



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar,  
Burla, Sambalpur, Odisha – 768019

Tender No.: IIMSBP/2018-19/RP/10

07 Dec. 2018

### **Notice inviting Tender for Hiring Manpower for Housekeeping Services at IIM Sambalpur Campus**

Indian Institute of Management Sambalpur, having its office at Sambalpur University Campus, Jyoti Vihar, Burla, Pin-768019, invites **online bids** in two bid systems from reputed, experience and financially sound agencies/companies (no brokers, intermediaries or aggregators) located in **Odisha or Chhattisgarh** state for hiring manpower for Housekeeping Services for its campus at the address provided above.

#### **Brief Details of Tender:**

Tender Description	EMD Value (Rs.)	Contract Period
Tender for Hiring Manpower for Housekeeping Services for IIM Sambalpur Campus	Rs. 82,000/-	One year

The tender document can be downloaded from institute website: <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bid is to be submitted online only through the CPPP to the last date and time of submission of the tender.

#### **Critical Dates of Tender:**

Sl. No	Particulars	Date	Time
01	Date and Time of online Publication/Download of Tender	07/12/18	05.00 PM
02	Pre-Bid Meeting Date & Time	11/12/18	11.00 AM
03	Bid Submission start date & time	08/12/18	10.30 PM
04	Bid Submission close date & time	28/12/18	03.30 PM
05	Closing date & time for submission of original EMD	28/12/18	03.00 PM
06	Opening of Technical Bid	29/12/18	10.30 AM

### **1. ABOUT IIM SAMBALPUR**

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by Parliament. The temporary campus of IIM Sambalpur is located at Jyoti Vihar, Burla, Sambalpur-768019.

## 2. EARNEST MONEY DEPOSITS (EMD) DETAILS

- a) The Contractor shall deposit Bid Security (EMD) for an amount of **Rs. 82,000** in the form of Demand Draft/Banker's Cheque/ NEFT from Nationalized/ Scheduled bank in favour of **Indian Institute of Management Sambalpur, payable at Sambalpur**, should be submitted as per **Annexure-I**. The EMD should be valid for at least 90 days. The details are mentioned below:

### BANK DETAILS:

**Name: IIM Sambalpur**

**Bank Name: State Bank of India**

**Account Number: 36134431122**

**Bank Address: Burla Sambalpur main Branch,768017**

**IFS Code: SBIN0002034**

Email: procurement@iimsambalpur.ac.in

- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee.
- d) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- e) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- f) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

## 3. ELIGIBILITY CRITERIA

- (a) The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-II**.
- (b) The agency / firm should be based/registered in **Odisha or Chattisgarh** State and be the sole proprietor or registered firm / partnership firm / company under the relevant Act.
- (c) The firm should be neither blacklisted by any government department nor there should be any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.
- (d) Firm should have work completion certificate for the said services from at least one reputed Institutes/ organization like IIM/IIT/IISc/IISER/NISER/NIT/Central Universities and/or Central or State PSUs/Govt. Depts. in last 3 years.

- (e) Audited Balance Sheets of preceding three years with Income and Expenditure statement and Profit and Loss Account & Audit report of last three years (2015-16, 2016-17, 2017-18) is to be submitted as per **Annexure-IV**
- (f) Average annual turnover should be at least 30 % of the estimated cost during each of the of last three financial years (2017-18, 2016-17, 2015-16) is to be submitted as per **Annexure-IV**
- (g) Firm Should attach list of work orders/documentary evidence where the similar type of work has been executed during previous three years from the date of publication of tender as detailed below:
- i) Three similar work of 40% of the estimated cost **OR**
  - ii) Two similar work of 60% of the estimated cost **OR**
  - iii) One similar work of 80% of the estimated cost
- (h) The bidder should have the following documents: (enclose self-attested copies of all certificates):
- i) Copy of GST Certificate
  - ii) Copy of PAN
  - iii) Copy of Firm Registration Certificate
  - iv) Copy of EPF registration Certificate
  - v) Copy of ESI registration Certificate
  - vi) Copy of Labour License
  - vii) Copy of ISO Certificate, if available
  - viii) Copy of Income tax return of last 3 years (2015-16, 2016-17,2017-18)

#### 4. TECHNICAL BID DETAILS

Bidders should comply with the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at **Annexure-V**. The bidder is to complete the same along with supporting documents and submit accordingly.

#### 5. FINANCIAL BID DETAILS

Financial bid given with tender is to be uploaded after filling all relevant information. The price should be uploaded strictly as **Annexure-VI** available with the tender failing which the offer is liable for rejection. Kindly quote your offer on for IIM Sambalpur (inclusive of all taxes and charges).

#### 6. SCOPE OF WORK

##### A) Area of Housekeeping work:

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

Sl. No	Area of Housekeeping	Area of Each Buildings which requires sweeping, cleaning and scrubbing once in a day. (In Square Feet)
1	Academic Building 1 <sup>st</sup> floor	12490 SQFT.
2	Academic Building 2 <sup>nd</sup> floor	12490 SQFT.
3	Auditorium	5700 SQFT.
4	Boys Hostel	30526 SQFT.
5	Girls Hostel	30526 SQFT.
6	Director Residence	2501 SQFT.
7	Guest House 1	2900 SQFT.
8	Guest House 2	2501 SQFT.

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

- ii) All the consumable and disposable required for cleaning & housekeeping are to be procured by the agency. All consumable and disposable should be eco-friendly. The item details are mentioned in **Annexure- V**.
- iii) If any mechanized equipment's required, the same will be procure & provided by IIM Sambalpur as and when required. The same shall be returned in working condition after the contract.
- iv) The General office cleaning including office rooms, hall, partitions, lobby area, staircase, Reception, entrance area, toilets etc. will have to be kept sparkling clean and dry at all the time and at any call from IIM Sambalpur concerned officials. All the toilets should be clean at least two times in a day.
- v) The Outside cleaning area of Academic building and hostel including parking area, outside area around the campus, hostel back side playground area etc. will have to be clean all the time.
- vi) Window and door sponging from inside/ outside with proper cleaning of frames/ pictures on walls, cleaning of blinds, cleaning of cobweb, Cleaning of light fittings/ fans/ tube lights and such other fittings/ false ceiling etc. minimum once a week.
- vii) Cleaning & dusting of tables, almira, sofa, computer/ terminals/ telephone/ photocopying machines and all sophisticated electronic equipment should be daily before office hours.

**B) Deployment of Manpower:**

Sl. No	Deployment Type	No. of Persons to be Deployed	Deployment Location
1	Sweeper	14 (3-4 Female,10- 11 Male)	Academic Building, Hostels & Auditorium, Director Residence
2	Gardener	1-2 (Male)	Academic Building, Hostels, Auditorium Director Residence & Guest House
3	Plumber	1-2 (Male)	Academic Building, Hostels, Auditorium, Director Residence & Guest House
4	Attendant	03(2Male,1Female)	Academic Building, Hostels, Auditorium, Director Residence & Guest House
<b>Total</b>		<b>21</b>	

- i) The institute shall increase or decrease the requirement depending upon its requirement, but rate for each person / post will remain the same as agreed in the financial bid.
- ii) Timings: **1<sup>st</sup> shift from 6.00 am- 2.00 pm** and **2<sup>nd</sup> Shift from 2.00 pm to 10.00 pm** on (Monday-Saturday), **8.00 am to 4.00 pm** on Sunday with limited number of staff as per requirement from time to time.
- iii) The above manpower may be used for shifting furniture, equipment or otherwise as per need of IIM Sambalpur. The services of the personal deployed at site, shall be made available round the clock including Sundays & holidays without any extra payment.
- iv) IIM Sambalpur will not responsible for any overtime (OT) or extra payment to the personal deployed by the contractor for any reason whatsoever.
- v) The contractor has to arrange for the latest police verification from the parental police station of employee as well as from the present residential address police station of the persons deployed within forty-five days (45) from the date of Award of Work.

- vi) The contractor will provide all-inclusive comprehensive Housekeeping services to IIM Sambalpur, seven days in a week, 365 days a year including Sundays, festivals & other holidays.

### **C) Pest Control Services**

- i) The contractor shall be providing Pest Control Services at Academic Building, Boys & Girls Hostel, Director's Residence & Guest house of IIM Sambalpur on monthly basis.
- ii) Pest control services includes all necessary chemicals for prevention of mosquitos, cockroaches, bugs, bed-bugs insects, rats, Lizards, Snakes etc. The Contractor should ensure safety of occupants and use only chemicals permitted by the Govt. and also ensure that no damage is done to any equipment/asset of IIM Sambalpur.

## **7. BID VALIDITY PERIOD**

The bid will remain valid for 3 months from the date of opening of financial bid as prescribed by IIM Sambalpur. A bid valid for a shorter period shall be rejected, being non-responsive.

## **8. BID SUBMISSION**

### **Instruction for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

## **9. REGISTRATION**

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

## **10. SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the

bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## 11. BID EVALUATION

IIM Sambalpur evaluates the Commercial Bid of said Bidders who qualify the eligibility criteria and comply to technical qualification. The eligible bidder who will quote the lowest will be awarded the contract.

## 12. PAYMENT TERMS

- i) The Payment will be made as per monthly invoice raised on the actual personnel and material supplied by the vendor and based on the copy of attendance sheet register jointly signed by the representative of the department and the contractor.
- ii) Payment will be made as per the approved Central Govt. Minimum Wages rate mentioned above and can only be revised time to time according to the amendments and notification effecting Labour rates, the copy amendments and notification effecting Labour rate of latest should be enclosed with the claim of month bill.
- iii) A copy of previous month PF challan and ESIC deposit should also be submitted with every bill as payment proof then only the amount of PF & ESIC will be paid.
- iv) Any violation of instructions/agreement of suppression of facts will attract cancellation of the agreement without any reference.
- v) In the case of any dispute between the Agency and IIM Sambalpur, IIM Sambalpur shall have all the rights to take any decision in the interest of the Institute. However, all matters of jurisdiction shall be at the local courts located at Sambalpur.
- vi) **All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him them in figures as well as in words. Alternations, if any, unless legible attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tenderer liable for rejection**

## 13. PERFORMANCE SECURITY DETAILS

- (a) The successful bidder will have to furnish performance bank guarantee of 10% total value of the contract in the form of bank guarantee or deposit equivalent money with Indian Institute of Management Sambalpur, the bank account details specified in item no 2(a) in "EMD Details" of this document; within 10 days of the award of the contract. The amount will be adjusted in the last payment, i.e., at the end of the contract period.
- (b) Performance Bank Guarantee will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be blacklisted.
- (c) Performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- (d) Performance Bank Guarantee amount will be refunded to the Caterer without any interest, whatsoever after it duly performs and completes the contract in all respects.

## 14. CONTRACT PERIOD

The contract shall be for a period of **One years** from the date of award. IIM Sambalpur reserves the right to extend the contract for another Two Years for annual basis at the same rates, terms

& conditions, subject to continuous satisfactory performance review of the Agency done by IIM Sambalpur at the end of the term herein mentioned.

## **15. OTHER TERMS & CONDITIONS**

- a) The persons to be deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment.
- b) The Contractor will have to provide standard uniform, Shoes, Gloves and ID Cards as approved by IIM Sambalpur Administration at his own cost to its housekeeping staff. The staff shall be in proper uniform all the time with their identity card properly displayed.
- c) The contractor shall ensure that the housekeeping staff deployed in the Institute are skilled labour, fit to perform the tasks and are not over the age of 45 years. The contractor shall not employ any person who has not completed eighteen years of age.
- d) In the event of injury, illness or accidents to any worker, IIM Sambalpur will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
- e) The Contractor shall: - Ensure Pest/Animal and Rodent free environment in the premises of IIM Sambalpur and report to the officer in-charge for the necessary corrective action. Plan, manage, and collect, segregate dry and wet garbage in the earmarked area, efficiently transport and dispose the garbage in the disposal area. The work should be carried out in an eco-friendly manner. The Contractor will arrange for required resources, including manpower which is used by the house keeping staff. Ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff.
- f) The bidder shall, at no extra cost to the Institute supervise the performance of their staff and maintain such registers/forms as are necessary for the effective performance of their duties. These registers/forms will be provided by the bidder. A duty register indicating the shift timings, names of the staff on duty shall be maintained and made available for inspection at any time as required by IIM Sambalpur administration.
- g) The bidder shall carry out proper briefing, checking and training before the workers are posted at IIM Sambalpur campus.
- h) No accommodation and subsidized food or transport will be provided by the Institute to the Personnel deployed by the Agency. If the Agency is required to provide the facility of canteen by law, Agency shall provide the same.
- i) The contractor shall ensure that no item of the institute is taken out from the building / their place of duties / campus without proper gate pass issued by IIMS. The entry on this account is to be made in the register to be kept for this purpose.
- j) The contractor will not sub-let the contract for the services to any other agency or individual(s).
- k) The contractor will ensure 8 hourly duty but strictly not beyond 08 hours in a day by an individual. Duty chart should be put before the Officer of IIMS in-charge of housekeeping services.
- l) Any misconduct / misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such persons will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to IIM Sambalpur.
- m) The Contractor will also maintain a suggestion book and a complaint register to be produced to the Institute administration on weekly basis.

### **Termination for Insolvency**

- a) The IIM Sambalpur may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Sambalpur alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

### **Force Majeure**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

### **Arbitration**

In the event of any dispute or difference arising under this tender, the Director, IIM Sambalpur or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

IIM Sambalpur reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.

- a) IIM Sambalpur reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- b) IIM Sambalpur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- c) IIM Sambalpur reserves the right to place repeat order up to 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.
- d) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- e) Conditional tenders will not be considered in any case.
- f) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- g) IIM Sambalpur shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD & Tender Fee.
- h) **IIM Sambalpur may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Sambalpur will be posted on CPP Portal and IIM Sambalpur website. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sambalpur or check for the same CPP Portal before submitting their duly completed bids.**



**ANNEXURE – I**

To

Officer (Stores and Purchase)  
Indian Institute of Management Sambalpur  
Jyoti Vihar, Burla  
Sambalpur 768019, Odisha.

**Sub: - Tender EMD Details.**

Ref: Tender No. IIMSBP/2018-19/RP/10 dated 6 Dec. 2018

(Notice Inviting Tender for Hiring Manpower for Housekeeping Services at IIM Sambalpur)

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Sambalpur are enclosed herewith towards EMD.

<b>Detail of DD/BC/BG</b>	<b>Amount</b>	<b>No. and Date</b>	<b>Bank Name</b>
Earnest Deposit Money			

Thanking You

Yours Faithfully,

(Authorized Signatory with Seal)

## **ANNEXURE – II**

To

Officer (Stores and Purchase)  
Indian Institute of Management Sambalpur  
Jyoti Bihar, Burla  
Sambalpur 768019, Odisha.

**Sub: - Self Declaration Certificate**

Ref: - Tender No. IIMSBP/2018-19/RP/10 dated 7 Dec. 2018

(Notice Inviting Tender for Hiring Manpower for Housekeeping Services at IIM Sambalpur)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Hiring Manpower for Housekeeping Services at IIM Sambalpur, I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are FOR IIM Sambalpur, and free delivery, unloading at IIM Sambalpur.

**Date:**

**Authorized Signatory**

**Place:**

**Name:**

**Designation:**

**Contact No:**

**Email ID**

**ANNEXURE – III**

**CERTIFICATE**

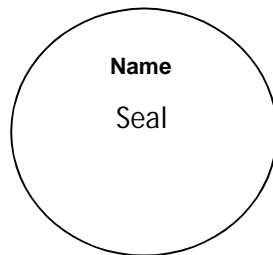
**(To be provided on letterhead of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**

**Authorized Signatory**



**Name:**

**Designation:**

**Cont. No:**

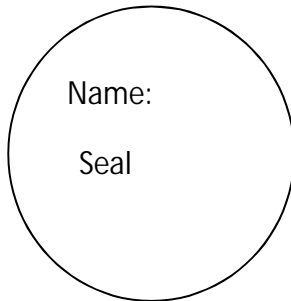
**Place:**

**ANNEXURE – IV**

**Annual Turnover Details**

<b><i>Evaluation Criteria</i></b>			<b><i>Remarks</i></b>
Bidder's Annual Turnover for last three financial years	<b>Financial Years</b>	<b>Turnover in Rs.</b>	Supporting Documents are to be attached along with the Annexure-IV
	2017-2018		
	2016-2017		
	2015-2016		

**Date:**



**Authorized Signatory:**

**Name:**

**Designation:**

**Contact No:**

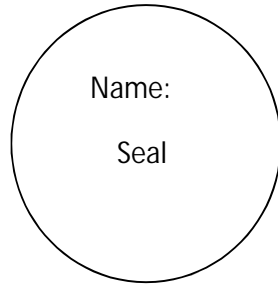
**Place:**

**ANNEXURE-V**

**TECHNICAL BID**

<b>Sl. No</b>	<b>Technical Criteria</b>	<b>Remarks</b>
1	Name of the Organization/ Firm	
2	Name of the Contact Person Phone No. Mobile No. Email Address-	
3	Bank Account Details	
3	Firm should have work completion certificate for the said services from any Govt./Private Organizations in last 3 years.	
4	Audited Balance Sheets of preceding three years with Income and Expenditure statement and Profit and Loss Account & Audit report of last three years.	
5	Average annual turnover should be at least 30 % of the estimated cost during each of the of last three financial years (2017-18, 2016-17, 2015-16)	
6	<p>The firm should attach list of work orders/ documentary evidence where the similar type of work has been executed during previous three years from the date of publication of tender as detailed below.</p> <p>a) Three similar work of 40% of the estimated cost</p> <p style="text-align: center;"><b>OR</b></p> <p>b) Two similar work of 60% of the estimated cost</p> <p style="text-align: center;"><b>OR</b></p> <p>c) One similar work of 80% of the estimated cost</p>	

**Date:**



**Authorized Signatory:**

**Name:**

**Designation:**

**Contact No:**

**Place:**

## ANNEXURE-VI

### Financial Bid (Housekeeping Services)

Sl. No	Category of Manpower Required	No. of Persons Required	Per Day Rate (as per Central Govt. Minimum wages Rate)	Monthly Rate (as per Central Govt. Minimum wages Rate)	Yearly Rate (as per Central Govt. Minimum wages Rate)
1	Sweeper	14	Rs.373		
2	Gardener	1-2	Rs.373		
3	Attendant	3	Rs.373		
3	Plumber	1-2	Rs.437		
4	PF	As Per Govt. Norms			
5	ESI	As Per Govt. Norms			
6	Bonus	As Per Govt. Norms			
7	All Consumable & disposable items Expenses (as per Annexure VII)				
8	GST	As Per Govt. Norms			
9	Any other Charges/Tax @	As Per Govt. Norms			
<b>Total</b>					

It is clarified that the consolidated and all-inclusive quoted rates should contain the component less than or equal to the minimum wages of Govt. of India to be provided along with the copy of the State Govt. Order on minimum wages to facilitate revision of rate whenever minimum wages are revised by the Central Govt. and should contain the break-up in the following manner.

**Note:**

1. IIM Sambalpur may ask to depute additional housekeeping staff as and when needed and also and reduce them if required.
2. The rate is inclusive of one weekly off.
3. The manpower requirement during April, May, June will be less due to no student activity at that time.
4. The labour would be required from 1<sup>st</sup> Jan 2019.

**Declaration by the bidder:**

This is to certify that I/we before signing his tender have read and fully understood all the terms & Conditions contain herein and undertake myself/ourselves to abide by them.

**Note:**

- i) No other charges would be payable to Client.
- ii) There would be no increase in rates during the contract period except provision under the terms & Conditions.

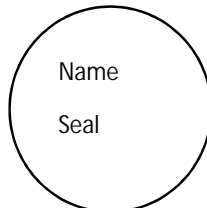
**Place:**

**Name:**

**Address:**

**Phone No:**

**Email Id:**



**(Signature of the bidder with Seal)**

## ANNEXURE-VII

The Following consumable and disposable required for cleaning & housekeeping are to be used and procured by the agency:

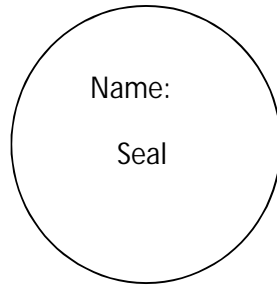
<b>Sl. No</b>	<b>Consumable Materials</b>
1	Cleaning Mop
2	Phenyl
3	Lizol
4	Trash Bag
5	Acid
6	Harpic
7	Dettol Hand Wash
8	Local Jhadu
9	Jhadu
10	Jhadu (Coconut)
11	Good Night or Equivalent
12	Odonil
13	Colin
14	Wiper
15	Detergent Powder (Patanjali/Tide)
16	Roll Tissue Paper
17	Box Tissue Paper
18	Pril Liquid or Equivalent
19	Flushmatic
20	Toilet Soap
21	Table Duster
22	Floor Duster
23	Naphthalene Balls
24	Hand Brush
25	Soft Broom
26	Bleaching Powder
27	Bucket (Big & Small)
28	Mug
29	Dustbin (Big & Small)
30	Dustbin
31	Wet Mop
32	Toilet Brushes
33	Cobweb Cleaner



32	Room Freshener (Odonil)
33	Scotch Brite or Equivalent
34	Any Other materials required as per site conditions/ requirements.

**All the Consumables items are to be made available for checking whenever called for by IIM Sambalpur officials and should only be of reputed bands.**

**Date:**



**Authorized Signatory:**

**Name:**

**Designation:**

**Contact No:**

**Place:**