



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar  
Burla-768019, Sambalpur

Tender No.: IIMSBP/2023-24/RP/24

Date- 23/05/2023

### **Notice inviting Tender for Providing Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

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, well established experienced and financially sound Housekeeping agencies (no brokers, intermediaries or aggregators) for providing Manpower for Housekeeping Services to IIM Sambalpur at the address provided above.

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

<b>Tender Description</b>	<b>Performance Security Deposit</b>	<b>Contract Period</b>
Tender for Providing Manpower for Housekeeping services at IIM Sambalpur	3% of the work order value	Initially for Two Years

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 CPP portal to the last date and time of submission of the tender.

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

<b>Sl. No</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Date and Time of online Publication/Download of Tender	23/05/2023	4.00 pm
2	Pre-Bid query date & time (Online)	30/05/2023	11.00 am
3	Bid Submission start date & time	24/05/2023	11.00 am
4	Bid Submission close date & time	13/06/2023	4.30 pm
5	Closing date & time for deposit of EMD	13/06/2023	4.00 pm
6	Opening of Technical Bid	14/06/2023	4.05 pm

#### **1. ABOUT IIM SAMBALPUR:-**

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by Parliament. IIM Sambalpur was established in 2015 by MHRD, Govt. of India and is currently operated at Jyoti Vihar, Burla-768019, Sambalpur.

#### **2. EARNEST MONEY DEPOSIT (EMD) DETAILS:-**

- The Contractor shall deposit Bid Security (EMD) for an amount of **Rs. 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only)** through NEFT/RTGS from any Nationalized/ Scheduled bank in favour of **Indian Institute of Management Sambalpur, payable at Sambalpur**. The EMD details should be submitted as per **Annexure-I**. The EMD should be valid for at least 90 days.

The bank account details are mentioned below:

**Bank Details:**

Name: IIM Sambalpur

Bank Name- State Bank of India

Account No. 36134431122

IFSC Code: SBIN0002034

Bank Address: Burla Manin Branch, Sambalpur-768017

Email Id: [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in)

- b) The Bid security (EMD) without interest shall be returned to the unsuccessful bidder after finalization of contract and successful bidder EMD may be adjusted as Security deposit.
- c) 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 Start-ups 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.

**The Bid Security will be forfeited in the following conditions: -**

- a) If at any stage, any of the information/declaration given by the bidder is found false.
- b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
- d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- e) The EMD shall be forfeited, if successful bidder fails to undertake the work.

**3. ELIGIBILITY CRITERIA:-**

- a) The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.
- b) The bidder should provide Self declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
- c) The firm should be neither blacklisted by any government dept. or any State Government and Private organization in the past. There should not be any criminal case registered/pending against the bidding firm or its owner/partners anywhere in India. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per **Annexure-III**.
- d) The agency / firm should be based/registered in Odisha or Chhattisgarh State and be the sole proprietor or registered firm / partnership firm / company under the relevant Act.
- e) Firm should have submit the work order/ work completion certificate for providing similar type of services from at least one reputed Institutes like IIMs/ IITs/ IISc/ IISERS/ NISERS/ NITs/ Central Universities/ Central or State PSUs/ Govt. Depts. in last 5 years as on 31<sup>st</sup> March 2023. Performance Certificates from past clients of equivalent order sized (issued in the last five years) need to be attached with the Tender document.
- f) A copy of audited Balance Sheets, Profit and Loss Account statement and Income Tax return statement for the last three financial years (2019-20, 2020-21, 2021-22) should be submitted along with the tender document.
- g) Average annual turnover should be at least 50 % of the estimated cost during each of the of last three financial years (2019-20, 2020-21, 2021-22) is to be submitted as per **Annexure-IV**.

- h) Firm Should attach list of work orders/documentary evidence where the similar type of work has been executed during previous 5 years from the date of publication of tender as detailed below:
- i) Atleast three similar work of 40% of the estimated cost OR
  - ii) Atleast two similar work of 60% of the estimated cost OR
  - iii) Atleast one similar work of 80% of the estimated cost
- i) The bidder should have the following documents and the names appearing on all these documents and the tender document should be the same or linked (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
- j) The agency should have a valid license from a competent license authority under the provision of the Contract Labour Act, 1970 and Contract Labour Central Rules, 1971. Copy should be attached with the tender documents.

#### **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 in **Annexure-VI**. The bidder is to submit the same along with supporting documents accordingly.

#### **5. FINANCIAL BID DETAILS:**

Financial bid uploaded in the CPP portal is to be filled online & submit the same in CPP Portal itself. uploaded online after filling all relevant information. The price should be filled strictly as per **BOQ** format available in CPP Portal failing which the offer is liable for rejection.

#### **6. BID VALIDITY PERIOD:-**

The bid will remain valid for 30 days from the date of opening of financial bid as prescribed by IIM Sambalpur.

#### **7. INSTRUCTION FOR PREPRATION AND SUBMISSION OF ONLINE BIDS:-**

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>.

#### **a) Submission of Online Technical & Financial Bids:**

- i) Technical bid should be submitted in PDF format & financial bid should be submitted in Xls. format.
- ii) In case of financial bids, a standard BOQ format has been provided in PDF/Xls format. Bidders are required to download the BOQ file and fill their financial offer on the same BOQ format. After filling

the same, submit it online in PDF/Xls. format, without changing the financial template format. If the BOQ format file is found to be modified by the bidder, the bid will be rejected.

- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- v) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vi) Kindly upload scanned PDF of all relevant documents in a single PDF file like, compliance sheet, OEM/Principle Certificate etc.
- vii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- viii) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- ix) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the BOQ. If there is any separate cost then that will be not acceptable.

## **8. REGISTRATION:-**

- a) 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.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) 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.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhra etc.), with their profile.
- e) 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.
- f) 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.

## **9. SEARCHING FOR TENDER DOCUMENT:-**

- a) 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.
- b) 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.

- c) 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.

## 10. BID EVALUATION:-

- a) 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 **Services Charges/ Management Charges** will be awarded the contract.
- b) In case of **Tie up**, then who has the highest turnover in last financial years (2021-22) will be awarded the contract.

## 11. BROAD SCOPE OF WORK:-

To supply manpower for housekeeping and gardening services to IIM Sambalpur depending upon the requirements from time to time as per the terms & conditions mentioned in this tender document.

### 11.1. Tentative Requirement of Manpower:

Approximately 77 nos. of Manpower from all the below mentioned categories are the present requirement of IIM Sambalpur. The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of manpower shall be communicated to the Service Provider at the sole discretion of IIM Sambalpur which will be final and binding as and when the need arises during the period of contract.

Category Wise Tentative Manpower requirements, are as under:

Sl. No	Type of Work	Tentative no. of Manpower	Category
1	Housekeeping Supervisor	2	Skilled (Minimum 12 <sup>th</sup> Pass)
2	Gardner	5	Semi-Skilled
3	Housekeeping	70	Unskilled

The Institute reserves the right to change the total number (can increase/decrease) of outsourced manpower and its mix at any point during the contract period.

### 11.2. Working Hours:

- a) Timing for general housekeeping duties for all buildings - 6.00 AM to 2.00 PM (8 hrs.)  
9.00 AM to 5.00 PM (8 hrs.)
- b) Timing for Housekeeping of Hostel areas- 1.00 PM to 9.00 PM (8 hrs.)
- i) Shift work may be change as and when required.
- ii) IIM Sambalpur will not responsible for any overtime (OT) or extra payment to the personal deployed by the contractor for any reason whatsoever.
- iii) The agency should be responsible in providing manpower as and when required by the institute.
- iv) The contractor has to arrange for the latest police verification from the parental/ local 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.
- v) The agency needs to provide the work assignments letter to all housekeeping manpower, which should include all leave, holidays and other statutory entitlements as applicable.

### 11.3. Area of housekeeping Services:

All open and covered areas within the boundary of Admin building, Academic building, Faculty Block, MDP building, Auditorium, Cafeteria, Boys & Girls hostels, Sports Complex, Gym, Health Centre, Open Theatre, Director residence & common areas of faculty & staff residence of the IIM Sambalpur will be in the scope of housekeeping services to be provided by the contractor. The total cleaning areas (all buildings) excluding street of the campus will be around **4,11,542 Sqft.** and details of the same attached as **Annexure- VIII** for reference.

The above area may vary ( $\pm$ ) depending upon the requirement of the institute.

### 11.4. Nature of Work:

Standard Cleaning Services and Procedures as defined below. For these services all consumables (like brooms, cleaning cloth/sponges/wipes, mops, cleaning chemicals, etc.) should be provided by the vendor. For cleaning chemicals/material, vendor has to use standard and widely used brands which will be approved by the Institute.

#### i) **Sweep/ Mop Cleaning:**

- a) Damp Mopping of Tiles, Vitrified floors, Kota/marble/granite floors, staircases, elevators floor, sidewalls and podium crane areas.
- b) Floors shall be free of dirt, mud, sand, footprints, liquid spills, and other debris
- c) Chairs, trash receptacles, and easily movable items shall be moved to clean underneath.
- d) During inclement weather, the frequency may be higher than once per day. When completed the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
- e) After sweeping all floors, areas would be machine scrub cleaned.
- f) Sweep Clean of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions.
- g) Spot clean carpets whenever necessary to remove spots, using appropriate product.
- h) Scrubbing of all floor areas with scrubbing machines.
- i) All terrace should be clean on daily basis.
- j) Litter picking, cleaning of signage's to be carried out at regular intervals.
- k) All hard paved areas to be cleaned periodically.
- l) Entrances, car parks, paving, paths, roads within the campus, grounds and the outside premises must be maintained cleanliness.
- m) Sweep cleaning of all campus premises street on daily basis.**

#### ii) **Vacuuming:**

- a) Vacuuming all rugs and carpets runners and carpet protectors so that they are free of dirt, mud etc.
- b) Appropriate type of vacuum cleaner would be used to ensure adequate cleaning.
- c) When completed, the area shall be free of all litter, lint, loose soil and debris.
- d) Any chairs, trash receptacles, and easily moveable items, shall be moved to vacuum underneath, and then replaced in the original position.

#### iii) **Washroom Cleaning:**

- a) Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non- abrasive cleaner's and disinfectants.
- b) Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfectant.

- c) All surfaces shall be free of grime, soap mud and smudges.
  - d) Cleaning of mirrors, glass windows, etc.
  - e) Replacement of paper towels, toilet paper, soap dispenser in all bathrooms shall be performed.
  - f) All the toilets should be clean at least two times in a day.
- iv) Trash Removal:**
- g) All waste paper baskets from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic waste paper basket linings and returning items where they were located;
  - h) All waste from waste paper baskets will be collected and deposited in the buildings waste containers.
  - i) Dry & wet garbage would be segregated and dumped into designated area within the premises.
  - j)
- v) Glass Surface Cleaning:**
- a) All glass at entrance doors of the premises would be cleaned using damp and dry method.
  - b) Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.
  - c) Removal of grease marks or fingerprints glass counters and partitions. This cleaning is done using approved all-purpose cleaner and lint free cloth or paper towels.
- vi) Dump & Dry Cleaning:**
- a) Wipe clean all White boards of class rooms, meeting rooms, conference rooms etc.
  - b) Wipe clean all table tops of workstations, cubicles and other furniture and fixtures.
- vii) Deep Cleaning:**
- a) Stairways, Surrounding Common Areas, Terraces, Generator rooms, AHU Rooms, Car parking, etc.
  - b) Ceilings, Walls, Window glass, Partitions, Toilet, Washrooms etc.
  - c) Interior & Exterior glass will be cleaned on both sides, throughout the building. Safety devices to be used for cleaning at the heights.
  - d) Exterior cleaning of the glasses where accessible / at reachable height.
  - e) Dusting window- sills and blinds.
  - f) Office Desk paper bins would be cleaned and sanitized
  - g) All washroom dustbins would be thoroughly cleaned and standardized.
  - h) All telephone instruments would be sanitized using disinfectants.
  - i) Waste Bins from Pantry and cafeteria areas would also be thoroughly cleaned and sanitized with disinfectants.
  - j) Dusting & wiping light fixtures, when completed the light fixtures shall be free from dirt, grime, dust and marks.
- viii) Fire exit stairs & main stairs:**
- a) Fire exit stair will be swept, mopped and dusted once a day.
  - b) Wall skirting, windows ledges and window glass (from inside) will be cleaned on a daily basis.
  - c) Handrails will be buffed on daily basis.
  - d) Fire exit doors will be wiped and cleaned daily.
  - e) Fire extinguishers will be dusted on a daily basis
  - f) Ensuring that Fire exit routes are clear without stacking of any material.
- ix) Supervisor Inspections:**
- a) Supervisor's should monitor activities of their staff to insure that housekeeping is acceptable.
  - b) Supervisors should develop an inspection checklist that is tailored to the individual work area.
  - c) All deficiencies noted during the inspection should be documented in sufficient detail to all the use of the checklist as a clean up guide.
  - d) During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger Shall be immediately reported to the concerned official who in turn, will notify IIM Sambalpur.

### **11.5. Service Materials & Tools**

- a) All the consumable materials and disposable required for cleaning & housekeeping such as brooms, basket, cob-web stick, mopping stick, cloth, brushes, aluminum ladder, waste trolleys, tricycle etc., will have to be provided by contractor/agency. All consumable and disposable should be eco-friendly. The item details are mentioned in **Annexure- IX**.
- b) 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. However, the maintenance and services part of the machinery equipment's should be under the agency scope.

### **11.6. Working conditions**

- a) The staff employed must be provided with a proper uniform to distinguish them from other staff.
- b) The staff will ensure wearing respective work masks, safety gloves, boots and belts.
- c) The staff must be provided with an identity card with the Institute's approval.
- d) The supervisor under whom the staff will work shall have to report daily to the concerned official of the Institute and take instructions.
- e) In the event of injury, illness or accidents to any manpower, IIM Sambalpur will not be liable to pay any compensation.
- f) 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.
- g) The service provider will also maintain a suggestion book and a complaint register to be produced to the Institute administration on weekly basis.

### **11.7. Other Terms & Conditions**

- a) The Service provider should obtain a License from the Jurisdictional Labour Commissioner to engage the Contract Labour/personnel as per the Contract Labour Act within one month from the date of award of the work order by the Institute.
- b) The copy of Appointment Letter and bio-data along with testimonials (Educational & Experience) of each outsourced personnel so provided shall be submitted to IIM Sambalpur along with a copy of police verification upon the identity and the testimonials of qualifications etc. The Police Verification Report (PVR) is required for all the new outsourced employees. Before changing any personnel so provided prior information shall be given to IIM Sambalpur. The service provider shall make sure that the manpower so provided by them shall be with Photo identity card issued by the service provider.
- c) The Service Provider shall be required to maintain a permanent register/roll within the Institute premises, which will be opened for inspection and checking by the authorized officers of the Institute.
- d) An attendance register / biometric attendance shall be maintained by the service provider for all the personnel deputed by them, who shall mark attendance daily in the Institute, and the payment shall be made to the service provider based on the attendance register / biometric attendance.
- e) No residential accommodation, subsidized food or transport will be provided to the Personnel deployed by the service provider.
- f) The Service Provider should place adequate and appropriate Medical first aid kit for the use of the persons deployed by them at such appropriate places as required.

### **12. PERFORMANCE SECURITY DETAILS:-**

- a) The successful bidder will have to deposit the performance security in the form of Bank Guarantee/ FDR/Account payee Demand Draft @ 3% of the estimated yearly contract value of the work order within 10 days from the date of issue of the work order. No interest will be paid by the IIM Sambalpur on the deposit.
- b) Performance security will be refunded to the service provider, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.



- e) In case, the firm fails to provide the required services within specified time period, the same services will be obtained from open market and the cost for the same will be recovered from the Performance Security or from the bills of from both in case the recoverable amount exceeds the amount of performance security.
- f) In case, the contract is being renewed/extended up to one/two years, the service provider has to submit the renewed performance Security @ 3% of the estimated yearly contract value.

### **13. CONTRACT PERIOD:-**

- a) The work order shall be initially for a period of 2 years commencing from the issuing of work order and may be extended further by another 1-2 year subject to satisfactory performance with the same terms and conditions and without any financial implication, subject to continuous satisfactory performance review of the Agency done by IIM Sambalpur at the end of the term.
- b) The subsequent extension on satisfactory performance will be at the sole discretion of IIM Sambalpur.

### **14. PAYMENT TERMS:-**

- a) No advance payment shall be paid under any circumstances.
- b) The monthly bill should be submitted after paying the monthly wages to the personnel, ESI and EPF remittance to the individual person. Proof of payment of wages, ESI and EPF should be submitted. In the event of non-compliance with this condition, the monthly bill will not be honoured.
- c) The material payment will be made as per monthly invoice raised on an actual basis and the supporting documents/bill for the same should be submitted along with the monthly bill.
- d) Payment shall be made monthly within fifteen (15) days from the date of receipt of the bill with all the supporting documents duly certified & recommended by the concerned official.
- e) A copy of previous month PF challan and ESIC deposit should also be submitted with every bill as payment proof. Institute reserves its right to withhold bills if the Service provider fails to produce the proof of having remitted the ESI/PF dues.
- f) 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.
- g) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from vendor's bills.

### **15. TERMINATION FOR INSOLVANCY:-**

- a) The IIM Sambalpur may at any time terminate the Contract by giving a one month 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 services. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

### **16. 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.

## 17. ARBITRATION:-

- a) 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.
- b) 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.
- c) 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 bid will not be entertained.
- d) IIM Sambalpur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of work order.
- e) 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.
- f) Conditional tenders will not be considered in any case.
- g) **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 [www.iimsambalpur.ac.in](http://www.iimsambalpur.ac.in) . 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,

Procurement Department  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Submission of Earnest Money Deposit (EMD)**

Ref:- Tender No. IIMSBP/2023-24/RP/24 dated 23/05/2023

(Notice Inviting Tender for Providing Manpower for Housekeeping Services at Indian Institute of Management Sambalpur)

Dear Sir/Madam,

The following DD/Banker Cheque/NEFT in favour of IIM Sambalpur are enclosed herewith towards EMD (Earnest Money Deposit):

<b>Details of DD/Banker Cheque/NEFT</b>	<b>DD/Banker Cheque/NEFT Number</b>	<b>DD/Banker Cheque/NEFT Amount</b>	<b>DD/Banker Cheque/NEFT Date</b>	<b>Bank Name</b>
EMD				

I /we have gone through all terms and conditions of the tender document before submitting the same.

Thanking You

Yours faithfully,

**Date:**

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

**Place:**

## **Annexure-II**

To,

Procurement Department  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Self- declaration Certificate**

Ref:- Tender No. IIMSBP/2023-24/RP/24 dated 23/05/2023

(Notice Inviting Tender for Providing Manpower for Housekeeping Services at Indian Institute of Management Sambalpur)

Dear Sir/Madam,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Providing 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.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

## Annexure-III

### NON BLACKLISTED CERTIFICATE

To,

Procurement Department  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Self-Declaration About Non Black-Listing for Providing Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

Ref:- Tender No. IIMSBP/2023-24/RP/24 dated 23/05/2023

Dear Sir/Madam,

In response to tender under reference, 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/agency may be summarily terminated and the firm blacklisted.

If this declaration is found to be incorrect then without prejudice the tender proposal, even if accepted may be cancelled.

**Date:**

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

**Place:**

**Annexure-IV**  
**Annual Turnover Details**

<b><u>Evaluation Criteria</u></b>	<b><u>Financial Year</u></b>	<b><u>Turnover in (Rs.)</u></b>	<b><u>Remarks</u></b>
Bidders Annual Turnover for last three years	2019-20		Supporting documents are need to be attached along with the Annexure-IV
	2020-21		
	2021-22		

**Date:**

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

**Place:**

## Annexure-V

### BRIEF PROFILE OF THE ORGANIZATION/AGENCY

(This form to be furnished by the Housekeeping Agency /lead member of the consortium applying for the prequalification for this tender)

Sl. No.	Brief Profile of the Agency	Remarks
1	Name of the Agency/Firm	
2	Address of the Agency	
3	Name of the Director, Mob. No. & Email id	
4	Year of Establishment	
5	Name of the Authorized person to act on behalf of the agency	
6	Designation of individuals authorized to act on behalf of the applicant	
7	Contact no.	
8	Email Id	
9	Agency Bank Account Details	
10	Legal status of the agency (attach copies of original document defining the legal status) <ul style="list-style-type: none"><li>• A proprietary firm</li><li>• A firm in partnership</li><li>• A limited company or corporation/ Joint venture/Consortia</li><li>• Others (Explain)</li></ul>	

**Date:**

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

**Place:**

## Annexure-VI

### Technical Bid

**Subject: Notice Inviting Tender for Providing Manpower for Housekeeping Services at IIM Sambalpur**

Ref: Tender No. IIMSBP/2023-24/RP/24 dated 23/05/2023

The Agency must fulfil the conditions mentioned below in order to be eligible for Technical Evaluation.

Sl. No.	Technical Criteria	Remarks
1	The bidder should provide Self declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency.	
2	The firm should be neither blacklisted by any government dept. or any State Government and Private organization in the past. There should not be any criminal case registered/pending against the bidding firm or its owner/partners anywhere in India. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed	
3	The agency / firm should be based/registered in Odisha or Chhattisgarh State and be the sole proprietor or registered firm / partnership firm / company under the relevant Act.	
4	Firm should have submit the work order/ work completion certificate for providing similar type of services from at least one reputed Institutes like IIMs/ IITs/ IISc/ IISERS/ NISERS/ NITs/ Central Universities/ Central or State PSUs/ Govt. Depts. in last 5 years as on 31 <sup>st</sup> March 2023.	
5	Audited Balance Sheets, Profit and Loss Account statement and Income Tax Return statement with CA certified of last three years (2019-20, 2020-21, 2021-22)	
6	Average annual turnover should be at least 50 % of the estimated cost during each of the of last three financial years (2019-20, 2020-21, 2021-22)	
7	Firm Should attach list of work orders/documentary evidence where the similar type of work has been executed during previous 5 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	
8	Copy GST Registration in the name of Agency	
9	Copy of PAN Registration in the Name of Agency	
10	Copy of Firm Registration	
11	Copy of EPF Registration	
12	Copy of ESIC Registration	
13	The agency should have a valid license from a competent license authority under the provision of the Contract Labour Act, 1970 and Contract Labour Central Rules, 1971. Copy should be attached	

**Date:**

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

**Place:**

## Annexure-VII



**DETAILS OF SIMILAR TYPE OF WORK EXPERIENCE IN HOUSEKEEPING SERVICES**  
**DURING THE LAST FIVE YEARS (ENDING 31<sup>ST</sup> MARCH 2022)**

<b>SIMILAR NATURE OF ASSIGNMENTS- COMPLETED SERVICES</b>		
<b>Sl. No</b>	<b>Name of the Institutions/Central Universities/Central or State PSUs/ Govt. depts..</b>	<b>Work order date</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**Date:**

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

**Place:**

**Annexure-VIII**

**Details of total cleaning areas (in Sqft.)**

Sl. No.	Name of Structure	Total Area of Blocks			Total Carpet Area (Sqft.)
		Room	Corridor	Toilet	
1	Boys & Girls Hostel (10 Blocks)	5,726.65	3,654.00	1,558.40	<b>10,939.05</b>
2	FPM Hostel	366.21	367.33	111.60	<b>845.14</b>
3	Kitchen cum Dining Hall Complex	1,421.55	-	81.56	<b>1,503.11</b>
4	Indoor Sports Complex	1,297.17	-	61.58	<b>1,358.75</b>
5	Community Centre	579.35	-	-	<b>579.35</b>
6	Shopping Centre	1,375.88	-	100.58	<b>1,476.46</b>
<b>Sub-Total - 1</b>		<b>10,766.81</b>	<b>4,021.33</b>	<b>1,913.71</b>	<b>16,701.86</b>
7	Director Residence	232.80	-	25.52	<b>258.32</b>
8	<b>Faculty residence</b>				
a)	Type VI	-	287.54	-	<b>287.54</b>
b)	Type V	-	215.04	-	<b>215.04</b>
c)	Type IV Spl. ( 2 Buildings)	-	99.76	-	<b>99.76</b>
9	<b>Non-Teaching Staff Residence</b>				
a)	Type IV	-	64.96	-	<b>64.96</b>
b)	Type III (2 Blocks)	-	77.52	-	<b>77.52</b>
c)	Type II	-	38.72	-	<b>38.72</b>
<b>Sub-Total - 2</b>		<b>232.80</b>	<b>783.54</b>	<b>25.52</b>	<b>1,041.85</b>
10	<b>Classroom Complex-</b> including Virtual learning centre/ audio visual centre and Faculty (2 Buildings)	6,364.66	-	175.06	<b>6,539.72</b>
11	Faculty Building	1,937.61	-	148.61	<b>2,086.22</b>
12	<b>Central Library Block-</b> including Computer Centre and Incubation	3,314.50	-	172.09	<b>3,486.59</b>
13	Auditorium/ Conference Centre	2,338.24	-	102.57	<b>2,440.81</b>
14	<b>MDP + MDP Guest House-</b> including Executive Hostel	1,730.48	-	223.50	<b>1,953.98</b>
<b>Sub-Total - 3</b>		<b>15,685.50</b>	<b>-</b>	<b>821.82</b>	<b>16,507.32</b>
15	Administrative Complex + Engineering Workshop	2,034.20	-	202.99	<b>2,237.19</b>
16	Health Centre	231.24	-	16.24	<b>247.48</b>
17	Worship / Meditation Place	345.96			<b>345.96</b>
18	Electric Substation	341.39	-	18.38	<b>359.77</b>
19	Entrance Gate	67.77	-	8.03	<b>75.80</b>
20	OAT	93.92	-	10.26	<b>104.18</b>
<b>Sub-Total - 4</b>		<b>3,114.48</b>	<b>-</b>	<b>255.89</b>	<b>3,370.37</b>
23	Connecting Corridor	-	626.00	-	<b>626.00</b>
<b>GRAND TOTAL (IN SQFT)</b>		<b>320,643.51</b>	<b>58,436.12</b>	<b>32,462.39</b>	<b>411,542.02</b>

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

**Date:**

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

**Annexure- IX**

### List of Consumable and Disposable Items

The Following consumable and disposable required for cleaning & housekeeping services and the same needs to be procured and supply by the agency:

Sl. No.	Consumable and disposable items
1	Cleaning Mop
2	Phenyl (Nimyle, Black & white)
3	Lizol
4	Trash Bag (Small, Medium & Large)
5	Acid
6	Harpic (Red & Blue)
7	Hand Wash (Dettol/Lifebuoy)
8	Local Jhadu
9	Jhadu (Coconut)
10	Odonil
11	Colin
12	Wiper
13	Detergent Powder (Wheel/Tide)
14	Roll Tissue Paper
15	Box Tissue Paper
16	Dishwash Liquid (Pril, Vim or Equivalent)
17	Flushmatic (Harpic or equivalent)
18	Toilet Soap (Dettol/Lifebuoy or equivalent)
19	Table Duster
20	Floor Duster
21	Naphthalene Balls
22	Hand Brush
23	Soft Broom
24	Bleaching Powder
25	Bucket (Big & Small)
26	Mug
27	Dustbin (Big & Small)
28	Steal Dustbin
29	Wet Mop
30	Toilet Brushes
31	Cobweb Cleaner
32	Room Freshener (Ambipur, Godrej Aer)
33	Scotch Brite or Equivalent
34	Any Other materials required as per site conditions/ requirements.

Note: 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:**

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

## Annexure-X

### FINANCIAL BID (BOQ)

To,

Procurement Department  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Subject: Submission of Financial Bid (BOQ) for Providing Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

Ref:- Tender No. IIMSBP/2023-24/RP/24 dated 23/05/2023

Tender Inviting Authority: < Indian Institute of Management Sambalpur >

Name of Work: < Tender for Hiring <Manpower for Housekeeping Services at IIM Sambalpur Campus >

Contract No: < 7064410817 >

Name of the Bidder/ Bidding Firm / Company :	
--	--

#### PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	No. of persons required	Units	Per Day wages (as per Central Govt. Minimum wages Rate)	Per Manpower Monthly wages (as per Central Govt. Minimum wages Rate)	Yearly Rate (as per Central Govt. Minimum wages Rate)	MONTHLY TOTAL AMOUNT (Rs.) col (13) = (4) * (7) in	YEARLY TOTAL AMOUNT (Rs.) col (14) = sum (8) to (13) in Rs. P	TOTAL YEARLY AMOUNT In Words
1	2	4	5	6	7	8	13	14	15
1	Housekeeping Supervisor	2	Nos	494			0.00	0.00	INR Zero Only
2	Housekeeping manpower	70	Nos	494			0.00	0.00	INR Zero Only
3	Gardener	5	Nos	494			0.00	0.00	INR Zero Only
4	All Consumable & disposable items Expenses (as per Annexure VIII & IX)						0.00	0.00	INR Zero Only
5	EPF(13%)		As Per Central Govt. Norms				0.00	0.00	INR Zero Only
6	ESI(3.25%)		As Per Central Govt. Norms				0.00	0.00	INR Zero Only
7	Bonus (8.33%)		As Per Central Govt. Norms				0.00	0.00	INR Zero Only
8	Any Other Charges		As Per Central Govt. Norms				0.00	0.00	INR Zero Only
<b>Total in Figures</b>							<b>0.00</b>	<b>0.00</b>	INR Zero Only

**The above Financial bid/ BOQ uploaded in the CPP portal is to be filled online & submit the same in CPP Portal itself.** 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 Central 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 contractor will have to provide one weekly off on paid basis to each worker.

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 1st July 2023.
5. No other extra charges would be claimed to Client.
6. Any other rule or payment to be effected in contract as per the notification of Govt. of India issued/published from time to time, the same be included with mutual consent by both.

**Date:**

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

**Place:**