



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

FOR SUPPLY OF MANPOWER FOR HOUSEKEEPING AND OTHER SERVICES

**NOTICE INVITING TENDER (NIT) NO.
IIMKASHPUR/PUR DEPTT / NIT / 11 / 2020-21 DATED 24 Dec 2020**

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Human Resource Development, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites online bids in two bid systems from reputed, experience and financially sound agencies/companies (no brokers, intermediaries or aggregators). The bidders must have a registered/branch office in the vicinity of Udham Singh Nagar District, in the state of Uttarakhand so as to be able to provide manpower for Housekeeping Services for IIM Kashipur's campus at the address provided above.

Brief Tender Details:

Tender Description	Estimated Value (Rs.)	EMD Value (Rs.)	Contract Period
Tender for Hiring Manpower for Housekeeping Services for IIM Kashipur Campus	4,00,00,000/-	4,00,000/-	Minimum 02 yrs from the date of contract.

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	24 Dec 2020	1300hrs
2	Pre-Bid Meeting Date & Time (Premises of IIM Kashipur)	05 Jan 2021	1100hrs
3	Bid Submission start date & time	06 Jan 2021	1100hrs
4	Bid Submission close date & time	29 Jan 2021	1400hrs
5	Closing date & time for submission of EMD	29 Jan 2020	1400hrs
6	Opening of Technical Bid	29 Jan 2020	1500hrs



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INSTRUCTIONS TO BIDDERS

1. Bids in sealed cover are invited for rate contract under two bid system (Technical Bid placed as Annexure-I and Financial Bid placed as Annexure-II) from reputed experienced and financially sound parties listed in this NIT. Please super scribe the outer cover of the sealed bid as “SUPPLY OF MANPOWER FOR HOUSEKEEPING AND OTHER SERVICES”, NIT/11 (dated 24 Dec 2020) to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.
2. The Financial bids of only eligible and technically qualified bidders will be opened, after the same has been ascertained by evaluation of the Technical Bids by the Technical Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
3. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	29 Jan 2020 at 1400 hrs. Any changes of the schedule will be notified on the Institute’s website.
Date and time of opening of Technical Bid	29 Jan 2020 at 1500 hrs onwards. Any changes of the schedule will be notified on the Institute’s website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

4. **Cost of Bid Document/Tender Fee:** Bidders can download bid / tender document from the website of IIM Kashipur and CPPP portal and submit the non-refundable processing fee of ₹ 2000/- + GST @18% = Rs. 2,360/- (Rupees Two Thousand Three Hundred and Sixty only) in the form of Demand Draft or Banker's Cheque in favour of “Indian Institute of Management, Kashipur”.
5. **Tender Value/Estimated Volume of Business** The bi-yearly total estimated cost/bid value/tender value of the NIT is approximately Rs. 4,00,00,000/- (Rupees Four Crore only).
6. **Issue of Tender:** The tender document can be downloaded from the Institute website - www.iimkashipur.ac. In or eprocure.gov.in. The tender cost is Rs. 2,360/- (non-refundable) is to be rendered through a demand draft as cited above. Please keep visiting our website for any corrigendum/amendments



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and submit the bid document accordingly.

7. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.
8. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.
9. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
10. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I of the NIT supported by demand drafts (Tender Fees and EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-II of the NIT, duly filled and signed.
11. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by 22 Jan 2020, any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.
12. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.
13. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.
14. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
15. **Earnest Money Deposit (EMD):** Bidders are required to submit (EMD) of amount Rs. **4,00,000/- (Rupees Four Lakhs only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Indian Institute of Management, Kashipur"** payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.



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a. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of DD/Banker's Cheque/Bank Guarantee deposit through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 10 lakhs (Rupees Ten Lakh only) within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry contract. EMD shall be release after receiving PBG from successful bidder.

- The PBG shall be released after the completion of the work pursuant to this Contract based on the "Completion Certificate" issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The PBG, however, shall be released only after the expiry of the contract period, and after clearance of the final bill based on "**No Claim Certificate**" from the Bidder.

- In case where the Contract has been rescinded, the PBG will be forfeited and the Bank Guarantee shall be encashed and the balance work shall be completed independently by IIM Kashipur at the risk and cost of the Original successful Bidder. The Original successful Bidder shall be debarred from participating in the subsequent Bidding process for executing the balance work. If the failed bidder is a Joint Venture or a Partnership Firm, then every member or partner of such a firm shall be debarred from participating in the subsequent bidding process for the balance work either in his individual capacity or as a partner of any other Joint Venture or Partnership Firm.

- In case the contract being determined as terminated or rescinded under provision of the contract, the PBG shall be forfeited in full.

- If the contract gets dissolved due to the death or retirement of any partner or for any reasons whatsoever before completing whole work or part of it undertaken by the principal, the partners will remain jointly and severally responsible to complete the work to the satisfaction of IIM Kashipur. Failing which, they will be liable to pay the compensation for the loss sustained, if any, by IIM Kashipur due to such dissolution, the amount of such compensation shall be fixed by IIM Kashipur and its decision in the said matter shall be final and binding on the Bidder.

16. Payment Terms - Payments will be made through ECS/ NEFT on monthly basis after submission of the ink- signed bills for the completed services during the month. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. On receipt of the Final payments, the Bidder shall furnish a "**No Claim Certificate**" to IIM Kashipur.

SECTION – II

REGISTRATION PROCESS

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enrol**" on the CPP Portal is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sift' / TCS / nCode / eMudhra, etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.



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- (vi) Bidders can then log in to the CPP Portal through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SECTION – III

Conditions of the Contract

1. General Terms and Conditions:

- (a) The contract will be for two years starting from the date of awarding the contract. The contract shall be extendable annually on satisfactory performance and mutual consent of both the parties. Proposed date of commencement of the Work/Contract: **01 Mar 2021**.
- (b) The nature of services provided by the Contractor and its employees would purely be of contractual nature. Under no circumstances shall this give the Contractor or any of its employees the right to claim permanent employment with IIM Kashipur.
- (c) IIM Kashipur is only seeking the requisite Manpower supply services from the Bidder. All cleaning material and other equipment reasonably required for the provision of services shall be provided by IIM Kashipur.
- (d) The wages of the outsourced manpower through will ascertained as per the minimum wages declared by the Govt for each category of skills. No price escalation, other than minimum wages revision, shall be entertained by the Institute during the period. In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, IIM Kashipur shall pay the Contractor the difference in wages from the amount mentioned in the contract on pro rata basis. The Total Price includes minimum Wage, ESI, EPF, Admin charge and GST on the mentioned components. Contractor will thus quote in the Financial Bid format over and above the following components as a Service Charge and Special Allowance, if any. Bids with zero charges and its derivatives will be treated as unresponsive.
- (e) Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Contractor will be entertained by the Institute. The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Institute shall not have any liability whatsoever on this account. The contractor shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The Contractor shall maintain all statutory registers under the Law and shall produce the same, on demand, to the institute or any other authority under Law. The Contractor shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- (f) Manpower so engaged by the Contractor shall be trained for providing services. The police verification, character and antecedent's verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Institute at the time of joining of the employees, if he/she so desires.
- (g) In case the submission of monthly bills is delayed by the Contractor beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective contractor.
- (h) The responsibility of effective and efficient delivery would rest with the Contractor. Thus, the education



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qualifications and experience of the manpower deployed would be left to the subjugation of the contractor subject to them meeting the minimum qualifying criteria. The contractor would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the institute.

(i) The IIM Kashipur shall not be under any obligation for providing empanelment to any of the personnel of the Contractor after the expiry of the contract. The institute does not recognize any employee employer's relationship with any of the workers of the contractor.

(j) The working hours and days of the manpower deployed / outsourced employees will be as per the existing applicable rules of the IIM Kashipur. However, they have to work on holidays, if necessary and based on demand of work as and when required by the IIM Kashipur.

(k) The Contractor shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services remain valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Contractor to the IIM Kashipur on demand. The Contractor shall nominate a coordinator as a point of contact to his office who shall be responsible for interaction with the institute so that optimal services of the persons deployed could be availed without any disruption.

(l) A local representative of the Contractor shall be in-charge of the Contractor system and shall be responsible for the efficient rendering of the service under the contract. Any deployed staff whose duties are at night shall use proper protection and lighting devices while performing their duties. While working at the premises of the IIM Kashipur, they shall work under directives and guidance of the administration or his/her authorized representative answerable to administration.

(m) The personnel deployed by the Contractor in the IIM Kashipur shall be removed immediately if, the IIM Kashipur considers such removal necessary on personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the IIM Kashipur and only after approval of the competent authority.

(n) The Contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIM Kashipur, Govt. of India/any State of any Union Territory.

(o) The IIM Kashipur will not provide any residential space for accommodation to the deployed staff.

(p) The staff employed by the Contractor will not join any union of the IIM Kashipur nor shall they make any claim on service or other matter. They shall also not form any union associated with the IIM Kashipur and shall have absolutely no claim to subscribe or for election in any of the unions of the IIM Kashipur.

(q) In the event of any loss being caused to the IIM Kashipur on account of the negligence of the employee of the Contractor, the Contractor shall make good the loss sustained by the IIM Kashipur, either by the replacement or on payment of adequate compensation on actual basis.

(r) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract.

(s) None of the employees of the Contractor shall enter any kind of private work within or outside the campus of the IIM Kashipur non-compliance with this provision will be deemed to be violating of the contract inviting penal action.

(t) In a satisfactory manner to the IIM Kashipur, the Contractor shall provide necessary manpower to attend to the various needs of services at the IIM Kashipur premises.



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(u) No worker/Supervisor shall be allowed to perform continuous duty beyond one shift. An employee of the Contractor shall not work for more than 26 days in a month. Hence proper rotation of employees will have to be done by the Contractor.

(v) The Contractor shall have a proper system of checking the workers on duty especially at night, if deployed. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.

(w) The tender shall remain valid for a period of three months from the date of submission. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled, and the Earnest Money shall be forfeited.

(x) Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

i. If the EMD and / or Tender fee is not found in order or receipts are not attached with the Technical Bid.

ii. Any bid received late without conclusive proof that it was delivered before the specified closing time.

iii. Any bid received unsealed or improperly sealed

iv. Any conditional bid or bid offering rebate

v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents

vi. Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(y) IIM Kashipur reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. The lowest bidder shall be decided by the service charge quoted as per financial bid.

(z) The successful contractor should execute a Contract on non-judicial stamp Rs. 100/-, incorporating the various terms and conditions. In the event of bidder backing out before actual award of execution of Contract, such bidder will be liable to forfeit the EMD. The decision of the Hon'ble Director of IIM Kashipur will be final in all respect and will be acceptable to all the tenderers.

(aa) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

(bb) The award to MSME Firms shall be regulated as per Govt. Guidelines issued from time to time.

2. **Non-disclosure of Contract documents:** Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

3. **Termination of Contract:** IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

(i) The Contractor is declared bankrupt or becomes insolvent.

(ii) IIM Kashipur has noticed that the Contractor has sub contracting its work under the contract.

(iii) IIM Kashipur reserve the right to terminate the contract after giving three months notice to the Contractor if the work carried out is not satisfactory.

4. **Amendments:** No provision of present Contract shall be changed or modified in any way (including



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this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

- 5. Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.
- 6. Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.
- 7. Data Security:** The Contractor / Bidder acknowledges and agrees that while performing its obligations under this Contract, the Contractor / Bidder and / or its employees may be given access to certain data of IIM Kashipur. Any unauthorised use of such data by the Contractor / Bidder and / or its employees may be detrimental to IIM Kashipur. It is agreed between the Parties that Contractor / Bidder and / or its employees shall use any and all data provided by or accessed at IIM Kashipur solely for performing its obligations under this Contract, and will not, at any time disseminate, share, misuse, transfer, save, download, print, disclose, or in any other way use the data other than as specifically and directly required for the provision of the services under this Contract or as directed by IIM Kashipur in writing.
- 8. Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.
- 9. Arbitration:** In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it.
- If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.



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SECTION – IV

Schedule of Requirement

Contract for Human Resources Outsourcing on daily wages to Indian Institute of Management i.e. Supply of Skilled/Very Skilled/Semi-skilled/Unskilled Workers.

1. SCOPE OF WORK:

The IIM Kashipur is functioning from the permanent campus (Kundeshwari) and Hostel No. 1 (Bajpur Road) which includes the areas like Academic Building /Administrative Block / Hostels / Dining hall / Complete Campus Lawns + Passageways + Car Parking Shades / Cleaning of all drains open/closed/ Residential Apartments /Library /Commercial Complex.

I. Nature and scope of work for outsourced housekeeping and other staff required:

Area of Housekeeping Work:

All open and covered areas within the boundary of Academic building, hostels & Guest House of the IIM Kashipur will be in the scope of housekeeping services to be provided by the contractor. The cleaning areas are mentioned below:

The above area may vary (+) depending upon the requirement of the institute.

- i) The general office cleaning including office rooms, hall, partitions, lobby area, staircase, reception, entrance area, toilets etc. will have to be kept clean and dry at all the times. Further, the Contractor shall ensure that the said services are also provided upon call from IIM Kashipur officials. All the toilets should be cleaned minimum two times in a day.
- ii) The outside cleaning area of Academic building and hostel including parking area, outside area around the campus, hostel back side playground area etc. will have to be kept clean all the time.
- iii) Window and door sponging from inside/ outside with proper cleaning of frames/ pictures on walls, cleaning of blinds, cleaning of cobweb, Cleaning of light fittings/ fans/ tube lights and such other fittings/ false ceiling etc. minimum once a week.
- iv) Cleaning & dusting of tables, almirah, sofa, computer/ terminals/ telephone/ photocopying machines and all sophisticated electronic equipment should be daily before office hours. Sweeping/ mopping/ Dusting to above mentioned all areas and cleaning surrounding areas daily and as required basis.
- v) Cleaning of Toilets, Urinals, and Wash - Basins in all above mentioned areas two times in a day and on required basis.
- vi) Cleaning/Wiping of Furniture, complete fitted equipment and blocks boards of all above mentioned areas twice in a week.
- vii) Cleaning surrounding areas of all above place's surrounding areas twice in a week
- viii) Cleaning of Garden (Lawn) and watering the plants in the garden area daily and maintaining the garden of all above areas.
- ix) Sweeping/Mopping of staircases of all above mentioned areas
- x) Any blockage in water closet, urinals, washbasin, sewer tank should be cleared immediately by the contractor.
- xi) Cobweb work should be done in the entire above-mentioned places twice in a week.
- xii) Horticulture work
- xiii) The manpower requirement as being projected herein through this NIT is tentative and may vary



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from time to time or arise for other skill categories, which will be expected to be catered by the contractor on similar terms and conditions as per the institute exigencies.

- xiv) Removal of old Sani cubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No Sani cubes in each urinal & washbasin.
- xv) Every Saturday sweeping & mopping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, furniture cleaning, cleaning of window glass panels & door panels from inside & outside of all rooms.
- xvi) Washing of all dustbins from the corridor/ Offices with disinfectant and cleaning material.
- xvii) Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, Class rooms, open spaces etc.
- xviii) All flooring has to be scrubbed, washed & cleaned by floor scrubbing machines, wet & dry vacuum cleaner, & liquid floor cleaner as per dilution factors given on branded items.
- xix) Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per directions of IIM Kashipur.
- xx) Removal of cobweb from all wings at all heights from outside the Hostel building.
- xxi) Cleaning & wiping of tube lights, fans & exhaust fans.
- xxii) Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
- xxiii) Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
- xxiv) Cleaning of all glass panels with glass cleaning agent from inside & outside.
- xxv) Cleaning of all open areas in the Campus or any other work specifically instructed by the CAO/authorized officials or any other Authority of IIM Kashipur

II. Service Material and Tools

a. All the material required for the above works such as brooms, basket, cobweb stick, mopping stick, cloth, brushes etc will be provided by the Institute. The floor cleaning machine and other equipment will also be provided by the Institute.

b. Disinfectants, Phenyl, Toilet Cleaner, Floor Cleaner, Naphthalene Balls, Soap, tissue paper, etc. Required for toilet cleaning floor mopping will be provided by the Institute.

III Anticipated No. of Very Skilled/Semi-skilled/Very-skilled Workers required per day:

SI No.	Name of Building/ Location	Areas		Type of worker	Employee Category	No. of manpower per day
1	Academic Block	(Ground Floor) 3 Classroom X 90-seater 3 Classroom X 40-seater	(First Floor) 3 Classroom X 90-seater 3 Classroom X 40-seater	House keeping	Semi- skilled	12



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		Second Floor 2 Classroom X 90-seater	G floor and 1 st Floor - 32 rooms each		
		Second Floor 12 rooms, Lab 6	Conference room 01, Common area		
2	Administrative Block	Hostel-rooms (4X24X5) rooms, attached toilet, common area, area between towers of each	480	Housekeeping	Semi- skilled 29 (incl. 03 reliever)
		Dining Hall Ground floor		Housekeeping	Semi- skilled 2
		Faculty residency for common area 30 houses		Housekeeping	Semi-skilled 3
		Main receiving station, sewage treatment plant, Water treatment plant, Heat ventilation and air conditioner		Housekeeping	Semi- skilled 1
		Road cleaning		Housekeeping	Semi- skilled 3
3	Hostel No 1+Auditorium			Housekeeping	Semi- skilled 3
4	Admin & Faculty block			Peon	Skilled 4
5	Office, Hostels and Guest Houses			Carpenter	Very skilled 1
				Plumber	Very skilled 1
				Supervisor	Very skilled 2
				Assistant Electrician	Very Skilled 5
6	Guest Houses			Housekeeping	Semi- skilled 2
7	Hostel + Guest Houses			Cook	Very Skilled 12
8	New Office + Hostel			Gardener	Semi- skilled 30
9	Administration			Clerk-cum-Field Boy	Very Skilled 1
				Medical Assistant	Very Skilled 4
				Receptionist	Very Skilled 1
				Accounts Clerk	Very Skilled 1
				AV Assistant	Very Skilled 1
				Administrative Staff	Very Skilled 2
Summary		Skilled – 04 + Semi-skilled- 85 + Very Skilled- 31 = Total – 120			



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Note: This is only the estimated Manpower required for a particular month. The necessity of required manpower may be changed during a month. The payment will be made as per the actual Manpower supplied by the contractor during the month.

IV. WORKING HOURS FOR HOUSEKEEPING STAFF:

SUMMER		WINTER	
SESSIONS	HOURS	SESSION	HOURS
MORNING SESSION	7:30 am: 1:00 pm	MORNING SESSION	8:00 am: 1:30 pm
LUNCH	1:00 pm -1:30pm	LUNCH	1:30pm to 2:00pm
AFTERNOON SESSION	1:30 pm to 4:00pm	AFTERNOON SESSION	2:00 pm to 4:30 pm

NOTE: Working hours for office staff as per office hour. Cooks shall be as per the requirement of the mess.

V. Working Conditions

- a. The housekeeping service is required to be carried out on all the days of month.
- b. Sufficient manpower is required to be provided to all building for the work.
- c. Strict discipline must be observed by the workers.
- d. The labourers put in work must be properly dressed in uniform, as prescribed by the institute to distinguish them from other staff. The Contractor is to provide minimum two sets of uniform including shoes to the manpower supplied (Summer & Winter). All necessary clothing kit required for performing the job is to be catered by the contractor. The colour and texture of the uniform may be decided mutually.
- e. The labourers must be provided with identity card with the Institute’s concern.
- f. The Supervisor under whom the labourers work shall have to contact daily to the Institute.
- g. The Labourer must be given one paid weekly off if he/she continuously works for six days in a week along with declared holidays and festival holidays. However, no payment will be made for any absentee other than weekly off, declared holidays and festival holidays. Proportionate reduction will be made if any item of work is not carried out on any day due to any reason.
- h. The payment will be made after deducting necessary recoveries like TDS and other taxes etc. as per the prevailing government norms.
- i. Number of workers / labourers may increase / decrease as per institute exigencies.
- j. The cleanliness of the premises should be kept in spick and span conditions at all the times.
- k. The Contractor should make his arrangements for collection of all required materials from institute store. Required cleaning materials for succeeding month must be collected on the last week of preceding month and kept ready in the sanitary store in consultation with the concerned official/dept of IIM Kashipur.
- l. If the contractor’s performance is not satisfactory, the contract shall be terminated by giving three months’ notice.
- m. The Contractor shall recoup to the IIM Kashipur the cost of any damage incurred by IIM Kashipur on account of any breach of the terms and conditions of the Contract by the Contractor. If there is any damage to any part of the building, road, kerbs, fence, water pipes, cables, drains, electric or telephone posts or wires, trees, grass land or any cultivated ground contiguous to the premises upon execution of tendered work by the contractors’ labourers, the contractor shall make good the same at their own expense and in the event of their refusing or failing to do so, the damage shall be repaired at their expenses by the IIM Kashipur and such cost + 10 % of such cost towards general supervision will be deducted from any sums, due to/which becomes due to the contractor.



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- n. The Contractor should engage the labourers aged between 18 and 50 years old. They should also provide proof of age if required for verification by Authorities. The persons engaged should be healthy and strong. No labour below the age of EIGHTEEN (18) shall be employed on the work.
- o. The wages for the labourers to be fixed by the contractor should be at least protecting the minimum wages prescribed by the Minimum Wages Act of the Central Government and government policies from time to time. Payment to the labourers must be remitted to their respective bank account by before 7th of every month. Digital mode of payment must be encouraged.
- p. A certificate for wages paid to the labourers to be submitted to the institute.
- q. The contractor must submit a report on Friday of every week giving details of weekly task performed in the following format. If Friday happens to be holiday to the Institute the report shall be submitted on the next working day.

Report Format

SI No.	Task	Remarks
1	Cleaning of Toilets, Wash - basins, Urinals etc.	
2	Dusting/Wiping blinds	
3	Cleaning of Cobwebs	
4	Mopping the floors of all rooms/halls etc.	
5	Cleaning of Doors/Window/Furniture & Fittings	
6	Cleaning of Areas surrounding the buildings	
7	Watering of plants, cleaning of garden areas	
8	Report on any other work entrusted by the Institute	

The report shall be submitted in duplicate-one copy to the concerned official and another copy to the Chief Administrative Officer of IIM Kashipur.

Signature of Contractor

Chief Administrative Officer

DETAILS OF PENALTIES:

S. NO	DEFAULT	PENALTY
1	Failure to maintain sanitation and cleanliness and failure to dispose waste/littering in or round the toilet Blocks	Rs 100 per day for each toilet blocks
2	Choked sewer connections resulting into water logging stagnation	Rs.500 for 1 st day and Rs.100 for subsequent days
3	Employees not wearing uniform	Rs 50 per day per person
4	Failure to keep the site clean	Apart from the penalty prescribed, the CAO/ /authorized official of IIM Kashipur shall have the right to get this work done at the cost of the Contractor either departmentally or through any other Contractor. The expenses so incurred would be intimated to the Contractor by IIM Kashipur and the requisite amount would be deducted from the monthly bills of the Contractor for the Services rendered by it

BIDDER'S SIGNATURE WITH SEAL



SECTION – V

Technical Eligibility Criteria of the Bidders

1. Eligibility Criteria

- (a) The Contractor should have a legal status, whether it will be a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for tax liabilities GST/income tax along with the registration for PF, ESI and others statutory liabilities (Bidders are to mandatorily furnish all relevant documents to support)
- (b) Average Annual turnover of the firm in last three financial years should be greater than or equal to 1 Crore (Rupees One Crore). (Bidders are to mandatorily furnish all relevant documents to support)
- (c) The bidder must have a registered/branch office in the vicinity of Udham Singh Nagar district, in the State of Uttarakhand. (Bidders are to mandatorily furnish all relevant documents to support)
- (d) The bidder must possess solvency certificate on proprietary / firm's name from nationalized bank at least of the value equivalent to Rs. 2 Crores (Rupees Two Crores). (Bidders are to mandatorily furnish relevant document to support its sound financial status as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required).
- (e) Bidder's firm or its subsidiary with ISO certification shall be preferred. (Bidders are mandatorily to furnish relevant documents to support)
- (f) The bidder must have at least three years' experience of providing similar type of services and should have supplied minimum total of 1000 manpower / staff in that period (three years) to any of Central/State Government/PSUs. Documentary proofs for the services rendered with such Central/State/PSUs with duration of service shall be furnished indicating the number of manpower / staff supplied. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required)
- (g) The bidder must have successfully executed,:
- i) Three similar completed services costing not less than the amount equal to 60,00,000/- (Rupees Sixty Lakh) of the estimated yearly cost; Or
 - ii) Two similar completed services costing not less than the amount equal to 1,00,00,000/- (Rupees One Crore) of the estimated yearly cost; Or
 - iii) One similar completed service costing not less than the amount equal to 1,40,00,000/- (Rupees One Crore and Forty Lakhs) of the estimated yearly cost.
- (h) The Tender Fee is mandatory to be paid along with the bid. However, Tender fee and EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (i) There should be no criminal case pending with the police against the Proprietor/Firm/Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated in Technical Bid will be assumed for this purpose.



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- 2. Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
- Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT, both technically and commercially.
 - The Bids forwarded by the Bidders will be evaluated by the IIM Kashipur with reference to the technical characteristics of the NIT. The compliance of Bids would be determined based on the parameters specified in the NIT and financial evaluation in total.
 - The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Financial Bid on Annexure-II
 - The bidder should preferably sign Annexure-II of the NIT on the letter head of the firm. All the rates quoted should be inclusive of all taxes.
 - In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

SECTION – VI

TERMS OF PAYMENT

- No advance payment will be made by IIM Kashipur under any circumstances.
- Monthly bill will be paid on the basis of number of labourers engaged, and the scope of work, and amount of incomplete work will be deducted from the total monthly bill as specified in section-VI, Details of Penalties.
- The contractor shall submit bills in respect of the services rendered by it on calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and E.P.F., ESIC and any other Tax (if applicable) amount paid bank challans.
- Contractor should deposit the ESIC, Employee Provident fund contribution & any other tax (if applicable) to the concerned office separately for those workers engaged at the IIM Kashipur campus and the said statement should be submitted along with bill to Institute.
- Income Tax will be recovered at the prevailing rates from the bills payable to the Contractor.
- Wages of labourers shall be paid by A/c payee cheques through bank/RTGS/NEFT and necessary bank statement & photocopy of pay slip of each labourer shall be submitted to the IIM Kashipur along with bill if required by IIM Kashipur.
- Water & Electricity will be provided free of cost by the Institute.
- In the event of any dispute over this contract, IIM Kashipur's decision shall be final and binding.

Signature of the Bidder
Name and Address of the bidder
Rubber Stamp of Prop. Or Firm or Company



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Annexure-I

(Refers to IIM Kashipur/NIT/11)

Technical Bid

1. Name of the Tenderers Firm (Contractor): -
2. Name of Proprietor/Director of the firm:

Telephone No	
Mobile No	
Email id	
Fax No	
Office Address:	

BANK DETAILS	
Name	
Type	
A/C No.	
IFSC	
Bank Name:	

3. **Name of Work:** Supply of Very Skilled/Semi-skilled/Skilled workers on contract at Indian Institute of Management Kashipur.
4. Copy of NIT document duly signed on each page and all the documents as per the eligibility criteria along with the DDs of tender fee and EMD deposit are to be attached with this technical bid format. Exemptions, if any must be supported with legitimate documents.
5. Turnover during the last three FYs. Please attach legitimate proof of turnover.

Year	Turnover in Rupees

6. Tender Fee DD No. _____ Bank _____ Date _____



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7. EMD DD No. _____ Bank _____ Date _____

8. Detail of experience in Central Govt/State Govt/Public Sector Undertakings during the last three financial years along with documentary evidence.

Year	Name of Employer/ Address	Detail of Experience Period of contract with dates of commencement and completion	Total Number of workers deployed

Note- Technical Evaluation will strictly be done based on eligibility conditions and terms and conditions of the NIT.

- i) The General Terms and Conditions are part of the Tender and are to be strictly adhered to. Violation of any condition shall be treated as breach of contract.
- ii) The bids should be submitted in one big envelope containing two separate sealed envelopes, one each containing Technical Bids and Financial Bids clearly marked on Top. All the pages of the Tenders and supporting documents may be signed by the bidder.
- iii) Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation done by the duly constituted Committee.

Declaration by the Tenderer:

- i. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender.
- ii. I/We want to tender as per rates quoted in the Financial Bid.
- iii. I/We hereby undertake that the firm has not been blacklisted by any government department/PSU and no criminal case is pending against the firm.

Date:

Signature of the Tenderer with Firm's Seal



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ANNEXURE-II

(Refers to IIM Kashipur/NIT/11)

FINANCIAL BID

Name of the Tenderers Firm: _____

Sl. No.	Type of worker / Category	Employee Category	Estimated No. of manpower engaged per day	Daily Wages / Rate	Other charges to be paid by Institute	Service Charges of Service Provider in % (In figures and words both)
1	Housekeeping	Semi-skilled	55	As per directives issued from Chief Labour Commissioner, Govt of India from time to time	Statutory Charges / applicable taxes as per Govt Rules	
2	Peon	Skilled	04			
3	Carpenter	Very Skilled	01			
4	Plumber	Very Skilled	01			
5	Supervisor	Very Skilled	02			
6	Cook	Very skilled	12			
7	Asst Electrician	Very skilled	05			
8	Gardener	Semi-skilled	30			
9	Clerk-cum-Field Boy	Very skilled	01			
10	Med Assistant	Very skilled	04			
11	Receptionist	Very skilled	01			
12	Accounts Clerk	Very skilled	01			
13	Audio Visual Assistant	Very Skilled	01			
14	Administrative Staff	Very skilled	02			

Note: This is only the estimated Manpower required for a particular month. The necessity of required manpower may be changed during a month. The payment will be made as per the actual Manpower supplied by the contractor during the month.

Declaration by the Tenderers: This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ ourselves to abide by them. The General Terms & Condition are part of the Tender.

Date:

Signature of the Tenderer / Firm's Seal



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ANNEXURE - III

CHECK LIST

The Technical Bid shall be summarily rejected, if these documents are not attached. Documents must be attached in following serial order only.

Sl. No.	Particulars	Yes / No
1	Demand Draft for Tender Fee payment for Rs. 2,360/- (Rupees Two Thousand Three Hundred and Sixty only) (Non-Refundable).	
2	Demand Draft of EMD Payment of Rs. 4,00,000/- (Rupees Four Lakhs only).	
3	Photocopy of valid MSME/MSE/NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be submitted in case of claiming EMD and Tender Fee exemption.	
4	Legitimate Firm / Company Registration certificate (Copy to be enclosed)	
5	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
6	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
7	Copy of appropriate PAN Card	
8	Copy of Registration. with Service Tax/ Sales Tax/ GST Department	
9	Copy of Income Tax Return of the firm/company/Contractor (Individual in case sole proprietary firm) for last financial year.	
10	Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2019 of the previous financial year, should be at least 25 Lakh. (Attach Proof)	
11	undertaking /affidavit dully attested by the competent authority swearing therein that the bidder is not black listed / disqualified at any time by any government /authority from participating in the bidding process.	
12	Requisite details of Eligibility Criteria for the bidders to be ascertained. (Relevant documents to be submitted along with the bid as mentioned in NIT)	



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CERTIFICATE

I, _____, Son/Daughter/ Wife of Shri _____ Proprietor/Director/authorized signatory of the Contractor/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. I, do hereby declare that the I/we/our firm/company has neither been black listed nor any criminal case is pending against me/us/him/our firm/our company (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-) stating that I/we/our firm/company has never been Black listed and no criminal case etc/ is pending against me /us/our firm/company) by any of the Govt. Institute/Ministries/Departments/PSUs.

Signature of authorized person

Date: _____

Full Name: _____

Place: _____

Seal: _____