

**NOTICE INVITING TENDERS (NIT) FOR PROVIDING HOUSE KEEPING SERVICES  
AT TRANSIT CAMPUS, IIT PALAKKAD**

**Tender No. IITPKD/ADMN/041/2018-19**

**Date of Opening: 01.01.2019  
Date of Closing: 21.01.2019 at 1500 hours**



**IIT PALAKKAD**

**INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD  
AHALIA INTEGRATED CAMPUS,  
KOZHIPARA, PALAKKAD – 678 557**

# **NOTICE INVITING TENDERS (NIT) FOR PROVIDING HOUSE KEEPING SERVICES AT THE TRANSIT CAMPUS, IIT PALAKKAD**

## **INSTRUCTIONS TO BIDDERS INCLUDING TERMS AND CONDITIONS**

### **1. GENERAL**

1.1. Indian Institute of Technology Palakkad (hereinafter called IITPKD) invites sealed tenders under Two-Bid System from reputed agencies who are experienced in providing cleaning and housekeeping services with suitable and uniformed, trained manpower for its **Transit Campus (Near Gramalakshmi Mudralayam, Pudukkottai, Kanjikode Po, Pin – 678 623)**.

1.2. The tender documents may be downloaded from the institute's website <https://iitpkd.ac.in/tenders> or from <https://eprocure.gov.in/cppp/>. Last date for submission of the bids is **21.01.2019, 1500 hours**. The bids will be opened by the duly constituted Committee in the presence of the bidders or their authorized representatives, who wish to be present on the same day at **1515 hours**. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.

1.3. **The bids shall reach Registrar, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad-678557** by Post/Courier/in person latest by **21.01.2019, 1500 hours**. Bids received after the above mentioned date and time shall not be considered. Bids sent through Cable/Facsimile/Email/FAX/ any other mode shall not be considered. Conditional bids will be rejected outright.

1.4. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IITPKD after the bid submission deadline prescribed by IITPKD, shall be rejected and returned unopened to the Bidder.

1.5. The timeline for the NIT is as mentioned below:

S. No.	Events	Date and Time	Venue
1	Downloading of the Tender Document	01.01.2019, 1500 hours	-
2	Last date for submission of sealed tenders	21.01.2019, 1500 hours	-
3	Opening of Pre-qualification Bids	21.01.2019, 1530 hours	Conference Room, Academic Block, IIT Palakkad.

1.6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

1.7. Each tenderer shall submit only one bid, either by himself or as a partner in a joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.

1.8. The bidder shall bear all costs associated with the preparation and submission of his bid and IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

1.9. The Tender Document is not transferable. The bidder shall make a copy of the tender document before submitting the same to the concerned office. No requests will be entertained for making a copy after the submission of the document.

1.10. IITPKD will respond to any request for clarification or modification of the Tender Document that are received up to **FIVE (05) days** prior to the deadline for submission of bids prescribed by IITPKD. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify

IITPKD in writing at the address mentioned. Any such clarification, together with all details on which the clarification had been sought, will be published in the website.

1.11. Except for any such written clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the Registrar, IIT Palakkad, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

1.12. The agency shall also be responsible for the insurance of its personnel. The agency shall specifically ensure compliance of various Laws/Acts, including but not limited to the following and their re-enactments/amendments/modifications:

- I) The Payment of Wages Act 1936
- II) The Employees Provident Fund Act, 1952
- III) The Factory Act, 1948
- IV) The Contract Labour (Regulation) Act, 1970
- V) The Payment of Bonus Act, 1965
- VI) The Payment of Gratuity Act, 1972
- VII) The Employees State Insurance Act, 1948
- VIII) The Employment of Children Act, 1938
- IX) The Motor Vehicle Act, 1988
- X) Minimum Wages Act, 1948

1.13. The bidder should have an office in the proximity of the Institute, for smooth coordination.

1.14. There should be no case pending with the police against the proprietor/partners/agency.

1.15. Any violation of terms/conditions of the tender document, instructions/terms of agreement or suppression of facts will attract cancellation of agreement without any reference.

## **2. AMENDMENTS IN THE TENDER DOCUMENT**

2.1. At any time prior to the deadline for submission of bids, IITPKD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

2.2. Amendments will be intimated through the institute's website and the tenderers shall ensure that the amendments are carried out in the bid before submission. Further, it will be assumed that the Bidder has taken into account such amendments, while submitting the bid.

## **3. COMPOSITION OF THE TENDER DOCUMENT**

3.1. The Tender Document comprises of:

- (a) Instruction to the bidders including terms and conditions
- (b) Tender Form (Annexure-I)
- (c) Scope of Work (Annexure-II)
- (d) Price Bid (Annexure-III)
- (e) Evaluation Pattern of the Pre-qualification Bid (Annexure-IV)
- (f) Check List for Pre-qualification Bid (Annexure-V)
- (g) Undertaking (Annexure-VI)
- (h) Format of Bank Guarantee for Bid Security (EMD) (Annexure-VII)
- (i) Format of Bank Guarantee for Performance Security (Annexure-VIII)

3.2. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. In the event of discovery of any missing pages, the bidder shall inform the same to the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

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

#### **4. LANGUAGE/FORMAT/SIGNING OF THE BID**

4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITPKD shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.

4.2. The documents comprising the bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder or a person or persons authorized by the bidder. All the pages of the bid shall be numbered and except for unamendable printed, shall be signed by the person or persons authorized.

4.3. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections with date.

#### **5. DOCUMENTS COMPRISING THE BID**

5.1. The Pre-qualification and Commercial Bids shall be sealed in separate covers duly superscribed as **Providing House Keeping Services at the Transit Campus, IIT Palakkad**. Both these sealed covers shall be put in a bigger cover, which should also be sealed and duly superscribed as **Providing House Keeping Services at the Transit Campus, IIT Palakkad, Tender No. IITPKD/ADMN/039/2018-19**. If the bigger cover is not sealed and marked as required above, IITPKD will assume no responsibility for the bid's misplacement or premature opening.

5.2. The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs.64,000/- (Rupees Sixty Four Thousand Only)** in the form of an Account Payee DD/ Fixed Deposit Receipt/Bank Guarantee from a nationalised bank in an appropriate format, in favour of **INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD PAYABLE AT PALAKKAD** along with the Tender Document. EMD shall be put in a separate sealed cover and duly superscribed (as was done for the pre-qualification/commercial bids).

5.2.1. Bids not accompanied by the EMD shall be rejected/disqualified.

5.2.2. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest by the 30<sup>th</sup> day after the award of the contract.

5.2.3. EMD of the successful bidder shall be returned on receipt of the prescribed Performance Security and after signing of the contract agreement.

5.2.4. EMD shall be forfeited, if the bidder withdraws his bid during the period of validity of the tender.

5.2.5. EMD shall be forfeited, if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

5.3. Documents establishing conformity of the terms and conditions of the Tender Document shall be provided along with the bid.

5.4. Information related to the agency/bidder such as photocopies of the Registration/PAN/GST/TIN shall be furnished.

5.5. Agencies/Bidders, who are bidding for this NIT shall,

(i). Have an experience of providing similar kind of services for at least five years in any of the Centrally Funded Technical Institutions/Central Government Departments/Central Educational Institutions/ Centrally Funded Autonomous Institutions/Public Sector Undertakings of the Government of India or any other State Governments/Public Sector Banks/any Central Institutions of repute. Necessary valid supporting documents shall be provided by the bidder, without which the claim made shall not be considered by the institute.

(ii). Have an **Average Annual Turnover of Rs.16 Lakh** during the last three financial years (2015-16, 2016-17, 2017-18). The bidder shall enclose the audited statements of the indicated financial years, which should have been certified by a Chartered Accountant.

- (iii). Provide the Memorandum of Understanding in case the bidder comprises of Partnership/Consortium/Joint Venture.
- (iv). Submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint Venture.
- (v). Nominate/authorize one of the members of the Partnership/Consortium/Joint Venture to be in charge and this nomination/authorization shall be covered in the power of attorney signed by the legally authorized signatories of all the members of the Partnership/Consortium/Joint Venture.
- (vi). Submit the complete details of the ownership and control. If the Bidder is a Partnership/Consortium/Joint Venture, complete details of ownership and control of each member thereof shall be provided.
- (vii). Submit copies of all the documents required, duly self-attested, along with pre-qualification bid of the tender.
- (viii). Confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the Institute subsequently finds to the contrary, the Institute reserves the right to declare the bidder as non-compliant and declare any contract if already awarded to the bidder to be null and void.
- (ix) Furnish the copy of Tender Document and addenda, if any, thereto, marked "Original" with each page signed and stamped to acknowledge acceptance of the terms and conditions of the tender.

## **6. CURRENCY OF BID AND PAYMENT**

6.1. The Bidder shall submit the price bid/offer in Indian Rupees (INR) and payments under this contract will be made in Indian Rupees only.

## **7. DURATION OF CONTRACT**

7.1. The contract shall be initially for a period of one year, which may be extended for a further period of one year at the same terms and conditions of the contract including the rates on Mutual Consent.

## **8. PERIOD OF VALIDITY OF THE BIDS**

8.1. The bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission.

## **9. LATE AND DELAYED BIDS**

9.1. Bids shall be received in the Institute at the address specified not later than the date and time stipulated in the Tender Document. The Institute may, at its discretion, extend the deadline for submission of bids, in which case all rights and obligations of the Institute and the Bidder will be the same.

9.2. Any bid received by the institute after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## **10. BID OPENING AND EVALUATION**

10.1. The bids will be opened by the duly constituted Committee comprising authorized officials of the Institute in the presence of the Bidders or of their authorised representatives, who may wish to attend at the scheduled date, place and time.

10.2. Prior to the detailed evaluation, IITPKD will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations.

10.3. If a bid is not substantially responsive, it shall be rejected by IITPKD and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.

10.4. IITPKD's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

10.5. The pre-qualification bids will be evaluated as per the methodology given in the **Annexure-IV** of the Tender Document.

10.6. Financial bids of only those bidders, who have been successful in the pre-qualification stage, will be opened for evaluation in the presence of qualified bidders. The successful bidders of the pre-qualification stage will be informed in advance, of date/time on which the financial bids will be opened.

10.7. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, *the unit or subtotal price shall prevail*, and the total price shall be corrected. If there is a discrepancy between words and figures, *the amount in words shall prevail*. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.

10.8. IITPKD may waive off any minor nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

#### **11. CLARIFICATION IN THE BIDS**

11.1. During the bid evaluation, IITPKD may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

#### **12. MODIFICATION AND WITHDRAWAL OF BIDS**

12.1. The Bidder may modify or withdraw the bid after submission, provided a written notice of the modification or withdrawal is received by IITPKD prior to the deadline prescribed for bid submission.

12.2. The Bidder's modifications shall be prepared, sealed, marked and dispatched in an envelope duly marked **BID MODIFICATION**.

12.3. A Bidder wishing to withdraw the bid shall notify IITPKD in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall be addressed to IITPKD at the specified address and bear the reference number and the title of the tender and the words **BID WITHDRAWAL NOTICE**. Bid withdrawal notices received after the bid submission deadline will be ignored and the bid submitted prior to that will be deemed to be a valid bid.

12.4. No bid can be modified subsequent to the deadline for submission of Bids.

12.5. No bid can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

#### **13. IITPKD'S RIGHT TO ACCEPT/REJECT/MODIFY ANY OR ALL BIDS**

13.1. IITPKD, is not bound to accept the lowest or any bid and may at any time, by notice, terminate the entire tendering process, without assigning any reason.

13.2. IITPKD, may terminate the contract, if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

13.3. IITPKD, may reject the bids in the event they are accepted, but the successful bidder fails to furnish the Performance Security or fails to execute the Contract Agreement.

13.4. IITPKD reserves the right to accept/reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

13.5. IITPKD reserves the right to negotiate with the eligible lowest Bidder.

#### **14. AWARD OF CONTRACT**

14.1. The institute will award the contract to the successful bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

14.2. The successful bidder will be required to execute a Contract Agreement within 30 days from the date of issue of Letter of Intent/Work Order, failing which the Letter of Intent/Work Order issued shall be treated as cancelled.

14.3. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of Letter of Intent/Work Order for **5% (of the contract value)** in the form of an Account Payee DD/Fixed Deposit Receipt/Bank Guarantee from a nationalised bank in an appropriate format **(Annexure-X)** in favour of **Indian Institute of Technology Palakkad payable at Palakkad**. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

14.4. The Performance Security shall automatically become null and void once all the obligations of the agency under the contract have been fulfilled, including, but not limited to, any obligations during the period of contract and any extensions to the period. The Performance Security shall be returned to the agency under contract not later than fifteen (15) days after its expiration.

14.5. Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event IITPKD may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

#### **15. FORCE MAJEURE**

15.1. If the contractor is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure (civil disturbance, riots, strikes, tempest, acts of god etc), then it shall notify IITPKD in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fifteen (15) days after the occurrence of such event.

15.2. The contractor, when affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the contract and to fulfill its obligations under the contract, but without prejudice to IITPKD's right to terminate the Contract.

15.3. No delay or non-performance by the Supplier caused by the occurrence of any event of Force Majeure shall:

- (a) Constitute a default or breach of the Contract;
- (b) Give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance.

15.4. If the performance of the Contract is substantially prevented, hindered or delayed for a single period of more than THIRTY days or an aggregate period of more than sixty days on account of one or more events of Force Majeure, IITPKD shall have the right to terminate the Contract by giving a notice to the Supplier.

#### **16. DISPUTE RESOLUTION**

16.1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Registrar, IIT Palakkad.

16.2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Palakkad only.

16.3. Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Palakkad.

**TENDER FORM**  
**(Please use a separate sheet if needed)**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Names, address of firm/Agency and Telephone numbers, Email Address	
2	Registration No. of the Firm/ Agency	
3	Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with	
4	Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners should specified	
5	Copy of PAN card issued by Income Tax Department and copy of Income Tax Return for the previous three Financial Years	
6	Provident Fund Account No.	
7	ESI Number	
8	License number under Contract Labour (R&A) Act, if any	
9	Details of ISO Certification	
10	Any other information	

**Declaration by the bidder**

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

**Signature**

Name:

Address:

Phone No.: (Both landline and mobile numbers to be provided)

Email Address:

**Note: All the above details shall be evidenced by a valid/certified document.**



## **SCOPE OF WORK**

The agency shall provide the Housekeeping services in the IIT Palakkad's Transit Campus. The agency shall ensure hygienic atmosphere and clean environment in the Institute. It is the responsibility of the agency to provide the necessary cleaning materials, gadgets, etc required for cleaning.

### **Duties and Responsibilities of the House Keeping Staff**

1. Cleaning of floor areas, Vertical finishes (walls), Roof and False ceilings, Glass areas, Doors and attached fixture, Windows with attached fixtures and Frames, Rolling shutters, Railings, Mirrors, Aluminium grills, Pillars, Curtains, Slabs, Cabinets, Almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bathrooms and toilets of the Offices on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any.
2. Washing, cleaning and maintenance of Indoor/Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
3. Sanitation of bathrooms and toilets including application of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain a hygienic atmosphere.
4. Cleaning and maintenance of all the drains within the compound of the Institute.
5. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-medical waste as per the prescribed norms of bio-medical waste disposal at designated places. The responsibility of disposal of the garbage lies with the agency.
6. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Department in all covered and open area.
7. Cleaning of all equipment available in the rooms/labs including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
8. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
9. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
10. Cleaning of lifts (all components).
11. Cleaning of fire-fighting equipment, CCTV and public address systems, etc.
12. Cleaning of all miscellaneous equipment as available or being provided from time to time.
13. Cleaning of carpets, etc. with modern gadgets shall be done once a week.
14. Sweeping/Cleaning and wet mopping of the main hall of canteen/kitchen/pantry shall be done twice a day.
16. Any other provisions as and when required by the employer may be incorporated in the scope of work/agreement. The same shall also be binding on the agency. A duty chart shall be provided at the time issuance of contract / work order / agreement, which is binding on the personnel employed by the agency.

**PRICE BID**  
(To be Enclosed in a Sealed Cover)

<b>Description of Work</b>	<b>No. of Personnel required</b>	<b>Rate per personnel (INR) (in words and figures)</b>	<b>Monthly amount (INR) (in words and figures)</b>
Providing House Keeping Services at Transit Campus, IIT Palakkad as per the scope of work in Annexure-II	1 Supervisor		
	<b>12 Cleaning Staff*</b>		
	Total Amount		
	GST @ 18%		
	Grand Total		

**Note**

- Contractor shall provide uniformed/trained personnel and use its best endeavour to provide sanitation and housekeeping services to the Institute for providing neat and clean environment. Rates quoted shall include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, Weekly-off replacement charges, Cost of uniform for the personnel deployed, all kinds of taxes, Service charges, Cleaning materials, usage of gadgets, etc. If the minimum wages is revised by the Government of India, the incremental wages, if applicable, shall be provided.
- The offers/bids which are not in compliance of Minimum Wages Act and any other Labour acts/laws will be treated as invalid.
- All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures, as well as in words. Alterations, if any, unless legibly attested by the tenderer shall lead to disqualification. The tenderer shall take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

**Signature**

Name and address of the vendor with stamp

Place:

Date:

**\*The number required may be increased /decreased subject to the requirement.**

**EVALUATION PATTERN OF PRE-QUALIFICATION BID**

All the pre-qualification bids of the firms/agencies, which have submitted all the relevant documents as sought in the Tender Document and meeting the eligibility criteria will be scrutinized by the duly constituted Committee. The parameters to be considered for the evaluation and the maximum marks for each parameter of the pre-qualification bid is as under:

<b>Sl. No.</b>	<b>Parameter</b>	<b>Maximum Marks</b>
1	Background of the organization (Type of company, certification for quality, ISO Certification, Turn Over, Testimonials)	30
2	Profile of Employees (Age, qualification, Experience, Ex-servicemen)	20
3	Past experience in carrying out similar works on or after 01.01.2013. Type and Number of Organizations served, Contract value, Duration of service etc.	30
4	Proposed Work plan and ability to extend quality of service	20
<b>Total Marks</b>		<b>100</b>

**Note:**

1. Agency shall provide supporting details/documents for all the above parameters for scrutiny and evaluation.
2. The financial bids of the firms/agencies qualified in the pre-qualification stage only will be opened for evaluation. The contract will be awarded to the agency which has quoted lowest (L-1). In case of a tie, the contract will be awarded to the agency which gets the highest marks in the evaluation of the pre-qualification bid.

**CHECK LIST FOR PRE-QUALIFICATION BID**  
**(Please use a separate sheet if needed)**

<b>Sl. No.</b>	<b>Essential Documents</b>	<b>Page No. in which the document is placed in the pre-qualification bid</b>
1	Bid Security (EMD) of <b>Rs.64,000/- (Rupees Sixty Four Thousand Only)</b> in the form of FDR/DD/Bank Guarantee issued by any scheduled nationalised bank in favour of Indian Institute of Technology Palakkad Payable at Palakkad	
2	Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also shall be provided	
3	Undertaking on a Stamp paper of Rs.100/- (Rupees One Hundred only) as per format prescribed in Annexure-VI	
4	Self-attested copy of the PAN card along with the copy of Income-Tax Returns of the last financial year (2015-16, 2016-17, 2017-18) certified by chartered accountant	
5	Self-attested copy of GST Registration Certificate	
6	Self-attested copy of valid Registration Certificate of the firm/agency	
7	Self-attested copy of valid Provident Fund Registration Certificate	
8	Self-attested copy of valid ESI Registration Certificate	
9	Self-attested copy of valid License under Contract Labour (R&A) Act, 1970	
10	Proof of experiences of last five financial years along with satisfactory performance certificates from the concerned employers	
11	Annual Turnover of previous three years supported by audited balance sheet	
12	Manpower on roll	
13	Self-attested copy of ISO Certificate, if any	
14	Any other documents relevant to the bid	

**Signature**

**(Name and Address of the Bidder)**

**Telephone/Mobile No.**

**UNDERTAKING**  
**(To be provided on a Stamp Paper of Rs.100/-)**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Designation and Name of the concerned Institute)

Name of the firm/Agency \_\_\_\_\_

Name of the tender \_\_\_\_\_ Due date: \_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained sanitation/housekeeping workers.
5. I/We do hereby undertake that neat and clean environment of the Institute shall be ensured by our Agency, as well as any other point considered by our Agency. Our Housekeeping Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. \_\_\_\_\_ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

**Signature**

**(Name and Address of the Bidder)**

**Telephone/Mobile No.**

**FORMAT OF BANK GUARANTEE FOR BID SECURITY (EMD)**

**(To be stamped in accordance with Stamps Act of India)**

KNOW ALL MEN by these present that we \_\_\_\_\_ (Name and address of Bank), having our registered office at \_\_\_\_\_ (hereinafter called “the Bank”) are bound unto \_\_\_\_\_ (Name of the Department) (hereinafter called “the Department”) in sum of Rs. \_\_\_\_\_ for which payment will and truly to be made to the said Employer, the Bank binds himself, his successors and assigns by these presents.

WHEREAS \_\_\_\_\_ (Name of Bidder) (hereinafter called “the Bidder”) has submitted his bid dated \_\_\_\_\_ for providing Sanitation/Housekeeping Services (hereinafter called “the Bid”).

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs. \_\_\_\_\_ (Amount in figures and words) as Bid Security against the Bidder’s offer as aforesaid.

AND WHEREAS \_\_\_\_\_ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:

1. That the Department may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till: (a) The Bidder, in case the bid is accepted by the Department, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India. (b) Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression “the Bidder” and “the Bank” herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender;
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para \_\_\_\_\_ of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted.

WE undertake to pay to the Institute upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness  
Name of Witness (Stamp/Seal of Bank)  
Address of Witness

Signature of Authorized Official of the Bank  
Name of Official \_\_\_\_\_  
Designation \_\_\_\_\_  
ID No. \_\_\_\_\_

**FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

**(To be stamped in accordance with Stamps Act of India)**

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the “Bank”) of the one part and \_\_\_\_\_ (Name of the Institute) (hereinafter called the “Institute”) of the other part.
  2. WHEREAS \_\_\_\_\_ (Name of the Institute) has awarded the contract for sanitation/housekeeping services contract for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the “contract”) to M/s \_\_\_\_\_ (Name of the contractor) (hereinafter called the “contractor”).
  3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).
  4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
  5. After the Contractor has signed the aforementioned contract with the Institute, the Bank is engaged to pay the Institute, any amount up to and inclusive of the aforementioned full amount upon written order from the Institute to indemnify the Institute for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Institute immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Institute any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
  6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
  7. At any time during the period in which this Guarantee is still valid, if the Institute agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Institute and at the cost of the contractor.
  8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
  9. The neglect or forbearance of the Institute in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Institute for the payment hereof shall in no way relieve the Bank of their liability under this deed. 1
  0. The expressions “the Institute”, “the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.
- IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_  
in the presence of:

Witness-1

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness-2

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_