

**Modified tender document for providing Housekeeping Services to IIT Dharwad  
(Published on 07<sup>th</sup> August 2019 after pre-bid meeting clarifications)**



॥ सा विद्या या विमुक्तये ॥

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भारतीय प्रौद्योगिकी संस्थान धारवाड

**Indian Institute of Technology Dharwad**

Near High Court, PB Road, Dharwad-580011

TEL NO: +91 836 2212 839

**TENDER FOR PROVIDING**  
**HOUSEKEEPING SERVICE TO IIT DHARWAD**

**Tender no.: IIT DH/C&S/2019-20/06/HK**

## Notice Inviting Tender (NIT)

1	Date of Tender Publishing on website	24 Jul 19
2	Pre-bid meeting and site visit at IIT Dharwad <b>(Attending pre-bid meeting &amp; site visit is a mandatory condition for participating in this tender)</b>	05 Aug 19 at 1000 hrs
3	Date of publishing pre-bid queries (to be uploaded on the website) and publishing revised RFP (as the case may be)	07 Aug 19
4	Last Date and Time for Submission of Tender	19 Aug 19 at 1100 hrs (No late bid will be accepted)
5	Opening of Technical Bid	19 Aug 19 at 1200 hrs
6	Address for submission of bid documents	<b>The Assistant Registrar (C&amp;S) IIT Dharwad Pune Bengaluru Highway Near High Court Dharwad bench Dharwad, Karnataka – 580011</b>
7	Venue for opening of Technical Bid	Same as above
8	Duration of Contract	Initially <b>01 year</b> from the date of issue of work-order (Subject to further extension as per tender terms)
9	EMD	<b>Rs.2,00,000.00 (Rupees Two lakh only) (Firms having valid NSIC / MSME certificate may be exempted)</b>
10	Estimated tender value	<b>Rs.60 Lakhs approx.</b>
11	Schedule of Opening Commercial Bids	Schedule for opening of Commercial Bid will be notified only to the bidders qualifying the Technical Bid. Presence of the bidder or his/her authorized representative at the time of opening of the Commercial bid is highly preferable.

**Detailed tender notice can be downloaded from the website of the Institute at: [http://iitdh.ac.in/announcements\\_tenders.php](http://iitdh.ac.in/announcements_tenders.php)**

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

**Sd/-  
Assistant Registrar (C&S)  
IIT Dharwad**

## **GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS**

1. **Technical Bid** along-with supporting documents, Earnest Money Deposit (in form of DD/Bankers Cheque in favour of Registrar, IIT Dharwad payable @ Dharwad) shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed '**Technical Bid for Providing Housekeeping Service at IIT Dharwad**'. All the pages of this tender document along with necessary Appendices (as applicable) duly signed and stamped, will form the technical bid.
2. **The Price Bid** as per the format annexed with this tender document, should be duly filled, stamped and signed by the authorized signatory of the agency/firm/company and sealed in a separate envelope super scribing '**Price Bid for Providing Housekeeping Service at IIT Dharwad**'.
3. The Technical bid and the Price bid shall be sealed in one envelope super scribing '**Tender for Providing Housekeeping Service at IIT Dharwad**'
4. The technical bids shall be opened as per schedule placed at **Notice Inviting Tender (NIT)**. The vendors who are short listed after qualifying technical bid evaluation will be intimated the date of opening of price bids subsequently through proper means. IIT Dharwad reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
5. The tender **for Providing Housekeeping Service at IIT Dharwad** shall initially be awarded for a period of one year from date of award of contract. However, the tender may further be extended for a period of two more years (on year to year basis) on mutual agreement subject to providing satisfactory service to IIT Dharwad. It may also be noted that the rates quoted by the firm (except minimum wages component & statutory payments), terms & conditions of the tender document shall remain unchanged during the currency of contract and extension period, if any.
6. For any query/Clarification please contact IIT Dharwad during working hrs and days on [arcs@iitdh.ac.in](mailto:arcs@iitdh.ac.in). Bidders are requested to seek all clarifications through mail at the said id within the stipulated timeframe only (i.e. up to pre-bid meeting scheduled as per the NIT). Please note that no query / input from bidders will be addressed from the point of view of modification in IIT Dharwad requirement after the pre-bid is over.
7. Interested bidders are invited to participate in a pre-bid meeting as per the NIT. In case the pre-bid meeting is not held on the due date due to unavoidable reasons, it will be held on the very next day. **Attending Pre Bid meeting and site visit is mandatory. Only those firms who will attend the Pre Bid meeting will be eligible to participate in the Tender.** Please be present in the Conference Room of IIT Dharwad, WALMI Campus, Dharwad-580011 for this purpose. All inputs / queries will be submitted to [arcs@iitdh.ac.in](mailto:arcs@iitdh.ac.in) before start of the meeting. The agenda of the pre-bid meeting is as follows: -
  - (a) Elaboration of terms and conditions and procedure of selection.
  - (b) Response to the queries.
  - (c) Site visit.
8. The detail of information to be provided along-with bid, tentative penalties, permissible consumables, equipment and other instructions are appended at **Appendix A - H** to this document.

## SCOPE OF WORK

The details of the scope of Housekeeping Service to be provided is as mentioned below: -

1. IIT DHARWAD currently operates from about 135 acres WALMI (Water And Land Management Institute) Campus with various facilities spread across a large area and other leased buildings in and around Dharwad town. This tender document provides for requirement of Providing Housekeeping Service at IIT Dharwad (which shall include WALMI campus and other buildings leased by IIT Dharwad) to the entire satisfaction of the Institute authorities. Housekeeping services will be comprehensive in nature relating to all areas within the IIT Dharwad premises and other leased buildings. The bidders will take stock of the requirement at the time of site visit during pre-bid meeting. The scope of work is as following: -

- a. Sweeping, Vacuum Cleaning/Cleaning, wiping, moping and deep cleaning of each room, surface, stair, nook and corner of entire Administrative block, Academic block, 1st year hostel building, Bhoopali building and all hostel buildings spread across the 135 acres of WALMI campus along-with the courtyards, open areas, roads, corridors, classrooms, laboratories, offices, messes and other rooms and spaces indicated by IIT Dharwad authorities. Periodic cleaning cycles are to be carried out so as to ensure absolute cleanliness to the full satisfaction of Institute authorities.
- b. Cleaning activity at administrative area, offices, academic area, classes and laboratories shall start in the morning at 6.00 AM so as to complete all the dusting/ cleaning/ moping before 8.00 AM. Cleaning activity at hostels shall start in the afternoon at 2.00 PM. The hostels are to be cleaned as per availability of students, which may require cleaning during particular slot (e.g. 1800 – 2100 hrs.), therefore suitable arrangements to clean boy's and girl's hostels by deploying suitable cleaners at particular slots will have to be made. In addition, the cleaning of messes and other designated areas will have to be done as directed by Institute authorities.
- c. Cleaning, Vacuum Cleaning and dusting of all furniture, partitions, cabinets, fixtures & fittings, fans, air conditioners, ventilators, railings, blinds, doors, windows panes, sills, panels, computers, telephones, curtains, photocopiers etc. with dry/wet cloth, feather brush and duster so as to ensure absolute cleanliness.
- d. Thorough cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc.
- e. Replenishing all toiletries including paper towels, liquid soap, toilet rolls/air fresheners and tissue boxes after daily check-ups in the morning, afternoons and on call basis during daytime.
- f. Upkeep and maintenance of the pantry areas to operate the necessary equipment such as fridges, Microwave Oven, Water coolers, Water Dispensers, Tea Vending Machine etc.
- g. Maintenance of Proper registers/records for the jobs carried out on daily, weekly and monthly basis.

2. **Jobs to be carried out regularly:** - Following tasks are to be carried out with adequate frequency as directed by the Institute so as to ensure all time cleanliness as expected by the Institute authorities: -

- Sweeping, Cleaning, vacuuming and wiping of floors of different types including carpet surfaces, Staircases, corridors, lobbies, meeting areas, & cabins etc.
- Dusting and polishing/brushing of aluminum partitions, space partitions, Glazed & Paneled partitions, glass panes, venetian blinds, Door Mats, Tables, chairs, Workstations, conference rooms, Library, Visitors' rooms etc.
- Cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Restock toiletries, which include Liquid hand soap, toilet paper, air freshener, and Sanitary Cubes, Paper towels and Naphthalene balls in toilets after daily check-ups in the morning, afternoons and on call basis during daytime.
- Dusting of Telephone Sets, PC, Printers, Photocopier machines, Fans, Network Equipment.
- Sink, draining boards, platforms, cabinets, hot case, exposed surfaces shall be cleaned and washed with approved quality liquid detergents, soap, air purifier, acids, stain removers. Mopping, dusting etc. will be carried out all as directed by the institute.
- Fridges, Microwave Oven within the areas should be kept clean inside and out, and defrosted when appropriate.
- Check & clean the overall surface, spillover, surroundings including accumulation pane of water purifiers installed in the campus functioning every hour. Check & clean overall surface, spillover, surroundings including accumulation pane of Coffee Vending machine functioning every hour.
- Dirty glasses/Cups/Bottles should be removed immediately from conference/meeting rooms/cabins and workstations. Dust Bins Should be cleaned regularly.
- Removal of waste from the entire area covered under the tender every day.
- Cleaning of baskets, bins, and disposing off all the collected refuse at designated site on a daily basis.
- Conference room / Meeting Rooms / Discussion rooms to be cleaned on regular intervals / call basis. Water bottles, tea cups, paper plates, crockery etc., be cleared regularly so that the area is clean, Tables, cabinets, switchboards, white boards, doors and partitions etc. should be cleaned every day, tissue papers, water Bottles to be replenished regularly.
- Spraying room Fresheners / Air Fresheners daily at regular intervals.
- Shifting of furniture and other items from one floor to another or within the floor as and when required.
- Any other work as and when assigned by officials of IIT Dharwad.
- Vacuuming, brushing and cleaning of all carpet area, chairs and sofas (Once in

a week and as and when required)

- Cleaning and dusting of electrical switch boards, light fixtures, fans, air conditioner vents, overhead light fixtures, firefighting equipment, name plates, artifacts, plant boxes, etc.
  - Thorough Cleaning of Water Dispensers and Water coolers
3. The bidder has to provide workforce in sufficient numbers (as mentioned in table at Para 5) to maintain the premises as required and to the satisfaction of the institute authorities. Housekeeping supervisors will have to be deployed by the agency who will be single point of contact for IIT DHARWAD for all the housekeeping related matters as prescribed in this contract.
4. **Manpower requirement.** The agency will be required to deploy the following manpower: -

<b><u>Description</u></b>	<b><u>Nos</u></b>	<b><u>Minimum Qualification</u></b>
Supervisors (Male / female)	02	At least should be a Graduate with 3-year experience in supervision of housekeeping staff and handling equipment at <b>Appendix 'E'</b> at a reputed organization comparable to IIT Dharwad in terms of area and size / at least three-star hotel or above*. Must be able to understand Kannada, Hindi and English and speak at least two languages fluently.
Housekeeping Staff (Male)	22	Should have passed min 7th std and should preferably be able to understand Kannada, Hindi, English and read / write / speak at least two languages fluently. Should have at least 1 year experience of working as housekeeping staff and handling equipment at <b>Appendix 'E'</b> at a reputed organization comparable to IIT Dharwad in terms of area and size/ at least three star hotel or above*
Housekeeping Staff (Female)	12	Should have passed min 7th std and should preferably be able to understand Kannada, Hindi, English and read / write / speak at least two languages fluently. Should have at least 1 year experience of working as housekeeping staff and handling equipment at <b>Appendix 'E'</b> at a reputed organization comparable to IIT Dharwad in terms of area and size/ at least three star hotel or above*

\*Star ranking - as per Ministry of Tourism GOI guideline for classification of hotels in India.

5. The number of staff is indicative. Tentative shift wise schedule of requirement is given at **Appendix 'H'** The actual numbers required may differ at the sole discretion of IIT Dharwad. Institute may downsize the deployment during summer and winter breaks (i.e. May-June & December). It should be noted that only eligible housekeeping staff will be deployed by the contractor after due verification by the Institute authorities. In case the staff is not as per the criterion provided in this document, Institute will not make any payment against such deployment. In addition, the contractor will have to replace the staff immediately failing which, penalty as per **Appendix 'C'** will be levied.

6. The prospective bidders may kindly note that the housekeeping staff will be deployed as per the convenience of Hostel/Class inmates or as directed by Institute authorities (which includes deployment on Saturdays/Sundays/any other holiday) therefore contractor will have to provide service on all days every week throughout the year. The staff will be subjected to

an Induction / orientation programme at the time of induction at IIT Dharwad.

7. The contractor is to ensure that well maintained, smart uniform is worn by his staff at the Institute at all times. Any deviation will draw penalty as per **Appendix 'C'**.

8. IIT Dharwad is a total **alcohol and tobacco free campus**, therefore none of the staff deployed at the campus should be possessing or consuming alcohol and/or tobacco products such as bidi, cigarette, chewing tobacco, gutkha, masala, pan etc. Violation will attract penalty.

9. **Minimum eligibility criteria:** - IIT Dharwad has set up minimum eligibility criteria (**11 points to be read with notes**) for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

<b>Sl. No.</b>	<b>Criterion</b>	<b>Documents to be provided</b>
(a)	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of <b>Certificate of incorporation</b> and/or <b>Partnership Deed</b> . (As the case may be)
(b)	The bidder should be in housekeeping or similar business for not less than five years before 31/07/2019. Bids of firms which are not in existence / housekeeping business for 5 years as mentioned above shall not be considered.	To be <b>certified &amp; validated by Chartered Accountant (CA) of the bidder's organization with name of CA, registration number, signature and stamp.</b>
(c)	Bidder should have a minimum average turnover of <b>Rs.50 Lakh</b> each in last three years <u>exclusively from providing housekeeping or similar services</u> . For this purpose last financial year would be considered as the one ended on 31.03.2018 and not any later period.	
(d)	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2017-18, 2016-17 & 2015-16)	
(e)	Bidder should be registered with Income Tax and Goods & Service Tax departments	
(f)	Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act).	(a) Attested copy of the <b>Employee Provident Fund registration letter / certificate.</b> (b) Attested copy of the <b>Employee State Insurance registration letter / certificate.</b>
(g)	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	Self-Declaration in the format in <b>Appendix-'F'</b>

(h)	<p>The bidder should have a registered Office at Hubali-Dharwad or should open a registered office in Hubali-Dharwad at the time of award of contract so as to attend to IIT Dharwad calls within 30 Minutes and resolve at the earliest.</p>	<p>Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI). Or in case the bidders are presently not having office at above mentioned location then they should provide an undertaking to open a registered office within 30 days of award of contract. Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI) be provided within the stipulated time.</p>
(i)	<p>The bidder must participate in the scheduled pre-bid meeting and site visit (Refer NIT). The bidders will be given an opportunity for site visit and understand user requirement on ground, provide inputs and seek clarifications. All such clarifications and inputs are to be preferably send in advance before the scheduled date of pre-bid meeting to <a href="mailto:arcs@iitdh.ac.in">arcs@iitdh.ac.in</a>.</p>	<p>A roll of attendance of all those attending the pre-bid meeting and site visit, authenticated by suitable IIT Dharwad authority will be published with pre-bid meeting on IIT website. <b>IIT Dharwad reserves a right to technically reject bids</b> received from bidders who have not participated in the pre-bid meeting.</p>
(j)	<p>Bidder should have provided annual housekeeping or similar service to at least three (3) Government clients/ PSU/ Public or Private Sector Companies/ Banks/ Central &amp; State Educational Institutes of repute.</p> <p>In addition, the bidder must have carried out following housekeeping or similar assignment of minimum indicated value: -</p> <p>(a) Three completed annual housekeeping or similar services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost (i.e. 24 lakh each); or</p> <p>(b) Two completed annual housekeeping or similar services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost (i.e. 30 lakh each); or</p> <p>(c) One completed annual housekeeping or similar service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost (i.e. 48 lakh).</p>	<p><b>Certified Work/ Supply Orders /Agreements for award of housekeeping or similar service</b> in support of past orders / contracts with Government clients / PSU / Public Sector Companies / Banks / Central &amp; State Educational Institutes of repute.</p> <p>The contractor will have to furnish <b>satisfactory work completion certificate</b> of concerned contract concluding authorities from concerned organization for verification of successful / satisfactory completion of such works.</p>
(k)	<p>In case the bidder has provided service to IIT Dharwad in past, the service should be satisfactorily completed.</p>	<p>A certificate of satisfactory service completion from competent authority of IIT Dharwad must be attached</p>

**Note:-**

- a. **Failure on the part of the bidder to participate in the mandatory pre-bid meeting and site visit will result in rejection of his bid as nonresponsive.**
- b. **Any firm/bidder not fulfilling any of the above mentioned criteria duly supported by the indicated documents shall be out-richtly rejected and the bid shall not be considered for further evaluation.**



10. **Evaluation Criteria: -**

(a) Technical bids will be opened first and evaluated based on the documentary validation and evaluation criteria (including minimum eligibility criteria) stipulated in the tender document. Commercial bids of only technically suitable/ qualified bidders will be opened. Unopened commercial bids along with EMD of technically unsuitable bidders will be given back to the bidders. Bidders will have to collect the same along-with a requisition.

(b) As provided in the price bid format, the bidders will have to quote the price and the L-1 firm will be awarded with the tender. The L1 firm shall be decided on the basis of the lowest grand total rate offered (exclusive of GST, which shall be paid on actual as applicable).

(c) The Price Bid is to be quoted after considering **Minimum Wages for Zone 'B', as prescribed by Central Ministry of Labour & Employment, Govt. of India**, as applicable on the date of issue of this Tender. ESI, PF & other statutory payments should not be less than as stipulated by the statutory provisions / Acts by the Central Government.

(d) No ambiguity should be there in the quoted price and the rate must be as per the price bid format. **Conditional offer or the proposal not furnished in the format attached at Appendix 'G' shall be considered non-responsive and is liable to be rejected.**

## Special Terms and Conditions

1. The bidding firms are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit IIT Dharwad, Dharwad and acquaint themselves with the nature and quantum of work involved before submitting the bids. **Attending pre-bid meeting is mandatory criteria for participating in this tender.**

2. **Minimum Wages and Social Security Provisions.** The minimum wages payable and other statutory obligations related to social security on the part of the contractor (employer) will be as under:

- (a) Minimum Daily Wages: Minimum wages are to be paid as prescribed/notified by Central Labour Commissioner (Central) or as by Labour Commissioner (Karnataka) from time to time, whichever is higher.
- (b) Variable DA: As revised/applicable from time to time based upon CPI or any other basis specified by the concerned office.
- (c) Social Security: The EPF and ESI shall be payable to the workmen as per rates prescribed by the concerned authority from time to time. The contractor can deduct workmen's contribution from the wages payable to the workmen. The employer's contribution is to be paid by the contractor himself. Contractor will submit necessary proof for claiming contributions against EPF & ESIC along with bills.
- (d) The minimum liability of payment on the part of the contractor to the workmen or to their respective accounts will be the total of:
  - (i) Minimum daily wages
  - (ii) Variable DA on daily wages.
  - (iii) EPF
  - (iv) ESI
  - (v) Other mandatory charges applicable to the services as prescribed by the relevant authorities in Govt. from time to time.
- (e) TDS @ 2% shall be made from the amount payable to the contractor. The TDS certificate will be issued by IIT Dharwad. Payment of income tax on profits of the firm is the sole responsibility of the contractor

3. **Contract Implementation.**

- (a) Sub-contracting of the work will not be allowed.
- (b) Persons below the age of 18 years shall not be engaged for the work. The contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. Also, persons above the age of 50 shall also not be engaged. The contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
- (c) Working hours will be 8 hours per day for the workmen excluding break period. The timings and the break period will be indicated by the authorised rep. of the institute.
- (d) Contractor shall not change any employee without consent of the authorised rep. of the institute. He shall also ensure physical availability of his supervisors for mustering in/out the workmen at the institute gate and supervise their work on daily basis.
- (e) The contractor(s) shall maintain a register of all his employees and the work assigned to them on daily basis. He should be in a position to produce the same at any given time. The register shall be authenticated by the authorized representative(s) of institute on daily basis before closing of the shift.

- (f) **Contractor will provide his telephone numbers of his office/residence/mobile on which he can be accessed / approached by institute.**
- (g) The contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the institute will recover such amount from the contractor to effect payment to the affected person(s).
- (h) **Institute reserves the right to terminate the contract at any time without assigning any reason.** However, wherever feasible the institute may consider notification of the annulment in advance to the contractor.
- (i) The successful agency / firm / company will have to deposit a refundable interest free Bank Guarantee of Rs.6,00,000/- (approx. 10% of the contracted value of service) at the time of award of work. This Bank Guarantee should be from a scheduled/ nationalized bank in the form of Performance Bank Guarantee (PBG) in favour of **Registrar, IIT Dharwad**. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period also with a grace period of 60 days.

#### 4. **Payment of Wages to the Workmen**

- (a) The contractor will pay the wages for a month to the workmen by 7th day of the succeeding month irrespective of release of payment to him from Registrar, IIT Dharwad. Absentee payment will be made within 2 days of the scheduled payment day.
- (b) The contractor will maintain all registers as required under the relevant acts/rules and shall get inspected by the authorized representative of the institute every month before payment.
- (c) The contractor will issue wage slips and employment cards as per relevant Act.
- (d) The contractor will make payment to his employees either through A/c payee cheque in presence of authorized representative of the institute as directed or through NEFT and produce the necessary documents in proof of payment. The contractor shall obtain signature or thumb impression of the workman on wage roll authenticated by the initials of the contract.
- (e) Wages shall be paid without any deductions except those specified by special order or permissible under the Payment of Wages Act.
- (f) In case of delayed/short supply of manpower, penalty/ liquidated damages @ 0.5% of the payment due for each week of delay or part thereof shall be recovered from the bills of the contractors.
- (g) EPF: The contractor shall deposit both parts of EPF, in the respective accounts of the workmen every month without fail. The contractor shall submit the proof i.e. copies of the challans/statements together with the list of workmen with account numbers and the amounts deposited against each to Accounts Section for processing the bills.
- (h) In addition to the above items, the contractor is bound to comply with all the statutory requirements like ESI, EPF, Bonus etc. (as per the commercial bid document) in respect of payment to the workmen regarding wages.

5. **Variation in minimum wages during currency of the contract** Any increase/ revision in the minimum wages or in the rates of social security provisions during currency of the contract shall be payable to the workmen. The contractor will make payment to his employees at the revised rates without waiting for a formal confirmation from the institute. The difference in payment shall be paid/recovered by the institute. The contractor shall present the necessary supporting documents to claim the variation.

6. **Safety & Insurance.**

- (a) The contractor shall follow safety procedures in all respects.
- (b) The contractor will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The contractor should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- (c) The contractor will ensure that the workmen maintain good personal hygiene and shall need to be free from any contagious diseases. The workforce will be subjected to medical check-up of appropriate medical authority identified by IIT Dharwad. Unfit personnel will not be deployed by the contractor. The expenditure on this effect will be paid by the Contractor.
- (d) The contractor shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

7. **Security**

- (a) The contractor and the persons engaged by him should not have any adverse police record and should bear good character. The Police Verification and security clearance initiation for all the workmen and supervisory staff is to be ensured by the contractor at the time of placement of supply order. The receipt of the verification forms by the concerned Police Department will be furnished within 45 days of signing the contract.
- (b) The security office will maintain register for the contractor's workmen and obtain their signature/thumb impression while coming "IN" and going "OUT" or as the case may be. Mobile phones will not be allowed to be carried while on duty. The same will be deposited with the security at the gate.
- (c) The contractor shall be bound by all security procedures followed at IIT Dharwad and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the contractor's persons shall be contractor's responsibility.
- (d) The contractor will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.
- (e) Institute reserves right to disallow any or all of the contractor's men from being deployed inside the institute campus without assigning any reason.
- (f) In the event of any damage to the property of the institute or life of its employees and/or their dependents the contractor shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the institute will be as assessed by authorized representative(s) of the institute and shall be recoverable from the contractor at market value out of his monthly bill or PBG.

8. **Statutory Obligations**

- (a) The contractor shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including the following:
  - (i) Contract Labour (Regulation and Abolition) Act 1970
  - (ii) Contract Labour (Regulation & Abolition) Central Rules 1971

- (iii) Payment of Wages Act 1936, Payment of Wages (Amendment) Act 2005
  - (iv) Minimum Wages Act 1948
  - (v) Minimum Wages (Central) Rules 1950
  - (vi) Employees' Compensation Act 1923
  - (vii) The E.P.F. and Miscellaneous Provisions Act 1952
  - (viii) Employees State Insurance Act 1948
  - (ix) The Child Labour (Prohibition and Regulation) Act 1986
- (b) Liability arising due to failure to adhere to statutory or other legal provisions attributable to the contractor shall be borne by the contractor himself.
- (i) The contractor shall maintain up to date records required for compliance with the provisions of all the Acts and Rules made by Central/State Govt. as applicable from time to time in respect of the contracted work. The authorized representative shall be entitled to inspect these records at any time.
  - (ii) If a bidding firm/contractor is found violating any statutory provisions concerning labour laws or has given incorrect/false/misleading information, affidavit or documents at any stage of tender or contract, necessary action as deemed fit, that may include debarring of the firm, shall be initiated.
- (c) **Indemnity Clause.** The contractor shall indemnify IIT Dharwad against any litigation arising from violation of statutes, laws and rules during operation of the contract. The contractor shall conduct all legal proceedings as may be necessary without any cost to the Institute. If due to any reason whatsoever, IIT Dharwad management is made liable to pay any liabilities of the contractor under any of the said laws etc; the same shall be recovered from the dues payable by IIT Dharwad to the contractor and/or from the security deposit(s) furnished by him. The contractor has to execute an indemnity bond stating "**The contractor indemnifies IIT Dharwad of any issues attributable to housekeeping service providing and the personnel deployed by him**" at the time of signing the contract.

9. **Payment to the Contractor(s)**

- (a) Payment to the contractor will be made on monthly basis on presentation of bills and work completion certificate(s) from the authorized representative of the institute. **In case of any discrepancy in service or inadequate payment of wages / to debtors, bill payment will be withheld till resolution of all issues.**
- (b) Payment to the contractor is liable to be held back if the contractor fails to make payment due to the workmen engaged by him within statutory time period.
- (c) Deductions shall also be made from contractor's bills during implementation of the contract that may be become due as **penalties for violation of rules, terms and conditions**, damages, liabilities or for other causes.
- (d) It may also be noted by the contractors that the payment of the first month bill may be considered for release if the firm to whom the contract has been awarded is in the process of obtaining all the statutory documents like EPF, ESI & Labour Office registration etc. But the same shall be at the sole discretion of Competent Authority and will also depend on the level of satisfactory services provided by the firm. The contractor will be required to submit a formal request for the same to AR (C&S).

10. **General**

- (a) The persons employed by the contractor, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the contractor for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure

of supply order forfeiting the security deposit.

- (b) If any employee of the contractor is found to have committed misconduct or misbehaviour, the institute at its sole discretion, may direct the contractor to remove such employee and the contractor shall remove such employee(s) without questioning the decision of the institute.
- (c) The personnel deployed by the contractor will not become member of any trade union of the Institute. If the personnel employed by the contractor indulge in union activities which affect the service obligation of the contractor or safety and security of the Institute, the contract will be liable for termination. In the event of violation, they will be debarred from entering Institute premises and contract can also be considered for termination.
- (d) Further, the personnel deployed by the contractor shall not engage themselves in any undesirable activities within the institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and contract can also be considered for termination and forfeiture of the security deposit.
- (e) The personnel deployed by the contractor shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.
- (f) No housing/accommodation will be provided by the institute to the personnel deployed by the contractor unless otherwise specifically provided in the contract.

**11. Indemnity Clause.**

**The Contractor has to execute an indemnity bond stating "The Contractor indemnifies IIT Dharwad of any issues arising on account of providing housekeeping service at IIT Dharwad".**

**Information to be provided with the technical bid**

<b><u>Sl No</u></b>	<b><u>Criteria</u></b>	<b><u>Document produced</u></b>	<b><u>Page no of technical bid</u></b>
1	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.		
2	The bidder should be in <b>housekeeping or similar business</b> for not less than five years before 31/07/2019.		
3	Bidder should have a minimum average turnover of <b>Rs.50 lakh</b> each in last three years <b><u>exclusively from providing housekeeping or similar services.</u></b>		
4	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2017-18, 2016-17 & 2015-16)		
5	Bidder should be registered with Income Tax and Goods & Service Tax departments		
6	Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition) Act.		
7	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.		
8	The bidder should have a registered Office at Hubbali-Dharwad, or should open one at the time of award of contract.		
9	The bidder must participate in the scheduled pre-bid meeting and site visit.		
10	Bidder should have provided annual housekeeping service to at least three (3) Government clients/ PSU/ Public or Private Sector Companies/ Banks/ Central & State Educational Institutes of repute. In addition, the bidder must have carried out following <b>housekeeping or similar assignment</b> of minimum indicated value: - (a) Three completed annual housekeeping or similar services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost (i.e. 24 lakh each); or (b) Two completed annual housekeeping or similar services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost (i.e. 30 lakh each); or (c) One completed annual housekeeping or similar services costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost (i.e. 48 lakh).		
11	In case the bidder has provided service to IIT Dharwad in past, the service should be satisfactorily completed.		

**Declaration**

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IIT Dharwad for at least 3 years.

Date:  
Place:

Signature with Seal of Authorized Signatory

**DETAILS ABOUT THE BIDDER**

1.	Name and address of bidder	
2.	Telephone No./Fax No./email address of the bidder	
3.	Legal status (Attach copies of original document defining the legal status). a) One Person Company b) A proprietary Firm c) A Firm in partnership d) A limited company or corporation.	
4.	Particulars of registration with registrar of companies ESI, EPF, Goods & Service Tax etc. (Attach attested photocopies) a) Registration Number b) Place of Registration	
5.	Name and title of Directors and officers with designation who will be directly concerned with this work.	
6.	Have you or your constituent partner(s) been debarred / black listed from tendering in any organization at any time? If so, give	
7.	Any other information considered necessary but not included above.	

Complete detail of the bidder must be enclosed with the Technical bid. Bidders' address, name of contact person(s) with phone numbers must be listed in the enclosure. The Tender Committee may carry out surprise visits to establishments/mess/dining facilities serviced currently by the tenderers for the short-listing process.

Date:  
Place:

Signature with Seal of Authorized Signatory



**DETAILS OF PENALTIES**  
**(The penalty will be deducted out of monthly bill payable to the caterer in case of violation/s)**

<b>S.No.</b>	<b>Default</b>	<b>Penalty</b>
1	More than 3 complaints in a month of failure to maintain sanitation and cleanliness by the contractor and instances of visible waste /trash littering around.	Rs.5000/- per complaint exceeding 3 Apart from the penalty prescribed, the Institute authorities shall have the right to get this work done at the cost of the agency through any other agency. The expenses so incurred would be intimated to the agency and the requisite amount would be deducted from the monthly bills of the agency.
2	More than 3 complaints in a month of Housekeeping personnel absent from duty without suitable replacement, uninformed change of housekeeping personnel.	Rs.5,000/- per complaint exceeding 3
3	More than 3 instances in a month of - Cleaning gear, equipment and consumables not available as required.	Rs.5000/- per complaint exceeding 3
4	Violation of any other contractual obligation not delivered within 07 days	Rs 5000/- Per violation
5	More than 3 instances in a month of failure to provide required machinery resources in serviceable condition.	Rs.5,000/- per complaint exceeding 3
6	Non-payment/disbursement of wages in the bank account of the workers before stipulated date.	1% of total monthly bill amount will be deducted for each delayed week in disbursement of wages to the workers
7	More than 3 instances in a month of housekeeping staff in shabby or no uniform	Rs 5,000/- per complaint exceeding 3
8	Deploying personnel unsuitable/untrained or inadequately skilled in handling equipment mentioned at <b>Appendix 'E'</b>	Rs 5,000/- on each violation
9	Instance of consumption / possession of tobacco or alcoholic substance	Rs 5,000/- on each violation
10	Wastage of Water or Electricity	Rs.2,500/- on each occasion

Date:  
Place:

Signature with Seal of Authorized Signatory

**TENTATIVE LIST OF SANITARY CONSUMABLES**




<b>S.No.</b>	<b>Sanitary Consumables Materials (Monthly requirement)</b>	<b>Qty.*</b>	<b>Unit</b>
1	Scented Phenyl Concentrated-i.e. Lyzol, Domex, Harpic etc	40	ltrs
2	Soap liquid i.e. Lifeboy, Dettol, Godrej etc	15	ltrs
3	Liquid Toilet cleaner Harpic, Sanifresh, Domex etc	40	ltr
4	Coconut brooms (300 gm)	10	Nos.
5	Hill Brooms (400 gm)	10	Nos.
6	Utensil cleaning liquid i.e. Vim, Pril, EXO etc.	5	Ltrs.
7	Urinal cubes	8	kg
8	Toilet brush (EWC)	15	Nos.
9	PVC Wiper	10	Nos.
10	Mirror/surface Cleaner (500 ml) i.e. Colin, Harpic, lyzol etc	10	containers
11	Room freshener spray (200 ml) i.e. Ambipure, Odonil, Aer etc.	15	containers
12	Air Fresheners i.e. Ambipure, Odonil, Aer etc.	25	Nos.
13	Mop with stick	20	Nos.
14	Yellow cloth	25	Nos.
15	Steel Polish i.e. Brasso, Autosol, Noxon etc.	5	Ltr.
16	Surface scrubs	20	Nos.
17	Garbage bag (200 ltr)	30	Packet
18	Garbage bag (100 ltr)	60	Packet
19	Garbage bag (Small size)	150	Packet
20	Soap – toilet (Small) Dettol, Medimix, Godrej etc.	100	Nos.
21	Floor Cleaner	30	litres
22	Washing Powder Rin, Henko, Surf etc.	2	Kgs
23	Dusting cloth	15	meters
24	Hand gloves and Shoes	As required	
25	Mosquito Repellent spray 250ml	10	Cans
26	Brass Cleaner i.e. Brasso, Kiwi, Autosol etc	1	Pack
27	Drain Cleaner i.e. Kiwi, Mr Muscle etc.	20	Nos
28	Malathion/pyrethrum fog spray liquid concentrated	10	Ltrs.
29	Toilet paper/tissue papers i.e. Ecosoft, Presto, Freshee etc.	200	Packets

\*Quantity mentioned is only indicative & actual quantity may differ based on usage.








**Tentative list of equipment**


The contractor will arrange following cleaning machines, equipment & tools in sufficient numbers at their own cost and they should keep them in good condition at site during the tenure of contract under their supervision & at their own risk: -

- i) Various heights ladders – As required
- ii) Cycle rickshaw/battery operated vehicle (for garbage disposal) – 01 no.
- iii) Safety Harnesses (if required)
- iv) Fogging Machines (Battery or manually operated) – 02 no.
- v) All other allied equipment as mentioned in the pictorial representation below or as directed by Institute.

<b><u>Name of the Machine</u></b>	<b><u>Purpose to use</u></b>	<b><u>Pictorial representation</u></b>	<b><u>Qty. (approx.)</u></b>
Pressure wash Jet Machine	Used to clean interlock laid surfaces, & pavements etc.		02 no.
Single Disk Machine	Scrubbing the floor, buffing etc., Used on hard Stained, heavily soiled, high traffic area such as Toilets.		02 no.
Portable- Back Carry Vacuum Cleaners	For removing the cobwebs /Dusts		02 no.
Wet/Dry Vacuum	For removing dust in all furniture and for removing water logging if any also used for Wet & Dry purposes		02 no.

			
Mini scrubber	For scrubbing the floor area with vacuuming		02 no.
Double bucket trolley	Wet Moping purpose, To wash, squeeze the mop with clean water and to apply chemical using two bucket system.		06 no.
Wet mop set	Wet Moping purpose for wiping the wet area		As required
Dry mop set	Dry Cleaning/Mopping for removing dust from floors.		As required
Dust Go set	To collect the garbage & thrown away area articles from the floor & outside parking area		As required
Glass cleaning kit	To clean the glass partitions		As required

Sign Board/ Caution board	To ensure the safety by showing that cleaning is in progress		As required
Telescopic pole	To reach glass partitions at higher areas and High Cobweb Remover.		As required
Ladder 10 ft	To clean the high-rise structure & electric items		03 no.
Cady Basket	To store and carry required materials to each area by the housekeeper.		As required
Dust Pan with Brush	To remove the dust from corners and other places.		As required
Floor Wiper	To Wipe/Clean the water from the floor where the water content is more.		As required
Damp Mop	Standard Microfiber damp mop for improved hygiene		As required

Belt	Waist adjustable belt with pockets to keep clean and dirty cloths separately.		As required
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**Note**

- 1. The supervisors and staff deployed should be skilled in using the equipment mentioned in this tender document. The skills will be tested by IIT authorities at the time of deployment of the staff. Deploying unskilled staff at any point of time will attract penalty as per Appendix ‘C’**
- 2.The equipment are to be kept at IIT Dharwad all the time so that the equipment is available at all time.**

**SELF-DECLARATION – NO BLACKLISTING**

(Date)

The Assistant Registrar (C&S)  
IIT Dharwad

Dear Sir,

**Ref: Tender for providing housekeeping service to IIT Dharwad**

In response to the Tender Document for **providing housekeeping service** to IIT Dharwad, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Signatures \_\_\_\_\_

Date:

Name \_\_\_\_\_

Seal of the Organization

**PRICE BID / SCHEDULE FOR HOUSEKEEPING SERVICES TO IIT DHARWAD**  
**WITH MANPOWER, MATERIAL & MACHINERY \***

<b><u>S. No.</u></b>	<b><u>Description</u></b>	<b><u>Staff</u></b> <b><u>(Male &amp; Female)</u></b>	<b><u>Supervisors</u></b> <b><u>(Male / Female)</u></b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
1	Minimum wages (per Housekeeping Person for 26 days)		
2	Statutory Charges (Per Housekeeping Person for 26 days)	-X-X-X-X-X-X-X-X-	-X-X-X-X-X-X-X-X-
	ESI		
	EPF		
	Bonus		
3	Sub-total (Per Person for 26 days)		
4	Relieving charges (1/6 <sup>th</sup> of S. No. 3)		
5	Total (Per Housekeeping Person per month) <b>(S. No. 3 + S. No. 4)</b>		
6	Number of Housekeeping personnel required	<b>34</b>	<b>02</b>
7	Total cost for providing Housekeeping Personnel per month <b>(S. No. 5 X S. No. 6)</b>		
8	Total Cost for providing Housekeeping Personnel per annum <b>Σ (S. No. 7) x 12 months</b>		
9	Lump sum amount (Annual) (For providing uniforms, equipment, consumables and other paraphernalia as specified in the Tender Document for whole year)		
10	Contractor's Profit /Service charge (lump sum annual amount to be quoted for providing the Housekeeping services as specified in the tender document for whole year)		
11	Grand Total Cost* for providing Housekeeping service per annum at IIT Dharwad as per Tender Document <b>(S. No. 8 + S. No. 9 + S. No. 10)</b>		

\* The total cost is exclusive of GST rates. The bidder must note that GST shall be applicable extra as applicable.

**Note:**

- The bidder is requested to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the complete tender document before quoting the rates.



- As provided in the price bid format above, the bidders have to quote the price for all the components separately and the L-1 firm shall be decided on the basis of grand total amount quoted in the above table **(S. No. 11)**.

- The Price Bid is to be quoted after considering Minimum Wages for Zone 'B', as prescribed by Central Ministry of Labour & Employment, Govt. of India, as applicable for providing Housekeeping staff as on the date of issue of this Tender. ESI, PF & other statutory requirements should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the commercial / price bid of the bidder will be disqualified (will not be considered for evaluation) and quote will stand rejected.

- No ambiguity should be there in the quoted price and the rate must be as per the price bid format.

- It must be noted by all prospective bidders that contractor's profit/service charge must not be Nil (after adjusting TDS on monthly bill). Any price bid submitted by the prospective bidder violating this condition will be rejected and not be considered for evaluation & award of contract.

**(Signature of the contractor with seal)**

**Tentative Schedule of requirement for cleaning**

<b><u>Sl No</u></b>	<b><u>Shift</u></b>	<b><u>Location</u></b>	<b><u>Supervisor</u></b>	<b><u>Male Staff</u></b>	<b><u>Female staff</u></b>	<b><u>Total</u></b>
<b><u>Morning Shift</u></b>						
1	6 am - 2 pm	Admin Block(Ground Floor)	1	2	2	5
2	6 am - 2 pm	Admin & Academic block(1st floor)		2	2	4
3	6 am - 2 pm	Academic block(2nd floor)		1	1	2
4	6 am - 2 pm	Admin & Academic block (all washrooms)		1	1	2
5	6 am - 2 pm	Keeravani mess (other than hostels)		1	1	2
<b><u>Evening Shift</u></b>						
6	2 pm - 10 pm	Old hostel (gents hostels)	1	2		3
7	2 pm - 10 pm	Old hostel (lady hostels)			2	2
8	2 pm - 10 pm	Hostel no. 1,2,5		3		3
9	2 pm - 10 pm	Hostel no. 3,4,6 (lady hostels)			3	3
10	2 pm - 10 pm	Hostel no. 7,8,9,10 (gents hostels)		4		4
11	2 pm - 10 pm	Hostel no. 11,12,13 (gents hostels)		3		3
12	2 pm - 10 pm	Hostel no. 14,15,16 (gents hostels)		3		3
		<b><u>Total Requirement</u></b>	<b>2</b>	<b>22</b>	<b>12</b>	<b>36</b>

**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(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 HUBALI / DHARWAD OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT HUBALI / DHARWAD OR ANY SCHEDULED BANK SITUATED AT HUBALI / DHARWAD. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,  
The Registrar,  
Indian Institute of Technology Dharwad  
Dharwad, Karnataka– 580011.

**LETTER OF GUARANTEE**

WHEREAS Indian Institute of Technology, Dharwad (Buyer) has invited Tenders vide Tender No IITDH/C&S/19-20/03/BM Dt. 08 May 2019 for '-----' AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“Registrar, Indian Institute of Technology, Dharwad”** in the form of Bank Guarantee for Rs ----- (Rs -----)(10% (Ten percent) of the purchase value) and valid till **one year or upto warranty period whichever is later** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment 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 catering service this Bank shall pay to Indian Institute of Technology, Dharwad on demand and without protest or demur **Rs ----- (Rs -----)**

This Bank further agrees that the decision of Indian Institute of Technology, Dharwad (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, Dharwad (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed **Rs ----- (Rs -----)**.
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 IIT Dharwad serves 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: