

**Indian Institute of Tropical Meteorology,
Dr. Homi Bhabha Road, Pashan, Pune-411008
Tender No. IITM/CE/14-15/03
e-Tender Notice**

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411008 (India) invites sealed separate tenders for following work (Part – I Technical Bid, Part – II Commercial Bid) in separate sealed covers from Contractors registered of Contractors of PWD/MES/CPWD/Railways/P&T/Experienced industrial Contractors and any other government departments in appropriate class for following work.

Name of the Work: Housekeeping and Security Services New Delhi at, I.I.T.M. New Rajendra Nagar, New Delhi

Tender documents can be down loaded from e-procurement web site <http://www.eprocure.gov.in> or from Institutes web site <http://www.tropmet.res.in> and also can be obtained from the civil wing of the Institute. In case of downloading of tender documents from above web sites the bidder has to submit the tender document fee of Rs.500=00 (Rs. Five Hundred only) in the form of DD drawn in favour of Director, IITM, Pune

Date of Issue of Tender Document	: 15/9/014
Pre-Bid Meeting	: 23/9/2014 at 11:00 hrs at IITM, Pune
Last date of receipt of Tender at IITM, Pune	: 7/10/2014 at 12:30 hrs at IITM Pune
Opening of Tenders (Technical Bid only)	: 7/10/2014 at 15:00 hrs at IITM Pune

The Institute reserves the right to reject any or all tenders without assigning any reason therefore.

**Civil Engineer
For Director
E-mail: anupam@tropmet.res.in**

**Tender of HOUSEKEEPING AND SECURITY SERVICES
at
INDIAN INSTITUTE OF TROPICAL
METEOROLOGY, BRANCH
OFFICE NEW RAJENDRA NAGAR,
NEW DELHI.**

TECHNICAL BID – 1

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE

DR. HOMI BHABHA ROAD, PASHAN, PUNE-411008

TENDER NOTICE NO. **IITM/CE/14-15/03**

TENDER FOR HOUSE KEEPING AND SECURITY SERVICES AT IITM, NEW DELHI Branch.

The Indian Institute of Tropical Meteorology (IITM) Pune is an Autonomous Research Institute under the Ministry of Earth Sciences, Government of India, New Delhi. The Institute has to engage House Keeping and Security Services at IITM, Branch office New Delhi.

In this connection, reputed and experienced firms willing to provide HOUSE KEEPING and SECURITY SERVICES at IITM Branch office at New Delhi are requested to submit sealed tenders in 2 bid system (Part –I Technical Bid, Part-II Commercial Bid) and collect the Tender from Civil Wing of the Institute on payment of Rs. 500=00 (Five Hundred only) by Demand draft drawn in favour of DIRECTOR, IITM, Pune or download from e-procurement web site <http://www.eprocure.gov.in> or from Institutes web site <http://www.tropmet.res.in> and submit the same along with required documents in sealed cover super scribed " Tender for Engaging House Keeping and Security Services, IITM, Branch office New Delhi", **addressed to, The Director, Indian Institute of Tropical Meteorology (IITM) Dr. Homi Bhabha Road, Pashan, Pune - 411008** by 7/10/2014 at 12:30hrs. Technical Bids only will be opened on same day at 15:00 hrs. The Director IITM Pune reserves the right to accept/ reject any or all the prospective application in full or part thereof without assigning any reasons whatsoever and his decision on all matters in this regard shall be final and binding.

Note: In case of the tender document is downloaded from Institute's website or e-procurement web site the Tender fee shall be enclosed along with their technical bid in the form of Demand Draft drawn in favour of DIRECTOR, IITM, payable at Pune. Tender without tender fee bid will not be accepted.

Civil Engineer
For Director
Email: anupam@tropmet.res.in

To,

The DIRECTOR,
IITM,

Subject: Tender for House Keeping and Security Services Work at IITM, New Delhi.

Dear Sir,

In response to your tender inviting notice for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars.

Srl.no.	Description	Particulars
1.	Constitution and Nature of firm (State whether sole proprietor/partnership firm/limited company)	
2.	Year of Establishment	
3.	Registration Number under applicable act with a copy of registration certificate	
4.	Registered postal Address	
5.	Telephone No. Fax No. Mobile No.	
6.	Address of Branches	
7.	Name and Address of Directors, in case of Company: Name and Address of Sole Proprietor Name and Address of Partners in case of partnership firm	
8.	(a) Name of Bankers and branch with full address (b) Style of account and Number (c) Name(s) of Person (s) operating the account (enclose banker's certificate).	
9.	PF Code allotted by PF Commissioner with Photo Copy of Certificate.	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by the DIRECTOR IITM, Pune. I /We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to House Keeping Work and Security Services strictly in accordance with the terms and conditions as indicated by you in the said document.

I we hereby agree to submit the bill on monthly basis as per Central Government Minimum Wages Act I/we also agree for the compliance of applicable Labour and other laws in force and other government orders. All workers engaged by me/us complying with the Minimum Wages Act. All payments under the work mans compensation Act shall be borne and payable by me/us I /we shall always keep the IITM with its branch offices indemnified of any claim/damage that IITM may have to pay with respect service and deputation of any worker to the IITM.

IITM reserves the right to reject any or all tenders or accept them in part or to reject the lowest quotation without assigning any reasons. IITM further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/we further pay and enclose Earnest Money Deposit amount to **Rs. 40,000=00 (Forty thousand only)** and tender fee of **Rs. 500=00 (Rs. Five Hundred only)** in the form of demand draft payable to The Director, IITM, Pune drawn on any nationalized bank/ Schedule bank with the technical bid which will remain with IITM till final award of contract. However no interest shall be payable on Earnest Money Deposit. Earnest money of the successful bidder shall be released only after submissions of security deposit of 5% of annual contract value. EMD of unsuccessful bidders will be released after award of contract to the successful bidder.

Thanking you,

Yours faithfully,

Seal & Signature of the bidder

Signed as proprietor /Partner/Director who holds the power of attorney on behalf of the firm.

Name of the Firm:

Address:

(The copy of the Power of Attorney to be submitted which will be compared with the original)

TENDER DOCUMENTS

Subject : TENDER FOR HOUSE KEEPING and SECURITY SERVICE AT IITM, NEW DELHI BRANCH OFFICE.

The technical bid shall contain the following documents

1. The tenderer/bidder shall have at least 4 years experience in this field and shall submit the following documents along with the tender document.
 - a) PF Registration with PF code number
 - b) ESI Registration
 - c) Valid Licence issued in respect of previous employers by regional labour commissioner (i.e. Govt. of India/New Delhi).
 - d) Details of works of similar nature carried out in Central/ State Govt. bodies/department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last three years ending on 31st March 2014.
 - e) Copies of balance sheet and profit and loss A/c of previous three financial years ending 31st March 2014 duly certified by CA
 - f) List of Arbitration cases (if any)
 - g) Copies of certificates/allotment letter of Service Tax and PAN / TAN Number
 - h) Details of managerial, supervisory and other staff.
 - i) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at IITM, New Delhi branch office.
 - j) Copy of Last income tax return.
2. Certificates provided for the work detailed in 1d) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
3. The scope of work under this contract is given in Annexure-I
4. Tenderer/bidder shall submit details of organization, where they have undertaken such similar services as per Annexure-II
5. Tenderer/bidder shall submit details as per Annexure-III {Check List} along with Technical Bid.
6. General Terms and conditions of the Contract to be fulfilled by the Tenderer/Bidder are given in Annexure-IV and the bidder shall submit it along with technical bid duly signed on each page in lieu of agreeing to them.
7. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid
8. The bidder should have an office in India.
9. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). The firm should give such an undertaking with their bid.
10. The bidder shall pay Bid Security (EMD) of **Rs.40,000=00 (Rs. forty thousand only) for housekeeping and security services** along with the Technical bid by drawing demand draft or Bank guarantee drawn in favour of Director IITM from any nationalized bank/Scheduled bank payable at Pune. Bids received without Earnest Money deposit (EMD) and tender fee shall stand rejected and thus shall

not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders after finalization of contract.

11. The EMD deposited by successful agency will be refunded only after submission of 5% security deposit of annual contract values. If he wants to get adjusted the amount of EMD towards the security deposit, then he has to deposit the difference amount. Or 5% Security deposit by successful agency in the form of bank guarantee of annual contract order value from Indian Nationalized or Scheduled bank in favour of Director IITM Pune. If the successful bidder fails to furnish the security deposit within 15 days on receipt of letter of award of work, his bid security shall be forfeited.
12. The bid shall be valid and open for acceptance of the Competent Authority of IITM for a period of 120 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
13. An Agreement shall be signed with the successful bidder as per specimen agreement enclosed.
14. Counter terms and Conditions will not be accepted and any additions/deletions or change in our format will not be allowed.
15. All entries in the tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
16. The sealed tender should reach/ submitted before due date.
17. Tenders received late (including postal delay)/in open condition/without EMD/not meeting the tender condition/incomplete in any respect will be rejected.
18. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
19. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words, only will be taken as authentic and no further clarification will be sought from the bidder.
20. No firm shall be permitted to tender for work in the IITM in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the IITM or in the State or Government. Any violation of this condition which comes to the Notice of IITM after the contract is awarded will entitle IITM to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to IITM on account thereof.
21. Earnest Money is liable for forfeiture in the event of (a) withdrawal of offer during the validity of the offer, (b) Non-acceptance of orders when placed or (c) Non-confirmation of acceptance of orders within the stipulated time after placement of order (d) Any unilateral revision made by the bidder during the validity period of the offer
22. The service tax if any paid by the contractor for this contract will be reimbursed upon production of proof of payment along with monthly bills.
- 23. Vendors shall quote their rates as per Central Government Minimum Wages Act**

24. Director IITM, Pune reserves the right to accept/ reject any or all the prospective application in full or part thereof without assigning any reasons whatsoever and his decision on all matters in this regard shall be final and binding.

25. Bid ENVELOP

1. Technical Bid ENVELOP 1 Tender documents, Company profile related documents duly filled signed and stamped , tender fee and EMD (IN SEPARATE SEALED COVER –I super scribed as Technical bid
2. Financial Bid ENVELOP 2 COMMERCIAL BID duly filled signed and stamped (IN SEPARATE SEALED COVER-2 super scribed as commercial bid

Note 2: Submission of all the documents mentioned above along with the declaration is mandatory. Non submission of any of the documents above will render the bid to be rejected.

Note: Before quoting the rates the contractor are requested to inspect the office premises of IITM, New Delhi Branch office at New Rajender Nager at New Delhi

Declaration by the Tenderer:

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 to abide by them.

Encl : D.D./BG No.

(Signature of tenderer with seal
Name
Seal
Address
Phone No. (Office/cell)

Date :

SCOPE OF WORK

Vendors are encouraged to offer their services for House Keeping and Security Services at IITM New Delhi branch Office. However commercial bids will be submitted separately.

HOUSE KEEPING WORK office premises at IITM New Delhi Branch office

The purpose of housekeeping is that the whole office premises (IITM) must look neat and clean at every time and the contractor has to undertake all such job /activities required to maintain the office premises clean whether such activities are elaborated hereunder or not

Sweeping/cleaning moping of all the area of IITM premises including rooms, toilets corridors all round the office premises laboratory buildings generator room substations and any other structure like security booth etc and the area around them. To clean roads open channels and drains remove the forage of tree leaves from laws and parks and other areas.

In the event of findings the office premises dirty or some heap of garbage are noticed lying here and there, penalty of maximum up to 20% of the total amount of monthly bill will be imposed for the concerned month. Non performers would be removed and replaced by competent manpower within two day by the contractor. This decision of the Director IITM is final and binding on the contractor.

A) Daily operations must be completed before 09:30 AM daily

- (i) Brooming sweeping and washing of corridors and staircases
- (ii) Sweeping and mopping of toilets bathrooms urinals twice a day
- (iii) Spraying of room fresheners/Deodorant in toilets office & guest house building
- (iv) Dusting and cleaning of office furniture office and laboratory equipments including tables, chairs side tables racks and door paper trays and other installations
- (v) Sweeping of floors and mopping of floors of all the laboratories daily.
- (vi) Dusting of doors, cleaning of wash-basin and mirror, cleaning of toilet seats/urinals (with sanitary and water) twice a day.
- (vii) Sweeping of open space and removal of garbage there from.
- (viii) Complete cleaning with soft brooms.
- (ix) Removal of discarded materials to the designated places. Removal of sweeping and discarded/unwanted, un-useful materials (as decided and directed by the IITM officials).
- (x) Sweeping of lawns and open area.
- (xi) Emptying of dustbins of all rooms/labs/sections.
- (xii) Replenishment of soap, urinal cubes, naphthalene balls/air purifiers {As and when required}
- (xiii) Dumping of garbage daily outside and away from IITM premises at suitable dumping area to be arranged by the contractor.

B) WEEKLY OPERATIONS:

- (i) Wet & dry cleaning of floors & walls
- (ii) Washing and wiping/mopping of floors. Thorough cleaning of toilets with suitable cleaning agents.
- (iii) Wiping and cleaning of fixtures, fittings.
- (iv) Brooming and sprinkling in open areas.
- (v) Cleaning of drains.
- (vi) Dusting of files and file racks and cleaning of walls and windows panes.
- (vii) Cleaning of staircase railings, cleaning of Venetian blinds and cobwebs on walls.
- (viii) Cleaning and dusting of furniture, fixtures and fittings, carpet cleaning with vacuum cleaner.
- (ix) Dusting of doors, dusting room coolers, air conditioners.
- (x) Removal of garbage from lab premises, generators pumps house and substation etc.

C) MONTHLY OPERATIONS:

- (i) Dusting of room coolers, ceiling fan, tube lights, fixtures and furniture's and steel almirahs, thorough cleaning of window panes. Venetian blinds and wall scrubbing and washing of rooms, floors, cleaning of duct ways outside the toilets, wiping/mopping of furniture, arranging of files and loose papers, special cleaning and cleaning of sanitary/electrical fire fighting/building hardware etc. fitting/fixture, door windows. Thorough checking and cleaning of sewer and drainage system as and when they occur, other misc, cleaning work etc.
- (ii) Sweeping, garbage, grass, hey etc. generated as result of cleanliness operations in house-keeping and horticulture work and malba generated out of repair work shall be taken out fortnightly by contractor's personnels, as a part of their routine housekeeping operation and horticulture work.
- (iii) Removal of blockage, if any, occurring in the drains, floor traps toilets bathroom, rain water pipes and gutters, storm water drains, roads, and sewers etc. within IITM premises, preventive maintenance of the same, other misc. cleaning work.

Note : Before quoting the rates the contractor are requested to inspect the office premises of IITM New Delhi Branch office at New Rajender Nager at New Delhi and attend the pre bid meeting for estimation and should note that all consumable for housekeeping and other related works on monthly basis. The house keeping materials and consumable such as hard brooms, mops, cob web removal brooms, dusters scrubbers liquid soap disinfectant toiler cleaner, acids toiler papers odonil, hard wipe napkins phenyl etc should be provided by the firm . All cleaning staff shall be provided push cart having all necessary equipment and supplies to be provided by the firm.

The approximate requirement of this Institute at office premises New Delhi is given below from 9:30am to 6:00pm from Monday-Saturday and urgent call basis.

Required Manpower	
Security Guard	4 nos.
Gardner	1 nos.
Housekeeper	2 nos.
Library Assistant	1 nos.
Cook (MTS)	1 nos.

ANNEXURE – II

Details of other organizations where such contracts undertaken during last three years (enclosed supporting documents).

Proforma containing details of other organization where such or similar contracts were undertaken

Sl. No.	Name and Address of the Organization contact No.	No. of personnel supplied	Period of contract	Whether Govt./ Semi Govt./Autonomous bodies/ PSU/ Industries etc. (Pl. specify)	Amount of contract	Reason for termination (if currently not valid)

This information to be given in Envelope No. 1 Technical Bid

CHECK LIST (TECHNICAL BID)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER:

Sl. No.	Description of requirement	YES/NO	Page no.
1.	The firm is registered with the Central labour Commissioner Government of India under provisions of contract labour Act and its validity date	YES/NO	
2.	Copies of balance sheet and P & L A/c for the last 3 years duly certified by the CA	YES/NO	
3.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the regional provident fund commissioner, Govt. of India	YES/NO	
4.	Copy of Registration certificate/allotment letter of service tax number	YES/NO	
5.	Copy of registration certificate/ allotment letter PAN from Income Tax Department	YES/NO	
6.	Registration certificate of ESI enclosed	YES/NO	
7.	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)	YES/NO	
8.	D.D. of Rs. 40,000=00 as EMD	YES/NO	
9.	Price bid proforma completed and sealed in separate envelope	YES/NO	
10.	List of Arbitration cases (if applicable)	YES/NO	
11.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at site	YES/NO	
12.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	YES/NO	
13.	Copy of last Income Tax return	YES/NO	
14.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor / firm/ parties relating to previous service contract.	YES/NO	
15.	Office address in Maharashtra/New Delhi	YES/NO	
16.	At least two currently valid contracts for similar work	YES/NO	

Declaration by the tenderer.

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 to abide by them.

Encl: 1. DD/ Pay order no.
2. Terms and Conditions (each page must signed and sealed)
3. Financial Bid

(Signature of Tenderer with seal)
Name:

Seal:

Office Address:

DATE:

Phone No. (O):

Note: This information is to be given in Envelop No.1 Technical bid

(To be made on Rs. 1000=00 Non Judicial Stamp Paper by the firm on award of the contract)

DRAFT AGREEMENT

This Agreement is made on _____ day of Two thousand fourteen between Director IITM Pune as one part, herein after called IITM and M/s. _____ Agency for HOUSEKEEPING and SECURITY SERVICES WORK at IITM, New Delhi Branch Office, New Rajendra Nagar New Delhi.

1. LOI and Annexure IV will be the part of this agreement
2. The Agency shall be solely responsible for compliance to provisions of various labour. Industrial and any other laws applicable and all statutory obligations, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to contract personnel deployed in IITM New Delhi Branch
3. The Agency shall be solely responsible for any accident/Medical/ health related liability/compensation for the personnel deployed by it at IITM New Delhi Branch office. The IITM shall have no liability in this regard.
4. Any violation of instruction/ agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. The contract can be terminated by giving one month's notice on either side.
6. In case of non-compliance with the contract the IITM reserves its right to:
 - a) Cancel/revoke the contract and/ or
7. Impose penalty as per terms & conditions of tender document
8. Security deposit equal to 5% of the Annual contract value (refundable without interest after two month of termination of contract) in the form of /demand draft/ bank guarantee from a Nationalized bank scheduled bank shall be furnished at the time of signing of agreement
9. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at IITM branch office.
10. The personnel provided by the Agency will not claim to become the employees of IITM and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in IITM.
11. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
12. The agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
13. Decision of IITM in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
14. In case of any dispute between the Agency and IITM, the decision of the Director IITM Shall be binding. However, all matters of jurisdiction shall be at the local courts located at Pune/ Maharashtra.
15. Other terms and conditions as mentioned in tender documents will be part of the agreement.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their seal in Pune in the presence of the witness.

IITM

Witness: 1.

2.

AGENCY

Witness:

1.

2.

TERMS AND CONDITIONS OF CONTRACT FOR HOUSE-KEEPING AND SECURITY SERVICES AT NEW DELHI BRANCH OFFICE

(Annexure to Agreement)

SCOPE OF WORK: AT IITM, New Delhi Branch Office, New Rajendra Nagar New Delhi.

- A. by deploying required number of contract personnel
- B. Terms and Conditions:
 - 1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further with same terms and conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the agreement is terminable by giving one months notice in writing by either party to the agreement.
 - 2. The Contracting Agency shall render the following services to IITM New Delhi Branch office.
 - (a) HOUSE-KEEPING WORK: The purpose of housekeeping is that the whole office premise (IITM) must look neat at every time and the contractor has to undertake all such jobs/activities required to maintain the office premises neat and cleaning whether such activities are elaborated hereunder or not.

Sweeping, cleaning and moping all the area of IITM premises including rooms, toilets, corridors, all around the office premises, laboratory building, generator room and any other structure like security booth, etc. and the area around them. To clean roads, open channels and drains, remove the forage of tree leaves from lawns, parks and other open areas.

In the event of finding the office premise dirty or some heaps of garbage are noticed lying here and there on day, penalty up to 20% of the total amount of monthly bill will be imposed for the concerned month for each such lapse. Non-performers would be removed and replaced by the competent manpower within two working days by the contractor.
 - (b) DAILY OPERATIONS: Must be completed before 09:30 AM daily
 - (i) Brooming, sweeping and washing of corridors and staircases.
 - (ii) Sweeping and mopping of toilets, bathrooms, urinals twice a day.
 - (iii) Spraying of room freshener/deodorant in toilets.
 - (iv) Dusting and cleaning of office furniture, office and laboratory equipments including tables, chairs, side tables, racks and doors, paper trays and other installations.
 - (v) Sweeping of floors, mopping of floors twice a day of all laboratories.
 - (vi) Dusting of doors, cleaning of wash basin and mirror, cleaning of toilet seats/urinals (with sanitaris and water) twice a day.
 - (vii) Sweeping of open space and removal of garbage there from.
 - (viii) Complete cleaning with soft brooms.
 - (ix) Removal of discarded materials to the designated places. Removal of sweeping and discarded/unwanted unuseful materials (as decided and directed by IITM officials).
 - (x) Sweeping of lawn and open area.
 - (xi) Emptying if dustbins of all rooms/labs/sections.

- (xii) Replenishment of soap, urinal cubes, naphthalene balls /air purifiers [As and when required].
 - (xiii) Dumping of garbage by cycle rickshaw daily outside and away from IITM premises at suitable dumping area to be arranged by the contractor.
- (c) WEEKLY OPERATIONS:
- (i) Wet & dry cleaning of floor, cleaning of walls and window panes.
 - (ii) Washing and wiping/mopping of floors. Thorough cleaning of toilets with suitable cleaning agents.
 - (iii) Wiping and cleaning of fixtures, fittings.
 - (iv) Brooming and sprinkling in open areas.
 - (v) Cleaning of drains.
 - (vi) Dusting of files and file racks and cleaning of walls and window panes.
 - (vii) Cleaning of staircase railings, cleaning of Venetian blinds and cobwebs on walls.
 - (viii) Cleaning and dusting of furniture, fixtures and fittings, carpet cleaning with vacuum cleaner.
 - (ix) Dusting of doors, dusting of room coolers air conditioners.
 - (x) Removal of garbage from lab premises, generators pump house and sub-station etc.
- (d) MONTHLY OPERATIONS:
- (i) Dusting of rooms coolers, ceiling fans, tube light fixtures and furniture and steel almirahs through cleaning of window pans , venetian blinds and wall scrubbing and washing of rooms , cleaning duct ways outside the toilets wiping/mopping of furniture, arranging of files and loose papers, special cleaning of sanitary electrical fire fighting building hardware etc. fitting and fixture door windows . Through checking and cleaning of sewer and drainage system as and when they occur, other misc. cleaning work etc.
 - (ii) Sweeping garbage grass hey etc generated as a result of cleanliness operations in housekeeping and horticultural work, malba generated out of out of repair work shall be taken out fortnightly by contractor personnel as a part of their routine housekeeping operations and horticultural work.
 - (iii) Removal of blockage if any occurring in the drains, floor traps toilets bath room, rain water pipes and gutters, storm water drain roads and sewers etc with in IITM premises, preventative maintenance of same, other misc. cleaning work.
- (e) The contractor will deploy well trained personnel in the respective fields of work to be performed under the contract 08.30 AM to 5.00 pm from Monday to Saturday.
- (f) The contractor shall not deploy or shall discontinue to deploy any person at the Institute premises , at any time without any reason whatever , The full particulars of personnel including their names and address voter ID Pan etc deployed by him shall be furnished to IITM. Police verification report of the personnel employed by the contractor will also b e submitted by the contractor to IITM.
- (g) The contractor will provide the required services six days a week throughout the year. Holidays, if any will be observed with prior approval of the IITM under emergent circumstances. The services will be provided on Sundays also without extra charges if so required by IITM

The working hours for the personnel of the contractor for this contract will be as under:

3. From 8:30 Hrs to 1700 hrs from Monday to Saturday. They may also be called on Sundays as and when required without any extra payment. They may also be asked to remain in office beyond 1700 hrs also on occasional demands.

4. The personnel deployed shall be healthy active No body shall have any communicable disease.
5. The personnel deployed shall be smartly dressed in proper uniform and always with Identity card. The agency shall provide fully trained and disciplined personnel
6. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances DA, PF, ESI Bonus gratuity etc as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The contractor shall pay the wages to his personnel on or before 7th of every succeeding month, irrespective of delay in payment of bill by the bureau for whatever reason. Wages payable shall be as per Central Government Minimum Wages Act. The contractor shall submit the workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at IITM. The manpower agency shall specifically ensure compliance of various labour laws Acts etc including but not limited with the following and their reenactment /amendments/modification etc,
 - a) The payment of wages Act 1936
 - b) The Employees Provident Fund Act 1952
 - c) The Factory Act 198
 - d) The Contract Labour (Regulations Act) 1970
 - e) The Payment of Bonus Act
 - f) The Payment of Gratuity Act
 - g) The Employees State Insurance Act 1948
 - h) The employment of Children Act 1938
 - i) The motor vehicle Act 1988
 - j) The minimum wages Act 1948
7. The personnel will be screened by the contractor after police verification regarding their antecedent character and conduct and a copy of the reports shall also be submitted to IITM
8. Replacement of personnel as required by IITM will be effected promptly by the Contractor, if the contractor wishes to any of the personnel, the same shall be done after prior consultation with the Client. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to IITM along with the testimonials before they are actually deployed.
9. In case of any loss that might caused to IITM due the lapse on the part of the personnel deployed by the contractor discharging their responsibilities such loss shall be compensated by the contracting agency, and in this connection IITM have the right to deduct appropriate amount from the bill etc to make good of such loss to IITM besides imposing penalty. In case of any deficiencies /laps on the part of the personnel deployed by the contractor the IITM has the right to terminate the contract forthwith or take any action without assigning any reason whatsoever.
10. If case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
11. That Contractor's authorized representative (owner/Director/Partner/Manager) shall personally contact the appropriate authority of IITM at least once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient.

12. In the event of contract personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve. Failure on this account shall attract penalty double the wages payable to the contractor for such absence.
13. The Successful bidder would have to deposit an amount of 5% of Annual contract of value towards security deposit through Demand Draft/Bank Guarantee from a nationalized/scheduled bank in favour of IITM which would remain with IITM during the contract period and no interest shall be payable on security deposit amount.
14. The contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every week to IITM with an attested photocopy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the Bureau at any other point of time.
15. If at any point of time, it comes to the notice of IITM that the contract personnel deployed are different from the list provided (with attested photographs), IITM will be well within its right to impose penalty not exceeding five times the wages payable to the contractor for each such personnel identified.
16. The Contract personnel deployed by the contractor shall have the required qualification. In case of non-compliance /non-performance of the services according to the terms of the contract, IITM shall be at liberty to make suitable deductions/penalty from the bill without prejudice to its right under other provisions of the contract.
17. The contractor shall be solely liable for all payments/dues of the workers employed and deployed by him with reliable evidence provided to the IITM. In the event, IITM makes any payment or incurs any liability: the contractor shall indemnify IITM completely.
18. In case of any dispute arising out of this agreement then IITM shall nominate any officers of the institute as sole arbitrator to adjudicate upon the issue involved in the dispute and the provision of the Arbitration Act shall be applicable.
19. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, will be settled in Pune the jurisdiction to settle and decide all the disputes.
20. Income tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
21. As and when the IITM requires additional contract personnel on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice will be given by the IITM.
22. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
23. In case the IITM suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, IITM reserves the rights to terminate the contract without assigning any reasons.
24. Personnel engaged on day to day works should not be utilized for carrying out the occasional work for which contractor has to engage extra personnel.
25. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compliance of any such provision/rule.
26. The contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at the IITM at all times. Indicative list of such records is given for example (a) Register for Workmen (b) Employment card (to be issued to workers), (c) Muster Roll (d) Register for wages, (e) Wages slip, (f) OT register etc.

27. The above records and the following return filed by the contractor have to be produced to the General Admin of IITM on demand and original/photocopies of these records should be handed over after completion of the contract.
 - (a) Return in form 5, 10 and 12A which is submitted monthly under the provisions of the employees Provident Fund and MP ACT, 1952
 - (b) Summary of contribution (from 5) under sec 44 Regulation 25 of the ESI Act, 1948, also the return filed under sec 44, Regulation 26 of the said act along with the monthly return.
 - (c) Half yearly return in form XXIV under rule 82 (l) of the Contract Labour (R &A) Act 1970
 - (d) Annual return filed in form 3A/6A under the employee provident fund and MP Act 1952.
 - (e) Annual return in form III rule 21 (4A) of the Minimum Wages Act 1948.
 - (f) Any other applicable return.
28. The contractor should obtain a license from central labour commissioner to engage the contract labour/personnel as per contract labour Act within a period of one month from the date of award of contract by IITM.
29. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall as per Central Government Minimum wages Act notified minimum wages, from time to time, as applicable during the contract period.
30. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month. The payment of wages will be made in the presence of an authorized representative of IITM at a place and time notified for the purpose.
31. The wages shall be paid to workmen without any deduction except those under the payment of wages Act and minimum wages act.
32. The contractor should ensure that his workmen are granted holidays/leave with wages as per Govt. applicable act/rule/notifications.
33. IITM reserves its right to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.
34. The contractor must get police verification of all his personnel employed at IITM and submit the report to this office along with voters IDs, and other valid proof of residence address, educational qualifications etc. He should also given the list of this sons and relatives who are working in this office as sub-contractors or the labourers. If there is no such thing, the contractor has to give an undertaking to this effect.
35. If any of the personnel of the contractor indulge in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
36. Wherever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to IITM will be considered applicable at the time of any dispute /following any statutory rules.
37. In case of any dispute the decision of Director IITM will be final and binding on the contractor.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between IITM and the Contractor and any non compliance shall be deemed as a breach of the contract/Agreement.

THE CRITERIA OF SELECTION

1. IITM reserves the right to accept or reject any or all bids without assigning any reasons.
2. IITM also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices, without bearing any liability or any loss whatever it may cause to the bidder in the process.
3. Technical bids will be evaluated by the Technical bid evaluation committee of IITM by scrutiny of bid documents, personnel interview and site visit if required etc.
4. Based on the recommendations of Technical bid evaluation committee, commercial bids of technically qualified bidders will be opened

Note : Without affecting the sanctity of the above criteria IITM has a power to relax any conditions of eligibility criteria qualifying the bids based on merit of each case and if the situation so warrant in the interest of work of IITM Pune.

5. Incomplete tenders will be rejected. Further the rejection criterion is mentioned in Annexure III (check list)
6. Preference would be given to the contractor having valid quality System Certificate and **ISO** in case of same rates.
7. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials responsible business practice competency to execute such contract, credentials to fulfillment of provisions of labour laws with past contract and above conditions in to account together.

Director IITM Pune

ENVELOP :-2 COMMERCIAL BID

**Subject: Annual contract for housekeeping and Security services at New Delhi Branch
Office New Rajendra Nagar, New Delhi**

CONTENTS

1. Envelop No.2 shall contain only price bid of tender document i.e. the copy of schedule of rates duly filled in and signed by bidder/tender . Any commercial or technical condition or qualification of any sort shall not be indicated by the tenderer/bidder in this envelop, otherwise the tender shall be summarily rejected.

(To be enclosed with commercial bid in a separate cover marked Envelope-2”

Tender BOQ as per reference

Sr.no.	perstage					
Designation		Security Gard	GARDNER	Liabrary Assistant	Cook (MTS)	HouseKeeper
No.of Person		4 Nos.	1 nos.	1 nos.	1 nos.	2 nos
Basic						
D.A.						
Total (A)						
HRA	%					
PF	%					
ESI	%					
Bonus	%					
LWW	%					
National Holiday	%					
MLWF	%					
Liveries	%					
Sup.Allow.	%					
Wash Allow.	%					
Total B						
Total C						
Contractor profit	%					
Total D						
service Tax	%					
Total	Per person					
Grand Total	As per Streth					
Housekeeping Material cost						
TOTAL AMOUNT						

Tender of HOUSEKEEPING AND SECURITY SERVICES
at
**INDIAN INSTITUTE OF TROPICAL
METEOROLOGY, BRANCH
OFFICE NEW DELHI. (IITM)**

COMMERCIAL BID - 2

Sr.no.	persta nge					
Designation		Security Guard	GARDNER	Library Assistant	Cook (MTS)	Housekeeper
No.of Person		4 Nos.	1 nos.	1 nos.	1 nos.	2 nos
Basic						
D.A.						
Total (A)						
HRA	%					
PF	%					
ESI	%					
Bonus	%					
LWW	%					
National Holiday	%					
MLWF	%					
Liveries	%					
Sup.Allow.	%					
Wash Allow.	%					
Total B						
Total C						
Contractor profit	%					
Total D						
service Tax	%					
Total	Per person					
Grand Total	As per Streth					
Housekeeping Material cost						
TOTAL AMOUNT						