



**भारतीय प्रबंध संस्थान संबलपुर**  
**Indian Institute of Management Sambalpur**

Basantpur, Near-Goshala, 768025, Sambalpur

**Tender No.: IIMSBP/2025-26/RP/32**

**Date- 09/12/2025**

**Notice inviting Tender (NIT) for Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

Indian Institute of Management Sambalpur, located at Basantpur, Goshala- 7678025, invites **online bids** under “Two stage bidding systems (LCS mode) Least Cost Method Based ” from reputed, experienced, and financially sound agencies /Companies/Partnership firm etc. (excluding brokers, intermediaries or aggregators) for providing Manpower for Housekeeping Services at IIM Sambalpur.

**Brief Details of Tender:**

Tender Description	Performance Security Deposit	Contract Period
Tender for Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur	3% of the work order value	One Year

The tender document can be downloaded from the Institute website: <http://www.iimsambalpur.ac.in> as well as from the Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> . Bids shall be submitted online only through the CPP Portal, on or before the specified last date and time of submission.

**Critical Dates of Tender:**

Sl. No	Particulars	Date	Time
1	Date and time of online Publication/Download of Tender	09/12/2025	12:00 pm
2	<b>Pre-bid query date &amp; time</b> (Online- through email- <a href="mailto:procurement@iimsambalpur.ac.in">procurement@iimsambalpur.ac.in</a> *)	16/12/2025	11:00 am
3	Bid Submission start date & time	09/12/2025	03:00 pm
4	Bid Submission close date & time	30/12/2025	4:30 pm
5	Closing date & time for deposit of EMD	30/12/2025	4:00 pm
6	Opening of Technical Bid	31/12/2025	4:05 pm

**\*All pre-bid queries shall be submitted online to the email ID [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in) strictly on 16/12/2025**

## 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 operating at Basantpur, Goshala-768025, Sambalpur.

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

- a) The Contractor shall deposit an Earnest Money Deposit (EMD) of **Rs. 7,05,000/-** (Rupees Seven Lakhs Five Thousand Only) through NEFT/RTGS from any Nationalized/ Scheduled bank in favour of the Indian Institute of Management Sambalpur, payable at Sambalpur. The details of the EMD must be furnished as per **Annexure-I**. The EMD shall remain valid for a minimum period of **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 refunded to the unsuccessful bidder after finalization of the contract. In the case of the successful bidder, the EMD may be adjusted against the Security Deposit.
- c) Micro and Small Enterprises (MSEs) firms as defined under the MSE Procurement Policy issued by the Ministry of Micro, Small and Medium Enterprises (MSME), firms registered with the Central Purchase Organisation, the concerned Ministry/Department, or Start-ups as recognized by the Department for Promotion of Industry and Internal Trade (DIPP), are exempted from payment of Tender fee/EMD for the relevant items. However, such bidders must enclose valid self-attested registration certificate(s) along with the tender as proof of eligibility for this exemption.

## **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 the bidder withdraws their bid within the validity period specified in the tender's terms and conditions.
- c) If there is any failure or default in adhering to the terms and conditions after submission of the tender.
- d) If, upon final selection, the bidder fails to enter the contract or provide the required Performance Security in accordance with the tender's terms and conditions.
- e) The EMD shall be forfeited, if the successful bidder fails to commence the work as stipulated.

## 3. ELIGIBILITY CRITERIA: -

The bidding agency must meet the eligibility conditions specified in the subsequent paragraphs to qualify for the technical evaluation of its bid.

- a) The bidder is required to submit a Self-Declaration Certificate, on the official letterhead of the firm/agency, confirming acceptance of all terms and conditions outlined in the tender documents. The certificate, duly completed, must be submitted in accordance with the format provided in **Annexure-II**.

- b) The bidder must not have been blacklisted by any government department, state government, or private organization at any point in the past. Additionally, there should be no pending or registered criminal cases against the bidding firm or its owner/partners anywhere in India. An undertaking to this effect, duly signed by the owner/partner(s) on the company's letterhead, must be submitted as per the format in **Annexure-III**.
- c) The agency/firm must be based and registered in the states of Odisha/Govt. of India and should be a sole proprietorship, or a registered firm/partnership, or a company incorporated under the relevant Act.
- d) The firm must have a minimum of 10 years of experience, as of 31st October 2025, in providing similar services to at least one reputable institution such as IIMs, IITs, IISCs, IISERs, NISERs, NITs, or Central Universities. To substantiate the claimed experience, the agency is required to submit Performance Certificates or Satisfactory Work Completion Reports issued by the respective clients.
- e) A copy of the audited Balance Sheets, Profit and Loss Account, and Income Tax return statement for the last three financial years (2022-23, 2023-2024, 2024-2025) must be submitted along with the tender document.
- f) The Average annual turnover of the bidder should not be less than 50% of the estimated cost during each of the last three financial years (2022-23, 2023-2024, 2024-2025) is to be submitted as per **Annexure-IV**.
- g) The firm should provide a list of work orders, work completion certificates, or other documentary evidence (with the work order amounts clearly specified) for similar work executed within the last 10 years from the date of tender publication, as detailed below:
  - i) The bidder must have successfully completed at least three similar works, each valued at a minimum of 40% of the estimated cost of Rs.1.41 crore.
  - OR**
  - ii) The bidder must have successfully completed at least two similar works, each valued at a minimum of 60% of the estimated cost of Rs. 2.12 crore.
  - OR**
  - iii) The bidder must have successfully completed at least One similar work, each valued at a minimum of 80% of the estimated cost of Rs. 2.82 crore.
- h) 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
- i) The agency must hold a valid license issued by the competent licensing authority in accordance with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour Central Rules, 1971. A copy of the license must be submitted along with the tender documents.

**Similar nature of housekeeping manpower services- Only housekeeping manpower services will be considered as similar work experience.**

If a vendor has experience only in security services or manpower outsourcing (whether technical or non-technical, such as engineers or office staff), that will NOT be accepted as relevant experience under this clause.

#### **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:**

The financial bid must be filled online and submitted through the CPP Portal itself. It should be completed by entering all the relevant information directly into the BOQ format provided on the portal. The price must be quoted strictly as per the specified BOQ format; failure to do so may result in rejection of the bid.

#### **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 PREPARATION 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. SCOPE OF WORK:-

The broad scope of work includes the deployment of manpower for housekeeping and gardening services at IIM Sambalpur, based on the institute's requirements from time to time, and in accordance with the terms and conditions specified in this tender document.

### 10.1 Tentative Requirement of Manpower:

IIM Sambalpur presently estimates a requirement of approximately 117 personnel across various categories. The above requirement is tentative and may vary depending upon the volume of work, institutional needs, and other operational considerations. Any variation or additional requirement in manpower shall be communicated to the Service Provider. Such decisions shall be deemed final and binding for the duration of the contract.

Category Wise Tentative Manpower requirements are mentioned below:

Sl. No	Category of Manpower	Category	No. of Manpower	Wages/salary Paid
1	Housekeeping Supervisor (2-Male, 1-Female)	(Minimum 12 <sup>th</sup> Pass)	3	As per Central Govt. minimum Wages Act
2	Housekeeping Manpower (Male, Female)	Unskilled	109	
3	Housekeeping Manpower for- IIM Sambalpur Delhi Campus	Unskilled	2	
Total Manpower			114	

The Institute reserves the right to increase or decrease the number of housekeeping personnel required at any time during the contract period, based on operational requirements.

The service provider shall be bound to comply with such changes without any change in the agreed rates and terms & conditions of the contract.

### 10.2 Working Hours:

- a) Timing for housekeeping duties for all buildings -
  - 6.00 AM to 2.00 PM (8 hrs.)
  - 9.00 AM to 5.00 PM (8 hrs.)
  - 1.00 PM to 9.00 PM (8 hrs.)
- i) Shift work/timing may be change as and when required.
- ii) IIM Sambalpur will not be responsible for any overtime (OT) or any additional payment to the personal deployed by the contractor for any reason whatsoever.
- iii) The agency shall be responsible for providing manpower as and when required by the institute.
- iv) 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.

### 10.3 Area of housekeeping Services:

All open and covered areas within the boundary of the following buildings and locations at IIM Sambalpur shall fall under the scope of housekeeping services to be provided by the contractor:

- Main Gate
- Admin building
- Academic building
- Faculty Block
- MDP building
- Auditorium
- Connecting Corridors
- Cafeteria
- Boys & Girls hostels
- Community centre Building
- Sports Complex building
- Mess & Dining building
- Health Centre
- Meditation Centre
- Open Air Theatre (OAT)
- Director residence
- Common areas of Faculty & Staff residence

The total cleaning area, covering all the above-mentioned buildings (excluding internal roads and campus streets), is approximately **4,85,937 Sq. Ft.**

A detailed breakdown of the cleaning areas is provided in **Annexure-VIII** for reference.

**Note: A site visit to the IIM Sambalpur campus is mandatory prior to the submission of the price bid in order to verify and confirm the total cleaning area (in square feet). Bidders are expected to fully understand the scope of work during the visit.**

**After submission of the price bid, no modifications, clarifications, or negotiations related to the quoted rates will be entertained under any circumstances.**

#### **10.4 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 Moping 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 terraces 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.

**v) Glass Surface Cleaning:**

- a) All glass at entrance doors of the premises would be cleaned using damp and dry method.
- b) Glass tabletops, 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) Wipes clean all White boards of classrooms, meeting rooms, conference rooms etc.
- b) Wipes clean all tabletops 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 cleared 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 daily.
- c) Handrails will be buffed on daily basis.
- d) Fire exit doors will be wiped and cleaned daily.
- e) Fire extinguishers will be dusted daily
- f) Ensuring that Fire exit routes are clear without stacking of any material.

**ix) Supervisor Inspections:**

- a) Supervisors should monitor activities of their staff to ensure 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.

**10.5 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 detailed list of these items is provided in **Annexure- IX**.
- b) If any mechanized equipment is required, it will be provided by IIM Sambalpur as and when required. These items must be returned in proper working condition upon completion of the contract. However, the responsibility for maintenance and servicing of the equipment shall lie with the contractor/agency.

**10.6 Working conditions**

- a) The staff employed must be provided with a proper uniform to distinguish them from other staff.
- b) The staff must wear respective work masks, safety gloves, boots and belts at all times during working hours.
- 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 a weekly basis.
- h) The contractor must 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.
- i) The contractor must submit a latest medical fitness certificate of the persons deployed within Thirty days (30) from the date of Award of Work.

#### **10.7 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 biodata 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 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 an adequate and appropriate Medical first aid kit for the use of the persons deployed by them at such appropriate places as required.

#### **10.8. Corruption and Malpractice Clause:**

In the event of any complaint or allegation of corruption, malpractice, or unethical conduct against the service provider, IIM Sambalpur reserves the right, at its sole discretion, to impose a financial penalty commensurate with the severity of the issue.

Furthermore, IIM Sambalpur may terminate the contract without prior notice, and the Performance Bank Guarantee (PBG) submitted by the service provider shall stand forfeited.

# 11. TECHNICAL BID EVALUATION CRITERIA FOR OPENING OF THE FINANCIAL BID: -

## Marks Evaluation Criteria for Technical Bid:

Sl. No	Technical Criteria	Evaluation Criteria	Marks	Supp. Documents
A)	PART-A		70 Marks	
1	Average Annual Turnover in the last three financial Years	More Than 30 Cr.	20 Marks	Financial Statement of concerned financial years
		29.99 Cr. to > 25 Cr.	15 Marks	
		24.99 Cr. to > 20 Cr.	10 Marks	
2	Valid labour license of specified manpower strength (Total of All the Labour Licenses)	1000 and above	15 Marks	Copy of All Valid Labour License issued from labour Office (As per the govt. norms)
		999 to > 500	10 Marks	
		Minimum 500	5 Marks	
3	Number of running contracts of similar nature (Housekeeping Manpower service) in Reputed Educational Institutions such as IIMs, IITs, IIScs, IISERs, NISERs, NITs, or Central Universities, since last 3 years, including Currently running Contract.	At least three similar works, each valued at a minimum of 40% of the estimated cost of Rs.1.41 crore	15 Marks	Self-attested copy of each contract / Work Order/ Agreement
		At least two similar works, each valued at a minimum of 60% of the estimated cost of Rs. 2.12 crore	10 Marks	
		At least One similar work, each valued at a minimum of 80% of the estimated cost of Rs. 2.82 crore	5 Marks	
4	Total No. of years of experience in similar Services.	More than 20 years	10 Marks	Copy of relevant work orders/ Service agreements
		15 years to < 20 years	5 Marks	
		5 years to <10 years	3 Marks	
5	National Presence in providing Similar Nature of Services	More than 4 States	10 Marks	Shop & Establishment Certificate/Work Order/Work Performance Certificate/Agreement Copy
		More than 1 state	5 Marks	
B)	PART-B		30 Marks	
Presentation (The bidders qualifying for the evaluation criteria Part (A) with 40 or above marks would be called for presentation as per below mentioned criteria.)				
1	Quality of Manpower and Training, Equipment, Materials, and Technology Used		10 Marks	
2	Organizational Strength and Management Capability		10 Marks	
3	Hygiene, Sanitation Standards and Performance Track Record and References		10 Marks	
Total Technical Score (70 Marks + 30 Marks)			100 Marks	

## Technical Evaluation:

- The Technical Evaluation shall be carried out based on the documents submitted by the bidder for technical bid.
- The evaluated Bid will be given a Technical Score (TS). The minimum technical score required to qualify technical evaluation (Part-A & B) is 70 Marks out of 100 after complying with the all the Acts / provisions Terms & Conditions stated / referred to for adherence in the bid documents.

- c) The bidder obtained less than 40 marks out of 70 marks in Technical Evaluation of bids (Part-A) would be considered as Technically Disqualified.
- d) Those Bidders who qualify in the Technical Bid, (Part-A) scoring minimum 40 or more marks out of total 70 marks) will be called for presentation (Part-B) with total 30 marks the bidder with minimum qualifying score in presentation part of 15 marks or more out of maximum 30 marks would be considered eligible for opening of financial Bid.
- e) The bidders obtained less than 15 marks out of 30 in presentation criteria (Part-B) will be considered as Technically Disqualified.
- f) Before the opening of Financial Bids, marks obtained by the Bidders in the Technical Bid (Part-A) & presentation (Part-B) can be announced, if so requested by the Bidders. However, nondisclosure of marks, which will form part of records, will not lead to any infirmity in the process.

## **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 annual 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 fortified 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 must submit the renewed performance Security @ 3% of the estimated annual contract value.

## **13. LABOUR LICENSE COMPLIANCE REQUIREMENTS FOR CONTRACTORS**

- a) A labour license is mandatory under the Contract Labour (Regulation and Abolition) Act, 1970 when:
- b) 20 or more contract labourers are employed (or intended to be employed) by the contractor on any single day in the preceding 12 months.
- c) **Contractor's Responsibility:**
  - i) The contractor must Obtain a labour license from the Licensing Officer (generally under the State Labour Department) before deploying any contract labour.
  - ii) Apply in Form III (Application for License) with required documentation and prescribed fee.
  - iii) Copy of agreement with principal employer
  - iv) Form V issued by the principal employer

- v) Proof of worker details
- vi) Renew the license as required and maintain its validity throughout the contract period.

**d) Applicability of the ISMW Act:**

- i) The ISMW Act applies when: Five (5) or more inter-state migrant workmen are employed or intended to be employed by the contractor on any day.
- ii) The workers are recruited from one state for employment in another (either directly or through middlemen or agents).

***Note: The above mentioned Labour license guidelines need to be followed by the Contractor.***

**14. CONTRACT PERIOD: -**

- a) The work order will initially be valid for a period of 2 years from the date of issuance of work order. Based on Satisfactory performance and continuous performance review of the agency assessed by IIM Sambalpur, the contract may be extended for an additional period of one (1) to two (2) years with the same terms and conditions and without any financial implication.
- b) The subsequent extension on satisfactory performance will be at the sole discretion of IIM Sambalpur.
- c) Based on the work order issued to the successful bidder, a contract agreement should be signed on a legal stamp paper between the vendor and the client within 30 days of the issuing of the work order.

**15. PAYMENT TERMS: -**

- a) No advance payment shall be made under any circumstances.
- b) Contractor shall make payment of wages to contract labour directly in their bank account through NEFT/RTGS only.
- c) The wages of all individual housekeeping manpower must be disbursed within 1<sup>st</sup> week of each month. Failure to disburse the wages within the stipulated time will result in a financial penalty imposed by the Institute administration after three reminders. Additionally, IIM Sambalpur reserves the right to cancel the work order without prior notice and forfeited the bank guarantee.
- d) The monthly bill should be submitted only after disbursing the wages to the personnel and completing the ESI and EPF remittances for each individual. Proof of these payments must accompany the bill. Non-compliance with these conditions will result in the bill being withheld.
- e) Cleaning Material Payment will be made each month according to the actual invoice submitted, along with the necessary supporting documents (Material bill) attached to the monthly bill."
- f) Payment shall be made on a monthly basis within fifteen (15) days from the date of receipt of the bill/invoice along with all required supporting documents including Attendance, previous month EPF, ESIC deposit challan copy, Manpower payment slip, Statutory deduction for all manpower and User feedback forms. All documents must be duly certified and recommended by the concerned official of IIM Sambalpur.
- g) No deduction will be allowed to be made from the salaries of deployed personnel except statutory deductions like ESI, EPF. The Institute reserves the right to withhold payment if the Service provider fails to produce evidence of remittance of ESI/EPF dues.

- h) Payments will be made in accordance with the approved Central Government Minimum Wages rates, which may be revised periodically based on official amendments and notifications affecting labour rates. Copies of the latest amendments and notifications must be enclosed with the monthly bill.
- i) TDS and any other applicable government levies, as per government instructions or notifications issued from time to time, will be deducted from the vendor's bills.

## **16. PENALTY CLAUSES: -**

The following penalties shall be applicable in case of non-compliance, service deficiencies, or breach of terms and conditions by the contractor:

### **a) Lapse in Service Delivery and Non-Adherence to Terms:**

- i) For any lapse in the deliverance of services, non-adherence to the terms and conditions specified in the tender document, indiscipline, or unsatisfactory operation of any service, a penalty of Rs. 5,000/- (Rupees Five Thousand only) per instance shall be levied on the total invoice value.
- ii) In case of issuance of three warning letters within a year by IIM Sambalpur regarding non-compliance, the Institute reserves the right to terminate the contract/agreement without assigning any reason, and to debar the contractor from participating in future tender processes.

### **b) Shortage of Manpower (Daily Deficiency):**

In case the agency fails to provide the required number of manpower as per the daily operational requirement, a penalty of Rs. 500/- per head per day shall be imposed, which shall be deducted from the agency's bill.

### **c) Delay in Deployment (Initial Joining):**

- i) If the agency fails to deploy the total manpower specified in the contract by the agreed date of joining:
- ii) A penalty of 0.2% per day of the total contract value shall be levied for a delay up to 15 days.
- iii) If the delay exceeds 15 days, the contract is liable to be cancelled at the discretion of the Institute.

### **d) Theft, Loss, or Damage by Employee:**

- i) If any employee deployed by the agency is found responsible for theft, loss, or damage to materials/articles:
- ii) The agency shall be liable to immediately reimburse the actual value of the lost/damaged item.
- iii) The concerned employee must be replaced within 2 working days.

### **e) Uninformed Absenteeism:**

- i) If an employee remains absent or takes leave for more than 2 consecutive days without prior approval or intimation:
- ii) A suitable substitute must be provided within 2 days.
- iii) Failing this, a penalty of twice the per-day wage of the absent employee shall be deducted from the agency's bill.

### **f) Delay in Remuneration or Statutory Contributions:**

- i) If the service provider delays payment of take-home remuneration to employees or fails to deposit statutory contributions such as EPF and ESI (both employer's and employee's share):
- ii) A penalty of Rs. 2,000/- per day for each default shall be imposed.

**g) Non-Supply of Consumable Items:**

- i) In case the agency fails to supply the required consumable items as specified in the tender document, the Institute reserves the right to procure the items from the open market. The cost incurred for such procurement shall be deducted from the agency's monthly bill without requiring any prior approval from the agency.
- ii) Additionally, all payments due to the service provider shall be withheld until the required deposits are made and proof of payment is submitted to the Institute.

**h) Feedback:** IIM Sambalpur may require the agency to collect and submit monthly user feedback. Based on the feedback received, the Institute reserves the right to impose financial penalties at its discretion, depending on the severity of the issue. In cases of repeated non-compliance, IIM Sambalpur may unilaterally terminate the contract without prior notice, and the submitted bank guarantee shall be forfeited.

**17. 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 these services. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

**18. 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.

**19. 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  
Basantpur, Near- Goshala- 768025  
Sambalpur (Odisha)

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

Ref:- Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025

(Notice Inviting Tender for Engagement of Housekeeping Services Agency for Deployment of 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**

## **LETTER FOR SELF DECLARATION**

*(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')*

To,

Procurement Department  
Indian Institute of Management Sambalpur  
Basantpur, Near- Goshala- 768025  
Sambalpur (Odisha)

**Subject: Submission of Self-Declaration Certificate for Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025 – Engagement of Housekeeping Services Agency for Deployment of 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 Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur. I / We hereby reconfirm and declare that I / We have carefully read, understood, and comply with the above referred tender document including instructions, terms, and conditions and all the contents stated therein.

I / We also confirm that all the documents submitted, and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**DECLARATION REGARDING NON-BLACKLISTING OF THE FIRM**

*(to be printed on the company/firm/agency's letterhead)*

To,

Procurement Department  
Indian Institute of Management Sambalpur  
Basantpur, Near- Goshala- 768025  
Sambalpur (Odisha)

**Subject: Non-Blacklisting declaration in connection with IIM Sambalpur Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025 – Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

Dear Sir/Madam,

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025 inviting Bidders for the Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur.

In accordance with the above we declare that:

- a) 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.
- b) I also certify that the above information is true and correct in every respect and in any case, later 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.
- c) If this declaration is found to be incorrect then without prejudice against any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender, if any to the extent accepted may be cancelled.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**DECLARATION REGARDING THE ANNUAL TURNOVER OF THE FIRM**

*(to be printed on the company/firm/agency's letterhead)*

To,

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

**Subject: Annual Turnover declaration of preceding three financial years in connection with IIM Sambalpur Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025 - Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

Dear Sir/Madam,

Subject to the conditions given in the tender documents, I/We hereby submit the Annual Turnover declaration of preceding three financial years (2022-23, 2023-2024, 2024-2025) certified by the Chartered Accountant:

Sl. No.	Details	Financial Years			Total- in Rs. (from 2022-23 to 2024-25)	Average Annual Turnover in last three FY (2022-23 to 2024-25)
		2022-23	2023-24	2024-25		
	Annual Turnover of Entity from the business of Housekeeping Manpower services					

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

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

## **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)**

## ANNEXURE-VI

### TECHNICAL BID

*(to be printed on the company/firm/agency's letterhead)*

**Ref: Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025 – Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

The following documents are to be furnished by the Bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

Sl. No.	Technical Criteria	Remarks
1	The bidder is required to submit a Self-Declaration Certificate, on the official letterhead of the firm/agency.	
2	The bidder must not have been blacklisted by any government department, state government, or private organization at any point in the past. Additionally, there should be no pending or registered criminal cases against the bidding firm or its owner/partners anywhere in India. An undertaking to this effect, duly signed by the owner/partner(s) on the company's letterhead.	
3	The agency/firm must be based and registered in the states of Odisha or Chhattisgarh and should be a sole proprietorship, or a registered firm/partnership, or a company incorporated under the relevant Act.	
4	The firm must have a minimum of 10 years of experience, as of 31st October 2025, in providing similar services to at least one reputable institution such as IIMs, IITs, IISCs, IISERs, NISERs, NITs, or Central Universities. To substantiate the claimed experience, the agency is required to submit Performance Certificates or Satisfactory Work Completion Reports issued by the respective clients.	
5	A copy of the audited Balance Sheets, Profit and Loss Account, and Income Tax return statement for the last three financial years (2022-23, 2023-24, 2024-25) must be submitted along with the tender document.	
6	Average annual turnover should be at least 50 % of the estimated cost during each of the of last three financial years (2022-23, 2023-24, 2024-25)	
7	The firm should provide a list of work orders, work completion certificates, or other documentary evidence (with the work order amounts clearly specified) for similar work executed within the last 10 years from the date of tender publication, as detailed below:  (i) Atleast three similar work of 40% of the estimated cost of Rs. 1.41 Cr. OR (ii) Atleast two similar work of 60% of the estimated cost of Rs. 2.12 Cr. OR (iii)Atleast one similar work of 80% of the estimated cost of Rs. 2.82 Cr.	

8	Copy GST Registration certificate	
9	Copy of PAN Registration certificate	
10	Copy of Firm Registration certificate	
11	Copy of EPF Registration certificate	
12	Copy of ESIC Registration certificate	
13	The agency must hold a valid license issued by the competent licensing authority in accordance with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour Central Rules, 1971. A copy of the license must be submitted along with the tender documents.	

**Date:**

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

**SIMILAR WORK EXPERIENCE**

*(to be printed on the company/firm/agency's letterhead)*

**Details of Similar Type of Work Experience in Housekeeping Services During Last Five Years  
(Ending 31<sup>st</sup> October 2025)**

Sl. No.	Description of Work	Value of Work Order	Contract Period of completed /running contracts			Name of the organization
			Start Date	Finish Date	Stipulated date	

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



## Annexure-VIII

### Details of Total Carpet Cleaning areas (in Sqft.)

S. NO.	Name of Structure	Room (In SQFT)	Corridor (In SQFT)	Toilet (In SQFT)	Total carpet Area (In SQFT)
1	BOYS & GIRLS HOSTEL (13 Blocks)	92185	59452	21982	173619
2	FPM Hostel (2 Hostels)	13378	11231	2858	27468
3	KITCHEN CUM DINING HALL COMPLEX	15302	0	878	16179
4	INDOOR SPORTS COMPLEX	13963	0	663	14626
5	COMMUNITY CENTRE	6236	0	0	6236
6	SHOPPING CENTER	14810	0	1083	15893
<b>Sub Total-1</b>		<b>155874</b>	<b>70683</b>	<b>27464</b>	<b>254021</b>
7	DIRECTOR RESIDENCE	2506	0	275	2781
	<b>Faculty residence</b>	0	0	0	0
8	Type VI	0	3095	0	3095
9	Type V	0	2315	0	2315
10	Type IV Spl. (2 Buildings)	0	1074	0	1074
	<b>Non-Teaching Staff Residence</b>	0	0	0	0
11	Type IV	0	699	0	699
12	Type III (2 Blocks)	0	834	0	834
13	Type II	0	417	0	417
<b>Sub Total-2</b>		<b>2506</b>	<b>8434</b>	<b>275</b>	<b>11214</b>
14	CLASSROOM COMPLEX including Virtual learning center/ audio visual center and Faculty (2 Buildings)	68509	0	1884	70394
15	FACULTY BUILDING	20856	0	1600	22456
16	CENTRAL LIBRARY BLOCK including Computer Center and Incubation	35677	0	1852	37530
17	AUDITORIUM / CONFERENCE CENTRE	25169	0	1104	26273
18	MDP + MDP GUEST HOUSE including Executive Hostel	18627	0	2406	21033
<b>Sub Total-3</b>		<b>168839</b>	<b>0</b>	<b>8846</b>	<b>177685</b>
19	ADMINISTRATIVE COMPLEX + ENGINEERING WORKSHOP	21896	0	2185	24081
20	HEALTH CENTRE	2489	0	175	2664
21	WORSHIP / MEDITATION PLACE	3724	0	0	3724
22	ELECTRIC SUBSTATION	3675	0	198	3873
23	ENTRANCE GATE	729	0	86	816
24	OAT	1011	0	110	1121
<b>Sub Total-4</b>		<b>33524</b>	<b>0</b>	<b>2754</b>	<b>36279</b>
25	CONNECTING CORRIDOR		6738		6738
26	Design & drawings				0
<b>GRAND TOTAL (IN SQFT)</b>		<b>360742</b>	<b>85855</b>	<b>39339</b>	<b>485937</b>

The above area may vary ( $\pm$ ) 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:

<b>Sl. No.</b>	<b>Consumable and disposable items</b>
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	Flush Matic (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 and *consumable amount payment will be made on actual basis subject to the submission of original bill along with the monthly manpower bill.*

**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 Engagement of Housekeeping Services Agency for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur**

Ref:- Tender No. IIMSBP/2025-26/RP/32 dated 09/12/2025

Validate Print Help														
Tender Inviting Authority: < Indian Institute of Management Sambalpur >														
Name of Work: < Notice inviting Tender (NIT) for Deployment of Manpower for Housekeeping Services at Indian Institute of Management Sambalpur >														
Contract No: < 7064410817/3668889530 >														
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	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	TEXT
Sl. No.	Item Description	No. of Housekeeping Manpower	No. of working days in Month	PER DAY WAGE RATE In Figures To be entered by the Bidder in Rs. P	EPF of total security personnel (As per Central govt. @13%) - Employer contribution is to be calculated on maximum Rs.15000 (only)	ESIC of total security personnel (As per Central govt. @0.33%) - Bonus amount will be calculated on	Bonus of total security personnel (As per Central govt. @0.33%) - Bonus amount will be calculated on	Sub Total	Any other charges (to be mentioned @ % only)	Any other charges (to be mentioned in Rs.)	GST (As per current rate @18%)	TOTAL MONTHLY AMOUNT With Taxes Rs. P	TOTAL YEARLY AMOUNT With Taxes Rs. P	TOTAL YEARLY AMOUNT In Words
1	Manpower Details	4	6	7	27	28	29	32	33	34	38	13	14	15
101	Housekeeping Supervisor	3	30.00		5850	0	1749.3	7599.3		0.00	1367.874	8967.17	107606.04	INR One Lakh Seven Thousand Six Hundred & Six and Paise Four Only
102	Housekeeping Manpower	109	30.00		212550	0	63557.9	276107.90		0.00	49699.422	325807.32	3909687.84	INR Thirty Nine Lakh Nine Thousand Six Hundred & Eighty Seven and Paise Eighty Four Only
103	Housekeeping Manpower for IIM Sambalpur Delhi Campus	2	30.00		3900	0	1166.2	5066.20		0.00	911.916	5978.12	71737.44	INR Seventy One Thousand Seven Hundred & Thirty Seven and Paise Forty Four Only
104	Consumable Items as per Annexure-VII Monthly Consumable Items Amount										0	0.00	0.00	INR Zero Only
Total in Figures												340752.61	4089031.32	INR Forty Lakh Eighty Nine Thousand & Thirty One and Paise Thirty Two Only
Quoted Rate in Words												INR Forty Lakh Eighty Nine Thousand & Thirty One and Paise Thirty Two 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. No other extra/hidden charges payable would be payable to the service provider.
2. IIM Sambalpur may ask to depute additional housekeeping staff as and when needed and reduce them if required.
3. The contractor will have to provide one weekly off on paid basis to each worker.
4. The labour would be required from 1st January 2026.
5. The minimum service charges should not be quoted less than 3.85% as per the GoI notification vide, DoE OM No. F/6/1/2023-PPD dated 06.01.2023. If a bidder is found to have quoted less than the minimum service charges, then the concerned bid will be summarily rejected.
6. Any other rule or payment to be affected 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)