

ITI LIMITED
NAINI ALLAHABAD-211010
NOTICE INVITING TENDER

Ref: Naini/Civil/1006/01/2019-20

Date: 22.07.2019

Sealed tenders are invited for under mentioned work on behalf of a Government of India undertaking ITI Ltd, Mirzapur Road, Naini, Allahabad-211010, CIN: L32202KA1950GOI000640 from the contractors registered with CPWD / MES / Railways / PSUs / Govt. Organizations and those working in ITI who have executed jobs of similar nature and magnitude (for ITI working contractors half of the amount) need only send the filled up tender documents.

S. No.	NIT No. & Name of work	EMD (Rs.)	Completion period	Sale date of start /Close	Date of receipt & Opening
01	Naini/Civil/1006/01/2019-20 Name of work: Up-keeping & Misc. Odd job of the Township & its surrounding area complete. Estimated cost : Rs. 1,58,100=00 (Without GST)	3,200/-	12 Months	22-07-19 10.00 AM to 31-07-19 04.00 PM	01-08-2019 12.00 PM & 01-08-2019 02.00 PM

1. Tender will be single bid system.
2. EMD of Rs. 3200/- (Rupees Three Thousand Two Hundreds Only) in the shape of Demand Draft in favour of "ITI Ltd, Naini, Allahabad" or Contractor can deposit cash by challan in cash department and copy must be placed within envelope.
3. ITI Ltd reserves the right to accept or reject any tender or split the tender in any number of parts without assigning any reason thereof.
4. Conditional tenders will not be accepted.
5. Tenders may be submitted in the tender box kept in the office of CM (Civil), TED Old Admin Building ground floor.
6. Tenders can be obtained from the office of undersigned on payment of tender fee of Rs. 500/- (Rupees Five Hundreds only) through demand-draft drawn in favour of ITI Limited, Naini unit, Naini-Allahabad-10 or Contractor can also deposit cash by challan in cash department. The issuance of tender documents does not mean that the Contractor is technically suitable.
7. ITI will not be responsible for non-receipt / late receipt / loss of tender documents in postal transit.
8. Affidavit for proprietary / partnership deed / articles of association including changes in constitution of firm during last 05 years.
9. Photocopy of PAN Card in the name of firm and its applicable Income Tax Return.
10. Photocopy of Trade Tax Registration Certificate and GST Registration Certificate.
11. Proof of registration for statutory obligations i.e PF, FP, ESI, EDLI etc.
12. Satisfactory completion certificate, copy of work order along with agreement from competent authority not below the rank of Executive Engineer for civil works done in the last five years for an equal amount. However, working contractors of ITI LTD will be eligible to participate in the bid if the cost of single tender executed by them is 50% of this NIT being called for.
13. The contractors are requested to bring original documents of Certificates at the time of opening the tenders for verification purposes, if required.
14. For more details, Contractor may visit our web site www.itilt-d-india.com & www.eprocure.gov.in
The complete tender documents can also be down loaded from our web site in which case the tender fee as above is to be submitted in Envelope .

Name
Address

Signature and Stamp of Contractor

ITI LIMITED
NAINI ALLAHABAD-211010

Schedule of Quantity

Subject: Up-keeping & Misc. Odd job of Township including surrounding areas.

S. No.	Description	Qty.	Unit	Rate	Amt
01	Up-keeping & misc. odd jobs in Township including surrounding areas as per details given below & Disposal of all waste generated in side colony whether it is horticultural grass, leaves, kitchen waste including Veg & Non-Veg waste & others etc. of household, Sanitation & from roofs etc. what-so-ever be the waste inside township. It is Contractor's responsibility to dispose off it and keep all the areas neat and clean. The approach to the dust bin or earmarked area for disposal, if having any bushes, jungles, grass etc. in the disposal area then clearing the approach for smooth disposal will be the part & parcel of the work.	12	Months		
Total					
Rupees in words:					

Working Sites: The surrounding areas covered under this contract are as follows:-

1. All occupied quarters in township including Transit Hostel, Hostel Suites, Guest-House and Club building, and their Surrounding areas. Garbage will be collected by the contractor on daily basis and disposal off it at the suitable place as directed. Daily cleaning of toilets of occupied houses, daily brooming of plinth projection & pakka areas of houses and front of garages. In case of closed houses on ground-floor or first-floor i.e. vacant quarters or vacated in future once in a month, Contractor have to execute internal cleaning of floor, toilets and removal of cobwebs etc. and external Brooming of road, court yards etc. Disposal of rubbish etc.
 - a) In double story block, cleaning of all staircases up to mummy daily. If houses are vacant at first floor then once in a week.
 - b) Whenever there is any shifting of house; cleaning, Brooming, washing and wet moping of house in which the officer is shifting and the house from-where shifted will be the responsibility of Contractor.
 - c) Scope of work will include Brooming, cleaning of toilets (Ladies and gents) etc. in club building and wet moping at special occasion.
 - d) In case of holiday in factory more than two days, Contractor has to execute the work on next day.
2. All roads/internal roads of township including bank transport etc.
3. From ITI main gate to Mirzapur road and the disposal of waste generated both sides.

4. Children-park & Surrounding areas.
5. Hospital Building, MP Hall - portion of office, toilet & varandah, Transport, Kendriya Bhandar, bakery & surrounding areas.
6. Civil (E) & (R) , Electrical site office, Post Office, OA Office, SC/ST Cell, Telephone Repair Room and surrounding areas.
7. Security Checking Office at Main-gate, Reception at main gate, Rear-gate & Transport Department Offices, workshop & toilets & roads and drinking water points. At various locations like gate, & TED admin building, club etc.
8. Scooter-cycle stands at TID & TED both.
9. All the roads from main gate to rear gate and Transport, roads in front of Admin Buildings (TID & TED) and in front of entry gate of TED worker/TID workers/Materials gate areas approach road to meter room and surrounding areas
10. Surrounding areas of Union Bhavan and Union Bhavan from inside.
11. Tube well Nos. 4 & 5, Colony Booster pump and Sump well Nos 01 -once in a week.
12. Removal of cob-webs from side-walls, corners, windows and ceiling of building pertaining to this contract
13. Removing and disposal of dead animal body (No matter whatever is the size) immediately for which Rs. 150/- will be paid extra after verification by Engineer in charge and users.
14. In case of chock cleaning of gully trap & inspection of chambers of wash basin, kitchen sink & toilets to the satisfaction of Engineer in-charge in all houses and buildings of this contract.
15. All Tools & Plant Like khapachi etc. has to be arranged by Contractor.

Safety Rules & Regulations

1. The Contractor shall ensure proper safety of all the workmen, materials, plant and equipments belonging to him or to ITI Ltd. or to others working at or near the site. The Contractor shall also be responsible for provision of all safety devices and safety equipment required both by the relevant legislation and the EIC as he may deem necessary.
2. The Contractor shall provide safe working condition to all workmen and employees at the site including safe means of access, railing stairs, scaffolding etc. The scaffolding shall be erected under the control and supervision of experienced and competent person. For erection, good and standard quality of material only shall be used by the Contractor.
3. The Contractor shall not interfere or disturb electric wiring and other electrical equipment belonging to the owner or other contractors under any circumstances, whatsoever, unless expressly permitted in writing by ITI Ltd. to handle such fuses, wiring or electrical equipment.

Name & Address

Signature and Stamp of Contractor

The Scope of Work

1. Washing of all the toilets by washing powder, application of acids whenever required & spreading of phenyl in all the toilets once daily.
2. Removal of cobwebs once in a week from walls, roofs, corners, door & window etc. wherever it appears & seen.
3. Dusting, cleaning and moping of all the glass panes of windows, window grills, floors.
4. Removal of rain water from floors accumulated due to leakage / seepage due to rainy season. The removal should be in such a way that most of the work complete in time.
5. For up-keeping of above areas stick brooms, duster, vim, acids, phenol, naphthalene balls and other materials will be supplied to the Contractor as and when required from the department, free of cost, for which a stock register to be maintained by the Contractor duly checked & approved by Sanitation-in-charge.
6. Brooming by broom stick, fine cleaning with **phool jharu** all the floors once in a day is utmost necessary. Wet moping of all the rooms in Guest House floors.
7. All internal road including berms & plinth protection and building and disposal of collected rubbish like leafs, branch, waste paper polythene, plastic, thermocol etc.
8. The above areas mentioned in Sub-head-sites are exhaustive and elaborated to the best; however, the contract will cover complete area.
9. Any type of choking in toilets from toilet sheet / gully trap to first manhole / inspection chamber will be the responsibility of the Contractor
10. The sweeping work should be executed during "G" shift and there will be no work on weekly rests / holidays unless until specially asked in case of any VIP visit etc and for any extra work payments will be made additionally. However, one sweeper should be present till 5 PM failing which deduction of Rs. 100/- per day will be done in RA Bill.
11. If any place is found not up-to the mark, suitable deductions will be made from the bill of Contractor
12. The Contractor should submit his bill once in two months up-to 10th of respective due month Contractor has to obtain signature after completion of work from authorized Officer on daily basis & produce before the submission of bills. Contractor will have to arrange payment to his engaged manpower by his own arrangement.
13. Contractor will be paid Rs. 150.00 for removing of dead animal from the areas defined in the contract.
14. Tools & Plant like *khapachi* & others etc. has to be arranged by the Contractor.

Name & Address

Signature and Stamp of Contractor

Terms & Conditions

1. In case bidder or executer is a sub-contractor of registered Contractor, copy of MOU/ agreement with principal bidder is required to submit along with tender documents.
2. Contractor have to ensure workmen insurance as applicable before commencement of work with a valid period effective from day one of the contract lasting till last date of completion of work order.
3. Contractors will be responsible for fulfilling the Laws of Minimum wages Act & other statutory regulations regarding manpower employed by him. Any liability arising out of non-compliance of rules will be recovered from him.
4. Time is the essence of the contract & the Contractor will be fully responsible for the same. He has to mobilize the sufficient manpower to complete the work otherwise appropriate compensation for delay will be levied, if the delay caused will be accounted in Contractor part penalty will be deducted from the bill.
5. Income-tax as applicable will be deducted from the bill of the Contractor as per rules.
6. Proof of registration for statutory obligations i.e. PF, ESI & EDLI etc should be submitted to ITI Ltd. along with the bid.
7. For all contracts PF, FP, ESI, EDLI etc. has to be strictly borne by contractors.
8. The general terms & conditions normally applicable for civil works will be applicable to the contract also & binding on the Contractor.
9. Security @ 5% will be deducted from the work value for the period of 1 year on Rs 5,000/-& above on the contract value.
10. Water charges will be deducted @ 1% of work value.
11. For ITI working Contractor the cost of tender executed by them, 50% NIT value being called for, and 100% NIT value for external Contractor with similar nature of work, during last five years.
12. The amount of loss due to negligence or otherwise will be recoverable from the Contractor.
13. In case of any dispute, the decision of Unit Head, ITI Limited, Naini-Allid-10 will be final and binding to both the parties.
14. Registered contractors will be preferred for issue of work orders.
15. Cement will be issued from civil store at the rate of Rs. 350/- per bags if provided by ITI ltd. In this case not provided.
16. In every bill, Contractor has to submit an undertaking that no labour payment is pending.
17. Contractor has to deposit all statutory dues like PF, ESI and EDLI etc as per prevailing labour rate on 100% labour cost as per estimate.
18. In future, after your written consent a "repeat order" can also be given up to same Magnitude of work order value on same rate, 'Terms & Conditions' of work order and it is the full discretion of ITI's management.
19. The document submitted by bidder should be clear, neat and visible to readable.
20. Tax Deductions will be as per prevailing applicable Government Rules and GST shall be paid by ITI Ltd.

Name & Address

Signature and Stamp of Contractor

**Government e-Procurement System
Tender Input Form-CPPP
(For e-Publishing)
TENDER INPUT FORM**

Please do not use special characters in any field as these characters are not allowed to enter in the actual Online Form. e.g. & and Colon (:), but Comma (,), slash (/), bracket (), dot (.) and dash (-) can be used.

(A) Basic Details:

01	Tender Reference No	Naini/Civil/1006/01/2019-20
02	Tender Type * (Open / Limited / EOI / Auction/ Single)	Open
03	Form of Contract * (Buy / Supply / Piece Work / Lump-sum / Multi Stage / Fixed Rate / Turn-key / Works / Sale / Item Rate / Rate Contract)	Lump-Sum
04	No. of Covers * (1 / 2 / 3 / 4)	01 / 02 (Single Bid)
05	Tender Category * (Goods / Services / Works)	Services
06	Account Type Head * (State Government Funded / Central Government Funded / Others)	Others
07	No of Bid Openers (02 / 03)	02 / 03
08	Payment Mode * (Offline / Online)	Offline
08a	If Offline : As Per Tender Document , Not Applicable DD -Demand Draft BG -Bank Guarantee BC -Bankers Cheque, SS -Small Savings Instrument ACG-67 Receipts, Personal Cheque , RTGS / ECS / NEFT/ FDR	As Per Tender Document Demand Draft

(B) Cover Details:

S. No.	No. of Covers	Cover Type	Contents
01	Single Cover (a) Fee/ Eligibility Criteria/Technical-Cum-Commercial/Financial)	(a)Eligibility Criteria (b)Fee/Technical (c) Financial	(a) Eligibility Criteria (b) Technical-Cum-Commercial (c) Price Bid
02	Two Covers (a) Fee/Eligibility Criteria/Technical-Cum-Commercial (b) Financial	N/A	N/A
03	Three Covers (a) Eligibility Criteria (b) Fee (c) Financial	N/A	N/A
04	Four Covers (a) Fee (b) Eligibility Criteria (c) Technical (d) Financial	N/A	N/A

(C) NIT Document (Attached files should be in Word/pdf only)

S. No.	File Name	Document Description	Type	Size
01	Naini/Civil/1006/01/2019-20	NIT including general conditions for work/ BOQ	Word	135 KB (1,38,240 bytes)

(D) Work / Item Details:

01	Work / Item Title *	Up-keeping & Misc. Odd job of the Township & its surrounding area complete
02	Work / Item Description *	As per tender Items
03	Pre-qualification Details	As per tender details
04	Product Category * (Select from the provided list only)	Services
4a	Product Sub Category *	House Keeping / Cleaning
05	Contract Type * (Tender / Empanelment / Rate Contract)	Tender
06	Tender Value * (INR)	INR Rs. 01.58 Lacs Approx.
07	Bid Validity days * (120 / 90 / 60 /30) If other, specify	90 working days
08	Calendar Completion / Delivery Period in Days	12 Months
09	Location Detail of Work / Services / Items *	ITI Limited, Naini Unit, Mirzapur Road, Naini, Allahabad (UP)
10	Pin code	211010
11	Pre Bid Meeting * (Yes / No), If Pre Bid Meeting is Yes	No
11a	Pre Bid Meeting Place *	NA
11b	Pre Bid Meeting Address *	NA
12	Bid Opening Place *	Office of CM (C&S), Civil Department ITI Limited, Naini Unit, Allahabad
13	Tenderer Class * (As per tender document / NA)	As per tender document
14	Inviting Officer *	CM (C&S)
15	Inviting Officer Address with Phone & E-mail *	Civil Department, ITI Limited, Naini Unit, Mirzapur Road, Naini, Allahabad E-mail: guptagc_nni@itilttd.co.in Mob No.: 8004119656/8004163339

(E) Fee Details:

1	Tender Charges	
1(a)	Tender Fee	Rs. 500/= Non Refundable
1(b)	Processing Fee	NIL
1(c)	Surcharges	NIL
1(d)	Other Charges	NIL
1(e)	Tender Charges Payable To *	ITI Limited, Naini, Allahabad
1(f)	Tender Charges Payable At *	DD/Cash Deposit in "ITI Limited Naini" , Allahabad in Cash Section
02	EMD Fee details:	
2(a)	EMD Fee (Fixed / Percentage)	Fixed @ 02%
2(b)	If EMD Fee is Fixed then EMD Amount: If EMD Fee is Percentage then EMD Percentage %	Rs. 3,200 /-
2(c)	EMD Exemption Allowed (Full / Partial / None)	None (Without EMD Tender will be Rejected)
2(d)	If EMD Exemption Allowed is Partial, then EMD Exemption Percentage %	NIL
2(e)	EMD Fee Payable To *	ITI Limited, Naini, Allahabad
2(f)	EMD Fee Payable At *	Allahabad

(F) Critical Dates:

S. No.		Dates (DD/MM/YY)	Time (HH:MM)
01	Uploading Date on website	22.07.2019	10:00 AM
02	Document Sale / Download Start Date	22.07.2019	10:00 AM
03	Document Sale / Download End Date	31.07.2019	04:00 PM
04	Seek Clarification Start Date	22.07.2019	10.30 AM
05	Seek Clarification End Date	31.07.2019	04.00 PM
06	Pre Bid Meeting Date		
07	Bid Submission Start Date	22.07.2019	10.30 AM
08	Bid Submission End Date	01.08.2019	12.00 Noon
09	Bid Opening Date	01-08-2019	02.00 PM

(G) Uploading the Tender documents ;(only word, pdf, jpg, xls & rar files allowed)

S. No.	File Name	Document Description (NIT / Tender / BOQ / Additional)	File Type	Size
01	Naini/Civil/1006/01/2019-20	Naini/Civil/1006/01/2019-20 Name of work: Up-keeping & Misc. Odd job of the Township & its surrounding area complete. Estimated cost : Rs. 1,58,100=00 (Without GST)	Word	135 KB (1,38,240 bytes)

Note: Pl. use some prefix to the file name which can indicate the category it belongs to. e.g. NIT_XXXXX/ Tender_XXXXX / BOQ_XXXXX / Addl_XXXXX, where XXXXX is 'Actual file name'.

Prepared by:
Vijay Nishad
Engineer (Civil)
M. No. 8004163339

Approved by:
GC Gupta
CM (C&S)
M. No. 8004119656

Product Category * (Product Category depends on Tender category)

A- (If, Tender Category is Goods , choose from the following options available only)

Aviation Computer-Data processing Computer H/W Computer Manpower Computer S/W Electrical Work / Equipment Electronics Equipment Food products Furniture / Fixture Gold and Silver coins / Bars Hiring of goods Hiring of vehicles Maintenance contracts	Mechanical Engineering Items Medals, Corporate mementos / Plates Medical Equipments / Waste Metal Plates Miscellaneous goods Non dietary items Pipes and pipe related activities Sports goods / Equipment's Sugar and allied products Uniforms / Curtains / Clothes UPS Others
--	---

B- (If, Tender Category is Works , choose from the following options available only)

Access Control System Adhesives Agricultural or forestry Architecture / Interior design Audio-Visual Equipment Cargo / container Ceramics Chemical / Minerals Civil Work Coal Construction Documentary film / Video film Electrical Works Entertainment / Musical instruments Explosive Government stock / Security Gypsum Housekeeping / Cleaning Industrial / Medical gas Information technology Iron / Steel materials Land / Building Machineries Marine works Metal fabrication	Metals Minings Miscellaneous Nobard and rural roads Non explosive Oil / Gas packaging Pesticide Plant protection input Power / Energy projects / Products / Services Publishing / Printing Pumps / Motors Repair and Maintenance Repair works Scrap / disposables Security system Shipping / Transportation / Vehicle Solid Waste Management Stationery Stones Support / Maintenance service Surgical and sutures Survey Textile Warehouse Water Equipment's / Meter / Drilling / Boring
--	--

C- (If, Tender Category is Services , choose from the following options available only)

<p>Aids and appliances for the disabled Air Compressor Air Conditioner Automatic Bus Washing Machine Bearings Bio-Fertilizer Production Material Bus Body construction Catering Services Consultancy Crane Services Fire and Safety Handy Craft Hotel / Catering</p>	<p>House Keeping Jute Product Marine Services Medicines Miscellaneous Services Network / Communication Equipment's Plant Protection Equipment Solar Water Heater Stationery Items Supply, Erection and Commissioning Survey and Investigation Services Weighing System</p>
--	--