



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad 500 030.

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**TENDER NOTICE FOR MAINTENANCE OF SPORTS COMPLEX AND
PROVISION OF OTHER SERVICES AT NIRD&PR**

Sealed tenders are invited from registered Self Help Groups (in the same circle/local area of Rajendranagar) for maintenance of sports complex and provision of other services at NIRDPR. For further details visit our website www.nird.org.in. The last date for receiving techno-commercial bids is **29.08.2018** (3.00 pm).

No. Stores/2018/
Date: 13.8.2018

ASST.REGISTRAR (T)



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**TENDER NOTICE FOR MAINTENANCE OF SPORTS COMPLEX AND
PROVISION OF OTHER SERVICES AT NIRD&PR**

TENDER FORM

From:

To

The Asst. Registrar (T)

National Institute of Rural Development & Panchayati Raj

Rajendranagar, Hyderabad 500 030.

Sub: Tender for maintenance of Sports Complex, etc., - Reg.

1. GENERAL GUIDELINES FOR SUBMITTING TENDER DOCUMENTS

- i) Sealed tenders are invited from the Self Help Groups should be registered in the same circle/local area of Rajendranagar, Hyderabad – 500 030.
- ii) Self Help Groups consisting of less than 19 members are eligible.
- iii) Photo ID proof of the SHG members with addresses and contact phone numbers.
- iv) Bank pass book of SHG with transaction entries for the last one year.
- v) Internal lending register (Accounts Register).
- vi) Minutes of the group members meeting in last one year.
- vii) Regular repayment of bank loan taken, if any
- viii) The self help groups must have reputed and having experience in the relevant field.

ix) Tender document can be downloaded from the website: www.nird.org.in

2. Eligibility Criteria: -

- a) Must be a Self Help Group registered in the same circle/local area of Rajendranagar, Hyderabad – 500 030.
- b) SHGs consisting of less than 19 members.
- c) Must have atleast 3 years experience of maintaining a sports complex.
- d) Annual turn over should be Rs. 10 lakhs or more in last three (each) years.

- e) SHG must be registered with EPF and ESI authorities.

3. The estimated value of the tender is Rs. 20.85 lakhs excluding group profit.

- 4. Tenderer must submit all relevant documentary evidences as per required eligibility criteria.

- 5. The Earnest Money Deposit of Rs. 10,000/- (Rupees ten thousand only) in the form of a DD drawn on any commercial bank in favour of NIRD&PR, the same will be returned to the unsuccessful tenderers. Tenders not accompanied by Earnest Money Deposit shall be summarily rejected. No interest shall be paid by NIRDPR on EMD.

- 6. The contract will be valid for one year and no request for withdrawal /termination of the contract before the end of the contract period will be permitted.

- 7. The Earnest Money Deposit of successful tenderer will be forfeited if he does not fulfill any of the following conditions:
 - a) Execution of the agreement within 14 days of the receipt of the letter of award of contract.
 - b) Commencement of the contract within 14 days of the signing of the agreement or as decided by the Institute.
 - c) To comply with all the terms and conditions of the letter of award of contract and agreement of contract.
 - d) In case of contract period is over, the tenderer should provide the services till finalisation of the new tender or conclusion of the contract period whichever is later.

- 8. Tenders are not transferable.

- 9. Director General NIRD&PR reserves the right to accept or reject the tender(s) or cancel the entire tendering process without assigning any reasons whatsoever.



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COVER – I (Technical Bid)

**MAINTENANCE OF SPORTS COMPLEX & PROVISION OF
OTHER SERVICES AT NIRD&PR**

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

1. Name and Address of the SHG :

2. Telephone No. :

3. Registration details of the SHG :
(Should enclose a copy of the registration certificate)

4. Month and year of establishment :

5. ESI Registration No. (Attach proof) :

6. EPF Registration No. (Attach proof) :

7. Name of the President of the SHG : :

8. Annual Turn Over during the last :

three years of Rs. 10.00 lakhs

(each year) or more

- a) 2015-16 (self attested copies of SHG's
- b) 2016-17 bank statements to be attached)
- c) 2017-18

9. Names of the major institutions Government/ Semi Government/ Private to whom maintenance of sports complex were provided in the last 3 years (please enclose testimonials):

Name and address of the organisation along with contact persons and telephone No.	Period of contract		Type of Contract undertaken	Annual billed amount (Rs)	Remarks
	From	To			

10. Details of Demand Draft for Rs. 10,000/- enclosed towards EMD amount

Demand draft No. and Date	Name of the scheduled Bank and branch

Place:

Signature of the Tenderer with Seal

Date:

Cover No: 2 (Financial Bid) should be superscribed for “Maintenance of Sports Complex and Provision of Other Services at NIRD&PR” and contain only Financial Bid of the tender document duly filled in and signed with seal and kept in a separate cover.



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COVER – 2: (Financial Bid)

**MAINTENANCE OF SPORTS COMPLEX & PROVISION OF
OTHER SERVICES AT NIRD&PR**

PART-II FINANCIAL BID

I/We hereby quote our rates for maintenance of sports complex and other services keeping in view the terms and conditions notified in the bid document:

Sl. No.	Details	Highly skilled (3 members (A)) <i>(Cannot be below minimum wage of Rs. 463/-)</i>	Skilled (2 members) (B) <i>(Cannot be below minimum wage of Rs. 418/-)</i>	Semi skilled (C) (8 members) <i>(Cannot be below minimum wage of Rs. 385/-)</i>	Total (A + B + C)
1.	Wage/day				
2.	Group profit				
3.	EPF @13.00% & ESI @ 4.75%				

4.	Sub total: (1 + 2 + 3)				
5.	Cost of monthly consumables				
6.	Grand Total (4 + 5)				

The Group Profit should be quoted as a percentage of the quoted wages of the Highly Skilled, Skilled and Semi-skilled categories. The figure of the percentage quoted will be added to quoted wage for the **Highly Skilled (A)** X 3 (2 + 1) members X 26 days + quoted wage for **Skilled (B)** X 2 members X 26 days + **Semi-skilled (C)** X 8 (5 + 3) members X 26 days + **cost of monthly consumables for determining the lowest bidder.** The details of number of group members to be engaged have been provided at page No. 12 of the tender document.

In case of different quotes of L1 for wage and Group Profit or for a difference of quote between Highly Skilled, Skilled, Semi-skilled and Unskilled, the quote combination with least financial implication to the Institute will be considered as L1.

Employer's Contribution towards EPF (13.00%) /ESI (4.75%) will be released by NIRDPR only after submission of proof of remittance in the form of challans of the previous month indicating the same has been deposited into respective account of group members.

The rates quoted shall be valid for a period of one year. However, in case prescribed wages are subsequently revised by the Ministry of Labour and Employment, Government of India, revision upto minimum wages and Variable Dearness Allowance will be allowed by the Institute, but no other charges like Group Profit will be allowed to enhanced for this purpose.

Seal and Signature of the Bidder

Date:

Place:

Signature of the Tenderer: _____

Name: _____

Date: _____

Seal: _____

Telephone No. (Office) _____

(Residence) _____

Fax No. _____

ADDRESS:

TERMS AND CONDITIONS

MAINTENANCE OF SPORTS COMPLEX ETC., AT NIRD&PR

I. MAINTENANCE OF NIRD&PR SPORTS COMPLEX

The Institute has a Sports Complex and Indoor Stadium including a Swimming Pool, having following facilities:

- | | | |
|-----------------------------|---|-----------------------------|
| 1. Table Tennis Court | : | Ground floor |
| 2. Billiards | : | Ground Floor |
| 3. Chess, Caroms, Gymnasium | : | First Floor |
| 4. Shuttle courts | : | Main Stadium – Ground Floor |

2. The Institute has a full-fledged Gymnasium on first floor of the Sports Complex. The total area of the swimming pool is 272 sq. mts. The Institute intends to outsource all the activities relating to maintenance of swimming pool, indoor stadium and gymnasium to a service provider. The total area of Sports Complex excluding swimming pool area is 1570 sq. mts. The empanelled SHG have to attend the maintenance of entire sports complex including garden subject to the following terms and conditions:

- a) Sealed tenders in two bid system (**Technical Bid and Financial Bid in a separate sealed cover**) are to be dropped in the box kept in Stores Section upto 3.00 pm on or before 29/08/2018 and the **Technical Bids (Part-I)** will be opened at 3.30 pm on the same day in the presence of participated bidders or their authorised representatives present and attending the proceedings of tender opening on the specified date and time. After scrutiny and evaluation of the details in **PART-I** and after due intimation, Financial Bids i.e. **PART-II** of firms who are technically qualified after technical scrutiny will be opened in the presence of those bidders, as intimated in due course to attend price-bid opening, for further evaluation and finalization of bidding process.

- b) Mere fulfillment of all the stipulations and terms and conditions as contained in the tender document does not confer any right on the bidder to acceptance of their quotation by NIRDPR.
- c) The successful bidder will be required to pay 5% of the value of the contract towards security deposit for the period of 90 days over and above the contract period. The security deposit so collected will not carry any interest whatsoever. Security deposit can also be furnished in the form of irrevocable bank guarantee drawn in favour of NIRD&PR.
- d) The bidder should enclose self attested photostat copies of the following documents with their bid:
 - (i) the registration certificate of the SHG;
 - (ii) Registration certificate with EPF;
 - (iii) Registration certificate with ESI; and
 - (iv) Last three years Income Tax return/assessment order of the SHG;

In the absence of above documents, the tender is liable for rejection.

- e) List of Offices/Departments/Institutions where the bidder is already undertaking similar services should be indicated and should attach relevant orders as proof with technical bid. In the absence of such orders, the quotation is liable for rejection.
- f) Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, amount quoted in words shall prevail.
- g) Monthly payment of wages will be released by NIRDPR after providing satisfactory services and upon submission of the bill, completed in all respect within seven days of receipt of the same.

- h) The contract period is for a period of one year which is further extendable for one more year on mutual agreement. However, the SHG shall provide service till completion of the contract period or finalization of the new tender whichever is later. In case of poor performance of the SHG, the Institute reserves the right to terminate the contract with one month notice period.
- i) **Arbitration:** In the event of any question, dispute or difference arising out of these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the DIRECTOR GENERAL, NIRD&PR or a person to be appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.

- j) **Jurisdiction:** The order executed will be subject to Indian law and local courts at Hyderabad only.
- k) The Director General, NIRD&PR reserves the right to reject any or all the bids without assigning any reasons. The decision of the Director General, NIRD&PR will be final in the matter.

Scope of work

The empanelled SHG should attend the work such as cleaning of sports complex, toilets, corridors, vacuum cleaning, scrubbing of marble floor, cleaning of windows glasses, cleaning of roof tops, and spray of Hit/Flit in the appropriate areas of Sports Complex.

The maintenance includes sweeping, dusting, mopping of sports complex area including swimming pool and all rooms, toilets well in advance before scheduled opening of the sports complex positively. Special cleaning on every Saturday and Sunday should be carried out in all areas of the Sports Complex and inside rooms and halls, as per requirement.

1. The SHG shall be responsible for:
 - a) Keeping the floors, toilets(including the common toilets), etc., in a neat and tidy condition at all times of the day;
 - b) Undertaking special cleaning as and when required but not less than once in a month or at the time of special occasions;
 - c) Removing of cobwebs, cleaning of interior and exterior walls, roof top, cleaning of doors and windows, vacuum cleaning of carpets and mopping of floors as and when required but not less than once a week for interior items and roof tops and once in a month for exterior walls.
 - d) The SHG will use standard chemicals/detergents/sanitary items/phenyl etc., and equipments like vacuum cleaners, scrubbing machines, etc., of his own.
 - e) Proper upkeep of all furniture and sports equipment items in the sports complex.
2. All the group members deployed by the SHG should be in proper uniform while on duty. The President of the SHG should supply the uniform with colour specifications and pattern approved by the NIRD&PR, to the members at his cost. It should be noted by the SHG that in case any of the member of the SHG are found to be on duty without the uniform, a penalty of Rs.50/- per worker will be imposed and the bill would be proportionately restricted.

3. The details of timings of the Sports Complex are as given below. However, they may be changed as per requirement from time to time:

1. Monday to Friday : 6.30 AM to 8.30 AM & 4.00 PM to 9.00 PM
2. Saturday : 7.00 AM to 11.00 AM
3. Sunday : 7.00 AM to 11.00 AM & 4.00 PM to 9.00 PM

The SHG should ensure that all their members are in position /duty place well before the scheduled timings and shall leave only after the closed timings. The maintenance of Swimming Pool includes the cost of consumables and clean maintenance of the water will be the responsibility of the SHG.

4. **The SHG should deploy the following group members at the Sports Complex:**

- | | | |
|------------------------------------------|----|--------------------|
| 1. Gym Coach | .. | 1 (Highly Skilled) |
| 2. Swimming & Gym Coach (Woman) | .. | 1 (Highly Skilled) |
| 3. Lifeguard cum Swimming Coach | .. | 1 (Skilled) |
| 4. Water Technician | .. | 1 (Semi-skilled) |
| 5. Sports Complex maintenance Attendants | .. | 2 (Semi-skilled) |
| 6. Gym Attendant | .. | 1 (Semi-skilled) |
| 7. Swimming Pool Attendant | .. | 1 (Semi-skilled) |
| 8. MTS | .. | 1 (Skilled) |

***Door to door collection of garbage and drinking water supply .. 1 (Highly Skilled)
(Tractor Driver)***

- For supply water and lifting the garbage .. 3 (Semiskilled)

5. The members of the SHG must be polite and courteous in their behavior at all times while on duty, with the participants and members using the sports complex services.

6. The SHG shall ensure that gymnasium, shuttle court, table tennis and other areas are to be kept clean, orderly and free from malodour at all times.

7. A penalty of Rs.5000/- should be levied across board on the SHG by the Institute if the sports complex is closed on working days without prior permission of the Institute.

8. In addition to already elaborated scope of work mentioned in this tender document, the SHG shall also be assigned the work of shifting of old or new furniture items, equipments, computers, old records etc., to be entrusted by the authorized officers of the Institute from time to time at no extra cost. The SHG should ensure to promptly attend any other miscellaneous works as assigned by the Asst. Registrar (T) from time to time.

9. It is the responsibility of the SHG to ensure that the water in swimming pool should be pure. In case the water is not purified properly in the swimming pool and as a result the water found to be green in colour, a penalty of Rs. 5,000/- (Rupees five thousand only) per day shall be imposed on the SHG and shall be deducted from the bill amount on prorated basis.

10. The SHG shall ensure that unauthorized persons should not be allowed into the Sports Complex and use the facilities.

II. OUTSOURCING OF MAHINDRA TRACTOR/ ANY OTHER VEHICLE OF DEPT./ SOLAR VEHICLE

At present, the Mahindra Tractor consumes 5 litres per hour (average). The SHG may however inspect the vehicle for their satisfaction.

2. The following are the terms and conditions for outsourcing of vehicle:
 1. The initial period of contract is one year and extendable for one more year on mutual agreement.
 2. The successful SHG has to provide the services of heavy license drivers to drive the Mahindra tractor. The fuel cost is to be borne by the SHG. The SHG may have to carry out repair/maintenance work of the vehicle. The maintenance cost will be reimbursed by NIRD&PR on certification by the authorized representative of the Institute.
 3. The vehicles shall be available at the disposal of NIRD&PR as per the schedule given by the authorized representative from time to time on all days except the weekly off day. The weekly off day will be as determined by the Institute. The vehicle shall not be used for any purpose other than the trips authorized by the Institute. No outside person shall be allowed to travel in the vehicle. The working hours for the Mahindra Tractor will be two hours per day mainly used for water supply in the campus.
 4. The vehicle should be driven by bonafide driver holding valid license and must wear the prescribed uniform. Full particulars of the driver (name, local and permanent addresses, license number etc.,) should be provided to NIRD&PR with a copy of their photographs. The driver should be able to read/write and maintain the log books properly in the prescribed format.
 5. The vehicle outsourced is to be kept in clean condition by the driver.
 6. The vehicle should be parked in the garage of the NIRD&PR outside the duty hours. In case the vehicle is required by the Institute on the weekly off day, the SHG should provide the vehicle.

7. NIRD&PR will not be liable or held responsible for any loss or damage caused to the Driver or anybody or any property in the course of running the vehicle by the Driver.
8. NIRD&PR reserves the right to terminate contract at any time, with one month's notice.

WORK TO BE ATTENDED WITH MAHINDRA TRACTOR/ ANY OTHER VEHICLE OF DEPT./ SOLAR VEHICLE

The successful SHG has to attend the following nature of work Mahindra Tractor and Electric Auto::

i. ANY OTHER VEHICLE OF DEPT./SOLAR VEHICLE

1. The successful SHG should undertake door to door collection of garbage using the existing methodology of segregating the biodegradable and non-biodegradable at the household level. The successful bidder should ideally engage two persons for the door to door garbage collection. For this purpose, the SHG may also utilize the two e-cycle rickshaws of the Institute.
2. The maintenance of the cycle rickshaws should be done by the SHG. The cost of maintenance will be reimbursed.
3. Dry leaves from the cylindrical bins have to be collected and disposed at the site identified by the authorized representative of the Institute. The dry leaves collected and disposal can be done by using the electric auto rickshaw.

4. The operation of electric auto rickshaw will also be entrusted to the SHG.
5. The SHG should engage a driver with HMTV license and two persons for garbage/dry leaves disposal/collection. The vehicle driver must wear the uniform prescribed.
6. The SHG shall ensure that unauthorized persons should not be allowed into the Sports Complex and use the facilities.

ii. Mahindra Tractor:

1. The drinking water is to be collected and arrange to be supplied at the identified locations on door-to-door basis using the Mahindra Tractor for 365 days in a year without any interruption on part time basis. The SHG should engage one unskilled person for the door-to-door supply of drinking water. However, the nos. total SHG members should not exceed the limit as mentioned at page 12 of the tender document.