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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.: IITDH/C&S/2021-22/HK/06**

## Notice Inviting Tender (NIT)

1	Date of Tender Publishing on website	09.09.2021
2	Pre-bid meeting and site visit at IIT Dharwad <b><u>(Attending pre-bid meeting &amp; site visits a mandatory condition for participating in this tender)</u></b>	22.09.2021 at 1100 hrs (Please bring 'RT-PCR Negative Report' (Not older than 72 hours) or Certificate regarding 2nd dose of vaccination)
3	Date of publishing pre-bid queries (to be uploaded on the website) and publishing revised RFP (as the case may be)	24.09.2021
4	Tender submission start date	<b>25.09.2021</b>
5	Last Date and Time for Submission of Tender	06.10.2021 upto 1100 hrs ( Late bid/s will not be accepted)
6	Opening of Technical Bid	06.10.2021 at 1130 hrs
7	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>
8	Venue for opening of Technical Bid	Same as above
9	Duration of Contract	Initially one <b>(01) year</b> from the date of issue of work-order. (Subject to further extension as per tender terms)
10	EMD	EMD will not be charged however if the bidders withdraw or modify their bids during the period of validity, they will be suspended from participating in any of the IIT Dharwad requirement / Tender (including this requirement) for five (05) years.
11	Estimated tender value	<b>Rs. 50 Lakhs</b> approx.
12	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**

## ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

All bidders must meet following criteria before they apply for the bid. The bidders meeting the criteria must enclose their supporting documents along with the technical bid. Any bidder/buyer not fulfilling any of the criteria duly supported by the indicated documents shall be out-rightly rejected and the bid shall not be considered for further evaluation.

<u>Sl. No.</u>	<u>Criterion</u>	<u>Documents to be provided</u>
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 31/08/2021. Bids of firms which are not in existence / housekeeping business for 5 years as mentioned above shall not be considered.	To be certified & validated by <b>Chartered Accountant (CA)</b> of the bidder's organization with name of CA, registration number, signature and stamp.
c)	Bidder should have a minimum average turnover of <b>Rs. 50 Lakhs</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 31.03.2021 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 2020-21, 2019-20 & 2019-18)	
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)	The bidder should have a registered Office for housekeeping services at Dharwad or should open a registered office in Dharwad at the time of award of contract so as to attend to IIT Dharwad calls within 30 Minutes and resolve the issues if any at the earliest.	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 ( <b>Appendix "J"</b> ) be provided within the stipulated time.

i)	<p>The bidder must have carried out following housekeeping or similar assignment of minimum indicated value: -</p> <p>(a) Three (03) completed annual housekeeping or similar services costing not less than the amount equal to 40% (Forty percent) of the estimated cost (i.e. Rs.20,00,000/- each); or</p> <p>(b) Two (02) completed annual housekeeping or similar services costing not less than the amount equal to 50% (Fifty percent) of the estimated cost ( i.e. Rs.25,00,000/- each); or</p> <p>(c) One completed annual housekeeping or similar service costing not less than the amount equal to 80% (Eighty percent) of the estimated cost (i.e. Rs.40,00,000/-).</p>	<p><b>Certified Work order / Supply Orders / Agreements for award of housekeeping service</b> in support of past orders / contracts with Government clients / PSUs / 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 housekeeping service.</p>
j)	<p>In case the bidder has provided service to IIT Dharwad in the past, the service should be satisfactorily completed.</p>	<p>A certificate of satisfactory service completion from competent authority of IIT Dharwad must be attached, else the bid will be technically rejected.</p>
k)	<p>Bidder should accept all the tender conditions unconditionally and sign all the pages of the tender document to this effect. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder.</p>	<p>All the pages of the tender document should be signed by the bidder. <u>Power of attorney / authorization along with Name, contact details and designation of therepresentative, duly signed by _____ the proprietor / all the partners / the board (as the case may be) must be submitted along with the technical bid.</u></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 rightly rejected and the bid shall not be considered for further evaluation.**

## **PROCEDURE FOR SUBMISSION OF PROPOSAL**

The Bidder is expected to read and examine all the terms and conditions, of the tender document with full understanding of its implications. Failure to furnish all information required or submission of a bid not substantially responsive in all respect will be at the Bidder's risk and may result in outright rejection of the bid.

1. **Acquaintance of the Nature of Work:-** It shall be the responsibility of the bidder to acquaint himself about the correct nature of the work and requirement of the Institute, according to which the service is expected.
2. **Format for submission of bid :-** The bids shall be submitted in following manner: -
  - a) The bid must be submitted in two parts comprising of Part-I: Technical Bid and Part-II: Financial Bid (i.e. Price Bid)
  - b) Technical Bid along-with supporting documents, shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed 'Technical Bid for providing Housekeeping services 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.
  - c) The Price Bid as per the format as per **Appendix "G"** 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 services at IIT Dharwad'
  - d) The Technical bid and the Price bid shall be sealed in one envelope super scribing "Tender for providing housekeeping services at IIT Dharwad". The bids shall be dropped in the tender box placed at the entrance of the Administrative block, IIT Dharwad or can be submitted by registered post (at own risk for delays) to the following address:  
- **IIT Dharwad, WALMI Campus, PB Road, Belur Industrial area, Near High Court of Karnataka Dharwad bench, Dharwad-580011** within the given date and time (Please refer the NIT). 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.
  - e) **The tender for providing housekeeping services at IIT Dharwad shall initially be awarded for a period of three (3) months from the date of issue of work order.** After efficacious and satisfactory run of service for a period of three months and delivery of essential contractual obligations, the contract may be extended further for nine (9) months to complete one year. The contract may thereafter be extended on a year to year basis for a period of two years (maximum 3 years in total) based on mutual agreement and subject to providing satisfactory service by the bidder to IIT Dharwad. The option to extend contract at any stage shall solely depend upon IIT Dharwad.
  - f) For any query/clarification please contact Assistant Registrar (C&S) IIT Dharwad during working hrs. on phone No. 0836-2212-823 and at arcs@iitdh.ac.in. Bidders can seek clarifications only till the date of pre-bid meeting. 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.

- g) Bidders are invited to participate in the pre-bid meeting scheduled as per the NIT at IIT Dharwad, WALMI Campus, Dharwad-580011. Bidders are requested to inform all inputs / queries in advance to arcs@iitdh.ac.in before start of the meeting for early resolution.
3. **Amendment in RFP.** The tender document can only be amended after the pre-bid meeting before start of tender submission. The Institute may at its discretion extend the last date for the receipt of Bids at its discretion.
4. **Bid Disqualification.** The proposal is liable to be disqualified in the following cases: -
- a) Proposal not submitted in accordance with this document and in proper formats during validity of the proposal, or its extended period, if any, the bidder changes his quoted prices/rates.
  - b) Proposal is received in incomplete form.
  - c) Proposal is received after due date and time.
  - d) Proposal is not accompanied with all requisite supporting documents
  - e) Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any financial proposal is enclosed with the same envelope as technical proposal.
  - f) Bidder fails to deposit the Bid security or fails to enter into a contract within specified date of notice of award of contract or within such extended period, as may be specified by Institute.
5. **Right to Accept / Reject Bids.** The Institute reserves the right not to accept any bid and to annul the tender process and reject all bids at any stage, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for such action.

## **PROCEDURE FOR EVALUATION OF THE BIDS**

- a) Technical bids will be opened first and evaluated based on the documentary validation and minimum eligibility criteria stipulated in the tender document. Bidders are to index their technicalbid documents as per **Appendix 'A'**. Commercial bids of only technically suitable / qualified bidders will be opened.
- b) The bidders will have to quote the price as per the format provided in the **Appendix "G"**. The lowest bidder will be adjudged as L1, who will be awarded the work. The L1 bidder shall be decided on the basis of the lowest grand total rate offered (exclusive of GST).
- c) The Price Bid is to be quoted after taking into account - **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, EPF & other statutory payments should not be less than what is stipulated by the statutory provisions / acts by the Central Government. Any bid quoting labour wages lower than the minimum wages will be rejected.
- d) The Price bid must be strictly as per the price bid format. **Conditional offers or proposals not furnished in the format attached at Appendix 'G' shall be considered non-responsive and are liable to be rejected.**
- e) Only well justified rates will be accepted. Nil consideration and unjustified quotes will be summarily rejected.

## **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, mopping and deep cleaning of each room, surface, stair, nook and corner of entire Administrative block, Academic block, 1<sup>st</sup> 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 7:00 AM so as to complete all the dusting/ cleaning/ mopping before 8:30 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 boys' and girls' 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)	09	Should have passed min 7 <sup>th</sup> 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)	05	Should have passed min 7 <sup>th</sup> 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 (may be increased or decreased as per the requirement). 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.

## **GENERAL TERMS OF THE CONTRACT**

1. **Confidentiality.** The contractor and their personnel shall not, either during the term or after expiration of this work order, disclose any proprietary or confidential information relating to the services, agreement or the Institutes business or operations without the prior written consent.
2. **Force Majeure.** During the pendency of the service agreement if the performance in total or part thereof by either party is prevented/delayed by causes arising due to any war, hostilities, civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non-availability of raw material, and other consumables, or any other causes including breakdown of equipment beyond their reasonable control neither of the two parties shall be made liable for loss or damage due to delay or failure to perform the contract during the pendency of forced conditions provided that the happenings are notified in writing within 7 days from the date of occurrence. The work shall be resumed under the contract as soon as possible after the restoration of normalcy.
3. **Termination for Default :-** The Institute may, without prejudice to any other remedy for breach of agreement, may terminate the work order in whole or in part, by written notice of default sent to the Contractor and the performance bank guarantee (PBG) shall stand forfeited if : -
  - a) The Contractor fails to deliver any or all of the obligations within the time period(s) specified in the work order / Agreement, or any extension thereof granted by the Institute.
  - b) The Contractor fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period for the rectification of the same.
4. **Termination for Insolvency.** The Institute may at any time terminate the work order by giving written notice to the Contractor without compensation, if the Contractor becomes bankrupt/insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued thereafter to the Institute.
5. **Suspension.** The Institute may suspend payment of bills under the work order, if the contractor fails to perform any of their obligations under the work order/agreement.
6. **Arbitration.** All disputes, differences, claims and demands arising under or pursuant to or touching the agreement shall be referred to the sole arbitrator to be appointed by the Institute. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification/re- enactment thereof for the time being in force. Such arbitration shall be held at Dharwad, Karnataka. It is clarified that Civil court shall have no jurisdiction to entertain any such disputes.
7. **Jurisdiction of Courts.** In all matters and disputes arising hereunder, the appropriate Courts at Dharwad Karnataka only shall have jurisdiction to entertain and try them.

## SPECIAL TERMS AND CONDITIONS

1. The bidders are advised to study the various clauses contained in the Special Terms and Conditions carefully before submitting their bids. Bidders willing to participate in the tender may also visit IIT Dharwad and acquaint themselves with the nature and quantum of work involved before submitting the bids.
2. TDS @ 1% / 2% (as the case may be) shall be deducted from the amount payable to the service Provider. The TDS certificate will be issued by IIT Dharwad. Payment of income tax on profits of the bidder is the sole responsibility of the Service Provider.
3. **Contract Implementation.**
  - a) Sub-contracting of the work will not be allowed otherwise penalty will be imposed as per **Appendix “C”**.
  - 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. 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) Contractor will submit the police verification certificate of the all the staff to be deployed.
  - d) 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).
  - e) **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 Service Provider.
  - f) The successful agency / Contractor / company will have to deposit a refundable interest free **security deposit** in the form of DD / Performance Bank Guarantee (PBG) in favour of **Registrar, IIT Dharwad** of Rs. .... (approx.. **10% (Ten Percent) of the contracted value of service**) at the time of award of work from a scheduled / nationalized bank payable at Hubli / Dharwad. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. Deductions shall also be made from Service Provider's PBG during implementation of the contract that may become due as **penalties for violation of rules, terms and conditions**, damages, liabilities or for other causes. The format of PBG is given at an **Appendix “I”** to this document.
4. **Safety & Insurance.**
  - a) The Bidder shall follow safety procedures in all respects.
  - b) The Bidder 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 Bidder should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
  - c) The Bidder 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.

## 5. **Security.**

- a) The Bidder 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 bidder's employee shall be bidder's responsibility.
- b) The Bidder 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.
- c) Institute reserves right to disallow any or all of the Service Provider's men from being deployed inside the institute campus without assigning any reason.
- d) In the event of any damage to the property of the institute or life of its employees and/or their dependents the Bidder 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 Bidder at market value.

## 6. **Statutory Obligations**

- a) The Bidder 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
  - x. Any other labour law applicable or introduced during the contractual period.
- b) Liability arising due to failure to adhere to statutory or other legal provisions attributable to the Bidder shall be borne by the Bidder himself.
  - i. The Bidder 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.
  - ii. If a bidder 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 per the tender document shall be initiated, that may include debarring / Blacklisting of the bidder.

## 7. **General**

- a. The staff employed by the bidder, 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 Bidder 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 Bidder is found to have committed misconduct or misbehavior, the institute at its sole discretion, may direct the Bidder to remove such employee and the Bidder shall remove such employee(s) without questioning the decision of the Institute.
  - c. The personnel deployed by the Bidder will not become member of any trade union of the Institute. If the personnel employed by the Bidder indulge in union activities which affect the service obligation of the Bidder 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 Bidder 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 Bidder 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.
8. **Indemnity and agreement clause.** The successful bidder will be required to enter into an agreement with IIT Dharwad as per the prescribed format and execute a notarized indemnity bond on non-judicial stamp paper of appropriate value at his own cost to indemnify IIT Dharwad against possible or unforeseen eventualities arising out of or flowing from the contract awarded. Terms and conditions in this Tender Document will form the Contract agreement.
9. **Provision of periodic inspection.** This document makes provision for joint monitoring of contract deliverables wherein the bidder / a suitable representative (Authorised by the bidder with power of attorney) shall meet IIT Dharwad authorities on a monthly basis to manage the contract. Deviation from this will attract penalty as per **Appendix 'C'**.

10. **Provision of payment of Wages to the staff.**

- a) The cost breakup format worksheet (refer **Appendix “K”**) shall be sent to IIT Dharwad for verification on 1<sup>st</sup> day of every month. After due verification bidder shall release the payment of staff.
- b) The bidder will pay the monthly wages to the staff on or before 7<sup>th</sup> day of the succeeding month irrespective of release of payment to him from IIT Dharwad. Absentee payment will be made within 2 days of the scheduled payment day.
- c) The bidder will issue wage slips every month to his staff at the time of payment of salary and the scanned copy of wage slips must be sent to [cs.office@iitdh.ac.in](mailto:cs.office@iitdh.ac.in) .
- d) ESI & EPF remittance must be made by every 15<sup>th</sup> day of the month under intimation to IIT Dharwad without fail. Proof of payment made is to be submitted to the IIT Authorities in this regard.
- e) The payment of wages shall be made in the respective individual Bank Account of the staff. Bank statements duly verified by banker has to be provided while submission of the Bill along with ESIC & EPF vouchers to IIT Dharwad. IIT Dharwad will verify the payment made by the contractor and received by the workmen before settlement of the monthly bills.
- f) **ESIC / EPF account detail and ESIC card must be issued to all individual staff employed within 30 days of award of contract with a copy to IIT Dharwad along with his bill.**
- g) Wages to staff shall be paid without any deductions except those specified by special order or permissible under the Payment of Wages Act.
- h) In case of underpayment and / or non-payment of monthly wages to the employee, IIT Dharwad will make the payment / shortcoming in accordance with serial 21(4), Chapter V of the contract labour (Regulation and Abolition) Act 1970 which provides that “In case the Contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the Contractor and recover the amount so paid from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor”. In such cases penalty will be levied as per **Appendix “C”**
- i) EPF: The Contractor shall deposit both employee and employer’s contribution of EPF, in the **respective individual** accounts of the staff every month without fail.
- j) ESIC: The Contractor shall deposit both employee and employer’s contribution of ESIC, in the **respective individual** accounts of the staff every month without fail.
- k) 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/from the institute. The Contractor shall present the necessary supporting documents to claim the variation.

l) The bidder 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.

**m) No separate account of housekeeping shall be opened by the contractor. The contractor shall pay their wages in their respective existing accounts.**

#### **11. Provision of Payment to the Service Providers.**

a) No advance payment will be made to the Contractor.

b) Payment for the work completed will be done on monthly basis and on submission of bill/s to the IIT Dharwad – Contract & Services Section as per the bill format (**Appendix “K”**). The bill must contain the GST details and bank details of the Contractor.

c) The attendance of the housekeeping staff must be jointly verified by the authorized representative of the Contractor and the Institute officials.

d) Payment will be made after deducting the cost of damages, penalties if any and any taxes and dues as applicable.

e) The duly completed bills will be settled at the earliest. In case there are any observations/discrepancies in the bill, then the bill be returned for corrections & thereafter payment will be released upon re-submission with due corrections.

f) In case the bill for the month is submitted after 15<sup>th</sup> day of the month, ESIC & EPF vouchers must be submitted along with bill. Proof of payment made is to be submitted to the IIT Authorities in this regard.

g) Payment to the Contractor is liable to be held if he fails to make payment due to the workmen engaged by him within statutory time period. Payment will be held back, if the Contractor fails to honour any of the contractual obligations.

#### **12. Documents required for the verification of the bill prior to the settlement.**

**a) Bill as per the format mentioned in the tender document (Appendix “K”).**

b) Salary calculation sheet / cost breakup format as per the format mentioned in tender document (Appendix “K”).

c) EPF voucher along-with challan and TRRN payment details document.

- d) ESIC voucher along-with challan and double challan verification sheet.
  - e) For payment, salary transfer request along-with details of beneficiary (i.e. individual account No. names and payment amount), duly received by the banker.
  - f) Bank account statements duly verified by the banker.
  - g) Individual wage slip must be provided to each employee every month and a copy of wage slip must be submitted along with bill to IIT Dharwad Authorities. IIT Dharwad will verify the same with the housekeeping staff before release of payment for bills.
  - h) Bank account statement of individual for verification of receipt of payment verified by the individual.
13. IIT Dharwad shall be entitled to verify the individual account statements for verification of the payment made to the individual. Please note that the payment of bill will be withheld till the verification of payment to the individual is completed.
14. The bidder should give an undertaking allowing their bankers to verify bank statements and other related documents forwarded by the bidder on request of IIT Dharwad.

Information to be provided with the technical bid

<u>Sl No</u>	<u>Criteria</u>	<u>Document produced</u>	<u>Page no of technical bid</u>
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 housekeeping or similar service for not less than five years before 31.08.2021. Bids of firms which are not in existence / housekeeping service business for 5 years as mentioned above shall not be considered		
3	Bidder should have a minimum average turnover of <b>Rs. 50,00,000/-</b> (Rupees fifty Lakhs) each in last three years exclusively from providing housekeeping services. For this purpose, last financial year would be considered as the one ended on 31.03.2021 and not any later period.		
4	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2020-21, 2019-20 & 2019-18).		
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 for housekeeping services at Dharwad or should open a registered office in Dharwad at the time of award of contract so as to attend to IIT Dharwad calls within 30 Minutes and resolve the issue at the earliest.		
9	The bidder must participate in the scheduled pre-bid meeting and site visit.		
10	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 percent) of the estimated cost (i.e. 20 lakh each); or (b) Two completed annual housekeeping or similar services costing not less than the amount equal to 50% (Fifty percent) of the estimated cost (i.e. 25 lakh each); or (c) One completed annual housekeeping or similar services costing not less than the amount equal to 80% (Eighty percent) of the estimated cost (i.e. 40 lakh).		
11	In case the bidder has provided service to IIT Dharwad in past, the service should be satisfactorily completed.		

12	Bidder should accept all the tender conditions unconditionally and sign all the pages of the tender document to this effect. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder.		
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**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 on the legal status). a) A proprietary Firm b) A Firm in partnership c) 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 / blacklisted from tendering in any organization at any time? If so, give details.	
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 contractors 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 service provider in case of violation/s)**

<b><u>S.No.</u></b>	<b><u>Default</u></b>	<b><u>Penalty</u></b>
1	In case of sub-contracting	Forfeiture of PBG with cancellation of contract
2	More than 01 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 1 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.
3	More than 01 complaints in a month of Housekeeping personnel absent from duty without suitable replacement, uninformed change of housekeeping personnel.	Rs.5,000/- per complaint exceeding 1
4	More than 01 instances in a month of – Cleaning gear, equipment and consumables not available as required.	Rs.5000/- per complaint exceeding 1
5	Violation of any other contractual obligation not delivered within 07 days	Rs 5000/- Per violation
6	More than 1 instances in a month of failure to provide required machinery resources in serviceable condition.	Rs.5,000/- per complaint exceeding 1
7	Non-payment/disbursement of wages in the bank account of the workers on or before 7 <sup>th</sup> day of the month	5% to 10% of total Monthly Bill amount will be deducted for each delayed week in disbursement of wages to the workers
8	More than 1 instances in a month of housekeeping staff in shabby or no uniform	Rs 5,000/- per complaint exceeding 1
9	Deploying personnel unsuitable/untrained or inadequately skilled in handling equipment mentioned at <b>Appendix 'E'</b>	Rs 5,000/- on each violation
10	Instance of consumption / possession of tobacco or alcoholic substance	Rs 5,000/- on each violation
11	Wastage of Water or Electricity	Rs.2,500/- on each occasion
12	Removal of HK staff without the permission of IIT Dharwad in any circumstances.	Rs. 25,000.00

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	50	ltrs
2	Soap liquid i.e. Lifeboy, Dettol, Godrej etc	25	ltrs
3	Liquid Toilet cleaner Harpic, Sanifresh, Domex etc	50	ltr
4	Coconut brooms (300 gm) with handle / Similar to the one used by the personnel of Corporation	20	Nos.
5	Hill Brooms (400 gm)	10	Nos.
6	Utensil cleaning liquid i.e. Vim, Pril, EXO etc.	10	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.	20	containers
12	Air Fresheners i.e. Ambipure, Odonil, Aer etc.	05	box
13	Mop with stick	20	Nos.
14	Yellow cloth	25	Nos.
15	Steel Polish i.e. Brasso, Autosol, Noxon etc.	3	Ltr.
16	Surface scrubs	04	Dozen
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.	50	Nos.
21	Washing Powder Rin, Henko, Surf etc.	2	Kgs
22	Dusting cloth	01	Dozen
23	Hand gloves	16	pair
24	Mosquito Repellent spray 250ml	05	Cans
25	Brass Cleaner i.e. Brasso, Kiwi, Autosol etc	1	Pack
26	Drain Cleaner i.e. Kiwi, Mr Muscle etc.	20	Nos
27	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 medium size – 02
- ii) Cycle rickshaw/battery operated vehicle (for garbage disposal) – 01 no.
- iii) Safety Harnesses (if required)
- iv) 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		01 no.



			1 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		20 per month
Dry mop set	Dry Cleaning/Mopping for removing dust from floors.		05 per month
Dust Go set	To collect the garbage & thrown away area articles from the floor & outside parking area		04
Glass cleaning kit	To clean the glass partitions		04 per month

Sign Board/Caution board	To ensure the safety by showing that cleaning is in progress		06 No.
Telescopic pole	To reach glass partitions at higher areas and High Cobweb Remover.		04 No.
Ladder 10 ft	To clean the high-rise structure & electric items		02 No.
Cady Basket	To store and carry required materials to each area by the housekeeper.		06 No.
Dust Pan with Brush	To remove the dust from corners and other places.		12 per month
Floor Wiper	To Wipe/Clean the water from the floor where the water content is more.		09 per month
Damp Mop	Standard Microfiber damp mop for improved hygiene		As required

Waist Belt	Waist adjustable belt with pockets to keep clean and dirty cloths separately.		16 No.
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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 Registrar  
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 PROVIDING HOUSEKEEPING SERVICE TO IIT  
DHARWAD**

<b><u>Sl. No.</u></b>	<b><u>Description (charge for providing the housekeeping service at IIT Dharwad)</u></b>	<b><u>Cost</u></b>	<b><u>Qty (Nos.)</u></b>	<b><u>Total cost</u></b>
a)	Cost towards providing housekeeping <b>Supervisor</b> as per tender terms for one month x 12*		02	
b)	Cost towards providing <b>housekeeping staff</b> as per tender terms for one month x 12**		14	
c)	Cost towards providing uniform and equipment etc. as per tender terms for one year (cost breakup to be given)		As per tender document	
d)	Cost towards profit margin of the service provider for providing service for one year		As per tender document	
e)	<b>Total Amount</b>			
	<b>Total amount (in words):</b>			

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

- Quotes at Sl. No. (c) and (d) will be verified by the IIT Dharwad procurement committee. Nil consideration / Unrealistic quotes will be rejected.**
- Rates at Sl. No. (a) & (b) cannot be quoted less than the basic minimum wages notified by Central Labour Commission(CLC) from time to time. **The breakup detail of Sl. No. (a) and (b) is required to be given as per Sl. No. 5 and 6 below.**
- It may be noted that the housekeeping staff are required to be deployed as per the labour laws.
- The price should be quoted strictly as per the format and in Indian Rupees only. The bidders are to acquaint themselves with the scope of work, terms & conditions and penalty details etc. of the tender document before quoting the rates. The work / contract shall be awarded as per evaluation criteria of this tender document.

5. \* Please note that break up of Sl. No. (a) above should be given as follows: -

<b>Sl. No.</b>	<b>Cost of Wages for Housekeeping Supervisor</b>	<b>As per basic rates promulgated by CLC</b>	<b>As quoted by the bidder</b>
a)	(Basic + VDA) per day	Rs.(437 + 102) = Rs.539/-	
b)	(Basic + VDA) for 26 days	Rs.(539*26) = Rs. 14,014 /-	
c)	ESI @ 3.25% paid up-to Rs.21,000/-	Rs.456 /-	
d)	EPF @ 13 % up-to Rs.15,000/-	Rs.1822 /-	
e)	Total Wages for 26 days	<b>Rs.16,292 /-</b>	
f)	Relieving Charges (Basic + VDA)/day	Rs.539 /-	
g)	Relieving charge towards 4 days***	Rs.(539*4) = Rs.2,156 /-	
h)	ESI @ 3.25% on relieving charge	Rs.70 /-	
i)	EPF @ 13% on relieving charge	Rs.281 /-	
j)	Total Cost towards providing housekeeping Supervisor for one month (24*7*30)	Rs.18,799 /-	

6. \*\*Please note that break up of Sl. No. (b) above should be given as follows: -

<b>Sl. No.</b>	<b>Cost of Wages for housekeeping staff</b>	<b>As per basic rates promulgated by CLC</b>	<b>As quoted by the bidder</b>
a)	(Basic + VDA) per day	Rs.(437+102)= Rs.539/-	
b)	(Basic + VDA) for 26 days	Rs.(539*26)=Rs.14,014/-	
c)	ESI @ 3.25% paid up-to Rs.21,000/-	Rs.456/-	
d)	EPF @ 13 % up-to Rs.15,000/-	Rs.1,822 /-	
e)	Total Wages for 26 days	<b>Rs.16,292/-</b>	
f)	Relieving Charges ( Basic + VDA)/day	Rs.539/-	
g)	Relieving charge towards 4 days***	Rs.(539*4)=Rs.2,156/-	
h)	ESI @ 3.25% on relieving charge	Rs.70/-	
i)	EPF @ 13% on relieving charge	Rs.281/-	
j)	Total Cost towards providing housekeeping staff for one month (24*7*30)	Rs.18,799/-	

7. \*\*\* Relieving charge will be calculated for 4 or 5 days (as the case may be in the given month). Here 4 days are taken assuming a 30-day month.
8. The above calculations are for fair comparison of price bids, the payment will be made on actual deployment of manpower, as per the **Appendix 'K'**.
9. As per the Bonus Act 1965, bonus will not be admissible.

### **Declaration**

I/We certify that all the particulars furnished above are true and correct. I have read and understood the tender document. I undertake to accept and abide by the scope and all other terms and conditions of the tender document. 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 with seal

Name, signature of the authorized representative  
of the bidder

**(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>1st Shift</u></b>				
1	7 am - 3 pm	Admin Block(Ground Floor)	1	7
2		Admin & Academic block(1st floor)		
3		Academic block(2nd floor)		
4		Admin & Academic block (all washrooms)		
5		Keeravani mess (other than hostels)		
6		Security checkposts		
<b><u>2nd Shift</u></b>				
7	10:30 am – 6:30 pm	Old hostel (gents hostels)	1	7
8		Old hostel (lady hostels)		
9		Hostel no. 1,2,5		
10		Hostel no. 3,4,6 (lady hostels)		
11		Hostel no. 7,8,9,10 (gents hostels)		
12		Hostel no. 11,12,13 (gents hostels)		
13		Hostel no. 14,15,16 (gents hostels)		
14		Bhoopali Mess		
15		Residence of PG Scholars		
		<b><u>Total Requirement</u></b>	<b>2</b>	<b>14</b>

**Note : Above locations are indicative in nature.**



**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 HUBLI / DHARWAD OR OUTSTATION) WITHA CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT HUBLI / DHARWAD OR ANY SCHEDULED BANK SITUATED AT HUBLI / 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 TenderNo ----- for '-----' AND WHEREAS the said tender document requires that any eligible successful contractor (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 contractor (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 Contractor (Seller) has committed a breach of any of the conditions referred inter 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 Contractor (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:

**Letter of Undertaking**

To,  
The Registrar,  
IIT Dharwad

**Ref: Tender for providing Housekeeping service at IIT Dharwad**

Sir,

In response to the Tender Document for providing housekeeping services at IIT Dharwad, I/ We hereby provide undertaking to open a registered office within 30 days of award of contract.

2. 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.

Date and place with seal

Name, signature of the authorised  
representative of the bidder

## Appendix "K"

### Cost breakup format of individuals (Housekeeping Supervisor & staff) to be submitted with bills

Name	Category/ skill	Total No of days served	Daily wage	Total daily Wage for 26 days	Employer's share of ESI@ 3.25%	Employer's share of EPF @ 13% Limited on Rs.15,000/-	Total Monthly wage	Extra days	Relieving charges	Total Cost (h+j) -	Employee's ESI Contribution @ 0.75%	Employee's EPF Contribution @ 12%	Amount to be credited in accountt
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)

### 1. Format of the bill to be submitted on a monthly basis

Sl. No.	Charge for providing the housekeeping service at <u>IITDharwad</u>	Cost	Qty (Nos.)	Sum total in Rs.
a)	Cost towards providing <b>housekeeping Supervisor</b> as per tender terms for one month _____ (Cost breakup as per <b>Sl.No.(a)</b> of Appendix - G is to be attached)		02	
b)	Cost towards providing <b>housekeeping staff</b> as per tender terms for one month _____ (Cost breakup as per <b>Sl. No.(b)</b> of Appendix - G is to be attached)		14	
c)	Cost towards providing uniform and equipment etc. as per tender terms for one year (Cost breakup is to be given) as per tender terms for the month _____		As per tender document	
d)	Cost towards profit margin of the service provider for providing service for the month _____		As per tender document	
e)	Total cost of providing housekeeping service			
f)	GST applicable for providing housekeeping service			
g)	<b>Total Amount Rs.</b>			
	<b>Total amount (in words) : Rupees.....</b>			

Date and place with seal

Name, signature of the authorised representative of the bidder

**Experience Details**

<b>Sl. No.</b>	<b>Year</b>	<b>Name of the Client</b>	<b>Order No. &amp; Date</b>	<b>Contract value per</b>	<b>No. of personnel</b>	<b>Remark</b>
						Supporting documents are to be attached along with the <b>Appendix- 'L'</b>

Date and place with seal

Name, signature of the authorised representative of the bidder

**Running Project Details:**

<b>Sl. No.</b>	<b>Name of the Client</b>	<b>Order No. &amp; Date</b>	<b>Contract value per year</b>	<b>No. of personnel deployed</b>	<b>Remark</b>
<b>1</b>					Supporting documents are to be attached along with the <b>Appendix- 'M'</b>
<b>2</b>					

Date and place with seal

Name, signature of the authorised representative of the bidder

## Annual Turnover Details:

Evaluation Criteria			Remark
<b>Bidder's Annual Turnover for providing similar service in last three financial years  From 2018 to 2021</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>	-
	<b>2018-19</b>		Supporting Documents are to be attached along with the <b>Appendix- 'N'</b>
	<b>2019-20</b>		
	<b>2020-21</b>		

Date and place with seal

Name, signature of the authorised representative of the bidder