➤ **R-9, R-6, Unilk, BCS are Branded Chemicals Eco friendly Taski/Trends.**



Annex – C

Part – C Contract: Sanitary maintenance and upkeep work contract for Garbage collection, Preventive measures for Malaria/Filarial, Road Sweeping & Removal of Chokages on campus, and 11000 Sqm. Area to be carried out on every day except Sunday.

***Roads - 3.00 KM.**

A handwritten signature in black ink, consisting of a stylized 'S' followed by 'ey', underlined.

SECTION XV
CAPABILITY STATEMENT (CS)

1) Name & Address Of The Bidder : _____
: _____

2) Phone : _____

- 3) Classification (1) Original Service Provider
 (2) Authorized Agent
 (3) Dealer
 (4) Other (Please Specify)

- 4) Office: (Aa) Location:-
 (Bb) Description, Type & Size Of Building:-
 (Cc) Is property on lease or free hold? if on lease indicate date of expiry of
 lease in such case

- 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

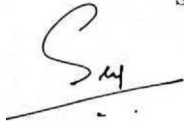
- 6) Types of work handled during last 3 years other than those covered under 4 above

Nature Of Work Undertaken Give Complete Description	Capacity/Size Of The Work	Name Of Office & Work Awarding Authority With Complete	Total Nos. Of Equipment (S) Deployed And The Quantum Of Workforce Engaged During Work Period	No. Of Orders On Hand

- 7) Turnover for similar works carried out in last three years:

- 8) Details of facilities available:

Signature Of Bidder With Seal



9) Details of Organization/manpower to be provided by the bidder after award of contract. Total manpower should not be less than sixty.

a) No. skilled employees.

- i. For Part A contract: _____
- ii. For Part B Contract: _____
- iii. For Part C Contract: _____

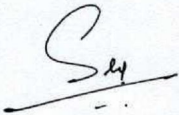
b) No. of Unskilled employees. _____

- i. For Part A contract: _____
- ii. For Part B Contract: _____
- iii. For Part C Contract: _____

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 bidder's technical and delivery ability.

- 1. _____
- 2. _____
- 3. _____

Signature of Bidder with Seal

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TECHNICAL PROPOSAL SUBMISSION FORM

To

The Director,
National Institute of Technology,
Raipur (C.G.)

Dear Sir:

We, the Undersigned, offer to provide the work of Sanitary/Up keeping contract for the Sanitation Section of NIT. In accordance with your request for Tender dated -----

-. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal duly sealed **under a separate envelopes**.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon US and subject to the modifications resulting from work Negotiations.

We undertake, if our Proposal is accepted, to initiate the work of SANITATAON/up keeping related to the assignment not later than date indicated in the Office Orders.

We understand that, your are not bound to accept any proposal you receive.

We remain,

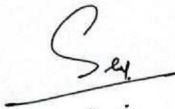
Your's sincerely,

Authorized Signature (In Full and initials): _____

Name and Title of Signatory: _____

Name of firm: _____

Address: _____

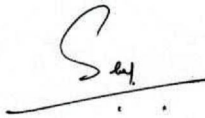


BIDDER'S ORGANIZATION AND EXPERIENCE

A – Bidder's Organization

(Provided here a brief description of the background and organization of your firm/entity and each associated for this assignment.)

Signature of Bidder with Seal

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line and a small mark.

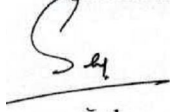
B- Bidder's Experience

(Using the format below, provided information on each assignment for which your firm, and each associate for this assignment, was legally worked either individually as a corporate entity or as one of the major companies within an association, for carrying out the work of maintenance similar to the ones requested under this assignment.)

Assignment Name:	Approx. value of the work (in current Rs.):
Location:	Duration of Assignment (Months):
Name of Client:	Total No. of Staff months of the Assignment:
Address:	Approx. value of the services provided by your firm under the work (in current Rs.)
Start date (month/year) Completion date (Month/year)	No. of professional staff-months provided by Bidder:
Name of Bidder's associated staff, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project Director/Coordinator, Team Leader as applicable):
Narrative Description of Project:	
Description of actual services provided by your staff within the Assignment:	

Firm's Name: _____

Signature of Bidder with Seal



CURRICULUM VITAE (CV) PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [only one condition shall be nominated for each position]: _____
2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth**: _____ **Nationality**: _____
5. **Education** [Indicate technical/college/university and other specialized education of staff member, giving names of Institutions, degrees obtained, and dated of obtainment];

6. **Other Training** [indicate significant training since degrees obtained, and dated of obtainment]:

7. **Work Experience**: [list Work Experience areas where staff has worked in the last two years]

8. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since matriculation/graduation, giving for each employment (see format here below): dated of employment, name of employing organization, positions held.]:

From [Year]: _____ to [Year] : _____

Employer: _____

Positions held: _____

9. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that best illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

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10. Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

[Signature of Bidder or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

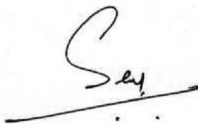
11. Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

[Signature of Bidder or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

Signature of Bidder with Seal



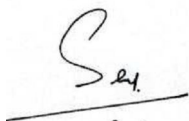
QUALIFICATION REQUIREMENTS/TECHNICAL BID

(For Work of Sanitation/Up Keeping Contract)

- 1) The tender form will be issued to those contractor who have success fully completed three works of similar nature lasting 75% of said estimated amount in each work.
- 2) The bidder should furnish the information on all past service work, undertaken/executed similar in nature, and satisfactory performance corticated to be submitted for both (a) and (b) Above, in pro-forma as given.
- 3) All bids submitted shall also include the following information along with formats as given.
 - i) Attested Copies of documents to be enclosed (subject to be verified from original) the constitution or legal status, place of registration and principle place of business of the company or firm or partnership, etc.
 - ii) The bidder should furnish a brief write-up backed with adequate data, explaining his available capacity and experience (both technical and commercial) in respect of the sanitation/up keep maintenance, and should also posses the infra-structure/plant & machinery required for carrying out the said work of maintenance services, within the specified time of completion.
 - iii) The bidder should clearly confirm that, all the facilities exist in his office for carrying out the maintenance work satisfactorily, and these will be made available to the Director, NIT or his representative for inspection.
 - iv) Reports on financial standing of the Bidder, such as profit and loss statements, Balance sheets/income tax details for the past three years, bankers certificates etc. should be enclosed, invariably along-with the bid documents.

Signature of the Bidder & Seal

**Director
NIT, Raipur**



FINANCIAL PROPOSAL SUBMISSION FORM

TO: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the work of Sanitation and up keeping maintenance for NIT in accordance with your Request for Tender dated ____/____/____ and our Technical Proposal.

Our attached Financial Proposal is for the sum of Rs. _____

(In Words) Rs. _____ (In Figures)

The amount of the local taxes, as identified/estimated is shown in the summary separately.

Our Financial Proposal shall be binding upon us subject to the modifications resulting form Work negotiations, up to expiration of the validity period to the tender.

We undertake that, in competing for (and, if the award is made to us, in executing) the above work, we will strictly observe the laws..

We understand your are not bound to accept any Proposal your receive.

We remain,

Your Sincerely,

Authorized Signature : _____

(In Full and initials)

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____

