

# **NATIONAL POWER TRAINING INSTITUTE**

(Under ministry of Power, Govt. of India)  
WESTERN REGION, NAGPUR (MAHARASHTRA)

# **BID DOCUMENT**

for  
General cleaning of Buildings & Roads  
of NPTI (WR) complex, Nagpur.

OPEN TENDER NO. NPTI/WR/CLEANING/2011-12/  
DATED: 12.09.2011

Cost : Rs. 500/- (Non – Refundable)

Sl.No. :

Issued to :

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# NATIONAL POWER TRAINING INSTITUTE

(Under ministry of Power, Govt. of India)

WESTERN REGION, NAGPUR (M.S)

## SECTION - I

### DOMESTIC COMPETITIVE BIDDING

(Through call of open Tenders)

TENDER NO. NPTI/WR/CLEANING/2011-12/

Dated : 12.09.2011

Name of Work	General cleaning of buildings & roads of NPTI (WR) complex, Nagpur.
Estimated value of contract	<b>Rs. 8,72,000/-</b>
Earnest Money Deposit	<b>Rs.30,000/-</b>
Period of Sale of Bid Document	<b>12.9.2011 to 23.9.2011</b>
Last Date & Time for receipt of Bid	<b>24.9.2011 at 16.30 hrs</b>
Time and Date of Opening per – Bid Meeting.	<b>24.9.2011 at 16.30 hours at Conference Hall in Institute Building, NPTI, Nagpur.</b>
Place of Opening of Bid	Conference Hall in Institute Building, NPTI, Nagpur
The tender documents can be obtained from:	J.A.O Accounts Section - NPTI (WR) / Nagpur
Tender documents can be submitted at	Tender Box Kept in Principal Director 's office.
Tenders addressed to	Principal Director, NPTI (WR), South Ambazari Road, Gopal Nagar, Nagpur. 440022

## **SECTION –II**

### **INVITATION FOR BID**

TENDER NO. NPTI/WR/CLEANING /2011-12/

Dated : 12.09.2011

National Power Training Institute (Western Region), Nagpur, invites sealed bids through open Tenders under the **two-bid system** from the eligible contractors for **General cleaning of buildings & roads of NPTI (WR) complex, Nagpur**, as specified in the bid document, for a period of **one year** for its Institutional and residential building premises. The Competent Authority of NPTI (WR) and Contractor, by mutual consent may extend the contract for **a further period of 12 months** on the same terms and conditions.

The scope of services to be provided is mentioned at Section-V of this bid document, which includes the manpower, materials, tools, tackles and appliances required for satisfactory execution of general cleaning of NPTI buildings and roads pertains to the areas as under:

<b>Sl. No</b>	<b>Name of building</b>	<b>Built up/covered Area in sqrm</b>	<b>Toilets</b>
1	Institute Building	2,634.12	05 nos.
2	Workshop/simulator	1,856.74	03 nos.
3	Trainees hostel	2,539.67	58 nos.
4	Executive hostel	1,141.00	32 nos.
5	Guest house	151.00	02 nos.
6	Recreation club / Dispensary	372.55	04 nos.
7	New class room building for BE course	200.00	02 nos.
8	Student Hostell	1,330.00	13 nos.
9	P.G. Hostel	2,000.00 (approx)	30 nos.
10	Type V/Type IV Quarters Converted to Hostel	1,200 Sqrm	12 nos
11	Laboratory Building	450.00	04 nos
12	Roads & Pathways Including residential colony.	9,500.00	
	<b>TOTAL</b>	<b>23,375.00 sq. m</b>	<b>173 nos.</b>

**2.** The bid document can be obtained on written request from the office of **Account Section** NPTI (WR) at Institute Building, NPTI, South Ambazari Road, Gopal Nagar, Nagpur-440022, **from 12.09.2011 to 23.09.2011** between **11 am to 4.00 pm** on working days on payment of **Rs. 500/ (Non-Refundable)** towards the cost of bid document, payable by demand draft/Bankers cheque drawn in favour of **"NPTI, Nagpur"** .

**3.** NPTI reserves the right to issue the tender forms only to the eligible agencies, who are fulfilling the eligibility criteria detailed in the bid document that can be viewed and down loaded from our website [www.nptinagpur.com](http://www.nptinagpur.com)

**4.** Sealed quotations along with Earnest Money Deposit (EMD) of **Rs30,000/-** in the Name of NPTI (WR) Nagpur, should be submitted along with tender in the Tender box kept at Principal Director's office at Institute Building, NPTI (WR), Nagpur latest by **24.09.2011 up to 13:00 hrs**. The tenders will be **opened at 16:30 hrs on the same day** in the Conference Hall of Institute Building, NPTI, Nagpur. The technical bid without **EMD will be summarily rejected.**

**Director**

National Power Training Institute (WR), Nagpur

## **SECTION-III**

### **INSTRUCTIONS TO BIDDERS**

1. This Invitation for Bids is open to the contractors registered either with Central/State Govt. departments / Undertakings or registered with Bombay Shop & Establishment Act 1948 for **house keeping /cleaning services** and having prescribed experience in similar nature of works. The contractor should have **2 years experience** in general cleaning works, executed for a value not less than **Rs. 50,0000/-** in a single tender with Central / State Govt. Departments / Undertaking / Govt. Autonomous bodies. He shall have to furnish a list of Govt. organization where he has undertaken such contract previously.
2. National Power Training Institute, Nagpur, hereinafter will be referred to as the "**N.P.T.I**" and the successful bidder shall be referred to as the "**Contractor**"
3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. All intending bidders are strongly advised to attend the pre-bid Meeting at the appointed date and time.
5. The bidder is required to fill up the Profile of its Organization and other details in the format given as per Annexure – 1, 2 & 3 of the Bid Document.
6. At any time prior to the deadline for submission of bids, the N.P.T.I may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. All prospective bidders who have given their mailing address at the time of obtaining the bid document, will be notified of the amendment, which will be binding. The amendment will also be available in the NPTI website. [www.mptinagpur.com](http://www.mptinagpur.com)
7. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the N.P.T.I, at its discretion, may extend the deadline for the submission of bids.
8. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
9. The bids are to be submitted in two parts in separate sealed envelopes, i.e., **Technical** Bid and **Financial** Bid (**Price bid**)

- 10.** The **Technical Bid** prepared by the bidder shall include the following:
- (a) Full particulars of Govt. organizations, where the Contractor has carried out general cleaning works for a period of **two years**, for a value not less than **Rs. 5,00,000/-** in a single tender. (Self-attested copies of the relevant work orders are to be enclosed).
  - (b) Copy of registration particulars with Central/State Govt. departments / Undertakings / Govt. Autonomous bodies (**or**) Copy of registration with Bombay Shop & Establishment Act 1948 for **house keeping / cleaning services**.
  - (c) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (**2009 & 2010**) or Income tax return particulars for the previous two financial years (**2009-10 & 2010-11**)
  - d) Copy of PAN card
  - e) Copy of Valid EPF/ESIC registration particulars, Sales Tax Registration Certificate / Service Tax Registration Certificate if any.
  - (f) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
  - (g) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
  - (h) Details of support facilities to execute the order.
  - (i) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
  - (j)** Earnest Money Deposit (EMD) of **Rs.30,000/-** by demand draft drawn in favour of '**NPTI Nagpur**'
- 11.** The **Financial Bid** shall comprise the price component for all the services indicated in the Section-III of the bid document. **The price quoted by the bidders should include all applicable taxes, wherever applicable.** The bidder shall include Service tax and surcharges/cess etc. as applicable on the services that are provided under this contract, shall be included in the lump sum rates quoted and NPTI would not bear any additional liability on this account. NPTI shall however, deducts such tax at source as per the rules and issue necessary certificates to the contractor. The prices once accepted by the N.P.T.I shall remain valid till the currency of the contract. The N.P.T.I shall not entertain any increase in the prices during the period.
- 12.** Prices shall be quoted in Indian rupees only.
- 13.** Bids shall remain **valid for 90 days** after the date of bid opening prescribed by the N.P.T.I. A bid valid for a shorter period shall be rejected by the N.P.T.I as non-responsive.
- 14.** In exceptional circumstances, the N.P.T.I may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be

Bidder granting the request will not be required nor permitted to modify the bid.

#### **15 Sealing and Marking of Bids:**

- (a) The **Technical Bid** along with EMD instrument should be placed in one sealed envelope super scribed '**Technical Bid**'. The **Financial Bid** should be kept in a **separate sealed envelope super-scribed 'Financial Bid'**. Both the envelopes should then be placed in one single, sealed envelope super-scribed '**Bid for General cleaning of buildings and roads of NPTI (WR) complex**' and should be addressed to **The Principal Director, National Power Training Institute, Gopal Nagar, Nagpur – 440022**. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- (b) Both the inner envelopes super-scribed **Technical Bid** and **Financial Bid** should have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.
- (c) If the outer and inner envelopes are not sealed and marked as required, the N.P.T.I will assume no responsibility for the bid's misplacement or premature opening.
- (d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document **will be summarily rejected in the first instance** itself.
- (e) All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers.

#### **16. Deadline for Submission of Bids:**

- (a) Bids must be received by the N.P.T.I at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the N.P.T.I, the Bids will be received up to the appointed time on the next working day.
- (b) The N.P.T.I may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the N.P.T.I and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- (c) Any bid received by the N.P.T.I after the deadline for submission of bids prescribed by the N.P.T.I in the bid document will be rejected and returned unopened.

#### **17. Modifications and Withdrawal of Bids:**

- (a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the N.P.T.I prior to the deadline prescribed for submission of bids.
- (b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed

submission of bids.

- (c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

**18. Opening and Evaluation of Technical Bids:**

- (a) The Tender Committee appointed by the N.P.T.I will open all Technical Bids in the first instance on the appointed date, time and venue.
- (b) During evaluation of the bids, the N.P.T.I may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact the N.P.T.I on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the N.P.T.I it should be done in writing. However, all bidders are strongly advised to furnish all material information in the bid itself.
- (d) Any effort by a Bidder to influence the N.P.T.I in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- (e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately.

**19. Opening and evaluation of Financial Bids:**

- (a) The N.P.T.I will open the Financial Bids of bidders as specified above.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

**20. Payment terms.**

The N.P.T.I shall make the contract payment as per the payment schedule mentioned below:

- (a) Monthly bills submitted in duplicate by the Contractor for the cleaning works executed in the preceding month, shall be paid after submission of bills in duplicate duly completed in all respects. The payment for the work will be released only after satisfactory completion of the work for which the contractor shall maintain records of cleaning in a separate register for each building particularly for hostels and Guest house. Inadequate supply of cleaning materials and inadequate manpower engaged for cleaning work will attract, deduction at pro-rata basis from the work bill towards compensation. The decision of Principal Director, NPTI, Nagpur, is final and binding in this regard.
- (b) If the performance of the work by the contractor is not found satisfactory the Competent Authority of NPTI shall have power to terminate or rescind the

- contractor shall be liable to be forfeited and shall be absolutely at the disposal of NPTI.
- (c) The Contractor will also maintain Suggestion/Complaint register and record of all suggestions / complaints by the trainees / students and corrective actions shall be made immediately to the satisfaction of trainees/students and entries shall be made in the register, which shall be produced to the N.P.T.I, whenever asked for.
  - (d) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment / value of this job order shall be reduced on pro-rata basis by the N.P.T.I and would be binding on the Contractor.
  - (e) No escalation of price whatsoever would be allowed during the pendency of the contract.
21. The N.P.T.I reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the N.P.T.I' s action.
  22. The N.P.T.I will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid, within 30 days of the opening of the Financial Bid.
  23. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
  24. The Bid document filed by the bidder shall be typed or written in indelible ink.
  25. In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid covers separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner. The N.P.T.I reserves the right to reject the bid having deviations from the prescribed terms and conditions.
  26. It will be the sole responsibility of the bidder alone to execute the entire contract on its award. Sublet of contract – to any other agency will not be allowed.
  27. **Prior to the submission of Bid, the Bidder/authorized representative should personally inspect the NPTI (WR) complex and facilities available at the N.P.T.I's premises at Nagpur at his own cost and under prior intimation.** This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed therein and expected from the Contractor.
  28. The contract shall be deemed to have been concluded in Nagpur for purposes and therefore, the Courts of India at Nagpur will have exclusive jurisdiction to determine any unresolved dispute in relation this contract.
  29. It will be mandatory for all the prospective bidders to bid for all the items specified in Section-V of the bid document.

- 30.** The N.P.T.I at its discretion may exercise an option to place order on the successful bidder to render the services in part. The N.P.T.I shall exercise this option not later than 30 days of the opening of the financial bid. The bidder shall, at his option, agree to the above, in writing within 15 days of the written offer by the N.P.T.I.
- 31.** Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- 32.** Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (N.P.T.I may out rightly reject any bid, which has not supported by adequate proof of the signatory's authority).
- 33. The contractor shall have.**
- a) Police verification and list of staff employed with permanent address.
  - b) Issue Identity card & uniform to its employees.
  - c) In case of Shortfall in attendance, proportionate monthly deduction shall be effected
  - d) Contractor shall arrange reserve personnel in lieu of weekly off or leave period of regular person.

**Read and accepted.**

**Signature and stamp of  
Bidder or Authorized signatory**

## **SECTION IV** **TERMS & CONDITIONS OF CONTRACT**

1. No alteration should be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. A sum of **Rs. 30,000/-** (Rupees Thirty thousand only) must be deposited as **Earnest Money Deposit** (EMD) by means of Bank Draft drawn in favour of 'NPTI, Nagpur' & **must accompany the technical bid** in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the N.P.T.I to sign the contract on terms contained in the bid document.

The earnest money of successful bidder will be adjusted with **Performance Guarantee**, which has to be deposited within 15 days after the receipt of Letter of Intent @ **10% of the tendered value of contract**. The Performance Guarantee will be refunded to the contractor on completion of contract period after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 10 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.
3. Every bidder shall also pay **Rs. 500/-** (Non – refundable) towards cost of the blank bid document by way of a demand draft in favor of '**NPTI, Nagpur**'. **All those bidders who have downloaded the bid document from the website shall ensure that the cost of the bid document is also placed in the cover containing the technical bid.** Any bid for which the cost of the bid document has not been paid shall be summarily rejected.
4. Contractor will be required to provide to the N.P.T.I a documentary proof of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Contractor under this contract, along with any approval / other order of such Labour Commissioner that the Contractor may be required by any Law or Act in force at the time of the awarding of the contract to the Contractor.
5. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
6. In the event of bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
7. The terms and conditions of contract given in **Section-II & IV**, along with the Instructions to Bidders in **Section III** should be signed and returned in the envelope marked as 'Technical Bid', otherwise the tender will be rejected.
8. All above conditions will be enforced, unless written order of N.P.T.I is obtained relaxing any specific condition in any specific instance.
9. The N.P.T.I does not bind itself to accept the lowest tender.
10. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the N.P.T.I and such change shall not relieve

person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.

- 11.** The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.
- 12.** In the event of the Contractor failing to fulfill or committing any breach of any of the terms and conditions of this contract; or if the Contractor or his agents or employees are guilty of fraud in respect of the contract or any other contract entered into by the Contractor or any of his partners or representatives thereof with the N.P.T.I; or if the Contractor or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the N.P.T.I in any way relating to such officers or person or persons, office or employment; or if the Contractor or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the N.P.T.I, that the Contractor has misled it by giving false/incorrect info, then without prejudice to the N.P.T.I's right and remedies otherwise, N.P.T.I, shall be entitled to terminate this contract forthwith, forfeit the Security Deposit and to blacklist the Contractor and execute the work or arrange otherwise at the Contractor's risk and at the absolute discretion of the N.P.T.I, The cost of such works together with all incidental charges or expenses, shall be recoverable from the Contractor on demand.
- 13.** The Contractor will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The N.P.T.I will not be liable for any loss or harm to any person within or outside the NPTI campus from any act of omission or commission of any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract.
- 14.** The N.P.T.I shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Contractor or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NPTI. The N.P.T.I shall be indemnified by the Contractor for all such claims.
- 15.** Without prejudice to the preceding term of contract, the Contractor will be liable to reimburse the N.P.T.I of any cost or legal liability / penalty / fine imposed on the N.P.T.I by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / Sub contractors / agents / any others deployed by the Contractor in the course of providing any services stated in this contract

- various Labour Laws. The Contractor shall faithfully discharge all the liabilities under the labour laws. The Contractor shall indemnify the NPTI against the claims arising out of non-fulfilment of obligations by him under the various labour laws.
17. The labourers employed in the cleaning works shall have to be paid as per minimum wages prescribed by the Competent Authorities of Govt. Of Maharashtra / Govt. of India. All labourers employed on works should be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be employed by the Contractor.
  18. The Contractor shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The N.P.T.I shall not be liable for any contravention/non-compliance on the part of the Contractor. Any contravention/non-compliance on the part of the Contractor would be construed as a sufficient ground for termination of the contract at the discretion of the N.P.T.I. Notwithstanding this, in the event of the N.P.T.I imposed with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Contractor to any statutory laws/rules/regulations etc., the N.P.T.I reserves the right to recover such fine/penalty etc., from the Contractor by way of recovery from the bills raised by the Contractor or by any other means.
  19. The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, chewing paan, tobacco etc or unnecessarily loitering in the NPTI premises without work. If any person deployed by the Contractor is found to be indulging in these activities, a penalty of **Rs. 100 per person per incident will be leviable** by the N.P.T.I, which will be intimated by the N.P.T.I to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.
  20. The Contractor promptly replace any person deployed by it, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within the NPTI Campus or unfit for being deployed for these services by the N.P.T.I. In case the Contractor fails to remove or replace such person beyond three days after the request of the N.P.T.I to replace him, a penalty of **Rs. 100/- per day per such person** will be leviable by the N.P.T.I, which will be intimated by the N.P.T.I to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.
  21. The contractor shall have to obtain Insurance cover for his workers as per the requirement of workmen compensation Act, 1923.
  22. The N.P.T.I may discontinue the contract at any point of time, by giving a notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Contractor or any other person.
  23. The Contractor may discontinue the contract the at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit its Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The N.P.T.I will have the right to claim damages, and recover them from the payments due to the Contractor or by any other means, in addition of forfeiting the Security Deposit of the Contractor.
  24. Employment Cards must be issued to the employees and their wages must be paid to them on acquaintance roll by 7<sup>th</sup> day of every month. Before submission of bills by the

have to be submitted by the Contractor of having paid in full to the workers employed by him.

**25.** The Contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfill all the required relevant laws for the engagement of labour.

**27.** The Contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the Contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the Contractor before execution of the contract agreement. The workers employed by the Contractor will not be treated as the employees of the NPTI for any purpose whatsoever.

## **28. SECURITY RULES**

The Contractor and their employees will invariably carry photo pass/Identity cards all the time on duty issued by the contractor and countersigned by specified authorities of the NPTI. The Contractor and their employees will have to follow the security rules as may be imposed from time to time and if the Contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith, if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.

The Contractor shall be required to enter into an agreement on a Stamp Paper of appropriate value for a period of one year within 10 days of receiving the intimation/letter of intent and to start the work within one week of the signing of Deed/Agreement.

## **29. ARBITRATION**

In case of any dispute arising out of the contract and during the course of the contract, the matter will be referred to the sole arbitrator, Principal Director, NPTI or any officer nominated by him and his decision will be final and binding on both the parties.

Notwithstanding whatsoever state above and in case of any controversy regarding the scope of work or any other terms and conditions of tender, the decision of the Principal Director, NPTI shall be final and binding in this regard.

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## **UNDERTAKING**

I/We have read and understood all the terms and conditions in all sections of the bid document. I/we hereby quote for "**General cleaning of buildings and roads of NPTI (WR) complex**" specified in the bid document as set forth in the terms and conditions of the contract which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit for a sum of **Rs. 30,000**/as earnest money and should I/we fail to execute an agreement embodying the said conditions within 21 days of the acceptance of my/our tender, I/we hereby agree that the above sum of earnest money shall be forfeited by the N.P.T.I.

In connection with the tender for the above work, it is to certify that:

- 1) I/We are a registered firm under Bombay Shop and Establishment act 1948 for **house keeping /cleaning services** and it is certified that the said registration is valid as on date .....
- 2) I/We are a registered firm under Indian Partnership act and it is certified that the said registration is valid as on date .....
- 3) I/We are a registered firm with ..... and it is certified that the said registration is valid as on date .....
- 4) It is to certify that I/we have not been blacklisted by any Govt. organization / Department / undertakings / Enterprises etc. in this line of business (if blacklisted the details shall be furnished)
- 5) It is certified/confirmed that this/these registrations is/are valid as on date and we shall inform the department ourselves as soon as our registration expires or is cancelled/revoked.

Read and accepted.

Signature and stamp of the Bidder  
or Authorized signatory

Date:

Place:

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

1. (In the case of a firm)

**Signed By The Above Named Firm Of \_\_\_\_\_**  
**Through \_\_\_\_\_partner of the firm.**

Signature  
( Name & Address )

2. (In the case of a company)

**The seal of the \_\_\_\_\_Company, Limited, was affixed by**  
**the virtue of the resolution of the Board No. \_\_\_\_\_Dated**  
**\_\_\_\_\_ the \_\_\_\_\_Day of \_\_\_\_\_ 200\_\_.**

Secretary's Signature \_\_\_\_\_

(i) Date \_\_\_\_\_

## SECTION- V

### SCOPE OF WORK

#### Specification of General cleaning of buildings and roads of NPTI (WR)

The scope of services to be provided pertain to general cleaning of buildings and roads of NPTI (WR) complex, which includes Institute, Workshop & Simulator, Trainees hostel, Students hostel, Executive Hostel, Residential quarters converted as ladies hostel and I year B.E students hostel, Guest house, Recreation/Dispensary building and B.E (Power Engg.) block and lab building.

The area proposed under the composite contract, which includes the manpower, materials, tools, tackles and appliances required for satisfactory execution of general cleaning and upkeep of NPTI buildings is as under:

Sl. No	Name of building	Built up/covered Area in sqm	Toilets
1	Institute Building	2,634.12	05 nos.
2	Workshop/simulator	1,856.74	03 nos.
3	Trainees hostel	2,539.67	58 nos.
4	Executive hostel	1,141.00	32 nos.
5	Guest house	151.00	02 nos.
6	Recreation club / Dispensary	372.55	04 nos.
7	New class room building for BE course	200.00	02 nos.
8	Student Hostell	1,330.00	13 nos.
9	P.G. Hostel	2,000.00 (approx)	30 nos.
10	Type V/Type IV Quarters Converted to Hostel	1,200 Sqrm	12 nos
11	Laboratory Building	450.00	04 nos
12	Roads & Pathways Including residential colony.	9,500.00	
	<b>TOTAL</b>	<b>23,375.00 sq. m</b>	<b>173 nos.</b>

The services required to be carried out by the Contractor are given below. These are only indicative and not exhaustive. The services expected from the agency should be of the highest standards and are indicated in the following paragraphs. The Contractor shall have suitable staff deployed for this purpose, his own system of supervision and management, and shall have to furnish the details of the same to the N.P.T.I before the commencement of the services.

1. The labourers must be provided with uniforms and Identify Cards and necessary gate pass has to be obtained for them to enter in to the NPTI Complex.
2. Sufficient number of sweepers in good physical condition has to be engaged for the work.( Minimum 8 worker & one Supervisor)

- 3 The Contractor shall provide full details of their employees deployed for cleaning works (including residential address).
- 4 The police verification of all the employees deployed for cleaning works must invariably be got done before employment by the contractor and details in this regard shall be produced to the Engineer In-charge. The Contractor will be solely responsible for the behavior of their employees, while performing works inside NPTI premises.
- 5 Working hours for the labourers covered under this contract should be strictly followed as **07:30 to 16:30 hours** with one-hour lunch break from **11:30 to 12:30 hours**. Attendance register for the deployed labourers shall be produced before the authorized representative of NPTI daily for verification.
- 6 While executing/performing the job so awarded, the contractor has to supply all safety equipments, accessories & appliances and has to observe all safety measures as established by the competent authorities for the job. In the event of accident of any deployed manpower concerned with the job so awarded, the responsibilities for all type of accidents, will be borne by the contractor in terms of post accident liabilities and will dealt by the contractor himself.
- 7 Damages if any to the fixtures, assets of NPTI, while execution of the cleaning works are to be replaced by the contractor immediately, otherwise payment due to the contractor will not be released.
- 8 The behavior of the deployed manpower by the contractor for the cleaning works is to be normal, decent, and fitting with the officials and residents of NPTI, Nagpur. If any person is/are breaching these terms, shall be terminated instantly from the work spot by the contractor and the decision of the Head of the Institute, NPTI, Nagpur in this regard will be final and binding.
- 9 Outside area cleaning is to be done every day by sweeping around the building and has to be kept neat and clean from bush, plants, scrubs, garbage etc. to a lead of 20 feet around.
- 10 Removal of chokage / blockage if any in the main sewers, internal sewage pipe lines, manhole chambers and rain water and kitchen drains etc. should be cleared immediately whenever complaints received in this regard in all the NPTI (WR) buildings including Residential quarters.
- 11 Open surface drains have to be cleaned as and when required as directed by the officer In-charge or at least before and after monsoon.
- 12 The garbage from all the Institutional buildings, residential quarters and hostels are to be collected daily in specified timing and dumped carefully in the dustbins provided by the NMC inside the complex as directed by the officer In-charge.

## 1. General for all Buildings

- a) Cleaning of floors required daily by sweeping, moping with wet rags and floor cleaning powder. Washing with water is also to be done once in a month. Cleaning of carpets is to be done once in 15 days with the help of Vacuum Cleaner.
- b) All the general toilets of the buildings are to be cleaned twice at 09:00 hours and 14:00 hours every day. The ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.
- c) All wooden and steel doors/windows/ventilators including glass panes fitted will have to be cleaned at least once in a week with detergent / Colin liquid.
- d) All stairs shall be swept daily and the railings of stair should be cleaned daily with or without detergent.
- e) Cleaning of ceiling and the walls are to be done as and when required or at least once in a week.
- f) Spider nets to be cleared periodically or as and when noticed.

## 2. Cleaning of Institute

- a) **Auditorium** - Cleaning of auditorium sweeping of floors, moping of seats, dusting the curtains etc. are to be done, as and when required or at least once in a week.
- b) **Conference Hall** - Conference hall is to be cleaned with vacuum cleaner, sweeping, moping chairs etc. as & when required or at least once in a week.
- c) **Principal Director and Directors Cabin** - These cabins are to be cleaned daily as stated above and cleaning with vacuum cleaner is to be done once in a week.
- d) **Class Rooms** - All class rooms have to be cleaned daily by sweeping, moping with wet rags, dusting the table and chairs, class room boards, wall charts, etc. The chairs, desks are to be arranged properly and water jugs and tumblers for faculties have to be provided before 09:00 hours in the morning. **ARRANGING AND SHIFTING OF FURNITURE WITHIN INSTITUTIONAL BUILDINGS FOR SETTING UP OF LECTURE HALLS ARE ALSO TO BE CARRIED OUT BY THE LABOURERS AS & WHEN REQUIRED.**
- e) **CBT Room and Computer Center** - These laboratories have to be cleaned with vacuum cleaner daily. Glass panes have to be mopped, computers and accessories have to be cleaned as desired by the officer in-charge of laboratories.
- f) **Faculty Rooms, Establishment, Accounts Section**, and all sections have to be cleaned daily. Tables and chairs are to be dusted/mopped daily before 09:00 hours.
- g) **Library** - Daily cleaning of library is to be done by cleaning of floor, mopping of tables and chairs and bookshelves have to be cleaned as instructed by the library in-charge.

dusting/mopping of instruments have to be done as desired by the laboratory in-charge.

### **3 Simulator Complex**

Simulator complex and faculty rooms are to be cleaned daily by sweeping and with wet rags, glass panes and doors, windows are to be cleaned with wet rags and detergents once in a week. Simulator panel and its accessories have to be dusted/moped with vacuum cleaner as instructed by the Simulator In-charge.

### **4 Store Rooms and Machine Shops**

The store rooms and machines shops are to be cleaned by sweeping, cleaning the floor with wet rags and dusting the machines, store racks, equipments, etc. as and when required as per the demand of the officer in-charge.

### **5 Executive Hostel, Old Hostel, Students hostel, Type V/IV converted Hostels & PG Hostel:**

- a) General places like T.V. hall, corridors, lounge area, dining and kitchen etc. have to be cleaned daily as illustrated above in item 1 from 09:00 hours onwards.
- b) Common toilets have to be cleaned thrice daily, first in the early morning i.e. 07:30 hrs. second time at 10:30 hours and last at 14:30 hours The ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.
- c) Occupied rooms are to be cleaned every day by sweeping, moping with wet rags and with floor cleaning detergent. It is also to be cleaned immediately after vacation of each room. All unoccupied rooms are to be cleaned at least once in a week.
- d) In general, it is desired that more priority should be given to clean the toilets in the early hours of the day, i.e. before 09:00 hours common places may be cleaned thereafter.
- e) On Sundays, sufficient number of labourers should be deputed for room services and toilet cleaning in each hostel.

### **6 Guest house**

The guest house suites and other areas are to be cleaned as and when required by the department for accommodating the guests. However the building is to be cleaned at least once in a week.

### **7 Dispensary and Recreation club**

illustrated above. Recreation club building is to be cleaned as and when required by the department or once in a week.

## **8 New Lecture halls for B.E course & Lab building :**

The class rooms have to be cleaned daily by sweeping, moping with wet rags, dusting the table and chairs, class room boards, wall charts, etc. The chairs are to be arranged properly and water jugs and tumblers for faculties have to be provided before 09:00 hours in the morning. The toilet block in the building is to be cleaned properly and the ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.

## **9. Residential Quarters**

The common areas of residential quarters are to be cleaned as follows:

- a) Up and down stairs have to be cleaned every week and cleaning with water has to be done at least once in 15 days.
- b) Common places, ceilings of stair and terraces have to be cleaned once in a week.
- c) Cleaning of sewerage system, rain water pipes, CI/AC and soil pipes in all buildings have to be cleaned as and when required.
- d) Outside area around the residential buildings to a lead of 20 feet are to be cleaned at least once in a month to keep free from bushes, plants etc.
- e) The garbage from all the residential quarters is to be collected daily at specified time and dumped in the dustbin provided by the NMC in complex.

## **10.Cleaning of Roads**

The cement and bituminous roads laid all over the NPTI complex and the pre-cast cement paver blocks provided in the road sides, passages and adjacent to the buildings are to be swepted daily. The entrance gate and chowkidar shed structure tiles, stainless steel lettering works and granite claddings are to be mopped daily. The ultra tiles and granite claddings provided are to be washed with suitable cleaning material at least once in 15 days to keep it in good condition. The interiors of chowkidar shed also to be cleaned daily and the window panes and doors are to be mopped daily.

**TENDER FORM  
(Technical Bid)**

(On the letter head of the concern submitting the bid )

To

**The Director,  
National Power Training Institute,  
South Ambazari Road, Gopal Nagar,  
Nagpur 440022**

**Ref.: Tender No**

**Date :**

**Sir,**

I/We hereby undertake to provide the general cleaning of buildings and roads of NPTI (WR) complex as specified in the Bid/tender document and agree to hold this offer open for a period of **90 days** from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

- I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and am/are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.
- A crossed Bank Draft in favour of the N.P.T.I, Nagpur for **Rs.30,000/-** (Rupees Thirty thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on \_\_\_\_\_ Bank payable at Nagpur.

Certified that the bidder is:

- A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.  
Or
- A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.  
Or
- A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document).

- Certified that I/we have the experience of more than \_\_\_\_\_ years in providing general cleaning of buildings and related works. Certified copies of at least one work-order pertaining to each of the last two years are enclosed with this bid.
- A detailed profile of the organization as filled in as prescribed in the Annexure –1 of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:
  - (a) Full particulars of Govt. organizations, where the Contractor has carried out general cleaning works for a period of **two years**, for a value not less than **Rs.**

**5,00,000/-** in a single tender. (Self-attested copies of the relevant work orders are to be enclosed).

- (b) Copy of registration particulars with Central/State Govt. departments / Undertakings / Govt. Autonomous bodies (**or**) Copy of registration with Bombay Shop & Establishment Act 1948 for **house keeping / cleaning services.**
  - (c) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years **2009 & 2010** or Income tax return particulars for previous two financial years **(2009-10 & 2010 -11)**
  - (d) A copy of PAN card.
  - (e) Copy of Valid Registration Certificate of firm, EPF/ESIC registration particulars, Sales Tax Registration Certificate / Service Tax Registration Certificate, if any.
  - (f) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.
  - (g) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
  - (h) Details of support facilities to execute the order.
  - (i) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.
  - (j) Earnest Money Deposit (EMD) of **Rs. 30,000/-** by demand draft drawn in favour of **'NPTI Nagpur'**
- We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of bidder)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2011

Address \_\_\_\_\_

\_\_\_\_\_  
Company Seal

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Mobile \_\_\_\_\_

**SECTION VII**  
**TENDER FORM**  
**(Financial Bid)**

(On the letter head of the concern submitting the bid document)

To

**The Director,  
National Power Training Institute,  
Gopal Nagar, Nagpur 440022**

**Ref.: Tender No.**

**Dated 12.09.2011**

**Sir,**

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for the general cleaning of buildings and roads of NPTI (WR) complex as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

Sr. No	Description of Work	Qty.	Rate
1.	General Cleaning of NPTI buildings and roads as per the specifications for cleaning and scope of work detailed in Section V of the bid document as follows:  a) Daily cleaning of Institute, Simulator Complex, B.E (Power Engg.) Lecture halls and Lab block Executive Hostel Complex, Old Hostel complex, Residential quarters converted as ladies hostel and I year B.E students hostel, Guest house, Recreation/Dispensary building on all working days, except for all hostels and guest house to be cleaned on all days.	Lump sum Rate per Month	<b>Rs. ....</b> (Rupees ..... ..... ..... ..... ..... )
	b) Weekly cleaning of NPTI residential vacant quarters including cleaning of common places, up and down stairs and terraces, and cleaning of out side area to a lead of 20 feet around on Saturdays and closed holidays of NPTI as per the terms and conditions of the tender.	Lump sum Rate per Month	<b>Rs. ....</b> (Rupees ..... ..... ..... ..... ..... )

Sr. No	Description of Work	Qty.	Rate
	c) Collection and Removal of garbage from all residential quarters and dumping the same in dustbins provided by NMC in Complex on all days.	Lump sum Rate per Month	<b>Rs. ....</b> (Rupees ..... .....

			..... )
	d) Removal of chockage / blockage in the main sewers, internal sewage pipe lines, manhole chambers, cleaning of sewerage system CI/AC and rain water pipes kitchen traps, gully trap etc. whenever complaints received in this regard in all the NPTI (WR) buildings including Residential quarters and cleaning of open surface drains around the NPTI (WR) complex as and when required.	Lump sum Rate per Month	<b>Rs.</b> ..... (Rupees ..... ..... ..... )
	e) Daily cleaning of cement roads and bituminous roads which are laid all over the NPTI complex and the pre-cast cement paver blocks provided in the road sides, passages and adjacent to the buildings. Daily cleaning of entrance gate and chowkidar shed structure tiles, stainless steel lettering works and granite claddings	Lump sum Rate per Month	<b>Rs.</b> ..... (Rupees ..... ..... ..... )
	Total		<b>Rs.</b> ..... (Rupees ..... ..... ..... )

- We do hereby undertake, that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.
- The price quoted is the final net price of all the services to be provided by us, inclusive of any incidental services that may need to be provided. We enclose herewith the complete Financial Bid as required by you. This includes:
  - a) Price schedule as per Section-V of Bid document. The word 'No Quotation' is written across any or all of the items in the schedule for which a bidder does not wish to tender.
  - b) Statement of deviation from financial terms and conditions.
- We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
- We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to supply all the specified items of service.
- Certified that the bidder is :
- A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

Or

and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

- A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections /deletions should invariable be duly attested by the person authorised to sign the bid document.)

- We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2011

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

FAX

Mobile No.

Email

Company seal

## PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern : Proprietor / Partnership / Private /  
(support with documents) Govt. / Others (Specify)  
\_\_\_\_\_  
\_\_\_\_\_
3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN Allotted by IT Deptt. :
11. Returned Income for preceding  
three Financial Years : FY 2008-09 \_\_\_\_\_  
: FY 2009-10 \_\_\_\_\_  
: FY 2010-11 \_\_\_\_\_
12. Name of the Head of the  
Organization/Managing Director

Date:

Place

Signature of Authorized Signatory

**ANNEXURE - 2**  
**CERTIFICATE**  
**(None of relative is working in NPTI)**

I..... S/o Shri..... r/o.....

..... hereby, certify that none of my relative (s) is / are employed in NPTI. In case at any stage, it is found that the information given by me (us) is false / incorrect, The Principal Director, NPTI., Nagpur shall have the absolute right to take any action as deemed fit without any prior intimation to me (us).

**Signature:...**

**Date :**

**Place:**

**Name: .....**

Address: ... ..

.....

Phone No .....

**ANNEXURE - 3**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach Director, NPTI, Nagpur before the date of bid opening)

To,

**The Director,  
National Power Training Institute,  
Gopal Nagar, Nagpur 440022**

Subject: **Authorisation for attending bid opening on 24/09/2011  
(date) in the tender of "General cleaning of buildings and roads of NPTI  
(WR) complex"**

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I		
II		
Alternate Representative		

Signature of bidder

**Or**

Officer authorized to sign the Bid Documents on behalf of the Bidder.

Note:

1. Maximum 2 (Two) representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed is not received.