



Government eProcurement System		eProcurement System Government of India	
		Tender Details	
		Date : 12-Oct-2023 04:44 PM	
		 Print	
Basic Details			
Organisation Chain	IIT BHUBANESWAR Stores and Purchase Section		
Tender Reference Number	IITBBS/NIT/SHK/2023-24/02		
Tender ID	2023_IITBR_776098_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	
	1	Direct Credit	
	2	Demand Draft	
	3	NEFT	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for selection of Agency for Housekeeping and cleaning services on CLC Wages
2	Finance	.xls	Price bid BOQ
		.pdf	Price breakup in PDF
Tender Fee Details, [Total Fee in ₹ * - 0.00]			
Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		
EMD Fee Details			
EMD Amount in ₹	6,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Registrar IIT Bhubaneswar	EMD Payable At	Bhubaneswar
Click to view modification history			
Work /Item(s)			
Title	IITBBS/NIT/SHK/2023-24/02		
Work Description	Tender for selection of Agency for Housekeeping and cleaning services on CLC Wages		
Pre Qualification Details	Please refer Tender documents.		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	No		

Tender Value in ₹	0.00	Product Category	Manpower Supply	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	IIT Bhubaneswar	Pincode	752050	Pre Bid Meeting Place	Through Online mode
Pre Bid Meeting Address	Through online more at IIT Bhubaneswar	Pre Bid Meeting Date	18-Oct-2023 11:30 AM	Bid Opening Place	IIT Bhubaneswar Argul
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	12-Oct-2023 06:00 PM	Bid Opening Date	03-Nov-2023 03:00 PM
Document Download / Sale Start Date	12-Oct-2023 06:30 PM	Document Download / Sale End Date	02-Nov-2023 02:00 PM
Clarification Start Date	13-Oct-2023 09:00 AM	Clarification End Date	16-Oct-2023 06:00 PM
Bid Submission Start Date	20-Oct-2023 09:00 AM	Bid Submission End Date	02-Nov-2023 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	Tender for selection of Agency for Housekeeping and cleaning services on CLC Wages

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_815844.xls	Price bid BOQ
	2	Additional Documents	Pricebreakup.pdf	Price breakup PDF	117.84

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sambit@iitbbs.ac.in	Sambit Ranjan Mohanty	SAMBIT RANJAN MOHANTY
2.	snroutray@iitbbs.ac.in	Sailendra Narayan Routray	SAILENDRA NARAYAN ROUTRAY
3.	suhanaparween@iitbbs.ac.in	Suhana Parween	SUHANA PARWEEN

GeMARPTS Details

GeMARPTS ID	T2ETPNKQ810
Description	HOUSE KEEPING AND CLEANING SERVICES on CLC Wages
Report Initiated On	12-Oct-2023
Valid Until	11-Nov-2023

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Assistant Registrar S and P
Address	IIT Bhubaneswar Admin building Argul Jatni 752050

Tender Creator Details

Created By	Sambit Ranjan Mohanty
Designation	Section Officer
Created Date	12-Oct-2023 04:23 PM



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रशासनिक भवन, अरगूल, जटनि, भुवनेश्वर – 752050
ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752050
www.iitbbs.ac.in

Tender Document
For
Selection of Agency for
HOUSE KEEPING AND CLEANING SERVICES on CLC Wages

Tender Enquiry No.: IITBBS/NIT/SHK/2023-24/02

Date: 12/10/2023



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रशासनिक भवन, अरगूल, जटनि, भुवनेश्वर – 752050
ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752050
www.iitbbs.ac.in

CONTENTS OF TENDER DOCUMENT

**FOR PROVIDING HOUSE KEEPING SERVICES
AT IIT BHUBANESWAR on CLC Wages**

Section No.	Description	Page No.
I.	Notice Inviting Tender & Instructions to Bidders	3-8
II.	Eligibility Criteria for Bidders, Pre-bid & Evaluation Criteria	9-12
III.	Scope of Work	12-23
IV.	Special Terms & Conditions of Contract	23-27
ANNEXURES		
I.	Technical Bid – Bidders Profile (Annexure -I)	28
II.	Financial Bid (Annexure -II)	29-30
III.	DECLARATION REGARDING NONBLACKLISTING/DEBARRING FOR PARTICIPATION IN TENDER (Annexure -IV)	32
IV.	PBG Format (Annexure -VIII)	36
V.	Bank Mandate Form (Annexure -IX)	37
VI.	Deployment Plan (Annexure -XIV)	42
VII.	Agreement to be signed by the Awardee (Annexure -XV)	43-51
VIII.	Check List for Technical Bid (Annexure -XVI)	52

SECTION – I

1. NOTICE INVITING TENDER

NIT No. IITBBS/NIT/SHK/2023-24/02

Date: 12.10.2023

1.1 Indian Institute of Technology Bhubaneswar invites online Tenders through CPP Portal <https://eprocure.gov.in/eprocure/app> from approved eligible bidders for providing Sanitation & House Keeping Services on CLC Wages & having an annual turnover of at least ₹ 10,00,00,000/- (Rupees TEN Crores) or more from Sanitation, Cleaning & Housekeeping Services only for each year during 2019-2020, 2020-2021 & 2021-2022. Such Agencies must be meeting the eligibility Criteria as per this NIT.

- 1.2 All interested bidders are requested to submit their Bid in **Two Bid System** for supply of the above item as per details Technical Specification, General Terms and Conditions and other details including Annexure I to VIII. Details of tender are as follows;

Sl. No	Particulars	Remarks
1	Tender Reference No. & Date	IITBBS/NIT/SHK/2023-24/02 ; Dt-12.10.2023
2	Type of Tender	Two Bid System
3	Publish Date & Time	As per CPPP
4	Document Download Start Date & Time	
5	Pre Bid Meeting	
6	Bid Submission Start Date & time	
7	Bid Submission End Date & Time	
8	Time and Date for Opening of Bid	
9	Earnest Money Deposit (EMD) : (Non-Interest Bearing)	₹ 6,00,000/- (Rupees Six Lakhs only)
10	Contact Telephone Numbers	0674 –7134820, 7134564
11	For queries Contact through E-mail	office.sp@iitbbs.ac.in , ar.sp@iitbbs.ac.in

1.2.1 Please refer CPP PORTAL system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.iitbbs.ac.in & <https://eprocure.gov.in/eprocure/app>

1.4 The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app> No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2.2 More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

2.3 REGISTRATION

2.3.1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

2.6 SUBMISSION OF BIDS

2.6.1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid

opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.8) Kindly add scan copy in PDF format of all relevant documents in a single PDF file of compliance sheet.

2.6.9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.6.10) The bidder may please note that there is no facility of extension of the bid submission date for what so ever reason. Therefore they should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, slow speed of internet, and document not getting uploaded and so on. IIT Bhubaneswar shall not be responsible for any of these factors.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general to be approached to the 24x7 CPP Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocure/app>.

3. INSTRUCTIONS TO BIDDERS

1.ONE BID PER BIDDER: Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

2.COST OF BID: The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

3.VISIT TO THE INSTITUTE (Optional): The bidder is required to provide House Keeping services to this Institute and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents.

4.CLARIFICATION OF TENDER DOCUMENT:

A)The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder may inform the Office of the Assistant Registrar (S&P), IIT Bhubaneswar in writing to ar.sp@iitbbs.ac.in for clarification. They may reach the office through 0674-7134564.

B)The Tender document comprises of:

- 1.Notice of Invitation of Tender : Section-I
- 2.Instructions to Bidders : Section-I
- 3.Eligibility Criteria : Section-II
- 4.Scope of Work : Section-III
- 5.Terms and Conditions of the Contract : Section-IV
- 6.Technical Bid -Bidders Profile (Annexure – I & III)
- 7.Check List for Technical Bid(Annexure XVI)

8. Price Bid (Annexure – II)
9. Form of Undertaking (Annexure – V)
10. Performance Bank Guarantee format (Annexure – VIII)
11. Bank Mandate (Annexure – IX)
12. Tentative Deployment Plan ((Annexure – XIV)
13. Agreement (Annexure – XV)
14. All other documents as per the checklist and as per the NIT.

C) The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

D) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

E) **Amendment to Tender Document:** At any time prior to the deadline for submission of bids, IIT Bhubaneswar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as a outcome of Pre-Bid meet, modify the tender documents by amendment. The same would also be hosted on the website of the IIT Bhubaneswar and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments, if any.

5. PREPARATION OF BIDS

A) All the pages of the bid must be serially numbered and duly signed and sealed by the Authorized signatory giving detail of the page numbers in the index of the bid.

B) Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership or relevant document about sole proprietorship.

C) The bidder must submit an undertaking in non-judicial stamp paper (Rs. 100/-) duly notarized that the House Keeping agency has not been blacklisted and no case is pending with the police or in court of law against their name.

D) Non-submission of these documents will make the bid as un-responsive and such bids shall not be considered as valid.

6. SUBMISSION OF BIDS

6.1 The offer must be submitted in **Two Bid – Two Cover** only through uploading in the CPP Portal, before the last date & time for bid submission.

6.2 Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

- a) EMD Details (Original Instrument shall be sent to Tender Issuing Authority)
- b) Technical Bid & Bidder's details.
- c) All relevant documents to be submitted as per **Section II, Checklist Annexure XIV** and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

- a) Price Bid. (in BoQ Ms-Excel format, as per Annexure II) and
- b) Detailed note of Justification in respect of Agency Commission Quoted, in PDF Format to be submitted.

6.3 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

6.4 Bidders have to quote the Agency Service Charges on Basic Wage +VDA in Percentage (%) Only, as per the BoQ format. (Basic Wages + VDA , Machineries, along with other cleaning equipment & consumables are part of the Agency Service Charges)

6.5 Bidders shall fill all the boxes in BoQ to be filled by Bidders. No Box should be left blank.

6.6 The bidder shall complete the BOQ as provided in the bidding documents. The BoQ must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested in BoQ.

6.7 Conditional bids/offers will be summarily rejected.

7. BID SECURITY/EMD(Non-Interest Bearing):

(i) The Bidder shall deposit Bid Security (**Earnest Money Deposit**) for an amount of **₹ 6,00,000/- (Rupees Six Lakhs only)** in the form of an **Account Payee Demand Draft in Favour of Registrar IIT Bhubaneswar payable at Bhubaneswar** or **Direct Bank Transfer through NEFT/RTGS** to the Institute Account. No other form of Bid Security (EMD) Instrument is acceptable.

(ii) **NSIC/SSI/SME Units are exempted for submitting Bid Security/EMD as per Govt. Of India order. Such bidders must submit UAM /NSIC clearly mentioning nature of activity as per NIT requirement along with Bid Securing Declaration as per Annexure VIII. Noncompliance will result in Bid rejection for non-submission of EMD.**

(iii) **Original Bid Security (EMD) Instrument shall be sent to Assistant Registrar, Stores & Purchase Section, 3rd Floor, Admin Building, IIT Bhubanesar, Argul, Jatni, Dist. Khordha, Odisha – 752050, so as to reach before last date of Bid Submission and copy of the same instruments to be uploaded along with bid on CPP Portal in EMD details. Instrument received other than uploaded on CPP Portal shall not be accepted and such bid will be rejected on the basis of non-submission of Bid Security (EMD).**

(iii) **IIT Bhubaneswar Account Details for Online payment of Bid Security (EMD) as under:**

Name of Account Holder: Registrar, IIT Bhubaneswar
Bank A/c No- 006101055198 (Saving A/c)
IFSC code- ICIC0001985
MICR Code- 751229009
ICICI Bank Ltd., Jatni Branch.

(iv) Bid security of the successful bidder shall be adjusted against the Performance Security. And for remaining amount of Performance Security separate BG/DD shall be collected from the successful bidder.

(v) Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(vi) Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

8. VALIDITY OF TENDER: The tender must remain valid and open for acceptance for a period of **180 days** from the date of opening of Technical Bid.

9. DEPLOYMENT SCHEDULE OF THE WORKMAN: The contractor shall deploy minimum number of Workman as per the details given in the table at Annexure VI. The deployment schedule must have mentioned the Workman deployed during the office hours and the Workman deployed beyond office hours, Saturday, Sunday and holiday. The deployment chart must have attached along with the bid.

10. The Workman so engaged must be given Central Minimum wages along with EPF/ESI Contributions and other statutory payments as per Labour Laws.

11. BID OPENING AND EVALUATION:

A) The authorized representatives of the Institute will open the Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the specified place and time as mentioned in the NIT.

B) The Institute reserves the right to verify the original documents for verification as and when required.

C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

12. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-

A) The Institute is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.

B) The Institute may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

C) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

13. PERFORMANCE SECURITY (PS) (Non-Interest Bearing):

i. The successful bidder shall be required to furnish a Performance Security (PS) within 21 days of receipt of "Letter of Offer" for an amount of **10% of the contract Value OR an equivalent amount of one-month bill** whichever is higher in the form of an Account Payee DD or direct credit to IIT Bhubaneswar Account or Bank Guarantee in an acceptable form (Annexure-V) in favour of the Registrar, IIT Bhubaneswar and payable at Bhubaneswar. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

ii. IIT Bhubaneswar Account Details for Online payment of Performance Security (PS) as under:

Name of Account Holder: Registrar, IIT Bhubaneswar
Bank A/c No- 006101055198 (Saving A/c)
IFSC code- ICIC0001985
MICR Code- 751229009
ICICI Bank Ltd., Jatni Branch.

14. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

SECTION – II

1. ELIGIBILITY CRITERIA FOR BIDDERS

1. The bidder must be a legally valid entity either in the form of a Public Limited/Private Limited company established under the Companies Act/Registered Partnership Firm/Proprietorship Firm/Society constituted/registered under relevant Act.
2. The Bidder must have the requisite license for providing housekeeping services and must be registered under Contract Labour (Regulation & Abolition) Act. 1970.
3. The Bidder must be registered with EPFO, ESIC, and such other Tax Authorities as Income Tax and Service Tax for which the agency has to submit necessary documents such as EPF, ESI Registration, PAN, TAN, and Goods & Service Tax Registration etc.
4. The Bidder must have experience of having provided similar **Mechanized** House Keeping Services for at least last three years or more in reputed organizations/Institutions/Universities, Public Sector (Central or State)/Govt. Dept. / reputed Pvt. Sectors. Similar works mean – Mechanized as well as manual Cleaning and Housekeeping.
5. The Bidders having annual turnover ₹ 10,00,00,000/- (**Rupees Ten Crores only**) or more (for providing housekeeping & cleaning services only) during each accounting years, i.e., [2019-20, 2020-21 & 2021-22] in the book of accounts, are eligible to submit their bids. A Specific certificate regarding the Turn Over from the House Keeping Service is required to be furnished from the Chartered Accountant/CA firm or specifically mentioned in the Audited Profit & Loss Accounts and Balance Sheet of the bidder during 2019-20, 2020-21 & 2021-22.
6. **A. During a financial year from 01.04.2019 to 31.03.2022, Agency must have been awarded and successfully carried out at least one Cleaning & Housekeeping work order involving deployment of as under :**
 - (i) **80 or more Housekeeping Personnel in an organisation**
 - OR**
 - (ii) **55 or more Housekeeping Personnel each in two organisations**
 - OR**
 - (iii) **36 or more Housekeeping Personnel each in three organisations****B. Bidder has to submit the documents such Work Order/Contract as per 6A. Along with the Customer Satisfactory Report from the same Organisation/Institute.**
7. The bidder must submit Customer Satisfactory Performance Report (CSPR) from similar organisations for which experience certificate is being submitted in support of the eligibility (as mentioned in clause no. 6) for the Financial Year in which they have provided the qualifying House Keeping Services. Such CSPR must be signed by the authorised signatory of the organisation concerned.
8. **The Bidder should have branch office in Districts of Khordha/Cuttack. However, in case no branch office in the said region then the bidder must open a branch office in the region Districts of Khordha/Cuttack within a month after the award of the Contract. Undertaking to this effect to be submitted along with technical bid.**

2. Pre-Bid Meeting:-

A pre-bid meeting will be held on **18.10.2023 at 11.00 Hrs through Video Conferencing only** for seeking clarification on the tender conditions, if any. Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **16/10/2023** through mail ar.sp@iitbbs.ac.in & office.sp@iitbbs.ac.in. A link for video conferencing will be provided to only those prospective bidders who have shown their such willingness by communicating before **16/10/2023** to above email ids.

3. Evaluation Criteria:

- 1.The bidders meeting the eligibility criteria will be required to make a detailed presentation on operational strategy on deployment planning, manpower sourcing, handling of cleaning equipment, towards the procedure followed by them (with Workman and motorised process) and deployment of the Workman, resource mobilization, protocol, infrastructure etc. before the committee for technical evaluation. The bidder is also required to submit a written document towards the Housekeeping planning for technical evaluation.
- 2.The Institute will intimate the date and venue to the Bidders Qualified for Technical Evaluation for Power Point presentation. Each such bidder intimated may present their Power Point presentation minimum 3 to maximum 10 minutes.
- 3.The Tender Evaluation Committee of the Institute may visit the Office/Training Centre of the bidders as part of assessment.
- 4.The bidders meeting the eligibility criteria (Qualified for Technical Evaluation) shall only be allowed to give a power point presentation on the following areas. Qualifying for opening of the Financial Bid shall depend on the marks obtained in the Technical Evaluation marking system. A total 100 marks will be given to Technical evaluation. **The Bidder securing minimum of 75% marks and above in Technical Evaluation, with a minimum score of 50% marks (i.e. 15 marks out of maximum 30 marks) in Presentation & Discussion at Sl. No. 4 below, will only qualify for opening of Price Bid.** Details are as follows:

(I) (I) Technical Evaluation (TS) (Total 100 Marks)

Sl. No.	Criteria	Full Mark	Distribution of marks		
1	Annual Turnover in crores (Average of Three years) (Annual Turnover only from Housekeeping services CA certified copies to be submitted with the technical bid)	30	(i)	More than 10 upto 20	18
			(ii)	More than 20 upto 30	22
			(iii)	More than 30 upto 40	26
			(iv)	More than 40 and above	30
2	Number of manpower on Roll (as per Proof Work order for housekeeping Services & EPF payment challan of latest month showing number of manpower, to be submitted with the technical bid)	20	(i)	More than 100 to 300	11
			(ii)	301 to 500	14
			(iii)	501 to 1000	17
			(iv)	1001 and above	20
3	Experience (No. of years) (to be reckoned from bid submission end date.) (Date of Incorporation of firm and oldest Work order of supply of outsourced manpower to be submitted with the technical bid)	20	(i)	More than 3 upto 5 years	11
			(ii)	More than 5 upto 10 years	14
			(iii)	More than 11 upto 15 years	17
			(iv)	More than 15 years and above	20
4	Presentation & Discussion on Plan of Housekeeping Operation in IIT Bhubaneswar	30	Assessment will be made by the Committee on the following Parameters: <ol style="list-style-type: none"> 1.Records on Statutory Compliances. (with Evidence) 2. Adaptability to IIT Bhubaneswar's requirement to Provide services in short notice. 3.Quality of Services provided to different clients. 4.Work Experience (Number of Contracts Carried out) in IITs, NITs, CFTIs, Central Universities and PSU & having Contracts in operation particularly in Dist. Of Cuttack/ Khordha & adjoining States to Odisha. 5.Organisational Structure, Accountability & Work discipline. 6.Awards & Accolades for, PSUs & Govt. Organisations including Performance Certificates (CSPR) from Clients for Contract issued in last 3 years. 7.Other suitable parameter as deemed fit by Committee to suit Institute requirement. 		

(II) Financial Evaluation:

(a)The Bidder securing minimum of 75% marks and above in Technical Evaluation, with a minimum score of 50% marks (i.e. 15 marks out of maximum 30 marks) in Presentation & Discussion at Sl. No. 4 (TS) above, will only qualify for opening of Price Bid. However, Institute reserves the right to modify the criteria for qualifying marks (increase or decrease) for opening of price bid, considering the response & requirement of the institute.

(b)The authorized representatives of the Institute will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorisation from their firm/agency at the time of opening of the bids failing which they will not be allowed to participate in the opening process.

(c)The bidder must produce the original documents towards the eligibility/qualifying criteria on the date of Power point presentation/opening of the tender for verification. Besides the Institute reserve the right to verify the document so submitted from those Institutes/ Organisations who have issued such certificates.

(d)Bidder has to submit a detailed note of justification in respect of the Agency Commission quoted. The note should give the basis of such calculation without which the Financial Bid may be treated as UNRESPONSIVE. Further, the Institute also reserves the right to cancel the financial bid of an agency if it is found that Agency commission quoted is unreasonable or unsustainable for effective discharge of the Manpower Services by the Agency concerned.

(e) If a firm quotes NIL charges, the bid shall be treated as unresponsive and will not be considered.

(f)The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

(III) Award of Contract:

(i) Bidder quoting lowest Agency commission plus machinery rent taking together would be evaluated as L1, next higher agency quoted bidder as L2, L3 and so on as per the OM dated 06.01.2023, MoF, Govt. of India for price evaluation as per LCS method.

(ii)Contract will be awarded to lowest evaluated bidder subject to following:

(iii) Reasonability of Agency Commission Quoted.

(iv) Institute is at liberty to enter into Negotiation in case non reasonable Agency Commission Quoted.

(v) In case of tie of bidders i.e two or more bidders quote the same price then the agency scoring higher marks in Technical Evaluation (TS) will be considered for award of contract.

(vi) In case, Lowest Evaluated bidder do not accept or fails to execute the Contract, then next lowest bidder will be considered for the Award of the Contract. In case next lowest evaluated bidder do not accept or fails to execute the contract, then the next lowest bidder will be considered for the award of the contract subject to matching the Agency commission quoted by L1 bidder and so on.

(vii)Institute Reserves the right to empanel more than one agency at negotiated agency commission (if agreed to) to get better Services.

(viii)Any decision for the award of Contract taken by the Institute shall be final and binding on the bidders.

IV. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-

A)The Institute is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.

B)The Institute may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings/Central Govt./State Govt., etc.

C)The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement or noncompliance of the contract.

SECTION – III

1. SCOPE OF WORK

The selected Agency must ensure standard cleaning and housekeeping services in the designated areas in the premises round the clock with complete mechanized as well as manual cleaning as required looking at the space constraints. The standard of cleaning & housekeeping services should be of Airport, Star Hotels, and Metro Rail Station cleaning standards.

(A) DETAILS OF THE BUILDINGS & AREA

Sl. No.	Name of the Building	Area (Approx.) (Sqr mts)	Sl. No.	Name of the Building	Area (Approx.) (Sqr mts)
1	Main buildings, Main gate & Road, LCL-6	10000	17	Guest House	3000
2	School of Electrical Science, LCS 3, AC Plant 1	16000	18	Director Bungalow	474
3	School of Basic Sciences	8000	19	Students Activity Centre	4000
4	Lab Complex & LCS 4	4000	20	Brahmaputra Hall of Residence (Boys hostel)	22000
5	CRIF	2500	21	Mahanadi Hall of Residence (Boys Hostel)	18000
6	SEOCS	3500	22	Rashkuliya Hall of Residence (Boys Hostel)	22000
7	SHSS&M	1500	23	Ganga Hall of Residence (Girls Hostel)	1400
8	SMMME	3500	24	Subarnarekha Hall of Residence (Boys hostel)	6000
9	Central Workshop	2500	25	Kendriya Vidyalaya	3000
10	School of Infrastructure (Workshop) & (LCL 5 & AC Plant 2)	6500	26	External Road (Residential)	5 Km
11	Workshop Complex (SIF)	1000	27	External Road (Academic)	5 Km
12	School of Mechanical Sciences	7000	28	Sangam Hostel	7000
13	Workshop Complex (SMS)	1000	29	Pushpagiri Lecture Hall Complex	6000
14	Community centre & Shopping mall MRS & LCS 1,2 & 7	900			
15	Sanjeevan Health Centre	1200			
16	Workshop Complex Samantapuri (Bhubaneswar)	2000			

i. The requirements of housekeeping workmen is approx. 116 (Admin & Acad 62, Hostel 54) Nos. and 07 nos. (Admin & Acad 4, Hostel 3) of Supervisors. These figures are tentative it may increase or decrease at the sole discretion of the Institute as per the requirement.

ii. The requirements of housekeeping manpower in the Community Centre or other buildings may require in two shifts on different occasions.

iii. At the time of operation of constructive buildings, manpower, machines & housekeeping material will be increased in the same proportion.

- iv. In some situations the deployment of manpower will be decreased or increased & machines & housekeeping materials will be decreased or increased in proportionate to manpower in the Administrative & academic areas.
- v. The deployed housekeeping manpower in the hostel area will work under the guidance of Warden & Hall Manager. The work at the hostel area will be shift-wise (including night service). The requirements of housekeeping manpower during summer & winter vacations in hostels may be reduced. In case during these vacations if hostels are closed the housekeeping manpower may be stopped in that hostels. In this regard, Warden will inform in advance. The bidder must be in a position to supply housekeeping manpower as per the requirements of the Hostels/ Institute (In some occasions additional housekeeping manpower may require).
- vi. The agency will supply housekeeping manpower for cutting/cleaning of bushes/unwanted plants from surroundings of the buildings area on the additional deployment of housekeeping manpower on requirement basis. The machines & their fuel will be provided by the Institute/Hostel. The agency will also engage / supply the housekeeping manpower for shifting of furniture /other items in the same building or from one building to another buildings which are required to the Institute with existing housekeeping manpower or on additional housekeeping manpower.
- vii. Cleaning & housekeeping services required in the Dispensary area 24X7 Hours. The cleaning staff deployed at dispensary must be educated & familiar with cleaning procedure at dispensary area.
- viii. Any other work as assigned by the Competent Authority as and when required.
- ix. The agency will responsible for segregation of garbage at source point in Category:- (1) **Wet waste**:- kitchen waste as fruits/vegetables peels and pieces, tea leaves, eggshells etc, (2) (A) **Dry waste**-like plastic, bottles, metals, paper, cardboard, bulbs, cells, charger etc & (B) **Domestic hazardous waste**-diapers, napkins, ear buds, mosquito repellents, cleaning agents etc.

The garbage collected from the Administrative & academic area, Hostels area, Shopping mall, Faculty Quarters, Staff quarters, all electrical substations & AC Plant area must be dumped in nominated area by Local the authority / BMC as per provision the of Solid Waste Management 2016 from their own cost.
As per existing practices, Housekeeping manpower of buildings are utilized to empty the dustbins from inside the building to the final storage point at the outside of buildings. The housekeeping manpower deployed in buildings are engaged for loading of garbage in garbage's vehicle inside the Institute campus. The service provider will arrange their separate arrangement for unloading of garbage from garbage vehicles to its nominated area by Local authority / BMC. The area of storing of garbage in surrounding of buildings will be keep clean at all the time.
- x. The Service Provider shall take care of lifting, carrying and disposing of dead birds, animals, rats and insects.
- xi. The Service Provider will responsible for the removal of Honeybee & Honey hives from premises of all the buildings from their own cost.
- xii. Agency will engage cleaning staff in the Guest house/other buildings, may utilize for washing of dishes & other works as per requirement of Institute.
- xiii. The deployed cleaning staff may be engaged for assisting other official works as per need of the Institute.
- xiv. The cleaning staff may be utilized for cleaning of machines used for practical classes in the Workshops area & other works as per the requirement of the Institute.
- xv. Facade area (upto any height) cleaning will be done by engaging spider man cleaner on every two months.
- xvi. Agency will be responsible for cleaning of road, picking of litters from both side of roads & surrounding of all the buildings & other area as per requirements of the Institute.
- xvii. The deployed manpower may be engaged for cleaning of terrace & other services for residential buildings on requirement basis other than the building where they are providing the cleaning services to the Institute
- xviii. Authority reserves the right to remove the non-performing cleaning staff.

(B) CLEANING SCHEDULE AND FREQUENCY: - (Administrative & Academic area)**(i) INSIDE BUILDINGS**

Sl. No.	Activity	Method	Frequency
1.	Rooms/Chambers/Labs / Pantry rooms cleaning & disinfection	Sweeping and Mopping	Once daily and as & when required
2.	Room's roof (False ceiling, Lights, AC ceiling diffuser etc.) cleaning.	Manual	Fortnightly as & when required.
3.	Class room's White & Green board cleaning	Wet & Dry Wiping	Twice or Thrice Daily as & when required.
4.	AHU (Air Handling Unit) Cleaning, Electrical room, Server Rooms Cleaning	Manual/Mechanised	Twice in a week
5.	Corridor floor cleaning	Dry & Wet moping/Vacuuming if required (fully mechanized)	In two hourly basis as & when required
6.	Corridor floor cleaning	Scrubbing and drying with Auto Scrubber	Once in a week and as & when required
7.	Staircase Cleaning	Sweeping and Mopping	Once daily and as & when Required
8.	Door & door handles cleaning	Wet & Dry wiping	Once daily & when Required.
9.	Window doors, Panes & glass cleaning	Wet & Dry wiping	Once daily & when Required.
10.	Drinking water area	Wet & Dry wiping	In two hourly basis & when required
11.	Lift cleaning	Wet & Dry wiping	Once daily as & when required
12.	Garbage collection and disposal	Manual	Once daily
13.	Glass and glass partition cleaning	Wet & Dry wiping	Once daily
14.	Fire Extinguishers/hydrants and hose reels cleaning if any	Wet & Dry wiping	Once daily
15.	Any type of furniture (Chairs, sofa, tables, Cupboards etc.)	Dusting/Vacuuming	Once daily & When Required.
16.	Glasses /Nameplates	Wet & Dry wiping	Alternate day
17.	Telephone/Computers	Dusting / Vacuuming / Cleaning	Once daily
18.	Cob webs removal	Manually	Once daily
19.	Doormats cleaning	Manually/Mechanised	Daily & as & when required
20.	Cleaning of Carpet / Venetian blind / curtains	Vacuum cleaning/Mechanised	Once a month
21.	Electric Switches	Dry cleaning	Daily
22.	Terrace Cleaning	Wet & Dry Cleaning	Fortnightly
23.	Dustbins & Waste material cleaning	Manual	Once Daily as & when required.
24.	Cupboard cleanings	Mechanised/manually	Once daily
25.	Honey bee cleaning (Premises of building & using area)	Manual	As per requirements
26.	Fans cleaning	Manual	Fortnightly and as & when required
27.	Towels / chairs cover cleaning	Mechanised	Weekly and as & when required .

28.	Shifting of Furniture	Manually	As per requirements
-----	-----------------------	----------	---------------------

Note: All the above operations may be carried out as and when required and on demand by the concerned officials.

(ii) OUTER AREA OF BUILDINGS

Sl. No.	Activity	Method	Frequency
1	Paved corridors cleaning	Sweeping	2 times a day
		Manual washing	Once in a week
2	Outside glass cleaning up to reachable height	Wet & dry wiping	Once in a week
3	Outside walls	Manual washing	Once in a week
4	Parking area cleaning	Manual sweeping	Once a day and as & when required
5	Litter/Garbage/scrap collection from premises of buildings & Both side of Road.	Manual	Once a day and as & when required
6	Roads	Manual cleaning & sweeping	Once a day and as & when required
7	Playground litter picking	Manual cleaning	Once a day and as & when required
8	Cub web cleaning at reachable height (25ft)	Mechanized / Manual cleaning	Daily
9	Cub web cleaning upto any height (Façade area)	Spider Man Cleaning	Every 2 month
10	Garbage removal from storing area	Manual	Daily
11	Dustbins cleaning	Wet & dry wiping	Weekly and as & when required

TOILETS

Sl. No.	Activity	Method	Frequency
1.	Cobweb cleaning	Manually	Once a day
2.	Floor cleaning & disinfection	Scrubbing & drying	Every 2 hours and as when required
3.	Side wall cleaning	Scrubbing & drying	Once a day and as & when required
4.	Duct rooms cleaning & disinfection	Manual	Twice a week
5.	Doors & door handle cleaning & disinfection	Wet & dry wiping	Once a day and as & when required
6.	Washroom fixture cleaning & polishing	Wet & dry wiping	Once a day and as & when required
7.	Wash basin and surrounding area cleaning & disinfection	Wet & dry wiping	Every 2 hours and as & when required
8.	External tap cleaning & polishing	Wet & dry wiping	Every 2 hours and as & when required

9.	Mirror cleaning	Damp wiping	Every 2 hours and as & when required
10.	Commodes cleaning & disinfection	Wet/Dry cleaning	Every 2 hours and as & when required
11.	Urinals cleaning & disinfection	Wet/Dry cleaning	On Hourly basis and as & when required
12.	Urinal partition cleaning	Wet/Dry cleaning	Once daily & as & when required.
13.	Dustbin clearance & disinfection	Collection and wiping	Every 4 hours
14.	Hand drier machine cleaning if any	Wiping	Every 4 hours
15.	Exhaust Fan cleaning	Wiping	Weekly and as & when required
16.	Tube light or any other light cleaning	Dry wiping	Weekly and as & when required
17.	Electric Board and Switches cleaning	Dry dusting	Alternative days
18.	Removal of chocked drain / urinal pipe line/ washbasin waste pipe line	Manual	Weekly
19.	Spray of Air Freshener	Manual	Once daily as & when required
20.	Hand wash on basins	Manual	Refill daily and as & when required
21.	Urinal screen	Manual	As per life of materials
22.	Urinal Cube	Manual	Twice a week
23.	Air Freshener	Manual	As per requirements

- Proper covered Big Size Dust Bins top fitted with garbage bags (disposable bags) must be provided and placed at different locations of the buildings.
- In case of non-supply of water to the toilets or breakage of toilets, it should be reported to the Officer-in-charge.
- The repairing should be done quickly in coordination with Engineering Section of the Institute.
- **The entire morning cleaning of the buildings must be completed before 8.00 A.M. every day.**

(C) CLEANING SCHEDULE AND FREQUENCY: - (Hostels area)

(iii) INSIDE BUILDINGS

Sl. No.	Activity	Method	Frequency
1.	Office cleaning	Sweeping and Mopping	Once daily and as & when required
2.	Students Room cleaning	Sweeping and Mopping	Once a week and as & when required

3.	Dining cum Multipurpose hall & Kitchen area cleaning	Mechanised cleaning	Twice a week and as & when required Required.
4.	Common rooms cleaning & Disinfection	Sweeping and Mopping	Once daily and as & when required
5.	Washbasin cleaning (Near Dinning hall)	Manual	Four times a day and as & when required
6.	Hand wash on Washbasin (Near Dinning Hall)	Manual	Four times a day and as & when required
7.	Pantry rooms cleaning	Manual	Once daily and as & when required
8.	Room's roof (False ceiling, Lights, AC ceiling diffuser etc.) cleaning.	Manual	Fortnightly and as & when required
9.	Electrical room, Server Rooms Cleaning	Manual/Mechanised	Twice in a week
10.	Corridor floor cleaning	Dry & Wet moping/Vacuuming if required (fully mechanized)	Twice daily and as & when required
11.	Corridor floor cleaning	Scrubbing and drying with Auto Scrubber	Once in a week and as & when required
12.	Staircase Cleaning	Sweeping and Mopping	Once daily and as & when required
13.	Door & door handles cleaning	Wet & Dry wiping	Once daily and as & when required
14.	Window doors, Panes & glass cleaning	Wet & Dry wiping	Once daily and as & when required
15.	Drinking water area	Wet & Dry wiping	Thrice daily and as & when required
16.	Lift cleaning	Wet & Dry wiping	Twice daily & as & when required
17.	Garbage collection and disposal	Manual	Once daily & as & when required
18.	Fire Extinguishers/hydrants and hose reels cleaning if any	Wet & Dry wiping	Once a week
19.	Any type of furniture (Chairs, sofa, tables, Cupboards etc.)	Dusting/Vacuuming	Once daily and as & when required
20.	Nameplates	Wet & Dry wiping	Alternate day
21.	Cob webs cleaning	Manually	Once daily
22.	Doormats cleaning	Manually / Mechanised	Daily & as & when required
23.	Cleaning of Carpet / Venetian blind / curtains	Vacuum cleaning / Mechanised	Once a month
24.	Electric Switches	Dry cleaning	Daily
25.	Terrace Cleaning	Wet & Dry Cleaning	Fortnightly
26.	Dustbins & Waste material cleaning	Manual	Once Daily and as & when required.
27.	Cupboard cleanings	Mechanised/manually	As & when required
28.	Honey bee cleaning (Premises of building & using area)	Manual	As per requirements
29.	Fans cleaning	Manual	Fortnightly and as & when required
30.	Washing machine cleaning	Manual	Fortnightly and as & when required
31.	Towels / chairs cover cleaning	Mechanised	Weekly and as & when required.
32.	Shifting of Furniture includes loading and unloading	Manually	As per requirements

Note: All the above operations may be carried out as and when required and on demand by the concerned officials.

(iv) OUTER AREA OF BUILDINGS

Sl. No.	Activity	Method	Frequency
1	Paved corridors cleaning	Sweeping	Once a day
		Manual washing	Once in a week
2	Outside glass cleaning up to reachable height	Wet & dry wiping	As & when required
3	Outside walls	Manual washing	As & when required
4	Parking area cleaning	Manual sweeping	As & when required
5	Litter/Garbage/scrap collection from premises of buildings & Both side of Road.	Manual	Thrice a day & as & when required
6	Playground litter picking	Manual cleaning	As & when required
7	Cub web cleaning at reachable height (25ft)	Mechanized / Manual cleaning	Daily
8	Cub web cleaning upto any height (Façade area)	Spider Man Cleaning	Once in every three month & as & when required
9	Garbage removal from storing area	Manual	Daily
10	Dustbins cleaning	Wiping	Weekly

TOILETS

Sl. No.	Activity	Method	Frequency
1.	Cobweb cleaning	Manually	Once a day
2.	Floor cleaning & disinfection	Scrubbing & drying	2 times a day and as & when required
3.	Side wall cleaning	Scrubbing & drying	Once a day and as & when required
4.	Duct rooms cleaning & disinfection	Manual	As & when required
5.	Doors & door handle cleaning & disinfection	Wet & dry wiping	Once in a week & as & when required
6.	Washroom fixture cleaning & polishing	Wet & dry wiping	Twice in a week and as & when required
7.	Wash basin and surrounding area cleaning & disinfection	Wet & dry wiping	2 times a day and as & when required
8.	External tap cleaning & polishing	Wet & dry wiping	Twice in a week and as & when required
9.	Mirror cleaning	Damp wiping	2 times a day and as & when required
10.	Commodes cleaning & disinfection	Wet/Dry cleaning	4 times a day and as & when required

11.	Urinals cleaning & disinfection	Wet/Dry cleaning	4 times a day and as & when required
12.	Urinal partition cleaning	Wet/Dry cleaning	Twice in a week and as & when required
13.	Dustbin clearance & disinfection	Collection and wiping	Daily once and as & when required
14.	Exhaust Fan cleaning	Wiping	Weekly and as & when required
15.	Tube light or any other light cleaning	Dry wiping	Weekly and as & when required
16.	Electric Board and Switches cleaning	Dry dusting	Alternative days
17.	Removal of choked drain / urinal pipe line/ washbasin waste pipe line	Manual	As & when required
18.	Hand wash on basins	Manual	Refill daily and as & when required
19.	Urinal screen	Manual	As per life of materials
20.	Urinal Cube	Manual	Twice a week and as & when required

➤ Proper covered Big Size Dust Bins top fitted with garbage bags (disposable bags) must be provided and placed at different locations of the buildings.

➤ In case of non-supply of water to the toilets or breakage of toilets, it should be reported to the Office of the Warden.

➤ The repairing should be done quickly in coordination with office staff of the hostel.

(D) 1. Cleaning Materials to be used (Consumables): - (Brand should be mentioned and ISI / reputed Brand should be supplied)

SL. NO.	ITEMS	UNIT	Monthly requirements	BRAND (example.)
1)	Regular Chemicals			
a	Bathroom Cleaner cum Sanitizer	Ltrs.	150	Diversey/Satol
b	Multi Cleaner (Tiles/Glasses/Floors)	Ltrs.	100	Diversey/Satol
c	Glass Cleaner	Ltrs	25	Diversey/Reckitt/Satol
d	Toilet Bowl Cleaner	Ltrs.	200	Diversey/Satol
e	Floor Cleaner	Ltrs.	125	Diversey/Satol
f	Stain Removal (Water scale, rust removal etc.)	Ltrs.	25	Diversey/Satol
g	Grease/oil removal	Ltrs	40	Diversey/Satol
h	Steel Polish	Ltrs.	20	Diversey/Satol
i	Furniture Cleaner	Ltrs.	5	Diversey/Satol
j	Drain cleaner (powder)	Pcs	50	Herpic/Kiwi
k	Disinfectant Materials	Ltrs	As perr requirements	Diversey / Reckitt Benckiser/Satol

2)	Misc. Chemicals/ cleaning materials			
a.	Brasso Polish	Pcs.	5	Pitambari
b.	Room Spray	Pcs.	200	Godrej/Dabur/
c.	Room spray (Liquid) (RTU)	Lts	200	Satol/
d.	Air freshener	Pcs	600	Godrej/Dabur
e.	Air freshener (Aer pocket)	Pcs	300	Godrej/Dabur
f.	Detergent Powder	Pkt.	30	Vim/Wheel
g.	Urinal Cubes 350gms	Pkt.	150	Sunny/ Odonil
h.	Naphthalene Balls	Kg	10	Doctor / Bengal Chemical
i.	White Phenyl /Green Phenyl	Ltrs.	350	Doctor / Nimyle/Dolphine
j.	Black Phenyl	Ltrs	50	Doctor
k.	Bleaching Powder	Pkt.	200	Aqua Armor/
l.	Thinner (Cleaning of Paint Spot)	Ltrs.	5	Sheenlac
m.	Mosquito & Flies killer	Pc or Lts	130	HIT/ Bayer
n.	Ant Killer & Cockroach killer liquid	Pc or Lts	100	HIT/ Bayer
o.	Rat Killer Cake	Pc or Lts	As per requirements	Mortein /PCI/Hit
p.	Rat Glue Pad	Pc or Lts	As per requirements	Mortein /PCI/Hit
q.	Termite Killer liquid	Pc or Lts	As per requirements	Piddilite/Taski
r.	Snake Repellent	Pc or Lts	As per requirements	Baskem/
s.	Hand Sanitizer	Pc or Lts	As per requirements	Dettol/Lifeboy/Dabur
t.	Lemon grass oil/Cetrinolla oil	Lts	5	Air JAZZ/
3)	HK Consumables			
a)	Broom Hard	Pcs.	80	Local Good quality
b)	Broom Soft	Pcs.	50	Local Good quality
c)	Microfiber duster	Pcs.	25	Gala/Taski
d)	Table Duster (22 cm x 22 cm)	Pcs.	200	Local
e)	Floor Duster (24 cm x 24cm)	Pcs.	200	Local
f)	Check Duster (24 cm X18 cm)	Pcs	50	Local
g)	Handle Scrubber (10cm x 15cm)	Pcs.	50	Gala/Scotch bite/Nylo
h)	Scotch bite pad (Small)	Pcs	300	Gala/Scotch bite/Nylo
i)	Garbage Bag (18cm X 22cm) (Min 50 Micron)	Pcs.	150	Local Good quality
j)	Medical garbage bag (Red, Blue, Yellow, and White etc and (25 Cm X 30Cm) (Min 50 Micron)	Kg	As per requirements	Local Good quality
k)	Big Garbage Bag (115 cm X 120 cm) (Min 50 Micron)	Kg	420	Local Good quality
l)	Hand Gloves (Rubber)	Pcs.	200	Tip Top/
m)	Hand Gloves (Surgical 50 pairs)	Pkt	12	Branded
n)	Nose Mask	Pcs.	160	Local Good quality
o)	Facial Tissue paper	Pcs	As per requirements	Origami /Selpak/Solimo
p)	Spry Bottles set (750 ml)	Pcs	25	Roots / Taski

q)	Dustpan Plastic	Pcs	15	Gala/Wonder/Aristo
r)	Wiper double rubber (45cm,55cm) Refills	Pcs	10	Roots/Gala/Milton/Geb
s)	Dry Mop Micro Fiber Acrylic Refill (50cm,75cm,100cm)	Pcs	15	Roots/Taski
t)	Kentucky Mop refills	Pcs	60	Roots/Taski
u)	Chock up pump	Pcs	10	Gala
v)	Toilet Brush	Pcs	10	Gala
w)	Feather Brush(Medium/Big)	Pcs	As per requirements	Gala
x)	Cobweb cleaning set (10ft long)	Pcs	As per requirements	Roots/Local
y)	Keyboard cleaner brush	Pcs	As per requirements	Good quality
4)	Machine Consumables			
a)	Buffing Pad White Ordinary [17"]	Pcs.	As per requirements	As compatible with machine
b)	Scrubbing Pad- White, Black & Red [20"]	Pcs.	As per requirements	As compatible with machine
5)	Washroom/People Consumable			
a)	Liquid Hand Soap	Ltrs	400	Fem/Dettol/Savlon/Satol
b)	Toilet Tissue Paper	Pcs.	250	Origami / Selpak / Solimo
c)	Hand Towels	Pcs	As per requirements	Bombey Dyeing/Swiss Republic/
d)	Urinal screen	Pcs	500	Satol/

(D – 2.) Cleaning Materials - Durable Items: (Brand should be mentioned and ISI / reputed brand should be supplied)

SL. NO.	ITEMS	UNIT	Monthly requirements	BRAND (Example)
1)	Durable Products (Durability 3 Months)			
a)	Bucket Big 18-20 ltrs.	Pcs.	10	Aristo/Puja/Wonder/Ankur
b)	Bucket Big 8-10 ltrs.	Pcs.	10	Aristo/Puja/Wonder/Ankur
c)	Liquid Hand wash Dispenser	Pcs	15	Good quality
d)	Plastic Mug (1ltr.)	Pcs.	20	Aristo/Puja/Wonder/Ankur
e)	Kitchen Wiper	Pcs	10	Roots/Gala/Milton/Gebi
f)	Glass Cleaner Wiper Medium & Large Size	Pcs.	As per requirements	Roots/Gala/Milton/Gebi
g)	Wet mop set handle	Pcs	As per requirements	Branded
h)	Carpet Brush	Pcs	As per requirements	Good quality
2)	Durable items (Durability Two months)			

a)	Long Handle Scrubbing Brush	Set	10	Gala
b)	Wiper double rubber (45cm,55cm) Metal Long Handle	Set	10	Roots/ Taski
c)	Dry Mop Micro Fiber Acrylic(50cm,75cm,100cm)	Set	15	Roots/Gala/Milton
d)	Wet Mop Set	Set	10	Roots/Gala/Milton
4)	Dustbins & Wringer trolley (Durability Six months)			
a)	Big Size dustbins with wheel	Pcs.	As per requirements	Nilkamal/Aristo
b)	Pedestal Dustbins (8-12 lts)	Pcs.	As per requirements	Monty/Puja
c)	Pedestal Dustbins (65 lts)	Pcs.	As per requirements	Aristo/
d)	Dustbins (80-100 ltr) (Only Swing type or pedestal)	Pcs.	As per requirements	Nilkamal/Aristo/Supreme
e)	Steel dustbins (As per requirements size)	Pcs	As per requirements	Milton/Nilkamal/Sintex
f)	Medical dustbins (As per requirement size)	Pcs	As per requirements	Milton/Nilkamal/Sintex
g)	Wringer Trolley (Two buckets / Three Buckets)	Pcs	As per requirements	IPC/Roots/Gala/Milton
h)	Telescopic Pole (Different size for Cobweb, Windows & Glass Cleaning Tool)	Pcs	As per requirements	Roots
i)	Safety Signage	Pcs	As per requirements	Roots/Kibble
j)	Iron steel Spade	Pcs	As per requirements	Tata
k)	Shovel (Belcha) with wooden handle	Pcs	As per requirements	Tata
l)	Door mates	Pcs	As per requirements	Good quality
m)	Water pipes	Pcs	As per requirements	Good quality
n)	Caddy Basket	Pcs	As per requirements	Good quality
o)	Misc. Housekeeping items	Pcs	As per requirements	Good quality

Note- The quantity mention above may increase & decrease depending upon concentration, durability & requirements which is approximately 20% of the total wages per month at present, which is indicative only.

(D 3.) Requirement of Major Machineries: - (Brand should be mentioned and ISI / reputed brand should be supplied)

Sl. No.	EQUIPMENT	QUANTITY		BRAND (Example)
		Academic Area	Residential Area	
1	Ride on Scrubber Drier (Battery operated)	10	5	Comaq/Roots/Karcher/Conta/Eureka forbes
2	Single Disc Scrubbing Machine (Electrically Operated) (2 HP)	9	9	Comaq/Roots/Karcher/Conta/Eureka forbes
3	Wet and Dry Vacuum cleaner (Electrically operated) 1350 Watt	9	5	Comaq/Karcher /Roots/Bosh/Eureka forbes
4	Back Pack Vacuum Cleaner (900Watts)	1	0	Comaq/Karcher /Roots/Bosh/Eureka forbes
5	Pressure Jet Machine (150 bar)	0	1	Comaq/Karcher/Roots/Bosh/Eureka forbes
Total Machines		29	20	49

Note: All the above operations may be carried out as and when required and on demand.

SECTION – IV

1. SPECIAL TERMS & CONDITIONS OF CONTRACT Execution of work: Agency's Responsibilities

- I. The Agency shall ensure the best quality work in a planned and time-bound manner. Any substandard material work beyond set out tolerance limits shall be summarily rejected by the Officer-in-Charge.
- II. **The Institute shall not compromise poor quality services at any place of the Institute. The quality of services must have a high standard with a professional manner, which will impress to all. If found poor quality services the huge Liquidated Damages (LD) will be applicable.**
- III. The work shall be carried out in the manner complying in all respects with the requirements of relevant bye laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Officer-in-Charge and nothing extra shall be paid on this account.
- IV. The Agency shall collect garbage daily from the campus of various locations and arrange their own set up for dumping the garbage at outside the campus as designated by the BMC / Local Authorities. The copy of agreement with BMC/ Local Authorities to use of nominated site of local authority to dump garbage must be submitted to the registrar office before commencing of housekeeping services in the Institute.
- V. Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the Agency at his own expenses. The Agency shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services.
- VI. The Agency shall execute his work in such manner that no damage is made to the existing structure or any property of the Institute.
- VII. The Agency shall be responsible to arrange at his own cost all necessary tools, plants & machinery and all other materials etc. required for execution of the work as per the agreement.
- VIII. No assistance of any kind shall be made available by Institute for the purchase of equipments, plants, machinery, materials of any kind or any other items required to be carried out in execution of work.
- IX. Samples of all materials required for execution of the work shall be got approved from the Officer-in-Charge.
- X. Work shall be carried out on each day of the week (On Saturday & Sunday work will be done with minimum numbers of cleanings personnel) as per the requirement of the Institute. For hostel, work shall be every day.

XI.All staff/employees deployed on duty at Institute building shall be properly dressed with Uniform and ID Cards. Any failure on this account shall attract penalty

XII.The Agency shall strictly observe and adhere the following from their deployed housekeeping personnel:

- The agency shall not employ any person of age below 18 years & they should be sound in health in carrying out the duty and should not have infected diseases.
- Are always smartly turned out and vigilant
- Are punctual and arrive at least 30 minutes before start of their duty time.
- Take charges of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Extend respect to all Officers and Staff of the office of the Institute.
- Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
- Will not gossip or chit chat while on duty.
- Will never sleep while on duty post.
- Will not read newspaper or magazine while on duty.
- Will immediately report to the Officer-In-charge any untoward incident / misconduct or misbehaviour.
- Do not entertain visitors.
- Shall not smoke in the office premises.

XIII.The Officer-in-Charge nominated by Institute shall be authorized to give instructions to the Supervisor of the Agency at the premises of Institute on all matters relating to this work.

XIV.The Agency shall appoint qualified and capable Facility Manager (must have knowledge of computer like word, excel etc.) / Supervisor(s) that matches the standards of the Institute.

XV.The authorized Supervisor of the Agency shall report on all matters concerning the above work to the Officer-in-Charge. The Supervisor deputed by the Agency will act as a liaison officer between the Agency and the Institute will be responsible for the day to day working of the staff deputed by the Agency, their attendance and other relevant jobs. Institute reserves the right to immediately step in and to carry out a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the Agency without resorting to the formalities of issuing notices, etc., for rescinding the contract and the Agency would have no claim for compensation in such cases.

2.OTHER CONDITIONS

- a)The Agency shall stock the cleaning materials, consumables and Chemicals each month as specified in the tender document and maintain the stock register of receipt and issue. The stock register shall be got verified by the controlling officers of the Institute on a weekly basis.
- b)The Agency shall ensure that all the machineries that are provided to the Institute by the Agency is in accordance with the terms and conditions of the tender document are always running conditions. There will be no down time acceptable. However, in cases of machine break-down, it shall be the responsibility of the Agency to provide immediate replacement of the machinery with the similar technical specifications / brand.
- c)The Agency shall exercise adequate supervision to reasonably ensure proper performance of Mechanized Housekeeping Services in accordance with Schedule of Requirements.
- d)The Agency shall ensure that trained housekeeping staff is deployed for operating the machineries for cleaning, vacuuming etc. The Agency shall also ensure that the annual maintenance of the machinery is appropriately awarded by them to the authorized agencies for maintenance of the machineries in Client's Office. After expiry of the initial period of Contract of one year, if the Contract is renewed for its first term, mutually on the existing terms and conditions, rates etc., the Agency shall be required to provide workable machineries with the updated models / brand in force at that time on the consent of the Institute.
- e)The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Institute business or security arrangements (including but not limited to the Assignment instructions, Schedules and other subsequent Arrangements) and/or business of the Institute. The obligation is not limited to any scope and the Agency shall be held responsible in case of a breach of the confidentiality of Institute's information.
- f)If the Agency receives enquiries from Press/Media/Radio / Television or other bodies / persons, the same shall be referred by the Agency to Institute immediately on receipt of such queries.

- g)The Agency shall not Sub-contract or Sub-let, transfer or assigns the contract or any other part thereof. In the event of the agency contravening this condition, Institute shall be entitled to place the contract elsewhere on the agency's risk and cost and the agency shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.
- h)The Chairperson, Warden Council will be the decision-making authority to engage of workmen for Housekeeping services of all hostels and their peripheries. The engaged Supervisor will report to Warden or his designated officials on daily basis.
- i) All the workman engaged in different locations as and when required except his allotted duty places.
- j) The workman deployed by the agency will be reshuffled from one building/area to another building/area at regular intervals for better housekeeping & cleaning services. Nobody will claim to work in only one place/ building.
- k)The Institute shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise, and similarly the Agency reserves the right to remove any personnel with prior intimation to the Institute, emergencies, exempted.
- l) Forming or joining of any Union/Association by the workers of the Agency (Second Party) and making any representation to the First Party (IIT) is strictly prohibited.
- m)The Agency shall claim increase in the Minimum Wages, as and when increased by the Central Government with the approval of the Institute.
- n)The Agency shall follow the Labour Laws and not engage any person below the age of 18 years. The trained workman should be engaged for housekeeping services.
- o)The antecedents of Housekeeping staff deployed shall be got verified by the tenderer from local police authorities and an undertaking in this regard to be submitted to the Registrar, IIT Bhubaneswar.
- p) All liabilities arising out of accident or death while on duty shall be borne by the Contractor.
- q)Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the Institute premises.
- r)That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the Contractor as may be established after an enquiry conducted by the Institute, such loss will be made good from the amount payable to the tenderer.
- s)Institute reserves the right to cancel the tender at any stage without any reason. The decision of the Director of the Institute in this regard will be final and binding.

3. PAYMENT TERM:

The payment would be made on monthly basis for actual supplied Workman by the Contractor and based on the attendance sheets duly verified by an Officer / Official of the Institute and other supporting documents. No other claim on whatever account shall be entertained by the Institute. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

- a) Contractor shall pay the entitled wages to their engaged housekeeping staff on or before 7th day of each month in respect of previous month and submitted the bills for reimbursement.
- b) The housekeeping supervisors must have maintain daily report in a register of their locations and taken signature of the assigned officials on daily basis related to the performance of cleaning. The same will be submitted along with the bills for releasing payment.
- c) Payment to such workers must be made by the service providers through the respective Savings Bank Accounts opened at Bhubaneswar for each housekeeping staff engaged by the Contractor for the Institute. Under no circumstances payments will be made in cash.
- d) Monthly dues on account of EPF and ESI in respect of housekeeping staff shall be made by the Contractor to the EPF and ESI authorities without delay. Remittances through Bank Challan /Electronic transfer shall be

made for all such housekeeping staff as a distinct group. These Statutory deductions will be reimbursable against submission of proper documents.

e) While submitting the bill, the Agency must file a certificate certifying the following:

i. Wages of workers were credited to their bank accounts on (date)

ii. ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed)

iii. EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed)

f) The Agency will make sure that the EPF amount is credited to their account every month and the pass book is updated regularly.

g) Leave Salary and Bonus will be reimbursable as per the Labour Laws / GoI norms time to time.

h) Gratuity will be paid by the contractor to their Housekeeping staff.

i) Compliance to all statutory requirements including those under Labour Laws, Central Minimum Wage Act etc.

j) The bidder must have separate billing for Hostels.

4. LIQUIDATED DAMAGES (LD):

Liquidated Damages (LD) will be imposed for poor performance and low quality services. The basis of Penalty & Liquidated Damages (LD) charges shall be reflected in the agreement.

i. All staff / employees deployed on duty at Institute building shall be properly dressed with Uniform and ID Cards. Any failure on this account shall attract penalty of Rs. 500/- per day per person.

ii. In case of any worker/ Supervisor found under influence of alcohol /playing cards/gambling/ any undesirable activities like misbehaving, disobeying the instruction given by authority etc, a fine of Rs. 1000/- will be imposed to the agency on the 1st instance, it will be doubled for 2nd instance and dis-engagement of the workman without mentioning any reason.

iii. In case of any worker/ supervisor found stealing any institute properties from the institute campus, the agency will be penalized Rs 5000/- for each incidence & concerned worker will be banished to enter into campus.

iv. In case of chewing Tombaco/Gutkha etc & spitting in the dustbins / premises by any worker of the agency inside the campus an LD of Rs 500/- will be imposed on agency for each incidence.

v. Daily removing of wastage/garbage etc., is to be dumped at the place earmarked by the Local Body/BMC for the purpose, failing of which LD to be imposed @ Rs.1000/- per point/per day.

vi. For unsatisfactory level of cleanness noticed during the inspection a penalty of Rs. 2000/- per day/per location is liable to be levied as may be decided by the institute authorised person.

vii. In case any written complaint is received from any Lab/Classrooms/Offices/washrooms etc for poor quality of cleaning a penalty of Rs 500/- for each such incident will be imposed.

viii. Agency will be penalised, if it will not maintain the proper attendance Register/documents in which day today deployment of personnel will be entered. That in the event of loss occasioned to the institute due to the lapses of the agency, such losses will be borne by the agency with penalty as determined by the institute.

ix. Agency will be penalized if it will not maintain the proper stock register of housekeeping items (consumables & durables) building-wise @ Rs 1000/- per incidence.

x. LD on account of faulty/substandard and /or less supply of consumables / materials and less deployment of manpower shall be imposed @ Rs.500/- per day.

xi.The agency will ensure proper functioning of all housekeeping machineries at all the times but on account of breakdown of housekeeping machines, agency will be given 3 days for repairing/ replacement of machines parts, if the machines will not got repaired within stipulated time, LD shall be imposed @ Rs 500/- per day per machine.

xii.The Agency shall pay the entitled wages on or before 7th day of each month in respect of previous month, failing which LD at rate of 0.5% of Contract Value per day delay beyond 7th day shall be recovered from Agency Commission.

xiii.In case of any demonstration carried out by the housekeeping staff at any duration, the Complete wages of that day will not be paid by the institute and LD will be levied as deem fit.

xiv.LD can be charged on any violation of contractual terms depending on the gravity of offence

5. DISPUTE RESOLUTION

Any disputes and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, the decision of the Director shall be final and binding.

6. TERMINATION OF CONTRACT:

The Competent Authority of the Institute reserves the right to terminate the contract at any time during the contact period, if found poor performance without assigning any reason thereof.

7. JURISDICTION:

The contract between the service provider and the Institute shall be governed by the Laws of India and under this contract shall be taken by the parties only in Bhubaneswar/Cuttack, Odisha, India to competent jurisdiction.

TECHNICAL BID in Cover 1

BIDDERS PROFILE FOR PROVIDING HOUSE KEEPING SERVICES

Opening Date & Time:

Due Date for Tender:

1 Names, address of : _____
firm/Agency and Telephone _____
numbers. _____

Affix your
Passport
size
Photograph

2	Registration No. of the Firm/Agency with date	
3	Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with.	
4	Provident Fund Regd. No.	
5	ESI Regd. Number	
6	Licence number under Contract Labour (R&A) Act	
7	PAN/TAN & GST Regd. Number:	
8	Details of Bid Security (EMD) deposited: Amount, Draft No. & Date	
9	Annual Turnover (in Lakhs)	
10	Housekeeping Workman on roll	
11	Experience of running Housekeeping services (in years)	
12	List of Clients (given in enclosure)	
13	Whether the Agency has provided/been providing House Keeping Services in IIT Bhubaneswar. (If Yes furnish duration of the contract along with CSPR from the Authorized Officer of the Institute for the period of Contract)	

Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

**(Signature of the bidder) Name and
Address (with seal)**

Price BID in COVER-2**1. As Per below BoQ in MS-Excel Format only and Detailed Price Break-up in PDF as per Para 2.**

Note:- Price Bid should be submitted in given BoQ in MS -Excel format only. No any other format shall be accepted. (INR mentioned in the BoQ to be read as PERCENTAGE)

Specimen of BoQ in Ms-Excel Format

Tender Inviting Authority: IIT BHUBANESWAR					
Name of Work: Selection of Agency for HOUSE KEEPING AND CLEANING SERVICES					
Contract No: TENDER NO					
Name of the Bidder/ Bidding Firm / Company :					
<u>PRICE SCHEDULE</u>					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	In PERCENTAGE %	GST in PERCENTAGE %	TOTAL AMOUNT in (PERCENTAGE)	TOTAL AMOUNT In Words (PERCENTAGE)
1	2	7	14	8	10
1	Sub Heading 1				
1.0	Agency Service Charges on Basic Wages + VDA			0.00	INR Zero Only
1.01	Machinery Rent			0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only				
NOTE: INR to be read as PERCENTAGE (%) ONLY					

Note :

1. A detailed Justification should be submitted against quoted Agency Commission.
2. Agency Commission includes all machineries, other cleaning equipment & consumables.
3. The Agency will provide the detail list of above including deployment list of manpower.
4. Any Mismatch in agency Commission Quoted in BoQ (Ms-Excel) and Price Break-UP (PDF) then agency Commission mentioned BoQ Shall Prevail.
5. Price Bid in Cover-2 to be submitted in Price Bid BoQ and Detailed Price Break-Up (PDF). Non-Submission of Price Break up will result in Bid rejection.
6. As per OM No. F.6/1/2023-PPD dt. 06.01.2023, MoF, Govt Of India, the service charges for Manpower outsourcing services would be within the range of 3.85% to 7%.

2. Detailed Price Breakup on Agency Service Charges Quoted in Price Bid BoQ (to be submitted in PDF in Cover 2 along with BoQ)

Tender Inviting Authority: IIT BHUBANESWAR

Name of Work: Selection of Agency for HOUSE KEEPING AND CLEANING SERVICES

ENQUIRY NO. IITBBS/HKS//2023-24/02 DATE: 12.10.2023

Name of the Bidder:

A.

RATE BREAK- UP PER MONTH			
SL. No.	Particulars	Housekeeping Workman (in INR)	Housekeeping Supervisor (in INR)
1.	Basic Wages	437	579
2	VDA	179	237
3	Minimum Wages for 26 days	16016	21216
4	Agency Commission (Y %)	16016 X Y % =	21216X Y % =
5	Total INR		

B.

MANPOWER & WAGES DETAILS				
SL. No.	Particulars	Number of Manpower	Minimum wages INR	Amount in INR
1	Workman		16016	
2	Supervisor		21216	
3	Total manpower wages			

C.

SL. No.	Agency Commission & Machinery	Percentage %	Amount in INR
1	Agency commission**	%	
2	Machinery Rent (Refer Pg. No-23, D 3. Requirement of Major Machineries)	%	
3	Total	%	

D.

SL. No.	Total Summary of Agency Commission **	INR
1	Interest of Investment (if any)	
2	TDS from invoice	
3	Interest on Security deposit	
4	Uniform cost @..... per head per month	
5	Other Indirect Expenses	
6	Executive/ Assignment in-charge	
7	Spiderman Cleaning Service Charges	
8	Beehives Cleaning Services Charges	
9	Cost of Garbage disposal as per Municipal Solid Waste Management Rules.	
10	Profit	
11		
12		
13	Total amount of Agency commission (in INR)	

DECLARATION

1. I / We undertake that the payment to the employees will be made as per rates prescribed by Central Govt. of India from time to time under Minimum Wages Act and applicable statutory payments on account of EPF & ESI.
2. We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by Institute.

**(Signature of the bidder)
Name and Address (with seal)**

Bidder Information Form

Annexure – III

(a)The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: *[insert date (as day, month and year) of Bid Submission]*

Page 1 of _____ pages

01.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
02.	In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
03.	Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
04.	Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
05.	Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
06.	Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
07.	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> Articles of Incorporation or Registration of firm named in 1, above.
08.	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM/NSIC and ownership details.) (Please submit the Bid Securing Declaration for claiming EMD Exemption as per Annexure VIII.)
09.	Bidder Undertaking: "I have read the clause regarding restrictions on Procurement form a bidder of a country which shares a land border with India; I certify that this bidders is not from such a country or, if from such country, has been registered with the Competent Authority. I hereby Certify that this bidder fulfils all requirements in this regard and is eligible to be considered.(Whenever applicable, evidence of valid registration by the Competent Authority shall be attached.)

Signature & Seal of Bidder _____

Name _____

Business Address _____

DECLARATION REGARDING NONBLACKLISTING/DEBARRING FOR PARTICIPATION IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder scan copy to be submitted along with bid and original to be sent to S&P Office, IIT Bhubaneswar, Argul, Jatni 752050.)

Tender Enquiry No. : IITBBS/NIT/SHK/2023-24/02 Dated 12/10/2023

I / We _____ (Name Of Authorized Signatory) of
M/S. _____ (Firm/Agency Name)

hereby declare that the firm/agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government, PSU/Autonomous organization from taking part in Government tenders in India. And no case is pending with the police or in court of law against their name or firm/agency.

Or

I / We _____ (Name Of Authorized Signatory) of (Firm/Agency Name)
M/s. _____

Hereby declare that the Firm/company namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of ____ Years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders. And no case is pending with the police or in court of law against their name or firm/agency.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by Registrar, IIT Bhubaneswar and EMD/Performance Security and Security deposit shall be forfeited. And I/We accept that I/We may be disqualified from bidding for any tender/contract with you for a period of two year from the date of notification.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed / Partially completed work.

DEPONENT (Bidder)

Name

Address

UNDERTAKING

(TO BE TYPED ON A LETTER HEAD OF THE Housekeeping AGENCY)

To

The Registrar,
IIT Bhubaneswar,
Argul – 752050
Odisha

Subject: Submission of undertaking for providing **Housekeeping** Services in IIT Bhubaneswar vide tender notification No..... dated

Dear Sir,

We, the undersigned, are submitting our bid for providing **Housekeeping** services in your Institute in accordance with your Tender Enquiry No.:..... dated

We hereby declare that all the information and statements made in this bid are true and we accept that any misinterpretation or false information /documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand that IIT Bhubaneswar is not bound to accept any bid.

Yours sincerely,

Authorized Signature [*In full and initials*]
Name and Title of Signatory: _____
Name of Bidder: _____
Address: _____

Telephone (Office): _____
Fax: _____
Email: _____

Bid-Securing Declaration Form

Date: **[insert date (as day, month and year) of Bid Submission]**

GeMBid No.: _____

To: **IIT Bhubaneswar, Argul – 752050, Odisha**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of Two Year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the GeM Bid, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).

(To be given on Company Letter Head)

Date: _____

To,
Registrar,
Indian Institute of Technology Bhubaneswar,
Argul, Jatani – 752050

Sub: Acceptance of Terms & Conditions of Bid.

Bid Reference No: _____

Name of Bid / Work: _____

Dear Sir,

1. I / We have downloaded / obtained the Bid document(s) for the above mentioned 'Bid/Work' from the web site(s) namely:
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the GeMBid documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the GeMBid conditions of above mentioned GeM Bid document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BHUBANESWAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BHUBANESWAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT BHUBANESWAR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
Registrar,
Indian Institute of Technology Bhubaneswar,
Argul – 752050
Odisha

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology Bhubaneswar, Bhubaneswar (Buyer) have invited Tenders vide Tender No..... Dt.for purchase of AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Registrar, Indian Institute of Technology Bhubaneswar, Bhubaneswar**” in the form of Bank Guarantee for Rs and valid till **two years** from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Indian Institute of Technology, Bhubaneswar on demand and without protest or demur Rs (Rupees.....).

This bank further agrees that the decision of Indian Institute of Technology, Bhubaneswar (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology Bhubaneswar, Bhubaneswar(Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Registrar,
Indian Institute of Technology Bhubaneswar,
Argul Campus, Jatani, Khorda 752050.

Sub: Authorization for release of payment / dues from Indian Institute of Technology, Bhubaneswar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number _____

2. Particulars of Bank:

Bank Name:		Branch Name:												
Branch Place:		Branch City:												
PIN Code:		Branch Code:												
MICR No.:														
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)														
IFS Code:(11 digit alpha numeric code)		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
Account Type	Savings	Current	Cash Credit											
Account Number:														

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Bhubaneswar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

**CERTIFICATE REGARDING TURN-OVER FROM THE HOUSEKEEPING SERVICE ONLY
OF THE TENDERER DURING THE LAST THREE FINANCIAL YEARS**

i.e. [2019-2020, 2020-2021 & 2021-2022]

NIT No. IITBBS/NIT/SHK/2023-24/02

I / We, M/s _____,
the Bidder/Tenderer/Housekeeping Agency for providing Housekeeping services on Monthly Contract Basis, hereby confirm that the average total turn-over of the firm/company and profit from Housekeeping services only during the last three financial years i.e. [2019-2020, 2020-2021 & 2021-2022]

OR

Sl. No.	FINANCIAL YEAR	ANNUAL TURN-OVER FROM HOUSEKEEPING SERVICE ONLY	PROFIT EARNED FOR THE YEAR
1	2019-2020		
2	2020-2021		
3	2021-2022		

SIGNATURE & SEAL OF THE BIDDER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from Housekeeping services only for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME ,ADDRESS AND CONTACT DETAILS:

FRN:

UDIN:

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF HOUSEKEEPING PERSONNEL ON THE
ROLL OF THE BIDDER / TENDERER AS ON 30TH SEPTEMBER 2023**

NIT No. IITBBS/NIT/SHK/2023-24/02

I / We, M/s _____,
the Bidder hereby confirm that the total number of Housekeeping personnel on my / our roll as on 30th September 2023
is _____ (No. in figures: _____).
The site / firm / contract wise break up of Housekeeping personnel provided to Firms/Clients are as under:

SL.NO.	NAME OF FIRM / COMPANY TO WHOM HOUSEKEEPING SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF HOUSEKEEPING PERSONNEL
Grand Total			

SIGNATURE & SEAL OF THE BIDDER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, Certified that the
figure regarding number of Housekeeping personnel on the roll of Mr. /
M/s. _____,
the Bidder/Tenderer for providing Housekeeping Services on Monthly Contract Basis as mentioned above is true and
found correct as per their Books of Accounts as on 30th September 2023.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT
NAME , ADDRESS AND CONTACT DETAILS:
FRN:
UDIN:

**CERTIFICATE REGARDING OLDEST WORK ORDER/CONTRACT FOR SUPPLY OF HOUSEKEEPING
PERSONNEL EXECUTED BY THE BIDDER as on 30/09/2023**

NIT No. IITBBS/NIT/SHK/2023-24/02

I / We, M/s _____,
the Bidder/Tenderer/Housekeeping Agency for providing Housekeeping services on Monthly Contract Basis, hereby confirm that the oldest work order/contract for supply of Housekeeping Services is executed by us as follows and CA certified copy of the same is enclosed herewith:

Name of the Organisation with complete postal address	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Housekeeping Services Contract was Awarded.	Number of Housekeeping personnel Provided to them.

SIGNATURE WITH SEAL OF THE BIDDER:

DATE:

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the oldest work order/contract for supply of Housekeeping Services is executed by M/s. _____ mentioned above is checked and found correct and true as per their related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME ,ADDRESS AND CONTACT DETAILS:

FRN:

UDIN:

LIST OF PRESENT AND PAST CLIENTS

NIT No. IITBBS/NIT/SHK/2023-24/02

(Please give complete details as per the following format along with the Customer Satisfactory performance report issued by clients/organisations to whom Housekeeping Services were provided during a financial year from 01.04.2019 to bid submission end date i.e. 02/11/2023. This information provided will facilitate evaluation of Technical Bid).

Sl. No.	Name of the Organisation with complete postal address	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Housekeeping Services Contract was Awarded.	Number of Housekeeping personnel Provided to them.

**SIGNATURE WITH SEAL OF THE BIDDER:
DATE:**

Housekeeping Staff & Supervisors deployment at Administrative, Academic & Hostel area

Details sheet of Cleaning Manpower deployment in Academic & administrative area & Hostels			
Cleaning Staff			
Area	Cleaning staff	Reliever	Total Cleaning staff
Academic & Administrative area	59	3	62
Hostel	47	7	54
Total	106	10	116
Cleaning Supervisors			
Academic & Administrative area	4	0	4
Hostel	3	0	3
Total	7	0	7
Grand Total	Cleaning staff & Cleaning Supervisors		116+7=123

Following Additional Terms & Conditions are part of the NIT.

1. Reliever are required in the some buildings as fix numbers of staff are required on each day of a week.
2. Out of 116 cleaning staff, Gents are 87 in nos. & Ladies are 29 in nos. Out of 7 Supervisors Gents are 6 in nos. & Lady is 1 in nos.
3. Option Clause: Institute reserves the right to Decrease upto 30% and Increase by without ceiling, the deployment of the Manpower (cleaning staff) as per the requirement of the Institute and payment of Service Charges shall be paid on actual deployment of the Manpower.
4. As the Service charges in percentage (%) are indicative only, therefore Payment of the Manpower (cleaning staff), Machinery/Equipment Rent and Consumables & Durables shall be made at the actual, subject to the ceiling of Percentage (%) mentioned in detailed price break-up of price Bid, whichever is lower.
5. Consumables & Durables will be paid at prevailing market rate discount, not on MRP. There suitable discount to be provided on MRP.
6. During any kind of Exigencies of natural disasters, such as pandemic situation, cyclonic, earthquake etc., if payment of subsistence wages need to be paid, either to the total manpower mentioned in the contract or even to a certain minimum percentage, as per the directions of the Government - then only wages component of personnel will be paid accordingly, but payment of costs related to Machinery & Consumables components and Agency commission will be paid only on the basis of actual number of the personnel deployed for the work during such periods.

(Signature of the bidder)
Name and Address (with seal)

Format for Agreement to be signed by the Awardee Agency and not to be submitted along with the bid (subject to modification at Signing)

Note: Terms & Conditions mentioned in this contract are part & Parcel of the NIT.

CONTRACT FOR PROVIDING HOUSE KEEPING AND CLEANING SERVICES TO THE INSTITUTE
THIS DEED OF AGREEMENT is made at Indian Institute of Technology, Bhubaneswar on the xxxxxxxxxx day of xxxxxxxxxx 2023;

BETWEEN

Indian Institute of Technology Bhubaneswar, Argul, Jatni, 752050 (hereinafter referred to as '*the Institute*'), an Institute of Importance under Ministry of Education Government of India incorporated under the provisions of Institute of Technology Amendment Act, 2012, through its **Registrar** on the one part.

AND

M/s. (Hereinafter referred to as the '*House Keeping Service Provider/Agency/Contractor*') having its registered office at which expression unless repugnant to the context of meaning thereof means and includes its successors and permitted assigns, on the other part.

AND WHEREAS, the Institute, intends to engage M/s. as its *House Keeping Agency* for a period of **Two** w.e.f. **00.00.2023** on yearly renewal basis subject to satisfactory performance.

NOW IT IS HEREBY AGREED BETWEEN BOTH THE PARTIES HERETO AS FOLLOWS:

1. PERIOD OF CONTRACT: The period of contract for providing House Keeping & Cleaning Services to the Institute shall be for a period of **Two Years** w.e.f. **00.00.2023** on yearly renewal basis subjected to satisfactory performance. The period of contract may be extended for third year or curtailed depending upon the requirement of the Institute and performance of the agency.

2. Scope of Work:

- a) The Institute is running at its permanent Campus (Residential + Academic + Hostel + including Samantapuri Campus at Bhubaneswar) at IIT Bhubaneswar, Argul Janti 752050. The Agency must ensure standard Cleaning and Housekeeping services in the designated areas in the premises round the clock with complete mechanized as well as manual cleaning as required looking at the space constraints.
- b) The standard of Cleaning and Housekeeping should be of Airport and reputed Software industries as per **Annexure – A1&2**. Cleaning schedule may be changed as per the requirement of Institute time to time.
- c) For high standard Housekeeping services, Agency must be provided the list of Consumables & Durables as per **Annexure –B** and Machineries as per **Annexure – C**.
- d) The Agency shall collect garbage daily from the both Academic & Residential areas of various locations and arrange their own set up for dumping the garbage at outside the campus as designated by the BMC / Local Authorities. The Agency also ensure to clear the Dust Bins and must maintain clean & neat from time to time.
- e) The Bio-data and Police Verification of the manpower so to be engaged should be submitted at office of the Joint Registrar, IIT Bhubaneswar.
- f) All staff/employees deployed on duty at Institute building/premises shall be properly dressed with Uniform and ID Cards.
- g) **The requirements of housekeeping Workman is approx. (62+54) Nos. and (6+1) Nos. of Supervisors. This figures are tentative it may increase or decrease at the sole discretion of the Institute as per the requirement.**

- h) At the time of operation of Students Activity Centre & other constructive buildings, manpower, machines & housekeeping material will be increased in same proportion.
- i) In some situation the deployment of manpower will be decreased or increased & machines & housekeeping materials will be decreased or increased in proportionate to manpower in Administrative & academic area.
- j) The Warden will be informed the requirement of the Housekeeping workman (out of the total workman) and time table for cleaning of the all Hostels as mentioned in Annexure A2. All Toilets & corridors will be cleaned daily on 3 shift basis as per the direction of the warden & warden council. The work at the hostel area will be shift wise (including night service). The manpower requirement during winter and summer vacation at hostel will be reduced, even some hostel may be closed. The warden will be informed in advance. The bidder must be in a position to supply housekeeping workman more for a particular day in a week.
- k) Cleaning & housekeeping services required in Dispensary area 24X7 Hours. The cleaning staff deployed at dispensary must be educated & familiar with cleaning procedure at dispensary area.
- l) The agency will be responsible for segregation of garbage at source point in Category (1) Biodegradable- like left over food, bones, used tissue, peel of fruits, etc, (2) Dry waste-like plastic, bottles, metals, Paper, cardboard, bulbs, cells, Charger etc & (3) Domestic hazardous waste-diapers, napkins, ear buds, mosquito repellents, cleaning agents etc. The segregation of garbage should be done for Administrative & academic area, Hostels area, Shopping mall, Faculty quarters, Staff quarters, all electrical substations & AC Plant area. Dry waste can be sold to Local scraper vendor for recycling. The garbage collected from Administrative & academic area, Hostels area, Shopping mall, Faculty Quarters, Staff quarters, all electrical substations & AC Plant area must be dumped in nominated Area by Local authority / BMC as per provision of Solid Waste Management 2016 rules, at their own cost.
- m) The Service Provider shall take care of lifting, carrying and disposing of dead birds, animals, rats and insects.
- n) The Service Provider will be responsible for removal of Honeybee & Honey hives from premises of all the buildings at their own cost.

3. PAYMENT TERM:

- a) Total Agency Commission @ % (.....) would be calculated on Basic Wages and VDA as per Central Labour Act. GST will be applicable as per Govt. of India norms time to time.
- b) The payment would be made on monthly basis for actual supplied Workman by the Contractor and based on the attendance sheets duly verified by an Officer / Official of the Institute and other supporting documents. No other claim on whatever account shall be entertained by the Institute. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.
- c) Contractor shall pay the entitled wages to their engaged housekeeping staff on or before 7th day of each month in respect of previous month and submitted the bills for reimbursement to the office of Joint Registrar along with all requisite documents as per following paras.
- d) The housekeeping supervisors must have maintain daily report in a register of their locations and taken signature of the assigned officials on daily basis related to the performance of cleaning. The same will be submitted along with the bills for releasing payment.
- e) Payment to such workers must be made by the service providers through the respective Savings Bank Accounts opened at Bhubaneswar for each housekeeping staff engaged by the Contractor for the Institute. Under no circumstances payments will be made in cash.
- f) Monthly dues on account of EPF and ESI in respect of housekeeping staff shall be made by the Contractor to the EPF and ESI authorities without delay. Remittances through Bank Challan /Electronic transfer shall be made for all such housekeeping staff as a distinct group. These Statutory deductions will be reimbursable against submission of proper documents.

g)The Contractor shall compulsorily issue the salary slip to every outsourced deployed personnel in the following format:-

Wage Slip for Month of :-----			
Name:-		Number of Days present:-	
Designation:-			
ESI Card No:		EPF No.	
Payment:-		Deduction:-	
Basic Wage including DA		EPF (Employer Contribution)	
Overtime		EPF (Employee's contribution)	
Addl. Allowances		ESI (Employer Contribution)	
Uniform Allowance		EPF –Employee's Contribution	
		Housing Facility	
		Recovery of Advances if any	
		Total Deductions	
Gross Amount		Net Payment	

h) While submitting the bill, the Agency must file a certificate certifying the following:

- i. Satisfactory work completion certificate issued by designated officials of concerned Office / School / Section.
 - ii. Invoice raised in the name of Register along with Documents in support of payment of wages through bank transfer with detailed calculations.
 - iii. Detailed calculation indicating Basic pay, VDA, EPF, ESI and any other deductions of each personnel along with list and wage slip thereof.
 - iv. EPF and ESI payment slip for the previous month ('Separate EPF challan (with TRRN payment status) and ESI challans EXCLUSIVELY for workmen deployed at IIT Bhubaneswar'). *(non- deduction of ESI dues for those with wages exceeding ₹21000 per month)& restricting EPF dues (employer contribution) to ₹1950 (13 per cent of ₹15000) for those whose wage exceeded ₹15,000 per month)*
 - v. Copy of GST challan along with B2B view and counterparty submission status 'yes' for just previous month.
- i) EPF, ESIC & GST of preceding month to be submitted within 15 days of payment of wages for each month.
 - j) *Reimbursement of GST paid: GST payable on the total bill will be reimbursed on submission of documentary evidence in support of actual payment to authority concerned (for previous month).*
 - k) In case of non-submission of proof of EPF and ESI deposit to the satisfaction of IIT Bhubaneswar and non-reflection of the same in the EPF/ ESI statements of workers concerned, same would be withheld from the bill of the agency.
 - l) Pest Control services for Termites and Rodent will be done on requirement basis and billing will be done on pro-rata basis.
 - m) The Agency will make sure that the EPF amount is credited to their account every month and the pass book is updated regularly.
 - n) Dues of the Agency pertaining to last month of contract shall be released only after submission of proof of payment pertaining to wages/Salary, EPF, ESI contributions in respect of all outsource personnel engaged by the Agency for the Institute.
 - o) Compliance to all statutory requirements including those under Labour Laws, Central Minimum Wage Act etc.
 - p) Being an educational institution, IIT Bhubaneswar is not covered under the Payment of Bonus Act. Bonus and leave salary, payable if any; is to be borne by the service provider.**
 - q) Institute will not accept any other levies like one time registration fee, stationary charges, Insurance charges, social security benefit charges, profession tax, fee on EPF &ESIC, etc. charges deducted from the workers' wages **except statutory dues.**

r) In case of continued default for two months or more in depositing EPF, ESI and GST with concerned authorities, higher amount as will be decided by the IIT Bhubaneswar would be withheld from the succeeding bills of the agency'.

s) While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. Besides, the Agency shall also maintain other statutory registers viz; Leave Register, Overtime Register, Occurrence Register, Stock Register for both consumable and non-consumable and Payment Register etc.

t) The bidder must have separate billing for Hostels.

4. INSTITUTE'S OBLIGATIONS:

a) The payment on account of charges of revision in wages by the Central Govt. from time to time shall be payable by Institute to the Agency against submission of proper evidence / Govt. Notification. This clause will be applicable for Wage Payment only.

b) Institute may provide a small space for storing facility.

5. MATERIAL TO BE PROVIDED BY THE AGENCY :

a) No assistance of any kind shall be made available by INSTITUTE for the purchase of equipment, plants, machinery, materials of any kind or any other items required to be carried out in execution of work.

b) The Agency shall be responsible to arrange at his own cost all necessary tools, plants & machinery and all other materials etc. required for execution of the work as per the agreement.

c) Samples of all materials required for execution of the work shall be got approved from the Officer in Charge.

d) All other related machinery equipment /items, should be good quality/branded item as per quotation and agreement. List of Consumables, Durables & Machineries are attached **Annexure – A1&2, B & .C**

6. EXECUTION OF WORK : AGENCY'S RESPONSIBILITIES:

a) The Agency shall be responsible to maintain the aesthetic looks in the Institute premises and surrounding areas by maintaining pleasant fragrance and cleanliness, keeping the buildings & the surrounding area neat, clean & tidy every day, keeping them in hygienic & sanitary conditions of high standard as per contract.

b) *The first cleaning should be completed by 08:30 AM daily and the subsequent cleaning at convenient time, so as to keep the area clean and hygienic. Pathways inside the campus are to be cleaned daily free of cost.*

c) To attend, clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes and underground sewer lines, whenever required for smooth functioning and as required or as directed.

d) The Agency shall ensure best quality work in a planned and time bound manner. Any sub-standard material work beyond set out tolerance limits shall be summarily rejected by the Officer-in-Charge.

e) The Institute shall not compromise poor quality services at any place of the Institute. The quality of services must have high standard with professional manner, which will impress to all. If, it is found poor quality services then huge Liquidated Damages (LD) will be applicable.

f) The work shall be carried out in the manner complying in all respects with the requirements of relevant bye laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Officer-in-Charge and nothing extra shall be paid on this account.

g) The Agency shall collect garbage daily from the campus of various locations and arrange their own set up for dumping the garbage at outside the campus as designated by the BMC / Local Authorities. The copy of agreement with BMC/ Local Authorities to use of nominated site of local authority to dump garbage must be submitted to the Registrar Office/Officer-In Charge before commencing of housekeeping services in the Institute.

h) Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the Agency at his own expenses. The Agency shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services.

- i) The Agency shall execute his work in such manner that no damage is made to the existing structure or any property of the Institute.
- j) Work shall be carried out on each day of the week (On Saturday & Sunday work will be done with minimum numbers of cleanings personnel) as per the requirement of the Institute. For hostel work shall be every day.
- k) Allstaff/employees deployed on duty at Institute building shall be properly dressed with Uniform and ID Cards. Any failure on this account shall attract penalty.
- l) The Agency shall strictly observe and adhere the following from their deployed housekeeping personnel:
- The agency shall not employ any person of age below 18 years & they should be sound in health in carrying out the duty and should not have suffered with infected diseases.
 - Are always smartly turned out and vigilant
 - Are punctual and arrive at least 30 minutes before start of their duty time.
 - Take charges of their duties properly and thoroughly.
 - Perform their duties with honesty and sincerity.
 - Read and understand their post and site instructions and follow the same.
 - Extend respect to all Officers and Staff of the office of the Institute.
 - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
 - Will not gossip or chit chat while on duty.
 - Will never sleep while on duty post.
 - Will not read newspaper or magazine while on duty.
 - Will immediately report to the Officer-In-charge any untoward incident / misconduct or misbehaviour.
 - Do not entertain visitors.
 - Shall not smoke in the office premises.
- m) The Agency shall exercise adequate supervision to reasonably ensure proper performance of Mechanized Housekeeping Services in accordance with Schedule of Requirements.
- n) The Agency shall not Sub-contract or Sub-let, transfer or assigns the contract or any other part thereof. In the event of the agency contravening this condition, Institute shall be entitled to place the contract elsewhere on the agency's risk and cost and the agency shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.
- o) The Warden will be the decision making authority to engaging of workman for Housekeeping services of all hostels and their peripheries. The engaged Supervisor will report to Warden or his designated officials on daily basis.
- p) All the workman engaged at their locations as and when required may be called to other location as well.
- q) The Agency shall claim increase in the Minimum Wages, as and when increased by the Central Government with the approval of the Institute.
- r) The Agency shall follow the Labour Laws and not engage any person below the age of 18 years. The trained Workman should be engaged for Housekeeping services.
- s) All liabilities arising out of accident or death while on duty shall be borne by the Agency/Contractor.
- t) Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the Institute premises.
- u) That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the Contractor as may be established after an enquiry conducted by the Institute, such loss will be made good from the amount payable to the Agency.
- v) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non- employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

- w) The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work and but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible for any indicative or illegal action by their deployed personnel. Agency shall take an undertaking from their workers with regards abiding by the Code of conduct and not to indulge in agitation & any indiscipline. Their deployment will be in general shift. However, at times, their deployment can be during odd hours as well.
- x) The Housekeeping Service Provider/Agency shall replace immediately any of its personnel, if they are unacceptable to the Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from Officer In charge.
- y) The Housekeeping Service Provider's personnel shall not claim any benefit/compensation/ absorption/regularization of services in this office under the provision of Industrial Disputes Act, 1947 and Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Housekeeping Service Provider to the Institute.
- z) The Housekeeping Service Provider shall engage the necessary person as required by Institute from time to time. The said person engaged by the Housekeeping Service Provider shall be employee of the Service Provider and it shall be the duty of the Housekeeping Service Provider to pay their wages every month in time. There is no Master & Servant relationship between the employees of the Housekeeping Service Provider/Agency and this Institute. Further the said person(s) of the Housekeeping Service Provider shall not claim any benefit.
- aa) During the course of contract, if any Contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Institute shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Security.
- bb) Institute reserves the right to cancel the tender at any stage without any reason. The decision of the Director of the Institute in this regard will be final and binding.

7. THE WORKERS ENGAGED BY THE AGENCY:

- a) The Agency shall not employ any person below the age of 18 years. ***The antecedents of Housekeeping staff deployed shall be got verified by the Agency from local police authorities. An undertaking with regard to Police Verification and Medical Fitness Certificate of every worker to be submitted to the office of the Joint Registrar/Officer-in Charge of the Institute.***
- b) The Agency shall ensure that trained housekeeping staff is deployed for operating the machineries for cleaning, vacuuming etc. The Agency shall also ensure that the annual maintenance of the machinery is appropriately awarded by them to the authorized agencies for maintenance of the machineries in Client's Office.
- c) All deployed housekeeping workers on duty at INSTITUTE building shall be properly dressed with Uniform and ID Cards. Any failure on this account shall attract penalty. The Agency shall deploy workers of decent character, sound health and general abilities to carry out such work. The worker(s) deployed should be able to read instructions written in Odia / Hindi / English.
- d) The Agency shall provide the 2(two) sets of uniform for summer and winter to its worker(s) as prescribed by the Institute for both male and female worker(s) while on duty from out of his service charges.

8. SUPERVISION :

- a) The Officer in Charge nominated by INSTITUTE shall be authorized to give instructions to the Supervisor of the Agency at the premises of INSTITUTE on all matters relating to this work.
- b) The Agency shall appoint qualified and capable Facility Manager at Agency expense. (Must have knowledge of computer like word, excel etc.) / Supervisor(s) that matches the standards of the Institute.
- c) The authorized Supervisor of the Agency shall report on all matters concerning the above work to the Officer in Charge. The Supervisor deputed by the Agency will act as a liaison officer between the Agency and the Institute and will be responsible for the day to day working of the staff deputed by the Agency, their attendance and other relevant jobs.
- d) The "Authorized Person" or his representative is free to inspect the work / cleaning being done by the Agency at any time of the day. All the work shall be done to the complete satisfaction to the Institute.
- e) **Effective Management:**

- I. The Agency shall exercise adequate supervision to reasonably ensure proper performance of Mechanized Housekeeping Services in accordance with Schedule of Requirements.
- II. The Agency shall also ensure that the annual maintenance of the Housekeeping machinery is appropriately awarded by them to the authorized agencies for maintenance of the machineries in Client's Office.
- III. The work shall be carried out in the manner complying in all respects with the requirements of relevant bye laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Officer in Charge and nothing extra shall be paid on this account.

9. CONDITIONAL OBLIGATION OF THE AGENCY:

- a) The Agency shall abide by all laws and rules and regulations framed there under or any other statutory obligations which are in force from time to time in respect of worker(s) deployed.
- b) The Agency shall pay the Minimum Wages to their deployed manpower as per the Central Minimum Wages Notification issued by the Govt. of India time to time.
- c) The Agency shall stock the cleaning materials, consumables and Chemicals each month as per the requirement and maintain the stock register of receipt and issue. The stock register shall be got verified by the controlling officers of the Client on a daily basis.
- d) The Agency shall ensure that all the machineries that are provided to the Institute by the Agency in accordance with the terms and conditions of the tender document are always in running conditions. There will be no down time acceptable. However, in cases of machine breakdown, it shall be the responsibility of the Agency to provide immediate replacement of the machinery with the similar technical specifications / brand.
- e) The Agency shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Institute business or security arrangements (including but not limited to the Assignment instructions, Schedules and other subsequent Arrangements) and/or business of the Institute. The obligation is not limited to any scope and the Agency shall be held responsible in case of breach of the confidentiality of Institute's information.
- f) If the Agency receives enquiries from Press/Media/Radio / Television or other bodies / persons, the same shall be referred by the Agency to Institute immediately on receipt of such queries.
- g) After expiry of the initial period of Contract of one year, if the Contract is renewed for its first term, on the existing terms and conditions, rates etc., the Agency shall be required to provide workable machineries with the updated models / brand in force at that time on the consent of the Institute.

10. SAFETY MANAGEMENT:

- a) The Agency should have serve in two shifts and establish an office in Bhubaneswar / Jatni / Khurdha along with Quick Response Teams to deal with emergent situations.
- b) The Agency is labile to provide all the safety equipment's to worker(s) and also provides necessary training, drills and conduct regular inspection to maintain safety of the worker(s) from any hazards. The Agency shall be responsible for the safety and the well-being of its worker(s) deployed in the Institute and for all the issues and liabilities arising during the execution of contract.
- c) All liabilities arising out of accident or death while on duty shall be borne by the Agency. If any injury is caused to any worker by accident arising out of and in the course of his deployment, Agency shall be liable to pay the compensation in accordance with the provisions of Act, Laws or Rules (as applicable). Institute shall not be responsible in this regard.
- d) Institute is a "NO SMOKING ZONE". The Agency should ensure that the personnel engaged DO NOT SMOKE while working/inside the premises.

11. INSTITUTE'S RIGHT:

- a) The Institute shall not be under any obligation for providing employment to any of the worker of the Agency after the expiry of the contract. The Institute does not recognize any employee-employer relationship with any of the Housekeeping personnel so engaged in the Institute.
- b) The Institute reserves the right to bar any worker, deployed by the Agency to carry out the works, if there is doubt about his / her integrity, conduct and character, the decision of the Institute in this regard shall be final and binding on the Agency.
- c) If any penalty imposed by the Labour Authorities or claim or application made under any of the labour laws or regulations, be directed to be paid by the Institute, such money shall be deemed to be payable by the Agency to the Institute within 7 days. The Institute shall be entitled to recover the amount from the Agency by deduction from money due to the Agency or from the Performance Security.

12. LIQUIDATED DAMAGES (LD):

- i. Liquidated Damages (LD) will be imposed for poor performance and low quality services. The basis of Penalty & Liquidated Damages (LD) charges shall be reflected in the agreement.
- ii. All staff/employees deployed on duty at Institute building shall be properly dressed with Uniform and ID Cards. Any failure on this account shall attract penalty of Rs. 500/- per day per person.
- iii. In case of any worker/ Supervisor found under influence of alcohol /playing cards/gambling/ any undesirable activities like misbehaving, disobeying the instruction given by authority etc, a fine of Rs. 1000/- will be imposed to the agency on the 1st instance, it will be doubled for 2nd instance and dis-engagement of the workman without mentioning any reason.
- iv. In case of any worker/ supervisor found stealing any institute properties from the institute campus, the agency will be penalized Rs 5000/- for each incidence & concerned worker will be banished to enter into campus.
- v. In case of chewing Tombaco/Gutkha etc & spitting in the dustbins / premises by any worker of the agency inside the campus an LD of Rs 500/- will be imposed on agency for each incidence.
- vi. Daily removing of wastage/garbage etc., is to be dumped at the place earmarked by the Local Body/BMC for the purpose, failing of which LD to be imposed @ Rs.1000/- per point/per day.
- vii. For unsatisfactory level of cleanness noticed during the inspection a penalty of Rs. 2000/- per day/per location is liable to be levied as may be decided by the institute authorised person.
- viii. In case any written complaint is received from any Lab/Classrooms/Offices/washrooms etc for poor quality of cleaning a penalty of Rs 500/- for each such incident will be imposed.
- ix. Agency will be penalised, if it will not maintain the proper attendance Register/documents in which day today deployment of personnel will be entered. That in the event of loss occasioned to the institute due to the lapses of the agency, such losses will be borne by the agency with penalty as determined by the institute.
- x. Agency will be penalized if it will not maintain the proper stock register of housekeeping items (consumables & durables) building-wise @ Rs 1000/- per incidence.
- xi. LD on account of faulty/substandard and /or less supply of consumables / materials and less deployment of manpower shall be imposed @ Rs.500/-
- xii. The agency will ensure proper functioning of all housekeeping machineries at all the times but On account of breakdown of housekeeping machines, agency will be given 3 days for repairing/ replacement of machines parts, if the machines will not got repaired within stipulated time, LD shall be imposed @ Rs 500/- per day per machine.
- xiii. The Agency shall pay the entitled wages on or before 7th day of each month in respect of previous month, failing which LD at rate of 0.5% of Contract Value per day delay beyond 7th day shall be recovered from Agency Commission.
- xiv. In case of any demonstration carried out by the housekeeping staff at any duration, the Complete wages of that day will not be paid by the institute and LD will be levied as deem fit.
- xv. LD can be charged on any violation of contractual terms depending on the gravity of offence.

15. PERFORMANCE SECURITY:

- i. The Agency shall have to deposit an amount of **10% of Contract value** or an equivalent amount of **one month bill** whichever is higher in the form of Bank Guarantee in the prescribed format, within 30 days of award of contract. The Performance Security must be valid till two months after the expiry of the contract. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Contractor accordingly. In this context the Performance Security must be valid till Payment of the first month shall be released on submission of the confirmed PBG.
- ii. Performance Security will be forfeit in the event of gross violation or breach of the Contract by the Contractor.

16. In addition to the above, all other Terms and Conditions as mentioned in our Tender Document shall be applicable.

17. TERMINATION OF THE CONTRACT:-

- a. Subsequent to the award of the Contract, the Institute may terminate the contract if it is found that the Agency is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc. or the documents submitted are found to be not genuine.
- b. The Institute will terminate the Agency, if fails to submit Performance Security or fails to execute the agreement.
- c. The Institute / the Agency may also terminate the contract at any time after giving advance notice of one month in writing without any reason.

18. DISPUTE RESOLUTION: Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, the Director of the Institute decision is the final and binding.

19. FORCE MAJEURE:

Force Majeure clause will be accepted on adequate proof thereof.

20. JURISIDICITION:

The contract between the service provider and the Institute shall be governed by the Laws of India and under this contract shall be taken by the parties only in Bhubaneswar/Cuttack, Odisha, India to competent jurisdiction.

For and on behalf of the Agency

Signature of the authorized official.
(Shri/Smt.....)
Director
Stamp Seal of the Agency

For and on behalf of the Institute

Signature with Seal
(Shri.....)
Registrar
For & on behalf of IIT Bhubaneswar

IN THERE PRESENCE OF WITNESS:

1.

1.

2.

2.

Check list to be submitted along with Technical Bid

Annexure – XVI

Sl. No.	Documents asked for	Yes/No	If Yes Page No.:
1.	Check list as per Annexure XVI		
2.	Bidders Profile as per Annexure – I & Annexure III		
3.	Declaration for non-blacklisting for participation in Tender as per Annexure-VI)		
4.	List of present and past clients during last three financial years as per Annexure XIII		
5.	Copy of Valid Proprietary/ Partnership firm/ Limited Company /Agency/Society legally constituted or registered under the relevant Act. Registered under Private Security Agency (Regulation) Act 2005 to operate in the State of Odisha. License should have validity for the F.Y. 2022-23.		
6.	Copy of valid license under Contract Labour (Regulation & Abolition) Act. 1970 and should comply with all the legal requirements for obtaining license under the 'Contract labour (Regulation and Abolition Act) if any at his own part and cost.		
7.	Copy of valid registration with EPFO, ESIC and such other Tax Authorities as Income Tax and Goods & Service Tax (GST) for which the bidder has to submit necessary documents such as PAN, TAN, and Goods & Service Tax (GST), EPFO		
8.	Copy of Work Order/Contract as per 6A of Page No 09 along with the Customer Satisfactory Report from the same Organisation/Institute, issued after 01/04/2022		
9.	Bid-Securing Declaration Form as per Annexure VI		
10.	Acceptance of Terms & Conditions of Tender as per Annexure VII		
11.	Certificate regarding confirmation of number of Housekeeping personnel on the roll of the bidder / tenderer as per Annexure X		
12.	Certificate regarding turn-over from the Housekeeping service only of the tenderer during the last three financial years as per X		
13.	Certificate Regarding Oldest Work Order/Contract For Supply Of Security Services Executed By The Bidder as per Annexure XII		
14.	Copies of accounts of Annual Turnover as per the eligibility criteria & audited balance sheet, Profit & Loss accounts from a registered Chartered Accountant/CA firm which had undertaken Audit of the account of the bidder during the said period and a copy of audited balance Sheet and Profit & Loss Account		
15.	Proof of registered branch office in the city of Bhubaneswar/ Proof of a registered branch office or an undertaking to open one in the city of Cuttack/Bhubaneswar/Khordha within one month of award of contract		
16.	Undertaking The security manpower including ex-service men would have to be paid minimum wages at rates prescribed by the Central Labor Commissioner and Variable DA as would be prescribed from time to time.		
17.	Mandate Form For Electronic Fund Transfer/RTGS Transfer as per Annexure-IX		
18.	Vendor Master Form as per Annexure		
19.	Format For Performance Bank Guarantee as per annexure VIII		
20.	Any other documents (If required)		

Note: 1. Photo copies of all necessary documents duly self-attested must be attached for verification of the information provided. Non submission of any of the above documents may lead to rejection of the bid.

2. Checklist to be submitted along with Technical Bid. **All the Bid documents should be numbered and also necessary to fill up in Annexure –XV.**

**(Signature of the bidder)
Name and Address (with seal)**