



North Eastern Regional Institute of Science & Technology

Deemed to be University

Nirjuli :: Arunachal Pradesh :: 791109

(Office of Hostel Management Council)

NIQ No: HMC/GC/2017/347/Vol-I(Part)/1/2023 dated 26/06/2023

1	Last date of Receipt of Tender Paper	04/07/2023 by 12.30 p.m. at Office of HMC, NERIST, Nirjuli, A.P.
2	Date opening of Tender	04/07/2023 at 4.00 p.m. at Director's Conference Room.



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NOTICE INVITING QUOTATION

No: HMC/GC/2017/347/Vol-I(Part)/1/2023 dated 26/06/2023

Sealed quotations are invited in two bid systems i.e. (i) Technical bid and (ii) Financial bid for providing of Hostel Mess Cooking Workers, Mess Workers and Toilet Cleaners (Sweepers) separately of Hostels for a period of 1 Year. Those who have 3 years of experience in Govt. organization/Public Sector Undertaking/Autonomous Bodies/Education Institution/Private Sector of repute may submit their bid. The agencies/person who are confident of fulfilling the terms and conditions mentioned herein only may their rate. Lowest two bidders (one each) will be selected for providing Hostel Mess Cooking, Mess Workers and Toilet Cleaners (Sweepers).

Important points to note:

1	Cost of tender paper	Rs. 1000/- (Non-refundable)
2	Period of collecting Tender Paper	26/06/2023 to 30/06/2023 from Office of Hostel Management Council (HMC), NERIST from 10.30 a.m. to 12.30 pm and 3.00 p.m to 5.00 p.m. may also to downloaded from Institute's website http://www.nerist.ac.in .
3	Last date of submission of duly filled (sealed condition)	04/07/2023 by 12.30 p.m. at Office of HMC, NERIST, Nirjuli, A.P.
4	Date & Time of opening of Tender	04/07/2023 at 4.00 p.m. at Director's Conference Room.
5	Security Deposit	Rs. 100000/- to be enclosed with the Quotation separately

The tender paper may be obtained from the Office of HMC by paying Rs.1000/= (non-refundable) in the form of demand draft/pay order drawn from State Bank of India in favour of Chairman (HMC), payable at NERIST Branch (**Code No. 18744**). The Tender document can also be downloaded from the website <http://www.nerist.ac.in> In case Tender document is downloaded from the website the bidder should attach the aforesaid draft for Rs. 1000/= the Tender paper, while submitting the same, failing which the Quotation paper will be cancelled during the operation of Technical Bid.

Contd....P/2

The following document are enclosed under Technical bid and Financial bid to be submitted by separately:

1. Proof of three years' experience in providing similar service to Govt. organization/Public Sector Undertaking/Autonomous Bodies/Education Institution/Private Sector.
2. Copy of the Central Labour License issued by the Asstt.Labour Commissioner Office, Guwahati, (Assam).
3. Photocopy of Company's/Individuals audited balance sheet for the last three years.
4. Photocopy of Employees Provident Fund (EPF), Service Tax Registration Certificates with photocopies & code Nos.
5. Photocopy of EPF Registration Certificate.
6. Latest Bank Solvency Certificate obtained from any Nationalized Bank.
7. Details of Company's/Individual's profile.
8. Photocopy of PAN Card issued by Income Tax Department and its photocopy.
9. GST. Registration Certificate.
10. Good character and antecedent certificate from police department if any.

IMPORTANT INSTRUCTIONS.

Quotation (s) are required to be dully sealed (with Wax) and to be submitted to the **“The Chairman (HMC), NERIST, PO&PS: Nirjuli, Dist: Papum Pare, Arunachal Pradesh Pin-791109”** duly completed in all respect within the date and time mentioned in the NIQ and Terms and conditions as stated below. The bidders are required to submit their quotation(s) for the above work in the separate envelopes clearly super scribing the **Envelope-A & B** as the case may be along with the name of quotation as detailed below:

Envelope-(A) (Technical Bid) shall be opened first, which would decide the capability and eligibility of the bidders in accordance with the criteria laid down in the NIQ. The price bid of those bidders will not be opened who does not fulfil the required documents of the Technical bid.

Envelope-(B) (Price Bids) shall be opened only of those quotation(s) who have qualified the Envelope-(A) (Technical Bids).

Both Envelopes-(A) &(B) are to be put in a separate envelope super scribing “Hostel Mess cooking, Mess Workers and Toilet Cleaners (Sweepers)”.

Security Deposit of Rs.100000/-separately is to be enclosed with the Quotation, which is mandatory. It will be verified at the time of Technical Bid, those who fail to enclose the Security Deposit along with the Technical Bid will not be considered for Financial bid, even though all his/her documents are found in acceptable condition. The Security Deposit will be refunded to the non-selected bidders on the next working day. The Security Deposit amount is to be drawn in the form of demand draft/pay order/Banker's Cheque from State Bank of India in favour of Chairman (HMC) payable at NERIST **Branch (Code No. 18744).**

Interested bidders may also like to see the Terms and conditions (which will be reflected in the Agreement) which are also enclosed.

Discretionary power: The Director, NERIST, reserves the right to accept or reject any or all tenders without assigning any reason thereof and also to modify in exceptional case any of the stipulated terms and conditions on merit on genuine and justifying grounds if it is in the larger interest of the Institute. The final acceptance of the tenders rests entirely with the Director, NERIST who does not bind himself to accept the lowest tender.

sd/-

Chairman(HMC)
NERIST:Nirjuli

Terms and Condition

- 1. The manpower employment will be the sole responsibility of the Contractor himself/herself and the Office of Hostel Management Council (HMC) will not be responsible in any manner, related to the individuals employed by him/ her.**
- 2. The Contractor shall ensure through appropriate instruction/indoctrination motivation of its employees to adopt standard form of cleaning practice and ensure that no deterious substances are brought or used in the premises of the hostel at all times in meeting the objectives of contract.**
- 3. The Contractor shall arrange to provide necessary and sufficient manpower at all times to keep up the office schedule during the tenure of the contract.**
- 4. The quoted rates should be in compliance with the minimum wages for unskilled labour fixed by the Labour Commissioner Office, Govt. of India.**
- 5. The Institute shall pay the required amount for payment as per agreement to the Contractor on monthly basis and the mode of payment will be through cheque after deduction of losses/ damage, if any, incurred during the period.**
- 6. The payment will be made by 15th of every month subject to receipt of the grant from the Ministry of Education, Govt. of India, New Delhi. Due to non-receipt of the grant from the Ministry, the Contractor has to arrange for making the payment to their workers/employees which will be reimbursed to the Contractor as and when the grant is received.**

7. **The monthly wages of the employee shall remain fixed during the agreement period; no requests for enhancement will be entertained.**
8. **The Contractor shall ensure un-interrupted service for the maintenance of Hostel Messes and cleanliness and proper hygienic in the Hostel campus.**
9. **Duty Hours;**

Cooking Workers/Mess Workers

Shifting duty, normally in the morning 5.00 am to 9.00 am & 9.30 am to 1.30 pm and in the afternoon 2.30 pm. to 10.30 pm

Toilet Cleaners.

Normally 7.00 am to 12.00 PM and 1.00 pm to 4.00 pm on all the days except Sunday. For Sunday, it will be 7.00 am to 12.00 pm.

NOTE; Duty hours is subject to changes, if necessary, at the discretion of the Hostel of Authority the Institute.

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-5-

10. **Good behaviour:** The Contractors/service provider will ensure good behaviour of all deployed personal with the students, staff, and officers. Hostel Authorities, faculty of NERIST, Nirjlui and Visitors to the Institute. The agency must ensure that their staff abstains from taking part in any staff union and association, political association etc. within the Institute.
11. **Conduct:** In case of the staff for the above services deployed by the agency commit any act of omission or commission constituting misconduct or indiscipline, the agency will be liable and responsible to take disciplinary action against the personnel/staff, including suspensions, or dismissal from services etc.
12. **Penalty & Recovery:** Penalty points will be counted on the following four basic factors:

Lapses on the part of Mess worker, Cooking worker & Toilet cleaners: Lapses/failure on the part of Mess Workers & Toilet Cleaners (Sweepers) in providing contract services, and/ or, failure to wear the specified dresses/uniforms, and /or failure to carry the required articles (Identity Card etc.) while on duty.

Lapses on the part of Contractor : Lapses/ failure on the part of the Contract/ Management in providing essential tools/equipment, as described under No.9 and 10 , and/or lapses/ failure, in any form, on the part of Mess Workers, Cooking Mess Worker and Toilet Cleaners (Sweeper).
13. In no case the stoppage is to resorted by the workers employed by the Contractor and if there is any violation, penalty will be imposed by the Director, NERIST @ 2% per day wages.
14. The Institute shall not be responsible in any way for the accidents, damage and injuries sustained by the Contractor's employees in the course of their duties during agreement.

15. The Contractor shall train up its employee about the safety measures while dealing with cleaning materials, using burners and other electrical equipment's.
16. The Contractor shall give 3 (three) months notice before withdrawing from the present agreement or contract work. But the Institute shall have the authority to terminate the contract on valid ground in special case that may come in the notice of the authorities, by giving one month notice.
17. The Contractor shall never claim for the continuation of his contractual service.
18. The Contractor shall ensure that all the toilets and bathroom are to be cleaned at least 2(two) times in a day except Sunday which will be one time in a day.
19. In case of any dispute relating to interpretation of any clause, the matter shall be referred to the Director, NERIST for his decision which will be final and binding to all parties.
20. Uniform, head gear, gloves, shoes, etc. and maintenance is to be provided by the Contractor.
21. Maintenance on the Uniform etc. is also to be borne by the Contractor.

Chairman(HMC)
NERIST:Nirjuli