

**Indian Institute of Information Technology, Design and
Manufacturing, Kurnool**

**An Institute of National Importance
Funded By Ministry of Education
Department of Higher Education
Government of India.**



**NOTICE INVITING TENDERS
FOR**

**(Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL,
Kurnool, Andhra Pradesh)**

Tender No. IIITKL/2020-21/S&P/OUTSOURCING/HOUSEKEEPING/02

Telephone: 08518-289115

Website: <http://iiitk.ac.in/home>

DISCLAIMER

1. The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Indian Institute of Information Technology Design and Manufacturing, Kurnool (IIITDMK) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

2. The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the Institute, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

3. This Tender document includes statements, which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

4. The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

5. Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

6. The Institute, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

Registrar I/c

NOTICE INVITING TENDERS

Tender No: IITK/2020-21/S&P/OUTSOURCING/Housekeeping/02

Date: 01-09-2020

- Box Tenders/Open Tenders are hereby invited from reputed Registered Firms /Agencies/Contractors/Suppliers for providing the following services at IITDM KURNOOL, Kurnool, and Andhra Pradesh.
- | |
|-----------------------------------------------------------------------------------------------------------------------|
| “Contract for Providing Housekeeping Services on outsourcing basis at IITDM KURNOOL, Kurnool, Andhra Pradesh”. |
|-----------------------------------------------------------------------------------------------------------------------|
- Tender schedules can be downloaded from IITDM KURNOOL website (www.iiitk.ac.in) from 31-08-2020 onwards.
- Bidders need to submit hard copy with relevant documents duly attested by Gazette Officer.

The last date for submission of tenders is 11 AM on 25.09.2020

The tenders can either be dropped in the Tender Box in the Administrative Building of the Institute or sent by Speed Post/Courier to the following address:

Director,

IITDM Kurnool,

Jagannathagattu, Dinnidevarapadu,

Kurnool-518007.

The Institute will not take any responsibility for postal delays.

For further details regarding Tender notification & specifications, please visit www.iiitk.ac.in.

Date: 01-09-2020

IITDM KURNOOL

CRITICAL DATE SHEET

Date of Publication of the Tender Document	01-09-2020
Starting Date of Downloading of Tender Document	01-09-2020
Pre-Bid Meeting	07-09-2020 at 11 AM
Starting Date of Bid Submission	15-09-2020
Ending Date of Bid Submission	25 -09-2020 at 11 AM
Technical Bid Opening Date/Time	25-09-2020 at 3 PM
Financial Bid Opening Date/Time	Will be intimated later

Clarifications:

Queries, if any, can be made through e-mail only to purchase@iiitk.ac.in or before 21-09-2020. Queries received via any mode other than mentioned email id above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No	Page No (tender Ref)	Clause (Tender Ref)	Description (Tender Ref)	Query

If there is any addendum/corrigendum related to tenders, it shall only be published on IIITDM KURNOOL website (www.iiitk.ac.in). The Bidders are advised to check IIITDM KURNOOL website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date. Physical submission of financial bid only shall be considered.

Registrar I/c

IIITDM KURNOOL

For any clarification and further details on the above tender,

Please contact. Office Phone Number: 08518-289115

1. BID

Tender No.: IITK/2020-21/S&P/OUTSOURCING/Housekeeping/02

Date: 01-09-2020

Subject: 'Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed registered Firms/Agencies/Contractors/Suppliers for providing housekeeping services. The details of bidding conditions and other terms can be downloaded from the IIITDM KURNOOL, Kurnool, Andhra Pradesh website.

The attested copies of all the required documents should be submitted offline mode only to the Director, IIITDM KURNOOL, Kurnool, Andhra Pradesh on or before 25-09-2020.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favor of the Director, IIITDM KURNOOL, Kurnool, Andhra Pradesh.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

IIITDM KURNOOL, Kurnool, Andhra Pradesh, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with IIITDM KURNOOL, Kurnool, Andhra Pradesh, was found to be poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

For any clarification and further details of the above tender, please contact

Please contact. Office Phone Number: 08518-289115

STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender Processing Fee (Non-refundable)	Rs. 1500 (Rupees One Thousand Five Hundred Only)
EMD	Rs. 2,00,000/- (Rupees Two Lakhs Only)
Bid Validity Period	90 days from the date of opening of Financial bid
EMD Validity Period	90 days from the date of opening of Financial bid
Contract Agreement	TWO years from the date of giving work order
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	10% on the work order value (in the form of BG)
Performance Guarantee Validity Period	26 months from the date of commencement of services
Period for signing the Agreement	Within 14 days from date of receipt of LOA
Payment Terms (after Commencement of work)	Monthly payment after receiving the previous month allotted work schedule details and attendance particulars certified by the concerned authority

Name and Signature of the Bidder with Stamp

Tender Schedule

Preamble:

Sealed tenders are invited under two bid system i.e. Technical bid and financial bid, from reputed Agencies for“
Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh “.

1.2 **SCOPE OF WORK:** To provide Housekeeping services at IIITDM Kurnool, Kurnool, Andhra Pradesh, depending upon the requirements of IIITDM Kurnool from time to time as per the terms & conditions set forth in this tender document.

1.3 **TENTATIVE REQUIREMENT OF MANPOWER:** Details are given in Scope of work.

1.4 **PERIOD OF CONTRACT:** The contract shall be initially for a period of two years, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable by one more year based on satisfactory performance and as per the norms of Government of India. The Competent Authority may allot the contract in full or a part of such contract to the next firm(s) out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the awarded Bidder or otherwise, if it is deemed fit to do so in the interest of the Institution, in order to ensure effective supply/supervision of these services by more than one Bidder even after the award of contract.

If the Successful Bidder has an existing contract with IIITDM KURNOOL, Kurnool, and Andhra Pradesh, for housekeeping services, it shall stand automatically terminated and the new contract will commence.

Name and Signature of the Bidder with stamp

Registrar I/c

2.0 Eligibility CRITERIA

1. Bidder must be a firm/ Proprietor/ company that should be registered with appropriate authorities on or before 1/4/2016 and attested copy of registration may be attached.
2. The bidder should have Service tax certificate on or before 1/4/2016 and GST certificate as on 31/12/2019.
3. Bidder must have the following registrations:
 - I. EPF and ESI Registrations with Competent Authority as on 01-07-2020
 - II. Valid Labor License as on 01-07-2020
 - III. PAN CARD
 - IV. LATEST ISO certification.(Enclose self-attested copies of all the above certificates)
4. The Bidder should have at least three years of experience in providing “ Housekeeping and Sanitation services or similar work ” in Central / State Government departments / Public Sector Undertakings / Autonomous Bodies / Large Industrial / Educational campus / reputed Private companies. Copies of purchase orders should be enclosed for this reference.
5. The Bidder should have completed at least three similar works each of value not less than **Rs. 20 Lakhs** or two similar works each of value not less than **Rs. 30 Lakhs** or one similar work of value not less than **Rs. 40 Lakhs** in the last 3 years (i.e. similar work means providing housekeeping services and sanitation work).
6. The Bidder should have an average annual financial turnover of not less than Rs. 1 crore during the last three years. The bidder should attach copy of audited/ITCC Certificate for the last three years duly attested by Chartered Accountant.
7. The Bidder should submit income tax returns of the financial years 2017-18, 18-19, 19-20 along with Audited financial statements, Profit and Loss Account, Balance sheets, Form26A and 3CA&3CB.
8. A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per Annexure III) should be given.
9. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder’s company seal and initial, otherwise the document will be invalid.

Note: - The bidders should submit all the required documents for the above listed eligibility criteria, failing which their bid will be treated as invalid or cancelled.

Name and Signature of Bidder with Seal

Tender processing fee, Earnest Money Deposit (EMD) and Performance Guarantee:

1. Interested Bidders are required to pay a non-refundable Tender processing fee of Rs. **1500/- (Rupees One Thousand Five Hundred Only)** in the form of DD/ Banker's cheque, drawn from any nationalized bank in favor of The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh, payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660.
2. In addition, interested Bidders are required to pay a refundable amount of Rs 2,00,000 /- (**Rupees Two Lakhs only**) towards EMD and it should remain valid for a period of 90 days beyond the final tender validity period. The DD should be drawn from any nationalized bank in favor of The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh payable at SBI, Nandyal Road Branch, and Kurnool- IFSC Code SBIN0021660.
3. The firms registered with MSMEs / NSIC are exempted from payment of Earnest Money Deposit (EMD).
4. Bids received without EMD and Tender processing fee shall be summarily rejected.
5. The Successful Bidder shall furnish a Performance Guarantee of an amount equivalent to 10% on work order value, in the form of bank guarantee from any nationalized bank. Also, the Bank Guarantee shall be renewed by the Agency from time to time, if contract is extended.
6. EMD of Bidder shall be forfeited, if the Bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid.
7. Further, if the successful Bidder fails to furnish the Performance Guarantee (Annexure IV) within the specified period, his EMD shall be forfeited.
8. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.

In cases of 5,6 and 7, apart from forfeiting EMD/Performance Guarantee, the Institute may initiate any penal action against the Bidder/successful Bidder, which the Competent Authority deems it to be fit.
9. EMD will be returned to Unsuccessful Bidders without any interest whatsoever, after allotment of Letter of Award.

Method of submission of Bids:

The bid documents can be downloaded from the Institute website <http://www.iiitk.ac.in/> .

The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers, i.e.:

(a) Part-I Technical bid, (b) Part-II Financial bid.

There should be a main envelope, called Master envelope, and this should be super scribed as “Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh”.

There should be four more envelopes, called, envelope 1, envelope 2, envelope 3 and envelope 4.

The envelope 1 should be super scribed as “Tender processing fee for Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh”. The Demand Draft/Banker’s Cheque for Rs. 1500/-, drawn from any nationalized bank in favor of The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660, towards Tender processing fee, should be kept in this envelope 1 and sealed.

The envelope 2 should be super scribed as “EMD for Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh”. The Demand Draft/Banker’s Cheque for Rs. 2,00,000 /-, drawn from any nationalized bank in favor of The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660, towards EMD, should be kept in this envelope and sealed.

The envelope 3 should be super scribed as “Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh, Part –I (Technical Bid)” (Annexure I). The tender document downloaded from the Institute website, which includes all the Annexures I to Annexure V, together with all the necessary supporting documents, should be kept in this envelope 3 and sealed.

The envelope 4 should be super scribed as “Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh Part –II (Price Bid)”. The Price Bid (Annexure – VI) should be kept in this envelope and sealed.

(All the documents in envelopes 3 and 4 should be duly signed by the Bidder with the stamp of the firm).

All these 4 envelopes, envelop 1, envelope 2, envelope 3 and envelope 4 should be kept in the Master envelope, which should be super-scribed as “Contract for Providing Housekeeping Services on outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh” and shall be addressed to The Tender Box, C/o Director, Indian Institute of Information Technology, Design and Manufacturing Kurnool ,Kurnool, Andhra Pradesh, -518007.

Last date for submission of bid documents is **up to 11 AM on 25-09-2020.**

Bids received after the due date and time shall be summarily rejected.

Incomplete bids or bids not submitted in prescribed format are liable for rejection.

Institute will not be responsible for postal delay, if any.

4.0 Evaluation Procedure

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on 25-09-2020 at 3 PM. in Administrative/ Purchase section of IIITDM KURNOOL.
2. A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders who are qualified in the Technical Evaluation, only shall be opened. The Contract will be awarded to the L1 Bidder i.e. the bidder who quotes least service charge among all the technically qualified bidders. The decision of the Director, IIITDM KURNOOL, Kurnool, Andhra Pradesh, is final in this regard.
7. The Bidder should quote the Service charge in the financial bid in figures as well as in words.
8. The validity of the bids shall be for a minimum period of 90 days.
9. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
10. The tender is not transferable under any circumstances.
11. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
12. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
13. The Institute reserves the right to cancel the tender process at any stage without assigning any reason. For further details, please contact the IIITDM KURNOOL, Kurnool, Andhra Pradesh Purchase Department on 08518-289115.

Name and Signature of Bidder with seal

Tie Breaking procedure:

In case of a tie in the least quoted price, tie-breaking points shall be given for the following.

SL. No	Description	Points	Total (50 Points)
1	No. of years of work experience in Government Higher Educational Institutions. (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 10 points
2	No. of years of work experience in Pvt. Institutions/Organizations. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year	Max. 10 points
3	Financial turnover of the Firm certified by Chartered Accountant with UDIN	0.5 Point for each crore	Max. 10 points
4	Total no. of employees to which PF paid during the Last FIVE years. (PF challans/TRRN has to be submitted for proof)	1 Point for every 100 employees	Max. 20 points

Note:

- 1) The contract will be awarded to bidder (from the bidders among whom there is a tie), who scores highest points in the above table.
 - 2) In case of further tie, the L1 bidder will be selected by the toss of a coin.
 - 3) The Bidders must submit the hardcopies of documentary proofs for the above items attested by gazetted officer.
- I/ we accept all the terms and conditions of the tender notice.

Date.....

Place.....

Name and Signature of Bidder with seal

TERMS AND CONDITIONS:

1. The Agency shall ensure **weekly off in each week** to each worker deployed in IIITDM KURNOOL, Kurnool, Andhra Pradesh, without causing any dislocation to the services to the Institute.
2. The persons to be deployed by the Agency should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate consumables and tools/equipment.
3. The Agency shall ensure that the housekeeping staff deployed in the Institute are skilled labour, fit to perform the tasks and are not over the age of 45 years. The Agency shall not employ any person who has not completed eighteen years of age.
4. In the event of injury, illness or accidents to any worker, IIITDM KURNOOL, Kurnool, Andhra Pradesh, will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
5. The workers employed by the Agency shall be its sole employees and IIITDM KURNOOL, Kurnool, Andhra Pradesh shall not have any relation whatsoever with employees of the Agency. The agency will be fully responsible for their acts, conduct and any other liability.
6. The Agency shall:-
 - a) Ensure Pest/Animal and Rodent free environment in the premises of IIITDM KURNOOL, Kurnool, Andhra Pradesh and report to the officer in-charge for the necessary corrective action.
 - b) Ensure that supervisors are equipped with mobile phones and are available.
 - c) Only deploy the workforce that is on the Agency Company's payroll.
 - d) Plan, manage, and collect segregate dry and wet garbage in the earmarked area, efficiently transport and dispose the garbage in the disposal area, to be decided by the Institute. The work should be carried out in an eco-friendly manner. The Agency will arrange for required resources, machinery which will be used by the house keeping staff.
 - e) Ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Agency to the housekeeping staff.
7. The Agency shall, at no extra cost to the Institute, supervise the performance of their staff and maintain such registers/forms as are necessary for the effective performance of their duties. These registers/forms will be provided by the Agency. A duty register indicating the shift timings, names of the staff on duty shall be maintained and made available for inspection at any time as required by IIITDM KURNOOL Kurnool, Andhra Pradesh administration.
8. The Agency shall carry out proper briefing, checking and training before the workers are posted at IIITDM KURNOOL, Kurnool, Andhra Pradesh campus.
9. The Agency shall not engage any person employed by the Institute.
10. The following shall be provided by the Agency at their own cost within seven days of deploying the staff member at IIITDM KURNOOL, Kurnool, Andhra Pradesh campus and also ensure that the staff shall report to duty properly dressed and turn out smartly in uniform:
 - a) Uniform
 - b) ID Cards
11. It is to be clearly understood that the housekeeping staff shall be under the absolute control of the Agency. In the capacity of principal employer, the Agency is liable to the Institute in respect of any act of omission or commission by them.
12. The duties of each staff member at every post should be detailed, in consultation with the Institute and one copy of the same shall be handed over to the authorized officer of the Institute.
13. The Agency's Field Officers during their visits and checks should meet the Institute's authorized officer and discuss problems and means to improve the efficiency of the services. They must meet and apprise the authorized officer of the Institute of any of the short comings. Their suggestions

must be taken note of and acted upon by the Agency. Once in every week a responsible official from the Agency shall meet the authorized officer of the Institute for instructions.

14. In the event of any of the personnel of the Agency misbehaving with the visitors or with the employees of the Institute or found to be suffering from any infectious disease, the Institute shall have the right to ask the Agency not to deploy such person in the Institute and the Agency shall comply with the same.
15. No accommodation and subsidized food or transport will be provided by the Institute to the personnel deployed by the Agency.
16. The Agency shall keep all valid statutory licenses especially with regard to Contract Labour (Regulation & Abolition) Act.
17. The Agency shall appear before Authorities / Courts in respect of any claim / dispute instituted by its employees deputed to the Institute and answer all such claims / disputes and shall always keep the Institute harmless and indemnified against any such claims or disputes required to be met by the Institute by order of any Authority / Court etc. The amount so paid by the Institute shall be recoverable from the amounts payable to the Agency and balance, if any, shall be recoverable as a debt to the Institute.
18. The Agency will be responsible for compliance of various statutory obligations like Minimum Wages Act, Workmen's Compensation Act and other laws as enacted from time to time. The Agency shall comply with each and every provision of the Contract Labour (Regulations & Abolition) Act, 1970, Contract Labour (Regulation & Abolition) Central Rules 1971, or any other Act/Rule Statute enacted by Govt. of India or Govt. of Andhra Pradesh, from time to time.
19. The Agency at all times should indemnify IIITDM KURNOOL, Kurnool, Andhra Pradesh against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time. IIITDM KURNOOL, Kurnool, Andhra Pradesh will not own any responsibility in this regard.
20. The Agency shall ensure that no item of the institute is taken out from the building / their place of duties / campus without proper gate pass issued by IIITDM KURNOOL Kurnool, Andhra Pradesh. The entry on this account is to be made in the register to be kept for this purpose.
21. The Agency will ensure 8 hourly duty but strictly not beyond 08 hours in a day by an individual. Duty chart should be given to the Officer in-charge of housekeeping services, of IIITDM Kurnool.
22. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Agency by the officer in-charge from IIITDM KURNOOL, Kurnool, Andhra Pradesh and if no action is taken within one hour, a penalty of Rs.1000/- per complaint shall be imposed. The decision of IIITDM KURNOOL, Kurnool, Andhra Pradesh shall be final in this regard. In case of repeated complaints of similar nature, the Institute reserves the right to impose suitable penalty as it deems fit.
23. The Agency should ensure to maintain adequate number of manpower and also arrange a pool of stand-by housekeeping staff. In case any housekeeping staff is absent from the duty, the reliever of equal status shall be provided by the Agency from an existing pool of housekeeping staff and ensure that work does not suffer. Payment will be made only for the number of staff who are on duty. The housekeeping supervisor shall ensure that the attendance register is cross-verified by the officer in-charge from the Institute on daily basis as payment will be made on the basis of the duly verified attendance register only.
24. Holidays will be based on the holidays of Central Labour Act, not the Agency Company's holidays. However, deployed persons are eligible to take permissible leaves as per the leave policy of Central Labour Act. If Leave is required, it should be planned in advance and should inform the officer in-charge of the housekeeping services of IIITDM KURNOOL. Attendance register will be maintained

at Institute site. Resources deployed shall be governed by HR policies of Central Labour Act.

25. All necessary reports and other information will be supplied by the Agency as per the direction of IITDM KURNOOL Administration. Agency and its staff shall take proper and reasonable precautions to prevent loss, destructions, waste or misuse in the areas of responsibility given to them by the Institute, and shall not lend to any person or company any of the items or assets of the Institute, under its control.
26. In the event of loss/damage of equipment etc. at the premises of IITDM KURNOOL, due to negligence/carelessness of Agency staff, the Agency shall compensate the loss to IITDM KURNOOL, Kurnool, Andhra Pradesh. The Agency or its representative/s shall meet Institute representative/s regularly to take feedback regarding the Housekeeping services.
27. The Agency will also maintain a suggestion book and a complaint register to be produced to the Institute administration on weekly basis.
28. The Agency shall, in performing its part of this Agreement, ensure the safety of the building, its equipment, furniture, fixtures and the persons working in or visiting IITDM KURNOOL, Kurnool, Andhra Pradesh premises and shall indemnify Institute, for any loss or damage caused by any act of the Agency or its employees or staff etc.
29. The housekeeping staff shall be regularly trained on behavioral aspects and ethics.

GENERAL TERMS AND CONDITIONS:

1. The Agency shall submit Bio-data with photograph and contact numbers of all the personnel deployed in the Institute within seven (7) days of the award of the contract or start date of the contract whichever is earlier. The Agency shall give a certificate stating that persons deployed in the Institute have been police verified and do not have any adverse antecedents.
2. The personnel should be conversant in Hindi apart from Telugu. Supervisors, Class room / office assistants should have knowledge of English as well.
3. The Agency shall comply with all the statutory and legal provisions as laid down under various Labor Laws in force from time to time at his own cost. In case of violation of any statutory provisions or any other applicable laws, IITDM KURNOOL, Kurnool, Andhra Pradesh will not be held responsible.
4. The Agency must ensure that the deployed personnel are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking is also not permitted while on duty.
5. The Courts of Kurnool alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.
6. The Agency should make arrangements for quarterly general health check up of all the personnel employed by the Agency at their own cost. The records in this regard should be preserved by the Agency and copies should be submitted to the Institute. Further, health cards for all its personnel should be maintained by the Agency.
7. The Agency shall pay monthly wages (**minimum wages act issued by ministry of labour and employment**) plus statutory charges (EPF/ESI) to all its employees as per the Gov. of India norms. If any, amendments made from time to time, including all charges, GST if applicable, no extra claim on this account will in any case be entertained. The Agency shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.
8. Copy of the acquaintance, PF and ESI remittance challan shall be produced from second monthly billonwards.
9. IITDM KURNOOL, Kurnool, Andhra Pradesh will not pay any deposits or advance to the Agency.

REPORT:

1. The contractor or his representative, who would supervise the work under the contract, shall report daily to the concerned official of the Institute and take instructions from him for the work(s) to be undertaken for that day. These should be recorded in a register maintained by the contractor exclusively for this purpose, preserve the same and produce as and when required by the Institute.
2. The contractor will prepare a schedule of the works to be carried out in the areas allotted before commencement of actual works. Further, The contractor will prepare a protocol and daily checks for housekeeping works and display the same in all areas of work to be carried out.
3. The contractor or his representative should be available all the time at work site during the course of his work and can approach the concerned official for any help/instruction.
4. Sufficient number of staff shall be posted by the contractor to attend the works on two shift basis and shifting of materials / instruments from one place to other, loading and unloading of materials / instruments from truck with in IIITDM KURNOOL, Kurnool, Andhra Pradesh as and when required in the exigencies of work without any additional payment.
5. **Shift timings** are 7-30 am to 4-00 pm, with half an hour lunch recess from 12:30 pm to 1:00 p.m. In Hostel, shift timings are 8:30 am to 5:00 pm with half an hour lunch recess from 1:30 p.m. to 2:00p.m.

PAYMENT TERMS:

The payment will be made every month after submission of the bills in duplicate on the last working day of previous month, together with the attendance reports of outsourced manpower and submission of relevant documents in support of payments made to all applicable statutory bodies.

1. The monthly payment shall become payable only if the service performance as measured by the Institute is found satisfactory, utilizing the "Feedback Mechanism" duly **signed by the concerned official of IIITDM KURNOOL**, Kurnool, Andhra Pradesh. The feedback instrument for measuring the quality of services must be at least satisfactory for release of payment of the month in question.
2. The performance of the Agency in the above housekeeping services will be assessed every month by a Committee constituted for the purpose with the Institute Staff, and payment of bills by the Institute will be in accordance with the performance index on a 10-point scale.
3. Income Tax as applicable on the total amount disbursed by the Institute to the Agency will be deducted at source by the Institute under the provision of Indian Income Tax Act. Payment will be made through bank transfer after deducting TDS and any other taxes as applicable as per Government rules.
4. In case of any increase in the taxes and levies implemented by the Govt. during the contract period, the same shall be paid by IIITDM KURNOOL, Kurnool, Andhra Pradesh at actuals, on production of Govt. notification and proof of payment. Similarly, in case of any reduction in taxes and levies, the same must be passed on to IIITDM KURNOOL.
5. The Agency should have the potential to pay the emoluments to the engaged staff regularly during 1st week of consecutive month, without waiting for the release of payment form the Institute. The service provider may preferably make payment through bank.

DETAILS OF PENALTIES

S.NO	DEFAULT	PENALTY
1	Failure to maintain sanitation and cleanliness and failure to dispose waste/littering in or around the toilet blocks.	Rs.500/- per day for each toilet block.
2	Choked sewer connections resulting in water logging stagnation.	Rs.1, 000/- for 1st day and Rs.1, 500/- for subsequent days.
3	Employees not wearing uniform.	Rs.500/- per day per person.
4	Consumable not available in the toilets blocks as required for cleaning/maintaining such as soaps, Brooms, soft brush, choke removers, Disinfectants, Naphthalene balls etc.	Rs.100/- per day per Toilet.
5	Failure to supply branded consumables as given below: Floor Cleaners: Dettol, Lizol, Cif, Presto Toilet Cleaners: Harpic ,Domex ,Mr. Muscle	Twice the MRP rate of the branded product.
6	Failure to keep the site clean.	Apart from the penalty prescribed, the Institute shall have the right to get this work done either departmentally or through any other agency and the expenses so incurred would be deducted from the monthly bills of the Agency.
7	Failure to provide the required quantity of manpower.	Double the daily wages of the no. of persons in shortage.
8	Non-payment/disbursement of wages in the bank account of the labour before stipulated date i.e. 10th date of every succeeding month.	5% of total monthly bill amount will be deducted for each delayed day in disbursement of wages to the labour.

RESOLUTION OF DISPUTES:

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh or any other officer nominated by the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh for arbitration, whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

TERMINATION OF THE CONTRACT:

The contract may be terminated in any of the following contingencies: -

- a. On giving three months' notice by the Agency **OR** the Institute
- b. On the expiry of the contract, without any notice **OR**
- c. On giving one month notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
- d. On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
- e. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice. Provided that, during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period.

In case of termination of contract on the grounds mentioned at **Sr. No (c)** above **OR** in case the Agency decides to conclude the contract before the expiry of 24 months contract period without giving three months' notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

MODE OF ISSUE OF NOTICE: Any notice sent by Speed post only by either party to the addresses recorded in the contract shall be deemed to have been properly served for any of the purposes mentioned herein.

COMMENCEMENT OF WORK:

The Successful Bidder should start the work with effect from the date of commencement of Agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of Agreement, the IIITDM Kurnool, Kurnool, Andhra Pradesh at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order may be awarded to L2 Agency under the same terms and conditions.

Signature of the Bidder with stamp

SCOPE OF WORK

Area of work:

The works include Supply of Manpower, Machinery and material required for 1.3 Lakh Sq.Ft (One lakh Thirty Thousand sq.ft). of IIITDM Kurnool, Kurnool, Andhra Pradesh by the Agency to carry out the housekeeping services.

This section describes, but does not limit itself to, the services required by IIITDM Kurnool , Kurnool, Andhra Pradesh for upkeep of its premises. The Bidder needs to consider and envisage all services that would be required in the maintenance of campus. Hence, Bidders are advised to do a thorough assessment of these requirements by planning a visit to IIITDM Kurnool, Kurnool, Andhra Pradesh. The Technical and the Financial bid should be based on assessment of the need in the following areas that may be assessed through the pre-bid engagements.

Every care has been taken to cover all important aspects, areas requiring Housekeeping services. These are however not exhaustive. IIITDM Kurnool, Kurnool, Andhra Pradesh may include additional scope of work within the premises, for which no additional payment will be made.

Note: IIITDM Kurnool shall not provide the required tools and cleaning material to execute this contract.

1. Cleaning Services:

The area includes Boys Hostel (5075 Sq.M), Girls Hostel (1855 Sq.M), Academic and Admin Block (3860 Sq.M), Hill Top Dining Hall (1140 Sq.M), Road way length of nearly 2 km (From Entrance Gate to Hostel block and Hostel Block to Dining Hall), Footpaths on both sides with 2 km length of road. The Contractor should provide minimum of 30 no. of day housekeeping Unskilled manpower (Including Sanitation Workers) and 2 no. of housekeeping semi-skilled manpower.

The aim and objective are to provide a high level of a clean, hygienic and presentable look to the Boys hostel, Girls hostel, Academic and Admin Block, Dining Halls, Footpaths, Roadways etc. The Agency and his management team shall supervise the work and take necessary steps for efficient management of housekeeping services resulting in neat campus.

(A) Daily Services:

Housekeeping / cleaning services should be provided on all days including holidays, so that all areas are clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well **before 8.00 AM** in office rooms, class rooms, meeting & Conference halls.

- a) Cleaning, scrubbing and proper disinfecting of all the bathrooms, toilets, wash basins, sanitary fittings, glasses, toilets, floors etc. of all the areas/departments should be done on hourly basis or as needed or as per requirement/direction.
- b) Refill Hand Wash / sanitizer in all the Toilets /Rest Rooms three times a day or as needed.
- c) Cleaning, sweeping, mopping with disinfectant, stair cases, cabins, lobbies, reception, pantry, cafeteria, corridors, office rooms, Meeting halls every two hours or as per requirement/direction.
- d) Vacuum cleaning of all corridors, stair cases, carpets and upholstered furniture once in a day or as per requirement/direction.

- e) Washing and scrubbing of floor with **automatic machines** with required cleaning material.
- f) Cleaning, removing cobwebs, dusting electrical switch boards, light fixtures, fans, air conditioner vents, name plates, door mats, firefighting equipment, computer systems, phones, TVs, doors, windows, furniture, window glasses, grills, railings, curtains etc.
- g) Cleaning of dust bins, waste paper baskets, cobwebs etc. and disposing off all collected refuse on daily basis at regular intervals i.e. 3 times or as per requirement/direction.
- h) The dust bins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when it is full.
- i) Refilling, replacing and emptying of containers at all workstations and other locations.
- j) Remove trash from office dustbins and change the trash liner every evening before closing hours.
- k) The offices shall be dry dusted and swept after the closing hours.
- l) The work tables shall be cleaned every morning.
- m) The office shall be mopped with soap solution in the morning.
- n) Office staff rest rooms/toilets shall be cleaned using soap solution and kept odour free using deodorizer.
- o) Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily checks in the morning, afternoons and on need basis during daytime.
- p) Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains etc. or as per requirement/direction.

(B) Weekly Services

The deep cleaning of the entire area will be done by the Agency once a week as under: -

- a) Dusting of entire area including windows / windowpanes/ doors / ledges / elevation frames etc.
- b) Cleaning of ceilings and high walls, removal of wash / spit stains on walls, cleaning of roofs, porches etc.
- c) Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
- d) Cleaning of all window glasses and grills with detergent / cleaning agents.
- e) Lawns, paths etc. with High Pressure Jet machine or as per requirement/direction.
- f) Polishing of steel and other metal surfaces.
- g) Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
- h) The Agency will prepare a cleaning program and submit to the concerned official of IITDM Kurnool, Kurnool, Andhra Pradesh for weekly cleaning so that the Institute concerned official/ In charge for the particular area can be informed on the day of cleaning to make the area available.
- i) The Agency shall cover all the areas in the campus.

(C) Monthly Services:

- a) Sweeping and cleaning of service ducts, Service Rooms, Service Shafts and all drainage pipes including those of toilets.
- b) Cleaning of drains and manhole lines connected from all types of buildings to the main drains and sewer line and underground sewer lines.
- c) Washing of building from outside with prior permission from Supervisor/Officer-in-charge.
- d) The Agency shall maintain a record of all activities done daily / weekly / monthly and make it available for inspection by IITDM Kurnool, Kurnool, Andhra Pradesh.

(D) Rodent Control Services

- a) The Agency shall take effective measures for Rodent control and Disinfection Services including fogging etc. in the area under contract.
- b) The Agency shall use chemicals that are harmless to humans and machines and treated area.
- c) The Agency will be responsible for any damage to human/machinery by any chemicals used by the agency. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the Agency.
- d) The Agency will submit a detailed plan for carrying out the Rodent Control Services for the approval of IITDM Kurnool, Kurnool, Andhra Pradesh. Frequency of the services will be as per the requirement or as decided by the Administration of the Institute.

2. CLEANING OF CLASS ROOMS AND OTHER CRITICAL AREAS

- a) All the furniture should be in proper order.
- b) Walls shall be thoroughly cleaned using a specialized soap/disinfectant solution in the morning.
- c) The floor shall be thoroughly mopped with a specialized soap solution.
- d) The entire Class rooms area shall be scrubbed at least twice in a week.
- e) To reduce the risk of slipping on the floors, always keep them clean and dry.

3. GARBAGE DISPOSAL

- a) Waste shall not be transferred from one bag to another. Bags should be tied when three fourthsfull.
- b) Covered Trolleys should be used for transportation. Before final disposal/treatment, waste should be kept in specified location and in specific liners and containers.
- c) The Agency shall collect garbage in specified bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area as directed by the Administration.

4. UNDERGROUND & OVERHEAD WATER TANKS

The Agency shall clean & disinfect the Underground & Overhead Tanks periodically after emptying the water from the tanks as per the instructions of IITDM Kurnool, Kurnool, Andhra Pradesh.

5. TERRACE CLEANING

The Agency shall clean the terrace periodically as per the instructions of the Institute.

6. Housekeeping Monitoring and Control

For Housekeeping Monitoring and Control, the following monitoring mechanism shall be adopted by the Agency:

a) Toilets Checklist

This is to be affixed on the back of the toilet door. It is to be filled up by supervisor/Housekeeping staff on hourly basis.

b) Management / Housekeeping Service Requirements/Complaints Report

This is to be filled up by the management and administrative staff of the Agency who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Agency will be registered at site and should be reported to the officer in-charge from the Institute.

c) Housekeeping Services Complaint Register

This register is to be filled on the basis of information received by the Housekeeping Supervisor from IIITDM officials through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/e-mail, verbal complaints from IIITDM Kurnool, Kurnool, Andhra Pradesh etc. and necessary action taken for each of the complaint should be registered.

7. SUPERVISING

The Supervisor employed by the Contractor shall be responsible to extract work, manage work, maintenance of accounts of cleaning items, and for interaction with office-in-charge for the upkeep of the complex. He should maintain account of materials taken outside the premises and brought back. These materials can be taken outside only with the approval of Officer In-charge or higher authorities. The Supervisor shall also be responsible to allocate duties and extract the work from the workers. The Supervisor shall be of a graduate level person having qualified in cosmetic maintenance course, fluent in English and regional language, both writing and spoken. Knowledge of Hindi is preferred.

8. Documents to be submitted / maintained on the award of contract:

- Organizational structure and the line of authority
- Housekeeping manual and all SOP (Standard Operating Procedures)
- List of equipment used
- Description for each category of housekeeping
- Maintaining records / details of
 - a. Complaint Book
 - b. Duty Roster / Deployment Sheet of Housekeeping Staff
 - c. Inventory of Stores
 - d. Accident / theft Register
 - e. Logs and checklists

Signature of the Bidder with stamp

GENERAL INFORMATION

- Housekeeping & sanitation workers Gender ratio should be 70% (Female): 30%(Male)
- Age limit of workers: **18-45years**
- The Institute reserves the right to increase or decrease the numbers based on its requirements, but rate for each person / post will remain the same as agreed in the financial bid.

Signature

Name and Address of the Bidder
with stamp

PART-I (TECHNICAL BID)**Annexure -I**

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise conformation with regard to technical specifications given in our Enquiry.

Sl. No	Particulars	Details
1	Bidder's name	
2	Registered Office and address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.)	
6	Details of ownership (Name and Address of the Board of Director, Partners etc)	
7	Name of the authorized signatory who is authorized to sign all the relevant documents (power of attorney, if any, to be submitted)	
8	Contact Details	
	Name of the contact person	
	Designation	
	Mobile Number	
	Email id	
9	Address for communication	
10	Registration Numbers:	
	Firm Registration No.	
	Service Tax No	
	GST NO	
	EPF NO	
	ESI NO	
	Labour License No	
	Any other registration which is mandatory for such agencies stipulated by Concerned Authorities:	

11	Latest ISO certified company	Yes / No
12	PAN NUMBER	
13	Total Annual Turnover for last three years	2017-18 2018-19 2019-20
14	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
15	Do you accept all terms and conditions of tender document and have you signed the tender document?	YES/NO
16	Do you have necessary license to provide Housekeeping services? If yes, provide details	YES/NO
17	Do you agree to provide Housekeeping services as per the Institute's requirement?	YES/NO
18	No. of years of experience in the field of providing Housekeeping services	
19	Have you submitted the details of Govt Depts, Govt Undertakings, PUSs, Public Sector Banks to whom the similar services accomplished during the last 3 years (Attach separate sheet, if necessary)	YES/NO
20	Have you submitted the previous work order(s), work completion certificate(s), audited accounts statement / bank statement?	YES/NO
21	DD Number, Amount and Date for tender processing fee /EMD .	
22	Bank Particulars	
	Name of the Account Holder	
	Type of A/C: (SB/CA/CC)	
	A/C No.	

	IFSC code	
	Name of the Bank	
	Branch	

Enclose all certificates in support of the above statements.

Date:

Place:

Authorized Signatory Name:

Signature:

Designation:

Company:

Contact No:

Company Seal

EXPERIENCE DETAILS

Annexure II

Sl.No	Name of the Organization	Duration of the contract & year	Purchase order no & date	Contract value per year	No. of personnel deployed

Enclose all certificates in support of the above statements.

Date:

Authorized Signatory Name:

Signature:

Place:

Designation:

Company:

Contact No.

Company Seal

DECLARATION

(To be provided on letter head of the Bidder and submit along with Technical bid)

I / We _____do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company. All the terms and conditions given in the tender document with Ref. No.:IIITKL/2020-21/S&P/Housekeeping Services/02, dated: 31-08-2020 “Contract for Providing Housekeeping Services On outsourcing basis at IIITDM KURNOOL, Kurnool, Andhra Pradesh ” issued by the IIITDM Kurnool, Kurnool, Andhra Pradesh are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIITDM Kurnool, Kurnool, Andhra Pradesh) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory Name:

Signature:

Place:

Designation:

Company:

Contact No.

Company Seal

FORM FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

To,
The Director
IITDM Kurnool

WHEREAS(Name and address of the Bidder) (Here in after called “the Bidder) has undertaken, in pursuance of contract no.....Dated to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until theDay of 20

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name and address of the Bank and address of the Branch

Important: (For issuance of IFN 760 COV Bank Guarantee Advising Message)

1. Beneficiary Bank Details: Bank Name: State Bank of India, Branch: Nandyal Road Branch Kurnool, IFSC Code: SBIN0021660)
2. The Supplier has to ensure issuance of IFN 760 COV BG Advising Message by the issuing bank in order to make the paper Bank Guarantee operative (Ref: GoI Ministry of Finance letter no.F.No.7/112/2011-BOA dated 08.03.2016)

CHECKLIST

Annexure V

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

Sl.No	Particulars	Yes	No
1	Copy of original tender document downloaded from the IITDM KURNOOL, Kurnool, Andhra Pradesh website.		
2	Copy of firm registration		
3	Copy of Service Tax certificate		
4	Copy of GST registration		
5	Copy of EPF Registration		
6	Copy of ESI registration		
7	Copy of Valid labour License		
	Copy of PAN card		
	Copy of Latest ISO Certification		
	Copy of relevant work order(s)		
	Copy of work completion certificate(s)		
8	Copy of Work satisfactory certificate(s)		
9	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head.		
	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA&3CB for last 3 years, duly attested by Chartered Accountant.		
	Form 26 AS must be submitted for the period of experience claimed (for each year of work done		
	Declaration in the format given by the Institute		
	Financial bid cover		
	PF statement with challan for last 5 years		

Note: All the pages of the original bid document along with other hard copies should be serially numbered and attested by the Bidder.

Name and Signature of the Bidder with stamp

PART-II

Annexure VI

FINANCIAL BID (On Firm Letter head)

(Contract for Providing Housekeeping Services at IIITDM Kurnool, Kurnool, Andhra Pradesh)

Ref. No.: IITKL/2020-21/S&P/Housekeeping Services/02

DATE: 01.09.2020

SERVICE	CHARGE	in	%	_____%	(In	words
)
						of total
monthly gross wages of an employee.						
The Institute will make payment as per Minimum Wages as applicable and as notified by the Central Govt. from time to time. The statutory benefits payable extra as per norms as per applicability						

NOTE:

- a. TDS& TDS on GST as per applicability shall be deducted monthly from the gross billed amount to be paid to the contractor.
- b. As per the Ministry of Finance OM No. 29()/2014- PPD, dated 28-01-14, bids quoted NIL service charges shall be treated as non-responsive.
- c. The minimum service charges to be quoted per person shall not be Less than 2.36% of the base minimum wage. The bids which do not conform to this condition shall be summarily rejected.
- d. The maximum service charges to be quoted per person shall not be greater than 5% of the base minimum wage. The bids which do not conform to this condition shall be summarily rejected.
- e. The service charge shall remain same during the contract period even if the basic wages are revised by the Govt. of India.
- f. If there is a discrepancy between the Service charge quoted in words and in figures, the charges in words shall prevail.
- g. The Tie Breaking rules are given in the tender document.

Place:

Signature of the Contractor with Seal