



## Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,  
Maninagar (East), Ahmedabad – 380026,  
Gujarat, India.

Contact No.: 079-67775430

E-mail: [purchase@iitram.ac.in](mailto:purchase@iitram.ac.in)

Website: [www.iitram.ac.in](http://www.iitram.ac.in)

Tender No. 2024/09

Date: 09.04.2024

### **NOTICE INVITING TENDER**

#### **-: CRUCIAL DATES & INFORMATION :-**

Tender No.	2024/09
Name of Work	Techno-Commercial Tender for Providing Housekeeping Services for IITRAM during 2024-25
Tender Issue Date	09.04.2024
Tender Fee	Rs.5,900/- (Including 18% GST) (Non-Refundable)
Bid Security (EMD)	Rs.2,10,000/- (Rupees: Two Lacs Ten Thousand Only) (Refundable subject to T&Cs)
Last date and time for online bid/offer submission	<b>29.04.2024 till 06:00 PM</b>
Last date and time for bid/offer physical document submission	<b>30.04.2024 till 02:00 PM</b>
Date & Time for opening of technical bid/offer	<b>30.04.2024 at 04:00 PM</b>
Date & Time for Presentation	<b>01.05.2024 at 03:00 PM</b>
Date & Time for opening of financial bid/offer	To be informed later through email (Will be informed only technically qualified bidders)
Bid Validity	120 days from the date of technical bid opening
Performance Security	Rs.3,50,000/- (Rupees: Three Lakhs Fifty Thousand Only)
Tender Inviting Authority and Address	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat, India. Contact No.: 079-67775430 E-mail: <a href="mailto:purchase@iitram.ac.in">purchase@iitram.ac.in</a>

## **INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT**

### **-: INTRODUCTION: -**

Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University and has been mandated to bring about significant change in Engineering Education with respect to Technical and Managerial knowledge in the area of Infrastructure.

Institute of Infrastructure, Technology, Research And Management offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.

The Institute is having following premises:

<b>Sr. No.</b>	<b>Premises</b>	<b>Approx. Area (In SQ.FT.)</b>
1	Academic Building (Basement + GF + 6 Floors)	346748
	Workshop Area at Academic Building	27216
	Cafeteria at Academic Building	16764
2	Hostel Building, AMC Staff Quarters, Nr. Somnath School, Maninagar (East) – 24 Flats	43200
3	Hostel Premises, Hathijan (10 Duplexes)	15700
	<b>Total Area (In SQ.FT.)</b>	<b>449628</b>

### **NOTE:**

**In case of increase in the area to be cleaned, the Institute may request the L1 bidder/ Contractor selected through this tender process to submit fresh discounted rates and if the new rates are equal to or higher than the rates quoted now, the Institute may terminate the CONTRACT and float a fresh tender.**

Housekeeping of above Institute premises is the required work. The following tasks are included in it:

- Cleaning of all the common passages of the building including foyer, circulation area, general toilet, officer's toilet, and ladies toilet
- Cleaning of passages and gallery of all the floors
- Cleaning of Workshop building with surrounding space
- Cleaning of the stairs of the building
- Cleaning of the roofs of the building
- Cleaning of parking area
- Cleaning of the cellar.
- Cleaning of the side roads
- Cleaning of adjoining approx. area:

a) Academic Building	82405 sq. ft.
b) AMC Staff Quarters	23000 sq. ft.
c) Hathijan Hostel	10000 sq. ft.
<b>Total approx. area</b>	<b>115405 sq. ft.</b>

- Cleaning of Cafeteria building with surrounding space
- Maintenance of the garden within Institute

In this way, cleaning of all the above-mentioned areas is required with appropriate use of ultra-modern instruments and machinery. Also, Garden lawn of the Institute is to be maintained in the same way. Above mentioned tasks are to be executed by the bidder(s)/Contractor and under the supervision of the bidder(s)/Contractor supervisor in consultation with Institute authorities. In addition to that, Institute may increase or decrease the area as per the need in future. Bidder(s)/Contractor interested in the said work may visit

the Institute for a fair understanding of work. The shortlisted bidders will have to give a presentation to the appointed committee of the Institute, as when called, at IITRAM. The 60% weightage will be given for technical qualification on technical parameters (subject to eligibility criteria as per SECTION 'B') and remaining 40% will be given on financial part/bid. The successful (L1) bidder will be considered based on combined weighted score of Techno-Commercial bid.

## SECTION – ‘A’

### INSTRUCTIONS TO BIDDERS

#### Inviting quotations through e-Tender format for “Techno-Commercial Tender for Providing Housekeeping Services for IITRAM during 2024-25”

Sir/Madam,

1. The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for “**Techno-Commercial Tender for Providing Housekeeping Services for IITRAM during 2024-25**” from authorized service providers under “**TWO BID SYSTEM IN E-TENDER FORMAT**”. Interested bidders who wish to participate in this e-Tender may obtain the tender documents from IITRAM website i.e., [www.iitram.ac.in](http://www.iitram.ac.in) and/or from <https://educationtender.nprocure.com/>. After submission of online bid on (n)Procure portal, the bidder(s)/contractor(s) have to submit the technical bid/offer documents through RPAD, Speed Post or in Person till the last date and time prescribed for submission in this tender notice. Tender sent by other means will not be accepted in any case. The EMD, Tender Fee, other essential documents as indicated in this tender notice and selected item(s) sample specimen should be submitted on or before **30.04.2024 till 02:00 PM** in the office of the IITRAM; “Address: Room No. G2, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026, Gujarat”. Financial bid is to be submitted in electronic form only on (n)Procure Portal (<https://educationtender.nprocure.com/>).
2. Manual bids/offers shall not be accepted.
3. The eligibility criteria to the tenderers of the tender are mentioned in **SECTION ‘B’** of the tender document.
4. The General T&Cs and Other Instructions for Providing Housekeeping Services for IITRAM during 2024-25 are mentioned in **SECTION ‘C’** of the tender document.
5. The detailed ‘Scope of Work’ of the CONTRACT are mentioned in **SECTION ‘D’** of the tender document.
6. Intending tenderers are advised to visit Institute’s website i.e. [www.iitram.ac.in](http://www.iitram.ac.in) and (n)Procure Portal, i.e., <https://educationtender.nprocure.com/> regularly till closing date of submission of tender for any corrigendum(s)/addendum(s)/ amendment(s).
7. Anyone or more of the following action/commission/omission are likely to cause summarily rejection of the bid/offer:
  - 7.1 Any conditional bid(s).
  - 7.2 Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the bid/offer document.
  - 7.3 Any effort by a bidder to influence the Institute in bid evaluation, bid comparison or contract award decision.
  - 7.4 Any bid(s) received with a period of validity shorter than 120 days.
8. Joint venture with any other companies is not allowed.
9. Interested and eligible bidders/contractors may obtain further information or clarification from the IITRAM Office. Phone: 079-67775430; email: [purchase@iitram.ac.in](mailto:purchase@iitram.ac.in)
10. In case the tender is cancelled after bid opening, the tender fee will not be refunded to the concerned bidder.

## SECTION – ‘B’

### **ELIGIBILITY CRITERIA**

1. Photocopy of valid firm registration certificate.
2. Photocopy of valid PF registration.
3. Photocopies of filed Income Tax Returns for the last three Financial Years (i.e. 2020-21, 2021-22 and 2022-23).
4. Photocopy of firm's valid GST (Goods and Service Tax) registration.
5. Photocopy of firm's valid Pan Card.
6. The bidder's annual financial gross turnover in each of the last three financial years, **i.e. 2020-21, 2021-22 and 2022-23** duly certified by the CA should not be less than **Rs.03.00 CRORES**. Moreover, the firm/company should not be a loss making company in two (02) of the last three (03) financial years.
7. The bidder has to furnish Bank Solvency Certificate of the year 2024-25 for an amount of minimum **Rs.50.00 lac (Rupees: Fifty Lacs Only)**.
8. Earnest Money Deposit (EMD) of **Rs.2,10,000/- (Rupees Two Lacs Ten Thousand Only)** and Tender Fee of **Rs.5,900/- (Rupees Five Thousand Nine Hundred Only)**.
  - Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the item(s) tendered to get EMD exemptions.
9. The bidder must have a representative office in Ahmedabad / Gandhinagar, Gujarat. Appropriate proof shall be submitted along with physical bid document.
10. Photocopy of registration under the labour department, where the bidder(s)/Contractor has worked.
11. The bidder should provide minimum 03 (three) successfully work completion certificate of Housekeeping Services provided **costing at least Rs.50.00 Lacs (Rupees: Fifty Lacs Only) each during last 05 (five) years from Government Department/Organization/PSU/Autonomous Bodies/University/ Institutes.** Proof documents such as (i) Satisfactory completion /performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
12. The bidder should provide minimum 02 (two) Contract(s)/Order(s) with minimum 30 (thirty) persons for providing housekeeping services in each during last 03 (three) years.
13. The bidder should submit e-tender document duly filled and signed with the stamp on each page of the tender documents and on the enclosures to show that the bidders have read and understood all the details and terms & conditions of the tender thoroughly.
14. If the firm is blacklisted by central government or state government or any other government body, then its submitted tender will be rejected. It is essential for bidder/firm to submit an UNDERTAKING (TABLE-V) on its firm's letter head that the bidder/firm is not blacklisted, ***failing which the tender will be summarily rejected.***
15. Relationship of key managerial positions (owner/promoters/directors) of the contractor/bidder with key managerial positions of IITRAM Ahmedabad will debar the contractor/bidder(s) from tendering. A non-relationship certificate (refer Table-VI) must be submitted along with the bid.

16. Technical bid/offer must be accompanied by Tender Fee, Bid Security (EMD) or MSME Certificate, and other essential documents as specified in this tender notice. The bids/offers submitted without tender fee, Bid Security (EMD), and essential documents as specified in this tender notice will be summarily rejected.
17. If any bidder/contractor(s) fails to meet any of the above eligibility criteria, he/she will be disqualified.

## SECTION – ‘C’

<b>GENERAL TERMS AND CONDITIONS OF CONTRACT</b>
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1. Bid validity period - 120 days from the date of technical bid opening.
2. The bidder must comply with all statutory requirements regarding labor law / welfare law as imposed by Government authorities from time to time.
3. The CONTRACT will be initially for a period of one (01) year (wherein, the first three (03) months will be considered as a probation period within which if the working system would be proved to be unsatisfactory, the contract will be terminated) which may be renewed on the same T&Cs for further period of one (01) year by Institute of Infrastructure, Technology, Research And Management, Ahmedabad depending on requirement of the Institute and performance of the CONTRACTOR. However, due to administrative or any other reasons, if this service is required for termination, then intimation before a month is required to be given.
4. The bidder has to quote their rates at (n)Procure portal (i.e. <https://educationtender.nprocure.com/>) as per Financial Bid (Refer SECTION ‘F’).
5. **In case of increase in the area to be cleaned, the Institute may request the L1 bidder/ Contractor selected through this tender process to submit fresh discounted rates and if the new rates are equal to or higher than the rates quoted now, the Institute may terminate the CONTRACT and float a fresh tender.**
6. GST should be paid as per Goods and Service Tax (GST) norms.
7. The bidder will have to produce all necessary documents as mentioned in this e-tender notice and on the basis of their work experience, (in the presentation) they will be preferred.
8. **Penalty:**
  - 8.1 If more than three complaints are received and remain unresolved for one week, then Rs.500/- per complaint will be deducted as a penalty from the total payable amount.
  - 8.2 As per the demonstration in the presentation by the bidder, if the daily manpower is not deputed then Rs.500/- per day penalty will be deducted for supervisor and Rs.300/- per day penalty will be deducted for shortage of unskilled / semi-skilled worker from the total payable amount.
  - 8.3 If bidder will not provide the workers / supervisors attendance register or failure in confirmation given by the Institute Authorities, then, per day Rs.500/- as a penalty will be deducted from the bill.
  - 8.4 If the worker will be found without uniform, per day per worker Rs.50/- as a penalty will be deducted from the bill.
  - 8.5 Non-submission of bill by 10<sup>th</sup> day of every month may attract a penalty of Rs.5000/- per monthly bill.
9. Generally, all the tasks/work of the cleaning are to be done as demonstrated in SECTION D (Scope of Work). If though, for any reason, the filth comes up, immediately the cleaning has to be done. Moreover, if for any accidental reason, the office asks for cleaning, then immediately, the cleaning has to be done.
10. The bidder will be responsible for the maintenance, repairing and security of the machines which will be used for cleaning.
11. The bidder has to maintain a register for regular use of the materials and the supervisor has to present the register to the Institute periodically.

12. To check the regular cleaning process, proper supervisors, with the degree of sanitation or any bachelor degree holder must be appointed and required details of it should be presented in the demonstration only.
13. The bidder has to appoint workers who are mentally and physically fit and are more than 18 (eighteen) years of age for the cleaning process. Their identity cards showing their names, residential addresses, with passport size photo has to be submitted in the office. If during the year supervisor or workers are to be changed then their identity cards showing their name, residence address with passport photos are to be submitted in the office.
14. **The successful bidder(s)/Contractor must pay the prevailing minimum wages as fixed by the Labour Department, Government of Gujarat to all the staff appointed under this CONTRACT. Moreover, the bidder has to follow the laws of the Indian Government/ Gujarat Government. Proof has to be submitted every month for the same. In case of revision in the minimum wage, no additional compensation will be given.**
15. Any of the Government / Semi-Government employees who has been removed / asked to resign or has been asked for compulsory retirement cannot be employed as a worker for cleaning this Institute premises.
16. If the work of any of the worker is not found satisfactory or not following the instructions of the Institution head or Institute officer, then that worker has to be changed by the concerned bidder.
17. If any worker is found drunken or taking drugs or gambling or found doing any misconduct, then that worker will be required to be withdrawn. Institute's opinion in this regard will be considered final.
18. All the workers will have to humbly behave with the staff and work with discipline and should not affect negatively the working atmosphere of the Institute as well as have to work in a way, so that the discipline of the Institute is maintained.
19. The bidder will have to provide attendance muster, salary muster etc. registered under labour act whenever the Institute authority asks for examination.
20. During working hours, if the staff members occupied by the bidder(s)/Contractor met with any sort of accident or physical injury / death occurrences etc., then the bidder will be legally responsible to attend. The Institute will not be responsible for paying any medical allowance, cost for any loss, price for medicines etc. in this regard.
21. The bidder will have to abide the rules of labour contract as well as PF contract. Proofs are to be submitted at regular interval of 03 (three) months without fail. In case of, non-submission of such certificates, payments for that month will not be released.
22. The successful bidder only, who has been given the contract has to provide all the services. Any other party or sub-bidder(s)/Contractor should not be given the task by the selected bidder(s)/Contractor. If found doing so, the security deposit will be forfeited and the contract will be terminated.
23. During the tenure of the contract, if any of the workers is found tormenting the rules of the contract, the contract will be terminated as well as the Security Deposit(s)/EMD amount will be seized. In this case, bidder with whom the deal is finalized will not have any right for legal action.
24. If any of the workers during the working hours is found causing harm to Institute property or stealing anything, the sole responsibility will remain with the bidder and the bidder will be responsible to compensate the harm besides facing penal action.
25. The bidder will have to present two copies of bill and advance receipt every month for cleaning tasks. With this, documents like the satisfactory work certificate issued by the authority of the Institute, attendance muster, list of used material, other necessary documents, etc. will have to be submitted to get examined by the office and if found worthy, the payment will be made within 10 days.
26. If any bidder by one or other way will be found doing any sort of forcing or influencing on selection procedure, then such bidder's tender will not be taken into consideration.



27. At the time of opening the tender, the representative of the bidder can remain present if they wish. Other than that, Institute is not going to wait for them and the bidder coming late than the prescribed time will not be entertained with their arguments.
28. The office of the Institute will be authorized for the acceptance or rejection of the pricelist without any reason.
29. None of the contractors or the workers will use any of the rooms or compound area of the Institute as their residence or office.
30. Due to any adverse reason, if the authorized persons' death occurs, the contract will be automatically terminated. Even though, the final decision will be taken by the Institute.
31. If any of the workers get harmed/ meets with any sort of accident or permanent physical deficiency, the bidder will be the sole responsible authority.
32. If any of the persons from the Institute will have any sort of material or physical harm by any of the workers, the bidder will be solely responsible to compensate the harm caused by their employees. The bidder will have to repay on his own. If it is not paid by the bidder, the payment will be done from the running bill amount or at the last it will be reimbursed as a revenue charge from the bidder to the office of the Institute.
33. Contract will be given with the sole purpose of cleaning. So the purpose is limited to its contractual tasks only. Besides the cleaning tasks, no other activities like other business or work will be tolerated if found.
34. The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
35. After satisfactory completion of tasks, submission of the bill and after the necessary deduction of the tax, the payment will be done within 10 days.
36. The bidder will have to give the uniform and I-Card with specific logo fixed by the Institute to the workers mandatorily (minimum 02 pairs for every calendar year i.e. 01 pair for every 6 months).
37. The bidder must provide police verification certificate for all the employees deployed at IITRAM.
38. All the employees deployed at IITRAM by the bidder will perform duty in proper uniform and have to work for all days except Sunday and Institute declared Public Holidays unless specified otherwise by the Institute.
39. In case of any function, occasion, extra-curricular activities planned on Sundays and Public Holidays, then cleaning must be done on those days; no extra cost will be paid for the same.
40. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
41. In case of any third-party claim against IITRAM for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify IITRAM to the extent of all claims and expenses arising out of this work contract.

42. **Cost of bidding:**

The bidder shall bear all costs associated with the preparation and submission of its bid/offer, and IITRAM, hereinafter referred to as the Purchaser will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

43. **Non responsiveness and rejection of a bid:**

The bidder is expected to examine all instruction(s), form(s), terms & conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a

Bid/Offer not substantially responsive to the bidding documents in every aspect will be at the bidder's risk and cost and may result in rejection of its bid/offer.

**44. Amendment(s) of Bidding Documents:**

44.1 At any time prior to the deadline for submission of bids/offers, the Purchaser (namely IITRAM) may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendment(s).

44.2 The amendment(s) will be notified putting on Institute's website i.e. [www.iitram.ac.in](http://www.iitram.ac.in) & will be binding on all the bidder(s).

44.3 In order to allow reasonable time to prospective Bidders to take such amendment into account in submission of their bid, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

**45. LANGUAGE OF BID:**

All documents relating to the bid(s)/offer shall be in the English language.

**46. TERMINATION OF CONTRACT:**

**46.1 Termination on expiry of the Contract**

This Agreement shall be deemed to have been automatically terminated on the expiry of the CONTRACT period unless IITRAM has exercised its option to extend this CONTRACT in accordance with the provisions, if any, of this CONTRACT.

**46.2 Termination on Account of Insolvency**

In the event the CONTRACTOR at any time during the term of this Agreement becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then IITRAM shall, by a notice in writing have the right to terminate this CONTRACT and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

**46.3 Termination for Unsatisfactory Performance**

If IITRAM considers that the performance of the CONTRACTOR is unsatisfactory or, not up to the expected standard, IITRAM shall notify the CONTRACTOR in writing and specify in detail the cause of such dissatisfaction. IITRAM shall have the option to terminate this Agreement by giving 30 days' notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by IITRAM.

**47. SAFETY AND LABOUR LAWS:**

CONTRACTOR shall comply with the provision of all laws including Labour Laws, rules, regulations and notifications issued thereunder from time to time. All safety and labour laws enforced by statutory agencies and by IITRAM shall be applicable in the performance of this CONTRACT and CONTRACTOR shall abide by these laws.

CONTRACTOR shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. No smoking or consumption of alcohol/any other prohibited substance shall be permitted while on duty by any of contractor's personnel in IITRAM premises or during work hours.

The CONTRACTOR shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

48. **DISCIPLINE:**

CONTRACTOR shall carry out operations hereunder with due diligence and in a safe and workmanlike manner according to good practice. CONTRACTOR shall maintain strict discipline and good CONTRACT among its employees and shall abide by and conform to all rules and regulations promulgated by IITGN governing the operations. Should IITRAM feel that the conduct of any of CONTRACTOR or contractor's employees is detrimental to IITRAM's interest, IITRAM shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc. while on or off the job. The CONTRACTOR shall comply with any such request to remove such personnel at CONTRACTOR's expense unconditionally. The CONTRACTOR will be allowed a maximum of 02 (two) working days to replace the person by a competent qualified person at CONTRACTOR's cost.

## **SECTION 'D'**

### **(SCOPE OF WORK)**

The Institute building comprises of basement, ground floor and 06 floors which includes 02 Gents and 02 Ladies washrooms on each floor. Presently, the Institute uses its full capacity of ground floor including all six floors with basement, workshop and cafeteria building. In addition to that, Institute maintains hostel facilities for students at AMC Staff Quarters, Khokhra (24 Flats) and Hathijan (10 Duplex).

#### **1. Required Daily Cleaning Tasks:**

- a) Dusting, sweeping and mopping of the staircases, walls, partition etc. of the building on each floor including ground floor. Besides this, from the entrance of the building including the whole compound areas, gardens, open space areas and parking areas should be cleaned.
- b) Toilets, Bathrooms, Toilets Blocks etc. should be cleaned with cleaning materials wherein the check-list must be kept for the cleaning person.
- c) Complete cleaning of the Building Compound.
- d) Cleaning of student's hostel rooms, washrooms, stairways and premises, etc.
- e) Waste gathered during the cleaning process along with the waste gathered from the various offices must be disposed at a designated place in consultation with Ahmedabad Municipal Corporation (AMC).
- f) Spit pans and dustbins should be cleaned regularly.
- g) Entire office area including glass partitions of the offices on the ground floor.
- h) Main foyer and other foyer if required twice a day (more frequently in case of events).
- i) To develop the garden and maintain it (including irrigation, sprinkling manure and pesticides)
- j) To clean all class rooms including the furniture and glasses etc.
- k) The fixed work must be done twice a day, while Ground floor offices and foyer must be cleaned thrice in a day.

#### **2. Weekly Cleaning Tasks:**

- a) Each floor areas must be cleaned with water and detergent.
- b) Basement Parking and ducts must be cleaned.
- c) Windows and doors.

#### **3. Monthly Cleaning Tasks:**

- a) Every month, the whole building must be cleaned including cleaning cob-webs, wall cleaning, roof cleaning, terrace, balconies etc.
- b) Cleaning of main and back foyers including 7<sup>th</sup> floor foyer at least twice in a month.
- c) Cleaning of gutters as well as ducts.
- d) Deep cleaning of the rooms/labs

#### **4. Schedule of Daily Cleaning:**

Tasks before the Office hours (Between 08:00 a.m. to 09:00 a.m.) Before the arrivals of the official staff in the building, the building as well as the compound should be cleaned thoroughly.

Tasks during the day (Between 09:00 a.m. to 05.30 p.m.) During the day, areas getting dirty frequently due to the people moving around, frequently used places like toilets, bathrooms, toilet blocks, building lobby etc. should be cleaned at regular interval of two to three hours so that the building premises remain clean and hygienic.

Estimated details of the materials and consumables used in cleaning (Per month basis/ Material is to be provided by the bidder)

- Bathroom Cleaners
- Air Fresheners
- Toilet Cleaners
- Floor Cleaners
- Sanitary Cubes
- Vacuum Cleaners

- Brooms (big and small)
- Mops
- Brushes

Note: Interested bidder(s) are requested to visit personally and examine the details of work of cleaning at Institute of Infrastructure, Technology, Research and Management before filling up the details of the tender. Presently, the Institute is using its full capacity, so all the areas must be cleaned regularly. Bidder has to estimate the cost according to the present use and for additional area, if any, in future, it has to come up with the cost per square feet per month.

The expected list of housekeeping materials & machinery to be used are listed as below:

<b>ESSENTIALS CONSUMABLES TO BE USED</b>		
<b>Sr. No.</b>	<b>ITEMS NAME WITH PERMISSIBLE BRAND</b>	<b>APPROX. QUANTITY PER MONTH</b>
1	HAND WASH (Dettol/ Lifebuoy/Savlon/ Santoor / Godrej)	20 ltr.
2	WASHROOM CLEANER (R1 / R6 /Harpic / Lizol /Dettol)	15 ltr.
3	D7 Multipurpose cleaning agent / Bleaching	5 ltr
4	R3 GLASS CLEANER (Colin / Mr. Muscle / CIF / Windex)	5 ltr.
5	PHENYL (Peacock / Lizol / Dr. Walker)	20 ltr.
6	GARBAGE BAGS – BIG : SMALL	07Kgs
7	PRESSURE PUMP	04 Nos
8	TOILET BRUSH	08 Nos
9	URINAL CUBES/SANI CUBES (Odonil / Sunny)	50 Pkts (250 gm)
10	NEPHTLIN BOLLS & Cubes (Sunny / Mega )	5 Kg
11	SOFT BROOM	30 Nos
12	WIPER (BIG & LONG SIZE)	6 + 4 =10 Nos
13	WASH ROOM FRESHNERS (Odonil / Godrej Aer/ Airwick /Premium)	06 Box (Doz. In Box)
14	WET MOPS (Gala/ Taj/ Diversey)	18 Nos
15	WHITE DUSTER	2 Doz.
16	R5 ROOM FRESHNER (Odonil / Godrej Aer/ Airwick /Lovin)	06 Nos
17	SCOTCH BRITE / 3 M	12 Nos
18	COCKROACH SPRAY (HIT (RED) / Mortein)	05 pics (1 Ltr.)
19	INSECT SPRAY (HIT (BLACK) / Mortein)	05 pics (1 Ltr.)
20	BAR/SOAP : VIM/RIN/SURF/TIDE/WHEEL / NIRMA	03 Kg
21	DUST PAN (Supadi)	1 Doz.
22	DRY MOPS : JD Blue	1 Doz
23	BATHROOM WIPER	4 nos.
24	GLASS DUSTER	1 Doz
25	HARD BROOM	02 Doz.
26	HARD BROOM WITH BAMBOO	06 nos.
27	METAL POLISH : (BRASSO)	200 ML.
28	R2 FLOOR CLEANER LIQUID (Lizol/Dettol/ Domex /Harpic/ Diversey)	20 ltr
29	BUCKETS -15 LTS	04 Nos
30	HAND GLOVES	1 Doz.
31	MASK	1 Doz
32	Toilet Paper Roll	1 Doz.
33	Tissue Paper Box – Origami/Premium	10 Nos.
34	Hand Towel	12 Nos
35	Scrubber (Steel)	12 Nos.
36	Scrubber (Nylon)	12 Nos.

<b>LIST OF MACHINERY AND EQUIPMENT TO BE USED</b>	
1. Industrial Vacuum Cleaner	12. Ergo Disc + Dry Foam Generator
2. Wet and Dry Vacuum Cleaner – 02 Nos.	13. Fogging machine
3. Road Sweeper Machine	14. Trolley
4. Single Disc Scrubbing Machine	15. Manual Flipper
5. High Pressure Jet	16. Steam Cleaner
6. Walk behind scrubber drive	17. Portable back mounted high pressure jet machine
7. Carpet Cleaning Machine	18. Hand Trolley
8. Carpet Blower	19. Ladders – 20 ft., 10 ft., etc.
9. Dorsilano backpack vacuum	
10. Laundry/Washing Machine	
11. Washroom Foam Sterilization Machine	

## SECTION – ‘E’

### BID SUBMISSION & TENDER PROCESS

1. The tender documents can be downloaded from Institute’s website i.e., www.itram.ac.in or (n)Procure Portal, i.e., <https://educationtender.nprocure.com/>. The bidder(s)/Contractors are required to submit the Tender Acceptance Letter (Table ‘IV’) endorsed by seal and signature as acceptance of T&Cs of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
2. The bidder should submit the Tender in two parts viz., (a) Technical bid/offer in envelop No. (1); and (b) Tender Fee & EMD in envelope No. (2); both these envelopes should be sealed and put together in a main covering envelope, superscribed; Please Don’t Open, bid for **“Tender No. 2024/09: Techno-Commercial Tender for Providing Housekeeping Services for IITRAM during 2024-25”** with due date and complete address with contact number and email id.
3. Earnest Money Deposit of **Rs.2,10,000/- (Rupees Two Lacs Ten Thousand Only)** and Tender Fee of **Rs.5,900/- (Rupees Five Thousand Nine Hundred Only)** will be submitted as per details given below:
  - 3.1 For Electronic Transfer, Bank Account details are as follows:

**Account Name:** Institute of Infrastructure, Technology, Research And Management  
**Account No.:** 923010019592531  
**Bank Name:** AXIS BANK LTD  
**IFSC Code:** UTIB0002645  
**Branch Name:** Hatkeshwar Ahm GJ, Ahmedabad - 380026

**Note:** **Kindly submit Electronic Transfer advise with UTR details along with bid document.**
  - OR**
  - 3.2 Demand Draft in favor of the **“INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT”** payable at Ahmedabad. Please mention Tender number and name of the firm on back side of DD.
4. Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the items tendered to get EMD exemptions.
5. The bid shall include the attested photocopies of the following documents to demonstrate that the bidder has the capability necessary to perform the contract and meet the criteria outlined in the qualification requirements:
  - The documents mentioned in **‘ELIGIBILITY CRITERIA’** under **SECTION – ‘B’**
6. The “Financial Bid” to be filled as per SECTION ‘F’ and should be submitted online only at (n)Procure Portal as ‘Financial Bid’.
7. First, the technical bid will be opened.
8. The bidders which are provisionally approved in technical bid will have to come and demonstrate their procedure of work and make a presentation. The minimum qualifying marks for technical qualification should not be less than 60% (60 marks of the technical evaluation) of the points cited in Annexure-I. In the presentation, the bidder will have to include the procedure they will execute (including manpower salary (wages) structure, EPF, ESIC and any type of deductions from manpower salary, etc.), the list of material and quantity/quality they will use, list of machinery they are to use, how those machines are useful and the quantity of those machines, if for monitoring any modern technique they will use then details of those techniques as well as the action plan / methodology. It is assumed that the bidders

submitting the bids have gone through all tender terms, has acquainted themselves with scope of work and visited the Institute (if so needed) and agreed with all the terms of this e-tender.

9. For the Presentation, the bidders will be informed through e-mail/phone.
10. Financial bids will be opened in online format of technically qualified bidders only.
11. Technical proposals scoring not less than 60% (60 marks of the technical evaluation) of the points will only be considered for financial evaluation. Evaluation will be made on Quality and Cost Based Selection (QCBS) Method as given below (Refer Annexure – I).
12. Points for technical evaluation is as given below:

<b>ANNEXURE - I</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Maximum allowable Marks</b>
1	Experience of similar kind of work <ul style="list-style-type: none"> <li>- More than 50 lacs but less than 65 lacs each work experience (minimum 03 works) in last 05 years: <b>05 Marks</b></li> <li>- More than 65 lacs but less than 80 lacs each work experience (minimum 03 works) in last 05 years: <b>10 Marks</b></li> <li>- More than 80 lacs each work experience (minimum 03 works) in last 05 years: <b>15 Marks</b></li> </ul>	15
2	No. of cleaning staff and supervisor to be deputed by the Contractor	10
3	Planning of cleaning at IITRAM (presentation)	30
4	Salary (wages) structure (salary slip) including all benefits & deductions of the manpower deputed by the Contractor (presentation)	15
5	Machinery and Materials to be used for cleaning purpose, its type, usage, experience of same machinery and ownership	15
6	Planning for Maintenance of Garden at IITRAM (presentation)	15
	<b>Total Marks</b>	<b>100</b>
<p><b>Note:</b></p> <p><i>The minimum qualifying marks for technical qualification should not be less than 60% (60 marks of the technical evaluation) of the points cited in above table. Only those bidder(s)/Contractors will be considered as a technically qualified who will secure minimum 60 marks (out of 100 marks) and only those bidder(s) will be considered for financial evaluation.</i></p>		

13. IITRAM will compare and evaluate the financial bids of the technically qualified bidder(s)/contractors to decide on the lowest evaluated bid by applying of the weighted evaluation method (Refer Annexure-II).
14. The final selection of the successful bidder from the qualified bidders will be made using the following criteria and weightage:

<b>ANNEXURE - II</b>			
<b>Sr. No.</b>	<b>Criteria</b>	<b>Maximum Marks (Weightages)</b>	<b>Method of allotting marks for combined score</b>
1	Technical Score	60	The bidder with the maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks.  <i>(for example - if the highest score for technical evaluation is 100, Bidder having this will get 60 marks. Bidder having score of technical evaluation 80 will get <math>(80/100) \times 60 = 48.00</math> marks)</i>

2	Weighted Score for financial bid	40	The Bidder with Lowest quote (total) will be awarded 40 marks and other bidders will be awarded proportionately less marks.  <i>(for example - if the lowest quote is Rs. 01.00 lakh, the bidder quoting this price will get 40 marks. A Bidder quoting Rs. 1.20 lakh will get <math>(1.0/1.2) \times 40 = 33.33</math> marks)</i>
	<b>Total</b>	<b>100</b>	

All marks will be given rounded up to two decimal places. The bidder getting the maximum combined score out of 100 above a specific cut of score, will be short listed for further consideration.

15. Incomplete or Conditional Tender will not be considered for further processing.
16. **Price Quoted in Financial Bid:**
- 16.1 The price/rates should be indicated separately in the schedule as per the format in SECTION- 'F' (*To be submitted online only at (n)Procure Portal*).
- 16.2 The price/rates quoted shall include all charges, if any. However, such charges separately quoted, will not be considered for payment.
17. **Submission of bids/offers:**
- 17.1 The bidder(s)/contractor(s) must submit all the documents listed in this tender notice, in physical form along with tender fee, Bid Security (EMD) within deadline notified in this tender notice.
18. **Right to Inspect:**
- 18.1 The assessment by the Purchaser as to the capability of the bidder is final. Further the purchaser reserves the right to inspect the premises of the bidder for evaluation of their capability with reference to physical infrastructure available and other technical capabilities etc., if found necessary before awarding the CONTRACT.
19. **Bid Security (EMD):**
- 19.1 The bidder shall furnish, as part of its Bid, EMD of **Rs.2,10,000/- (Rupees Two Lacs Ten Thousand Only)**.
- Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the items tendered to get EMD exemptions.
- 19.2 The EMD is required to protect the purchaser against risk of bidder(s) conduct, which would warrant the forfeiture of Bid Security (EMD).
- 19.3 The EMD is refundable (without any interest) within 30 (thirty) working days after successful award of offer:
- a) The EMD of unsuccessful bidders will be returned within 30 (thirty) working days from the date of award of offer.
  - b) The EMD of successful bidder will be returned within 30 (thirty) working days after submission of a Performance Security.
- 19.4 The EMD may be forfeited:
- a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the BID FORM; and/or



- b) In case of a successful bidder, if the bidder fails, (i) To sign the contract agreement; and (ii) To furnish Performance Security.

**20. Address for Submission of bids/offers:**

- 20.1 The technical bid along with required documents should be submitted within notified time frame in physical form to the Purchaser (namely IITRAM) on the following address:

To:  
The Registrar  
Institute of Infrastructure, Technology, Research And Management  
Office No. G2, Near Khokhra Circle, Maninagar (East),  
Ahmedabad – 380026, Gujarat.

- 20.2 The physical documents shall indicate the name and address of the bidder to enable the Purchaser to return the same unopened to the bidder(s) in case it is declared late.

**21. Deadline for Submission of bids/offers:**

- 21.1 The bids/offer must be submitted as per dates & time notified in this tender notice.
- 21.2 The document in physical form should reach the Purchaser on or before the date and time notified in this tender notice.
- 21.3 The Purchaser may, at its discretion, extend the deadline for submission of bids/offers by amending the bid documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**22. Late bids/offers:**

- 22.1 Any bid/offer received by the Purchaser after the deadline for submission of bids/offers prescribed by the Purchaser in this tender notice will be rejected and/or returned unopened to the concerned bidder. The Purchaser (namely IITRAM) will not be held responsible for the postal delay, if any.

**23. Withdrawal of bids/offers:**

- 23.1 No bids/offers may be withdrawn in the interval between the deadline for submission of bids/offers and the expiration of the period of bid validity specified in this tender notice. Withdrawal of a bid/offer during this interval may result in the bidder's forfeiture of its bid security (EMD).

**24. Opening of bids/offers by the Purchaser:**

- 24.1 The Purchaser will open all the technical bids/offer received as per schedule notified in this tender notice in the presence of bidder or their authorized representatives, who choose to attend, at their own expenses. The address for the said opening is as follows:

**Address for bid opening:**

**Institute of Infrastructure, Technology, Research And Management  
Office No. G2  
Near Khokhra Circle, Maninagar (East),  
Ahmedabad – 380026, Gujarat.**

- 24.2 The tender/bid (i.e. technical bid/offer) will be opened on **30/04/2024, 04:00 PM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
- 24.3 The presentation will be scheduled on **01/05/2024, 03:00 PM** at IITRAM Ahmedabad Premises. No separate information in this regard shall be given to individual bidders.
- 24.4 The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid/offer opening being declared a holiday for the Purchaser, the bids/offers shall be opened at the appointed time, date and location on the next working day.

24.5 The date on which second part **i.e. financial bid/offer** would be opened and will be informed to the technically qualified bidder only by the purchaser through e-mail. The second part **i.e. financial bid/offer** of those bidders who have not qualified in the technical evaluation will not be opened under any circumstances.

24.6 The bids/offers that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

25. **Clarification of bids/offers:**

25.1 During evaluation of bids/offers, the purchaser may, at its discretion, ask the bidder for a Clarification of its bid/offer. The request for clarification and the response thereof shall be in writing.

25.2 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

25.3 Any effort by a bidder to influence IITRAM's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the bidder's tender and forfeiture of the bidder's EMD.

25.4 In the event of any dispute or difference(s) between the vendee (IITRAM Ahmedabad) and the bidder(s) arising out of non-functioning work or supplies not found according to the specifications or any other cause whatsoever relating to the CONTRACT or work order before or after the CONTRACT has been executed, shall be referred to the concerned authority of IITRAM Ahmedabad who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

26. **Evaluation and Comparison of bids/offer:**

The Technical and Financial Bid Evaluation of those bidders who meet the above eligibility criteria will be done by a committee constituted by the Institute as per procedure described below:

26.1 The received bids will be scrutinized by the committee and marks will be awarded on a scale of 100 marks on the basis of points mentioned in Annexure-II. The details and points-wise marks for each criteria of technical qualifications are prescribed in Annexure-I.

26.2 On the basis of the technical bid accompanied by related documents, the committee will shortlist the bidder(s)/contractor(s) who comply with all the eligibility criteria and score a minimum of 60 aggregate marks (out of 100 marks) for the criteria as described in Annexure-I.

26.3 Only those bidders will be considered as technically qualified bidder(s)/contractor(s) whose aggregate score equals or is more than 60 marks (Refer Annexure I).

26.4 The committee will recommend the name(s) of the technically qualified bidder(s)/contractor(s) for opening of financial bids and these technically qualified bidder(s)/contractor(s) will be informed through email only. No separate intimation shall be sent to individual bidder(s).

26.5 After opening the financial offer(s) of the technically qualified bidder/contractor(s), the committee will apply the method as mentioned in Annexure-II to consider the successful bidder (L1) for award of work/CONTRACT if the quoted rates and amount are found justified.

26.6 The committee reserves its right to select or reject any or all of the bids mentioned above without assigning any reasons.

27. **Acceptance or Rejection of bids/offer:**

27.1 The Purchaser, (namely IITRAM, Ahmedabad) reserves its right to accept or reject any bid/offer and to cancel the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected bidder or bidders on the grounds for the said action.

- 27.2 Any bid/offer with incomplete information is liable for rejection.
- 27.3 For each category of pre-qualification criteria, the documentary evidence is to be produced duly attested by the Bidder, serially numbered and enclosed with the bids/offers. If the documentary proof is not enclosed for any/all criteria of the bid is liable for rejection. The information of turnover shall be certified by the chartered accountant (CA).
- 27.4 If any information given by the bidder is found to be false/fictitious, the bidders will be debarred for 03 (three) years from participating in any other tenders of IITRAM, Ahmedabad.
28. **Award of Contract:**
- 28.1 The institute will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and as described in the Evaluation Procedure laid down in this tender notice.
- 28.2 Notwithstanding to the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of CONTRACT.
- 28.3 The bidder(s) whose bid is accepted will be notified for the award of the contract by the Institute prior to the expiration of the quotation validity period. The T&Cs of the accepted offer shall be incorporated in the CONTRACT.
- 28.4 **Performance Security:** The successful CONTRACTOR shall be required to furnish/deposit a Performance Security for **Rs.3,50,000/- (Rupees: Three Lakhs Fifty Thousand Only)** in form of (i) Account Payee Demand Draft, (ii) Fixed Deposit Receipt from a Nationalized bank, (iii) Bank Guarantee from a Nationalized bank, at the rate of @5% of the total cost of contract, for the duration of CONTRACT period plus additional two months, in favor of **“INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT”** within 30 days of the receipt of the order. Failure to comply with the above said requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Performance Security. No payment will be released without performance security.
- 28.5 The award of CONTRACT, when issued to the successful bidder, shall constitute the contract with collateral support from the T&Cs of the tender, besides the invitation notice as well as formal agreement, all of which shall finally form the contractual obligations to be adhered to and performed by the bidder and non-performance of any of such obligations shall make the bidder liable for all consequential effects.
- 28.6 The successful bidder(s) shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs.300/- (Rupees Three Hundred Only) within 30 days (working) from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money (EMD) and proceed to appoint another agency, as it may deem fit.
29. **Notification of Award:**
- 29.1 Prior to the expiration of the period of bid validity, the Purchaser (namely IITRAM, Ahmedabad) will notify the successful bidder in writing through letter or email that the bid/offer has been accepted. The notification of award will constitute the formation of the CONTRACT.
30. **Signing of Contract:**
- 30.1 At the time as the Purchaser (namely IITRAM, Ahmedabad) notices the successful bidder that its bid has been accepted, the Purchaser will send the bidder the Contract Form, incorporating all agreement between the parties.
- 30.2 The successful bidder(s) shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs.300/- (Rupees Three Hundred Only) within 30 days (working) from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money (EMD) and proceed to appoint another agency, as it may deem fit. Any incidental expenses of execution of agreement shall be borne by the successful bidder(s). Hereafter the successful bidder shall be referred to as CONTRACTOR.

31. **Performance Security:**

31.1 **Performance Security:** The successful CONTRACTOR shall be required to furnish/deposit a Performance Security for **Rs.3,50,000/- (Rupees: Three Lakhs Fifty Thousand Only)** in form of (i) Account Payee Demand Draft, (ii) Fixed Deposit Receipt from a Nationalized bank, (iii) Bank Guarantee from a Nationalized bank, at the rate of @5% of the total cost of contract, for the duration of CONTRACT period plus additional two months, in favor of **“INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT”** within 30 days of the receipt of the order. Failure to comply with the above said requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Performance Security. No payment will be released without performance security.

- EMD of successful bidder(s) will be returned ‘without any interest’ within 30 (thirty) working days after submission of a Performance Security.

31.2 This Performance Security will be returned (without any interest) within 60 (sixty) working days after satisfactorily completion of CONTRACT.

31.3 If the successful bidder after signing the contract agreement fails to perform any contractual obligation, the Performance Security/EMD furnished by the Contractor will be forfeited.

32. **Penalty:**

32.1 If more than three complaints are received and remain unresolved for one week, then Rs.500/- per complaint will be deducted as a penalty from the total payable amount.

32.2 As per the demonstration in the presentation by the bidder, if the daily manpower is not deputed then Rs.500 per day penalty will be deducted for supervisor and Rs.300/- per day penalty will be deducted for shortage of unskilled / semi-skilled worker from the total payable amount.

32.3 If bidder will not provide the workers / supervisors attendance register or failure in confirmation given by the Institute Authorities, then, per day Rs.500/- as a penalty will be deducted from the bill.

32.4 If the worker will be found without uniform, per day per worker Rs.50/- as a penalty will be deducted from the bill.

32.5 Non-submission of bill by 10<sup>th</sup> day of every month may attract a penalty of Rs.5000/- per monthly bill.

32.6 In the eventuality of termination for non-fulfilment of the contractual obligations, the Performance Security/EMD furnished by the Contractor will stand forfeited.

33. **Terms of Payment:**

33.1 **Payment:** The payment will be released following **Running Account Bills (RA Bills)** system (on monthly basis), on submission of clear tax-invoice(s) and supporting documents, within 30 (thirty) working days. However, the final bill of the awarded work will be released only after 100% satisfactorily completion of work. Advance payment will not be made under any circumstances.

33.2 All bills along with relevant supporting documents shall be submitted to Registrar, IITRAM, Ahmedabad – 380026.

33.3 The original invoice should also accompany the following documents/details:

**Along with first invoice:**

Following documents / details should be invariably furnished along with the first invoice:

- a) Copy of valid Registration certificate under the GST rules.
- b) Particulars required for making payments through Cheque/RTGS/NEFT, in accordance with the clause on ‘Terms of Payment’ of bid documents.

- c) Mobile No.
- d) e-mail ID (If any)

33.4 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the contractor.

**Sd/-**  
**REGISTRAR**

## SECTION 'F'

### FINANCIAL BID

(Format for Submission of Financial Details)

(Data Sheet to be submitted ONLY Online at (n)Procure Portal)

Sr. No.	Name of Item(s)	Unit	Qty.	Rate (Without GST) per month	Total Amount (INR)	GST Slab Rate (%)
A	B	C	D	E	F = (D*E)	G
1	Rate per square feet per month (Including all charges like... manpower cost/ material cost/ labour cost (wages, EPF, ESIC etc.)/ any other cost, if any  (No. of workers _____ / supervisors _____ to be provided is to be mentioned in the tender document)	SQ. FT.	449628.00			
2	Any other Statutory Charges, if any - <b>(total charges per month)</b>	PER MONTH	01.00			
3	Service Charges, if any - <b>(total charges per month)</b>	PER MONTH	01.00			
<b>(H) -TOTAL (PER MONTH)</b>						---
<b>(I) - GRAND TOTAL (PER YEAR) = [H * 12 MONTHS]</b>						---

*Note: If GST is not applicable in any of the above services, kindly put 0 (zero) against that services.*

This table of Financial Bid is stated for reference purpose only and please do not disclose any price here at the time of submission of this document.

#### Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this tender notice.

**Seal & Signature of Company**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**TABLE-I**

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**STATEMENT OF PAST PERFORMANCE FOR PROVIDING HOUSEKEEPING SERVICES**

**(Performa for performance statement for a period of last 05 (five) years)**

Organization or Govt. Dept. for which the furniture items provided	Year of CONTRACT	Contract No. & Date	Description of the contract	Value of Contract	Period of performance of Contract	Whether contract if completed satisfactorily (Yes / No)

Seal & Signature of the Bidder: \_\_\_\_\_

**Note:** Please attach certificates i.e. work order, completion certificate, etc. as documentary proof. The past performance shall not be considered without documentary proof.

To be submitted on firm's letterhead

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## TABLE-II

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**Statement of Annual Financial Gross Turnover in each of the last three financial years, i.e., 2020-21,  
2021-22 and 2022-23**

Sr. No.	Financial Year	Annual Financial Gross Turnover (In INR)
1	2020-21	
2	2021-22	
3	2022-23	

**Seal & Signature of the Bidder**

**Note:** The bidder has to submit copy of FINANCIAL STATEMENTS / REPORTS for above three mentioned years.



(To be submitted on firm's letterhead)

## TABLE-III

### FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none"><li>• Proprietary Firm</li><li>• Partnership Firm (if yes, give partnership deed)</li><li>• Company or LLP</li><li>• Government/ Public Sector Undertaking</li><li>• Member of a group of companies (if yes, give name, address &amp; details of group companies)</li><li>• Subsidiary of a large corporation (if yes, give the name &amp; address of the parent organization)</li></ul> If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

**Seal & Signature of Company**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note:** Please attach attested photocopies showing the legal status, place of registration and principal place of business of the firm by the way of documentary proof.



(To be submitted on firm's letterhead)

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## **TABLE – V**

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### **UNDERTAKING**

I, \_\_\_\_\_ hereby declare that the Firm/ Company/ Bidder(s)/Contractor/ Organization/ Partnership firm/ Proprietary firm titled as \_\_\_\_\_ has not been blacklisted or banned or debarred at any stage from inception till this date by any of the NITs/ IITs/ IIITs/ Central Universities/ IISERS/ CSIR labs or Central/ State Government body/ PSUs/ Autonomous Institute or any Other Government organization. In case of the any fraudulency, the Firm/ Company/ Bidder(s)/Contractor/ Organization/ Partnership firm/ Proprietary firm is fully aware that the tender/contract will be rejected/cancelled by IITRAM and EMD / Performance Bank Guarantee / any deposited amount if any shall be forfeited.

In addition to above, IITRAM will not be responsible to pay the bills for any completed/partially completed work.

*Authorized Signatory of the Firm /  
Company / Bidder(s)/Contractor / Organization /  
Partnership firm / Proprietary firm*

**Date:**

**Place:**

**Seal**

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**TABLE – VI**

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**PROFORMA CERTIFICATE FOR 'NO RELATION' WITH IITRAM EMPLOYEE**

This has reference to our proposed contract for “Techno-Commercial Tender for Providing Housekeeping Services for IITRAM during 2024-25”.

- a) I/We am/are not a relative/blood relation of any key managerial person of IITRAM.
- b) We are not a firm in which any key personnel of IITRAM or his/her relative is a partner;
- c) I/We am/are not a partner in a firm in which any key managerial person of IITRAM or his/her relative is a partner.

**Seal & Signature of Contractor**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Company Seal**