

Phones: 03712 - 268107/268077
Fax: +91 (03712) 268007
Website: neriwalm.gov.in



Dolabari
P.O. Kaliabhomora
Tezpur - 784 027,
Assam (India)



NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM)

An Institute under the Ministry of Jal Shakti, Govt. of India
(Registered under the Societies Registration Act, 1860)

NO:NRWM/CANTEEN/01/2019-20/

Dated 30.09.2019

NOTICE INVITING TENDER

Sealed tenders are invited by the Director, NERIWALM, Tezpur from appropriate registered contractors / firms for the works as given below. The last date for submission of filled in tender by "REGISTERED POST" or by dropping in the TENDER BOX kept in the lounge of Administrative Building (superscribing the name of the work on the top of the envelope) is **21.10.2019 upto 5.00 PM** and will be opened at **1100 hrs of 22.10.2019** in the conference room of the institute in presence of the tenderer or their authorized representatives, if any. In the event of **22.10.2019** being declared a holiday, the tender will be opened on the next working day at the same time and place.

Interested bidders may visit the institute's website www.neriwalm.gov.in and download the Tender Documents alongwith terms and conditions for taking part in the tender process.

| Sl. No. | Particulars of work | Estimated amount (₹) | Completion time | Earnest Money |
|---------|----------------------------------------------------------------------------------------------|----------------------|----------------------------|-------------------------|
| 1. | Annual Service for Housekeeping and Maintenance of Trainees Hostel & Guest House of NERIWALM | ₹ 9,70,500.00 | AMC period of 01(one) year | 2% of the quoted amount |
| 2. | Running of wet canteen services at NERIWALM. | ₹ 9,00,000.00 | AMC period of 01(one) year | 2% of the quoted amount |

Deputy Director (Admin)

Phones: 03712 - 268107/268077

Fax: +91 (03712) 268007

Website: neriwalm.gov.in



Dolabari
P.O. Kaliabhomora
Tezpur – 784 027,
Assam (India)



NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM)

An Institute under the Ministry of Jal Shakti, Govt. of India
(Registered under the Societies Registration Act, 1860)

NO:NRWM/THGH/16/2019-20/

2383 - 2391

Dated 30.09.2019

NOTICE INVITING TENDER

1. Sealed tenders are invited by the Director, NERIWALM, Tezpur from appropriate registered contractor/firms of repute for works as mentioned below at NERIWALM, Dolabari, Tezpur.
2. The last date for submission of filled in tender by **“REGISTERED POST”** or by dropping in the **TENDER BOX** kept in the lounge of Administrative Building (superscribing the name of the work on the top of the envelope) is **21.10.2019 upto 5.00 PM** and will be opened at **1100 hrs of 22.10.2019** in the Conference Room of the institute in presence of the tenderer or their authorized representatives, if any.
3. In the event of **22.10.2019** being declared a holiday, the tender will be opened on the next working day at the same time and place.
4. Interested bidders may view and download detailed tender documents along with terms and conditions from the website of NERIWALM www.neriwalm.gov.in. The tender can also be viewed in **CPP Portal**.

| Sl. No. | Particulars of work | Estimated amount (₹) | Completion time | Earnest Money |
|---------|----------------------------------------------------------------------------------------------|----------------------|----------------------------|-------------------------|
| 1. | Annual Service for Housekeeping and Maintenance of Trainees Hostel & Guest House of NERIWALM | ₹ 970,500.00 | AMC period of 01(one) year | 2% of the quoted amount |

30/09/19
Deputy Director (Admin)

Copy to:

1. The PA attached in the Director's Office for kind information of Director.
2. The Professor (WRE) & CVO, NERIWALM for kind information.
3. The Assistant Director(Civil), NERIWALM, Tezpur for information and necessary action.
4. The Accounts Officer, NERIWALM, for information & necessary action.
5. The Assistant Engineer (C), NERIWALM, for information and necessary action.
6. The O.C., Library, NERIWALM for information and requested to make available the copy of the advertisement published in the Newspaper for record of the Maintenance Section.
7. The Notice Board, NERIWALM, Tezpur for wide circulation.
8. NERIWALM website : www.neriwalm.gov.in. & CPPP Portal for publishing.
9. File No NRWM/THGH/16/2019-20 for record.

e/c

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT
(An institute under the Ministry of Jal Shakti, Govt. of India)
Dolabari, Kaliabhomora, Tezpur-784027, Assam

NO:NRWM/THGH/16/2019-20/

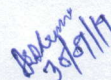
Dated 30.09.2019

NOTICE INVITING TENDER

Sealed Tenders are invited by the Director, NERIWALM, Dolabari, Tezpur for “Annual Service for Housekeeping and Maintenance of Trainees’ Hostel and Guest House of NERIWALM”.

Terms and conditions:

1. The annual estimated amount of the work is **Rs. 9,70,500.00** (Rupees nine lakh seventy thousand five hundred) only.
2. Each page of the tender documents, terms and conditions, etc. should be signed with seal by the tenderer.
3. Demand draft or Banker’s Cheque of the value of 2% of quoted amount only drawn in favour of the Director, NERIWALM, Tezpur of any nationalized bank towards EMD to be submitted along with the tender.
4. Tenders not accompanied by the aforesaid Earnest Money shall be summarily rejected.
5. Photostat/scan copy of the following testimonials/ documents to be attached along with the tender documents:-
 - (i) Registration certificate of the firm/agency.
 - (ii) PAN card.
 - (iii) GST Registration number.
 - (iv) Experience certificate in similar nature of work from Govt./autonomous/ undertaking/ reputed private organization.
 - (v) PF and ESIC registration.
 - (vi) Labour License.The tender may be rejected in the absence of any of these documents.
6. The successful bidders shall have to sign the deed of agreement in Non-Judicial Stamp Paper of appropriate value.
7. The Director, NERIWALM reserves the right to accept or reject any or all tender(s) without assigning any reasons whatsoever.
8. All legal matters will be within the Tezpur jurisdiction.
9. Last date of submission of tenders is **on or before 5 PM of 21.10.2019**. Tender document may be downloaded from NERIWALM website www.neriwalm.gov.in.
10. For details visit website www.neriwalm.gov.in


(A. K. Sharma)
Deputy Director(Admin)

Copy to:

1. PA to the Director for kind information of Director, NERIWALM
2. Professor (WRE) and CVO, NERIWALM for information
3. Assistant Director (Civil) for information and necessary action.
4. Officer in-charge, Trainees’ Hostel & Guest House, NERIWALM for information and necessary action.
5. Accounts Officer, NERIWALM for information.
6. OC., Library, NERIWALM for information and necessary action.
7. Notice Board, NERIWALM for wide circulation.
8. CPP Portal for publishing.

**NORTH EASTERN REGIONAL INSTITUTE
OF WATER AND LAND MANAGEMENT**

(An institute under the Ministry of Jal Shakti, department of Water Resources, RD & GR, Govt. of India)
Dolabari, Kaliabhomora, Tezpur-784027, Assam

**TENDER NOTICE FOR ANNUAL SERVICE FOR HOUSE KEEPING AND MAINTENANCE OF
TRAINEES' HOSTELS AND GUEST HOUSE OF NERIWALM**

Form:

| |
|-----------------|
| DD No. _____ |
| Date: _____ |
| DD Amount _____ |
| Bank _____ |
| Issued to _____ |
| _____ |
| Signature |

GENERAL GUIDELINES FOR SUBMITTING TENDER DOCUMENTS
(Terms and conditions)

1. Sealed Tenders are invited by the Director, NERIWALM, Dolabari, Tezpur for **“Annual Service for Housekeeping and Maintenance of Trainees’ Hostel and Guest House of NERIWALM”**.
2. The annual estimated amount of the work is **Rs. 9,70,500.00** (Rupees nine lakh seventy thousand five hundred) only.
3. Each page of the tender documents, terms and conditions etc. should be signed with seal by the tenderer.
4. Demand draft or banker’s cheque of the value of 2% of quote amount only drawn in favour of the Director, NERIWALM, Tezpur of any nationalized bank towards earnest money to be submitted along with the tender.
5. Tenders not accompanied by the aforesaid earnest money shall be summarily rejected.
6. Photostat/scan copy of the following testimonials/ documents to be attached along with the tender documents:-
 - (i) Registration certificate of the firm/agency.
 - (ii) PAN card.
 - (iii) GST Registration number.
 - (iv) Experience certificate in similar nature of work from Govt./ autonomous/ undertaking/ reputed private organization.
 - (v) PF and ESIC registration.
 - (vi) Labour License.The tender may be rejected in the absence of any of these documents.

Signature of the tenderer with seal

7. That the Contractor will have to provide necessary insurance cover, EPF etc. in respect of the workers provided by him and such insurance shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act. 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act. 1948; Employer's Liability Act.1938; Employment of Children Act. 1938 and/or any other rules/regulations and/or statutes that may be applicable to them and shall further keep the NERIWALM, Tezpur indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expenses arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the NERIWALM, Tezpur shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Contractor's monthly payments.
8. The Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at NERIWALM, Tezpur in their respective names before submitting the bill for the subsequent month.
9. That the Contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs.
10. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of NERIWALM, Tezpur.
11. The Tenderer must ensure that wages to workers against the contract should not be less than the latest minimum wages as per the minimum wages Act. 1948 of Govt of India amended from time to time. Payment of wages to the workers must be disbursed through DBT.
12. The persons employed through the Contractor for all purposes will be the employees of the Contractor and cannot claim employment and other benefits from NERIWALM, Tezpur. The persons provided by the Contractor should be physically fit and healthy and below the age of 50 years and above the age of 18 years.

Signature of the tenderer with seal

13. The Contractor/Tenderer shall submit details such as names, parentage, residential address, age etc. of the persons provided by him in the office of NERIWALM, Tezpur for the purpose of proper identification of the employees of the Contractor engaged for **House Keeping and Maintenance Service of Trainees' Hostel and Guest House at NERIWALM**. That the Uniforms will be supplied by the Contractor at his own cost to the persons deployed for this work which shall include White shirt, Black pant, Shoes, Gum Boots, Rain Coats, Hand Gloves, Protective attires and equipments during work etc.
14. The worker deployed by the Contractor should possess identity card certified by proper signatory of NERIWALM, Tezpur. Attested photographs (2 nos.) of the workers shall be submitted to NERIWALM, Tezpur for identification at the time of disbursement of wages which must be witnessed by the Office-in-charge, Trainees' Hostel, NERIWALM, Tezpur.
15. At any time during the continuation of the contract, if it is observed that the Contractor is not complying with the provisions of the contract or other provisions of various Labour and other Acts applicable, the contract may be terminated by the Director, NERIWALM, Tezpur by giving one month notice.
16. Canvassing in any forms in connection with the tender is prohibited and the tender submitted by the Contractor who resorts to canvassing are liable for rejection.
17. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
18. The Earnest Money Deposited will be forfeited if the Contractor fails to execute the agreement as per the letter of award.
19. The Contractors/Bidders should certify that there are no any legal disputes against him in any court of law in relation to the labor disputes and he or his agency is not black listed either by Central Govt., State Govt. or by any public/private organization.
20. The last date of submission of filled in tender by REGISTERED POST or by dropping in the TENDER BOX kept in the lounge of Administrative Building (superscribing the name of the work on the top of the envelope) tender is **21.10.2019 upto 5 PM** and will be opened at **11:00 hrs of 22.10.2019** by a duly constituted Committee in conference hall of NERIWALM in presence of the tenderer or there authorized representatives, if any.
21. Address for Registered post: The Director, North Eastern Regional Institute of Water and Land Management (NERIWALM), Dolabari, P.O. Kaliabhomora, Tezpur- 784 027 (Assam).
22. Tenders are not transferable.
23. Must be reputed Firm/Organization having proven track record for providing housekeeping and maintenance services. Documents relating to past experiences are to be submitted along with the tender documents.

Signature of the tenderer with seal

24. The tenderer should quote rates on “per month” for Housekeeping maintenance works. Requirements for housekeeping / maintenance service given as **SCOPE OF THE WORK at Annexure-I**. However, the **Scope of the works (Annexure-I)** may be seen carefully before quoting the rates.
25. The rates quoted should be inclusive of all taxes and GST have to be shown separately. The rates quoted will be valid for one year.
26. The contract will be valid for one year from the date of taking over the work and extendable for further period of one year or more on mutual understanding of both the parties provided the authority is satisfied by the work performance.
27. No request for withdrawal before the end of one year (Contract period) will be permitted. The Institute reserves the right to terminate the contract period with one month notice, if the performance is found to be unsatisfactory during the validity of the contract period.
28. The contractor has to execute an agreement within 7 days of the receipt of the letter of award of contract and Commencement of the contract will be within 7 days of the signing of the agreement or as decided by the Institute.
29. The contractor has to deposit an amount of **10% of total work value** only as **Performance Security** by means of a Demand Draft or Bankers Cheque drawn on any nationalized bank in favour of the Director NERIWALM., Tezpur within 14 days of the receipt of the letter awarding the contract.
30. Director, NERIWALM reserves the right to accept or reject any or all tender(s) without assigning any reasons whatsoever.

Signature of the Tenderer with Seal

**NORTH EASTERN REGIONAL INSTITUTE
OF WATER AND LAND MANAGEMENT**

(An institute under the Ministry of Jal Shakti, department of Water Resources, RD & GR, Govt. of India)
Dolabari, Kaliabhomora, Tezpur-784027, Assam

**TENDER NOTICE FOR ANNUAL SERVICE FOR CATERING, HOUSE KEEPING AND
MAINTENANCE OF TRAINEES' HOSTELS AND GUEST HOUSE OF NERIWALM**

Pre- Qualification Bio-Data to be enclosed along with the Tender

1. Name of the Caterer/Firm/
Organisation and Address :
2. Telephone :
3. Fax No. :
4. Email address :
5. Month and year of establishment
(Copy of certificate enclosed) :
6. Details of Registration with Labour
Department/MCH (Central/State)
(Copy of labour license enclosed) :
7. GST No.
(Copy of registration certificate enclosed) :
8. PAN No.
(Copy of PAN card and up-to-date Income
Tax return document enclosed) :
9. Employee provident Fund Registration No.
(Copy of certificate enclosed) :
10. E. S. I Registration No.
(Copy of certificate enclosed) :
11. Experience certificate in similar nature
of work from Govt./ autonomous/
undertaking/ reputed private organization :
12. Name of the Proprietor/Partners :
13. Other documents attached, if any :

Place:

Date:

Signature of the Tenderer with Seal

**NORTH EASTERN REGIONAL INSTITUTE
OF WATER AND LAND MANAGEMENT**

(An institute under the Ministry of Jal Shakti, department of Water Resources, RD & GR, Govt. of India)
Dolabari, Kaliabhomora, Tezpur-784027, Assam

**TENDER NOTICE FOR ANNUAL SERVICE FOR CATERING, HOUSE KEEPING AND
MAINTENANCE OF TRAINEES' HOSTELS AND GUEST HOUSE OF NERIWALM**

I/We have understood the terms and conditions of the tender detailed in the tender documents supplies to us and are fully aware of the nature of contract. We affirm to strictly adhere to the terms and conditions stipulated therein.

| Sl.No. | Description | Rate in INR. Per month | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------|----------|
| | | In Figures | In words |
| HOUSEKEEPING and MAINTENANCE SERVICES OF | | | |
| A | One Trainees' Hostel (52 bedded), floor area 1267 sqm. | | |
| B | One Guest Houses (8 bedded), floor area 386 sqm excluding Room No.1 | | |
| C | Trainees' Hostel Annexe (12 bedded) floor area 225 sqm. | | |
| | Total quoted rate | | |
| (rate to be quoted per month which will include sweeping, cleaning, washing & pressing of linens and curtains, supply of toilet soap, toilet papers, disinfectants, mosquito/insects repellants, room fresheners etc. maintenance/cleaning of meeting Hall, VIP Lounge, Verandah and open space of Trainees' Hostel as well as one Assam guest houses. Details given at Annexure – I) | | | |

Note: Scope of works at **Annexure-I** has been referred for the rates quoted for House Keeping , maintenance and catering service. Rates quoted are inclusive of all taxes and charges excluding GST, which may be shown separately.

Signature with seal of the Tenderer: _____

Name: _____

Date: _____ Seal _____

Telephone No. (Office) _____ Residence _____

Mobile No. _____ Fax No. _____

e-mail ID. _____

Signature of the Tenderer with Seal

SCOPE OF THE WORK

(Terms and conditions)

1. Manpower requirements:

Minimum manpower requirement (not below the age of 18 years and above the age of 50 years) to housekeeping/maintenance works should consists of the following persons who should be available round the clock though services may be as per stipulated schedule:-

- i. Supervisor/ Manager (Skilled)- 1 (one)
- ii. Room cleaner/ housekeeping assistant (unskilled)- 2 (two)
- iii. Sweeper (Unskilled)- 1 (one)

Note: The Ministry of Labour and Employment, Govt. of India approved rate of wage is required to be considered while quoting the rate for catering, housekeeping and maintenance works. Uniform has to be provided by the party.

2. The institute shall provide following facilities like water supply, electricity, reception and service counters, furniture, all types of linens materials, curtains, cooking ranges without gas cylinders etc. under certain terms and conditions.
3. The recharging cost of cable TV/ DTH service to the TVs will be borne by the institute.

HOUSE KEEPING SERVICES

1. The Institute has one Trainee's hostel with modern facilities & amenities and also state-of -the-art gadgets with the rooms mentioned below and respective kitchens, meeting halls, VIP lounge and dining halls. The details of rooms in hostel and guest house are as follows.

| Details of Hostel | Standard rooms (double bedded) | Deluxe Rooms (double bedded) | VIP Rooms (double bedded) | Dormitory in guest house | Common place etc. | Total Beds | Total toilet set |
|---------------------------------------------------------------|--------------------------------|------------------------------|---------------------------|--------------------------|--------------------------------------------------------|------------|------------------|
| Trainees' Hostel (Total floor area. 1267.00Sqm) | 20 | 3 | 3 | nil | 1 lounge, 1 VIP lounge, 2 dining halls and 4 corridors | 52 | 31 |
| Guest house excluding Room No. 1(Total floor area 386.10 sqm) | nil | nil | 2 | 1 | 1 lounge cum dining hall and 1 veranda | 8 | 5 |
| Trainees hostel Annexe | 6 | nil | nil | nil | 2 lounge cum dining hall and 2 kitchen | 12 | 4 |

Signature of the Tenderer with Seal

2. Housekeeping Trainee's Hostels and Guest House which include all the above mentioned rooms by daily sweeping, cleaning, washing & pressing of used linens supply of toilet soap, toilet papers, disinfectants, mosquito/insects repellants, room fresheners etc. The curtains of all rooms, meeting halls, dining halls, VIP lounge to be washed and pressed at least once in a month. Dry cleaning/ sundry of woolen blankets to be done at least once in three months. **Washing machine and irons are not provided by the institute.**
3. The housekeeping workmen shall help the participants/ guests/ VIPs in taking luggage's to the rooms and taking out from their rooms while checking out.
4. It is to be ensured that the keys are collected back when an occupant leaves the room.
5. The Agency shall ensure that none of his worker/supervisor except those permitted in writing stay in the Trainees' hostel premises. In the event of noticing unauthorized stay penalty of Rs.5,000/- will be imposed. However, provision for a change room/rest room will be provided by NERIWALM for employees on duty. Stay in the hostel rooms are strictly prohibited and shall be ensured by the Agency.
6. The Agency shall provide other toiletries/cosmetic items of reputed brands to the guest(s) on payment basis, whenever requested.
7. The Agency shall arrange for Laundry/Dry Cleaning facility for the Guests on payment basis, to be borne by the guests, **washing machine and irons are not provided by the institute.**

MAINTENANCE SERVICE

1. Maintenance of dining halls (including VIP), corridors, meeting hall, common area, VIP Lounge and surrounding areas (hostel premises) and guest house by keeping the floors, toilets (including the common toilets) and premises etc., in a neat and tidy condition at all times of the day. It is expected that the contractor shall provide all necessary services during the stay of the participants/ guests in the hostel from the time of arrival till their departure.
2. Operating ACs/TVs/VCDs in the rooms and Meeting Halls and providing drinking water in each room. The details of the workers address, identity, qualifications etc. are to be reported to the institute, soon after they are engaged. The institute reserves the right of removal of such of the contractor's workers as are found to be unsuitable.
3. The contractor shall attend to all complaints pertaining to plumbing, carpentry and electrical at all times and report the OC Hostels for taking necessary action for repair or rectification.

Signature of the Tenderer with Seal

4. Provision of daily, weekly and monthly services as given below:

- A) **DAILY SERVICES** i) Removals of waste material from open areas and or other areas not covered under horticulture. ii) Sweeping and wiping of all floors, dusting and vacuuming of furniture, cup-boards telephone instruments and doors, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during the morning time. iii) Vacuum cleaning/washing of Sofas, carpets wherever provided at the Hostel. iv) Filling water in desert/room/water coolers etc. wherever provided. v) Upkeep of hostel/hostel rooms/catering areas/ /reception counter/store/lobby etc. vi) Spray mosquito, fly and insect repellent etc in rooms, office rooms, hall, dining room etc. to keep all such areas insects free
- B) **WEEKLY SERVICES** i) Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas etc. ii) Removal of cobwebs, dusts, termites, insects, pests etc. iii) Windows sponging and cleaning. iv) Keeping ceiling and table/pedestal fans, air-conditioning grills dust free. v) Cleaning of dustbins and buckets with detergents. vi) Upkeep of partition glasses and panes with utmost care and by application of glass cleaning chemicals. vii) Detergent cleaning of sanitary wares including in toilets. viii) Polishing & oiling of door closers, door handles, and other brass fittings with Silvo/Brasso/Lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols, etc. ix) Polishing of taps and other steel fittings in the toilets with Silvo/Brasso. x) Spray mosquito, fly and insect repellent etc in rooms, office rooms, hall, dining room etc. to keep all such areas insects free. xi) Vacuuming /Shampooing/Spraying/Disinfecting, all carpet areas.
- C) **MONTHLY SERVICE:** All exterior walls, glasses etc. are to be washed and cleaned.

Signature of the Tenderer with Seal