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INDIAN COUNCIL
OF
MEDICAL
RESEARCH

NIN
NATIONAL INSTITUTE
OF NUTRITION

आई सी एम आर - राष्ट्रीय पोषण संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR – National Institute of Nutrition
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.NIN/Maint/Service contractors/2020/80

Date: 23.12.2020

NOTICE INVITING TENDER

to carry out

**Housekeeping, Road Sweeping in NIN Campus
and General Cleaning & Maintenance works in
Animal Facility**

Sealed quotations are invited on behalf of the Director, ICMR-NIN, Hyderabad, Ministry of Health & Family Welfare, Government of India from reputed, experienced, contractors / agencies with established experience and financial solvency to carry out 'Housekeeping, Road Sweeping in NIN campus and General Maintenance works in Animal Facility'. The details of the works are as follows:

Sl No	Description of each work	Estimated cost per month Rs
1.	Cleaning and mopping of Corridors of institute buildings (See Annexure — I)	
2.	Cleaning of Toilets(Gents and Ladies) (See Annexure — I)	
3.	Road Sweeping of institute campus (See Annexure — I)	
4.	General cleaning and maintenance works in animal house (See Annexure –II)	

Qualifying criteria, instructions & general conditions for bidders:

- i. The entire work covered under the contract has to be completed in 6 calendar months (including monsoon period). However the contract can be extended up to another six months based on the performance of the contract and requirement. The contractor should provide the information as per Annexure-III of the tender document.
- ii. The contract work of "Housekeeping, Road Sweeping in NIN campus and General Maintenance works in Animal Facility" shall have to be carried out as per tender schedule. However, in case of an unusual occurrence of dirtiness in shabby in any of unit / areas, same shall be cleaned urgently by the contractor without any extra payment. Suitable manpower shall be available at the premises continuously for this type of works.
- iii. If the contractor fails to do any operation on any day in a month then that cost per operation will be deducted from contractor's monthly bill.

- iv. The contractor shall pay the minimum wages to the workers / manpower as prescribed by Government of India from time to time. Contractor shall pay wages and any other payments of the workers / manpower through Bank Accounts of the workers on or before 7th of every succeeding month as per rules.
- v. The contractor shall give the workers / manpower suitable uniform / dress, safety gadgets, monsoon gears, identity card to identify their staff by security and other departmental personnel.
- vi. Contractor should maintain workers / manpower daily muster roll and it should be available for departmental check all the time. The contractor should submit the daily labours report both in the morning and evening.
- vii. The waste generated after sweeping, moping of the rooms, toilets block, other works is to be removed from the respective rooms / office, toilets and disposal to the nearest garbage points in tied conditions.
- viii. The contract workers / manpower engaged and working equipment (if any) brought by the contractor for the work shall be recorded in the NIN Security Gate before entering into the premises and obtain necessary gate pass for the same.
- ix. Quotation by email or fax will not be accepted.
- x. The quotation is to be printed on letterhead. It should include of GST Registration Number and PAN number of the firm. Quotations received without signature, over-writing, summation errors etc., will be considered as invalid and thus rejected. The quotation should be sent in a sealed envelope. The envelope shall clearly be superscribed with:

The reference no.: No.NIN/Maint/Service contractors/2020/
Due Date : 07.01.2021
Quotation : Not to be opened
Quotation for : Housekeeping, Road Sweeping in NIN campus and
General Maintenance works in Animal Facility

The quotation should be addressed to "The Director, ICMR-NIN, Tarnaka, Hyderabad- 500 007.

- xi. Quotation is to be sent only through post / courier / by hand. It should reach the undersigned within the due **Date: 07.01.2021, Time: 16:00 hrs**. The quotation reached after the due date & time will not be considered. If any corrections, which should be attested by the tenderer. All the signatures must be dated and accompanied by seal of the company. Bidder will sign on all the documents and at the bottom of all pages of the 'Notice Inviting Tender' and submit along with Schedule of Quantities and without this Tender is invalid.
- xii. Performance guarantee @ 3% of work order value in the bank guarantee is required to be furnished within 15 days from the date of issue of work order. It will be refunded after completion of the work.

- xiii. The tenderer may note that in case of the work is awarded to him, he has to produce police verification certificate and aadhar card of the workers / manpower to be deputed for the work inside the ICMR-NIN, Hyderabad.
- xiv. The bidder may visit the site with prior appointment with In-Charge Maintenance at 040-27197226 on all working days i.e from Monday to Friday except public holidays from 10.00 hrs AM to 4.00 P.M.
- xv. The undersigned reserves all the rights to reject the tender without assigning any reasons.
- xvi. ICMR-NIN, Hyderabad is not responsible for any damage caused to the contract manpower engaged by the contractor for execution of the work.
- xvii. The Offer shall be valid for a period of ninety days and in case of placement of the work order, shall remain firm till the completion of work.
- xviii. Director, ICMR- NIN, Hyderabad reserves the right to increase/decrease the quantity of work.
- xix. The quotations will be opened on 08.01.2021 at 15.00 hrs.

Confidentiality Clause:

- a. No party shall disclose any information to any third party concerning the matters under this contract. In particular, any information identified as 'proprietary' in nature by disclosing party shall be kept strictly confidential by the receiving party and shall not be disclosed to any third party without the prior consultants, advisors or the employees engaged by a party with equal force.
- b. Prohibition against use of ICMR-NIN's name without permission of publicity purpose.

The contractor, subcontractor, consultant, advisor or the employees of the contractor shall not use the ICMR-NIN's name for any publicity purpose through any public media like press, T.V, Radio or internet without the prior written approval of ICMR-NIN.

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23/12/2020

I/c Maintenance
Maintenance Department
For Director

Annexure-1

Housekeeping, Road Sweeping in NIN Campus

Sl.No	Type of work	Places covered	Total Area
1	Toilet cleaning - 2 times per day (six days a week)	Main Building, Gopalan Block, Golden jubilee block, SEM building, work shop, common room	Total no. of toilets 53 (gents 38 + Ladies 15)
2	Cleaning and Mopping of corridors daily once in the morning (six days a week)	All floor of Main Building, Gopalan Block, Golden jubilee block, SEM building.	Total area of 3332 Sq Mtrs
3	1. Sweeping of the roads of the office Campus Area daily once in the morning (except holidays) 2. Sweeping of the roads every alternative day in the quarters area 3. Collection and Removal Garbage from the Residential Quarters	NIN Office Area and NIN residential quarters area	1.Total area of Roads of the institute is 13361 Sq Mtrs 2.Total area of roads in residential quarters is 3987 Sq Mtrs

Note:

1. All the cleaning material (floor cleaner, toilet cleaner, room freshener, soft brooms, hard brooms etc) will be provided by the institute free of cost for the above mentioned works.
2. Regular cleaning and mopping of the corridor includes the removal of cobwebs on the walls and cleaning walls and glass panels and doors, windows etc which are falling in the area of the common corridors.
3. Water and electricity will be provided by the institute.
4. Cleaning of toilets includes the cleaning of washbasins, mirrors, floor, WC removing of cobwebs etc to maintain the toilets in all respects to keep the toilet hygiene and smell free.
5. All the water leakages and plumbing related works will be handled by institute staff.

Annexure –II

General cleaning and Maintenance works in Animal House

1. Collection of sterilized RO water filled water bottles from the collection centre in the ground floor of the breeding facility and supplementing the same to the rodents housed in the first floor of the facility.
2. Cleaning and maintenance of ladies toilets (5 number) and men's toilets (13 number).
3. Regular sieving of the paddy husk (bedding material) and collecting the same in individual gunny bags to keep in autoclave for sterilization purposes.
4. Regular changing of soiled cages, cleaning and sterilization of mice, rat and hamster cages.
5. Periodical spraying of pyrethrum (insecticide) in the animal housing colonies
6. Washing of water bottles, filling them with RO water and supply to concern animal colonies.
7. Sweeping, mopping & cobwebs removal in corridors of all floors, floors of laboratory rooms, staircases, rooftop, surroundings walls. Railings and all other surface areas of the buildings of New Animal House, Old Animal House & Primate Facility.
8. Cleaning of washrooms, WC, Wash basins, mirrors, floors of the bath rooms an verandas and filling liquid soap to the dispensers attached with the basins in the bathrooms.
9. All consumables and cleaning accessories including brooms, cleaning cloths etc., shall be supplied by the Institute free of cost for the above contract job.
10. Water and Electricity will be provided by this Institute.

Annexure-III

Documents for Providing Housekeeping, Road Sweeping in NIN Campus
and General Cleaning & Maintenance

Name of the Firm (as per Registration Certificate)	
Complete Postal Address of the Firm (as per Registration Certificate)	
Company Profile	
1. Name of the company/firm and complete registered address	
(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
(b) Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
2. Name, designation and Tel. No(s) of the Contact Person, -Fax No(s) and email address	
3. Year of commencement of business	
4. Statutory details (photocopy to be attached) a) Registration No. of the Firm b) PAN- c) ESI Reg. No. d) GST Reg. No. e) EPF Registration No.	
5. List of present and past clients (Please use separate sheet for each) as per the following format.	