



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769 008 (ORISSA)

Tender Notice No. NITR/PW/13-14/

Date: 15.04.2013

TENDER FOR GENERAL CLEANING AND SHELVING OF BOOKS IN BIJUPATNAIK
CENTRAL LIBRARY, AT NIT, ROURKELA

Sealed tenders are invited from experienced Firms/Agencies or self employed for Shelving, Shelf-rectification and labeling of books and general sweeping, cleaning etc. in Bijupattnaik central library at NIT, Rourkela as per the following terms and conditions.

A. JOB DESCRIPTION:

The assignment involves the following jobs to be executed under this contract.

a) **Shelving, Shelf-rectification and labeling of books :**

1. **Shelving**- Patrons usually keep the books/documents on the table after use. Also, the books that are returned by patrons get accumulated in Circulation Section. Technical section delivers processed books for display and shelving. All those books are to be shelved in a properly classified manner by the personnel.
2. **Shelf Rectification**- Books/documents are often misplaced by patrons. The personnel has to rectify and arrange them in designated place based on their call no (a unique number embossed on the cover of each book).
3. **Labeling** – the personnel has to assist our technical section employees in pasting Spine labels, RFID labels etc. on the books.
4. The firm/agency shall deploy required numbers of trained personnel for the job in two shifts (8.00 AM – 5.15 PM & 2.00 PM – 10.00 PM)
5. Adequate number of skilled personnel must be deployed in each shift (personnel with minimum educational qualification of 10+2 and proven competence in similar activity must be engaged under this contract).
6. The contractor's personnel shall work along with institute personnel engaged in the same work when needed.

b) **Sweeping, Cleaning and Maintenance of buildings:**

1. Dusting of books and documents regularly with dry cotton cloth, and soft brushes.
2. Regular cleaning and dusting of computers and computer accessories (printers, scanners, UPS etc.). Cleaning of Reading tables and chairs, tables and chairs of office rooms and other objects with soft cotton cloth and brushes.

3. General sweeping, cleaning and maintenance of all floors, corridors, offices, staircases, and some centralized facilities of the library building continuously during working hours i.e. from 8.00 AM to 5.15 PM (at least twice daily) with brooms, mops and non-corrosive liquid cleaner or detergent etc. Mopping and drying the floors should be done at regular intervals during use hours.
4. All surfaces must be cleaned and maintained stain free by regular cleaning and scrubbing using non-metallic soft scrubbers. (e.g. cloth, nylon or microfibre cloth) and non corrosive detergent or soap. All vertical surfaces, roofs and windows must be cleaned regularly. High reach areas and roofs must be cleaned properly using high access pole brushes and duster.
5. All floors, corridors and staircases are to be cleaned using good quality soap/detergent and mopping. Corners or dirty places if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry. Use of any type of phenol or acidic solution is strictly prohibited on the vitrified tile tops or granite floors.
6. Cleaning machinery, as available will be provided by the institute. But operation and maintenance, supply of consumables shall be the responsibility of the contractor.
7. Adequate number of trained personnel must be engaged to carry out the job (preferably personnel having working experience in libraries or allied fields must be engaged for the assignment).

B. OPERATIVE TERMS AND CONDITIONS:

1. The Agency will maintain the agreed deployment of service personnel for seven days a week throughout the year. In addition to this extra days or hours may be added to the normal timing or working days as per the requirement of the institute.
2. All the cleaning appliances, accessories and consumables shall be supplied by the agency to their cleaning personnel.
3. Depending upon availability, the Institute may provide modern cleaning gadgets or equipments for cleaning and maintenance purpose. The firm/ Agency shall be the custodian of such equipments/ instruments/ machineries and shall deploy adequate numbers of trained personnel for operating the same. The same has to be handed over to the institute in good condition on termination of the contract.
4. The assets and articles provided by the Institute shall be property of the Institute and agency shall be merely the custodians of such assets and articles. On termination of the contract, any such property shall be handed over to the Institute in good condition.
5. The Agency shall assure that in the event of shortage of cleaning personnel on duty, the routine cleaning, shelving and other assigned work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.

6. The Agency shall ensure that all cleaning personnel are imparted proper training at regular intervals.
7. Names and other personal details of the employees engaged by the Agency under this contact has to be submitted and approved by the Institute.
8. All cleaning personnel are required to turn up on their duty in neat uniform and cleaning appliances/accessories, which are to be supplied by the Agency.
9. The Agency shall designate their representative stationed at the Institute, who would act as a liaison officer between the agency and the Institute as and when required.

C. STATUTORY OBLIGATIONS:

1. The Agency/Firm shall be directly responsible for payment of wages (including other benefits like E.P.F & E.S.I) to his manpower engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job".
2. Month wise detail statement of wages paid to the personnel including E.P.F/ E.S.I deduction, if applicable, should be enclosed along with the monthly bill by the Firm/Agency and submitted to the designated Officer of the institute.
3. The Agency should have E.P.F registration No. and a valid labour license under section 7 of the contract Labour (R & A) Act,1970 and contract labour (R & A Central Govt. Rules, 1971).
4. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
5. The Firm/Agency shall comply with the regulatory clauses of labour Act and shall not engage any minor under this contract.
6. All safety measures must be taken care, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Institute shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other clauses of the contract.
7. If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
8. The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency.
9. The staff engaged by the Firm/Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.

D. MODE OF SELECTION:

1. A committee constituted by the Institute will examine all the proposals on the basis of the following.
 - a. Credentials of the contractor and qualification and experience of the key personnel.
 - b. Past experience in similar business.
 - c. Materials and methodology to be applied for execution of assigned works.
 - d. The quality of service.
 - e. Service charges quoted.
2. Detailed list of employees (names to be given, if available) to be engaged under this contract has to be submitted along with the Techno-commercial bid, failing which the same is liable to be rejected.
3. The recommendation of the committee will be put up to Director, NIT, Rourkela for his consideration. Decision of Director will be final and binding. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.
4. Photo copy of all relevant documents as mentioned in Annexure-I have to be submitted along with the proposal, failing which the same is liable to be rejected.

C. COMMERCIAL TERMS AND CONDITIONS:

1. The successful bidder/firms shall deposit a Bank Draft of Rs.20,000/- (Rupees twenty thousand only) from a nationalized bank in favour of National Institute of Technology, Rourkela as Security Deposit. The security money shall be released after three months after realization of the Institute dues, if there would be any on termination of the contract.
2. If the Firm/Agency fails to execute the job within specified time given by the institute, the security deposit shall be forfeited and the next eligible firm/Agency shall be offered.
3. The agency shall submit a monthly claim (as per Work Order or at the mutually agreed rate as per the contract) to the Institute through the designated officer of the Institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill. The officer's certificate shall normally be based on daily/weekly or monthly noting of designated personnel of different departments.

D. CONTRACT VALIDITY:

1. The contract will be operative for a period of one year. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis with 7% and 15% increase in contract value respectively over the base year.
2. This contract can be terminated under following circumstances .

- a) By giving one month notice by the Institute.
- b) The Agency not performing his duties properly as per the agreed terms and conditions of the contract.
- c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof or benefit or interest therein or hereunder by the Agency to any third party for subletting whole or part of the contract to any third party.
- d) On the Firm/Agency being declared as insolvent by the court of law. During the period for termination of contract in the situation contemplated above, the Agency shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Rourkela.

E. JURISDICTION AND RIGHT TO AMEND RULES:

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the shop owner in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

F. INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit our academic and administrative complex on any working day. In case of any further clarification, the bidders may contact Dr. Y. S. Rao (Asst. Librarian), NIT, Rourkela.
2. The bids must be submitted in two parts in two separate sealed envelopes as listed below.
 - a) Techno-Commercial
 - b) Price Bid
3. E.M.D of Rs.2,000/- (Rupees Two thousand only) in the shape of demand draft in favour of "Director, NIT, Rourkela", payable at any nationalized bank at Rourkela must be deposited along with the bid without which the bid will not be honored and liable to be rejected. The E.M.D will be refunded to unsuccessful bidders within a month of finalization of tender.

4. The bidders are requested to apply in a sealed envelope, addressed to The Registrar, NIT, Rourkela, superscribing the following on the top of the envelope

**TENDER FOR GENERAL CLEANING AND SHELVING OF BOOKS IN
BIJUPATNAIK CENTRAL LIBRARY, AT NIT, ROURKELA**
Tender Notice No. NITR/PW/13-14/ , Date: 15.04.2013
Due Date: 15.05.2013

5. All relevant information and documents must be furnished along with the Techno-commercial bid in the given format (Annexure- I).
6. For all type of query and technical details, all interested bidders are requested to contact Dr. Y. S. Rao, (Asst. Librarian).
7. Last date for submission of proposals : Dt. 15.05.2013 by 3.00 PM
Date of opening of proposals : Dt. 15.05.2013 at 3.30 PM
8. The Institute reserves the right to cancel / reject any or all offers without assigning any reason thereof.

Sd/-

REGISTRAR

ON THE LETTERHEAD OF THE FIRM/AGENCY

**TENDER FOR GENERAL CLEANING AND SHELVING OF BOOKS IN BIJUPATNAIK
CENTRAL LIBRARY, AT NIT, ROURKELA**

1. Name of the Firm/Agency : _____
2. Full Postal Address : _____

3. Other Business of the Firm : _____
4. Office/ Residence Phone No. / Mobile No., If any : _____
5. Office Fax No. If any : _____
6. Name(s) of the Proprietor/
Partners : _____
7. PAN No. (Mandatory) : _____
8. E.P.F & ESI Registration No, : _____
9. Service Tax Registration No. : _____
10. Labour License No. : _____
11. Volume of Business in the Financial
Year 2011-12. : _____
12. Volume of Business in the Financial
Year 2011-12 with NIT, Rourkela, If any
give details : _____
13. Past experience in similar business or credential (enclose relevant documents/
order copies of other organizations)
14. Number and qualification of personnel the firm proposes to use : _____
(Attach separate sheet for qualification, experience and other details of personnel)
15. Materials, Machinery and methods used in executing the job.

Signature of the Proprietor/ Partner

N.B. (Please enclose the photo copy of following documents along with the form)

1. Income Tax / Service Tax Clearance Certificate
2. Service Tax registration No. and PAN No.
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations if any.