



**Indian Maritime University  
(A Central University Govt. of India)  
East Coast Road, Semmencherry,  
Shollinganallur P.O., Chennai 600 119.  
Tel: (044) 2453 9020, Fax: 2453 9026**

**Tender No. IMU-HQ/R/70/21/1/2018-PUR**

**07.12.2018**

**TENDER NOTIFICATION**

Sealed tenders in two bid system are invited from reputed and established Service Providers for providing House Keeping Services in Indian Maritime University, Headquarters. The Tender Document can be downloaded at free of cost from IMU's website [www.imu.edu.in](http://www.imu.edu.in) from 07.12.2018 onwards. There shall be a pre-bid meeting on 17.12.2018. Last date for receiving tender at IMU HQ is 15:00 Hrs on 28.12.2018.

**Registrar**

## TENDER ABSTRACT

1	Title	:	Tender for providing House Keeping Services at Indian Maritime University-Headquarters
2	Notice Inviting Tender No.	:	Tender No. IMU-HQ/R/70/21/1/2018-PUR dated 07.12.2018
3	Pre bid meeting	:	03:00 PM on 17.12.2018, Indian Maritime University, Headquarters, Chennai-600 119.
4	Last date and time for receipt of bids	:	15:00 Hrs on 28.12.2018
5	Date and time for opening of Technical bid	:	16.00 Hrs on 28.12.2018
6	Date and time for opening of Financial bid (for technically qualified bidders )	:	To be intimated later
7	Period of contract	:	The contract will be initially for a period of one year, extendable by another two years, one year at a time subject to the satisfactory performance of the Service Provider at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.
8	Estimated cost of the Tender	:	Rs. 44,00,000 /- (approximately)
9	Validity of tender offers	:	90 days from date of opening of Technical bid
10	EMD Amount	:	Rs.88,000 /- in form of Demand Draft payable in favour of Indian Maritime University, Headquarters payable at Chennai.
11	Security Deposit (for finalized bidder only )	:	5% of the initial contract value in the form of Demand Draft payable in favour of Indian Maritime University, Headquarters payable at Chennai and 5 % of in every Running Account (RA) bill
12	Address for Submission of Tender	:	Registrar, Indian Maritime University Headquarters , East Coast Road, Uthandi, Sholinganallur (PO), Chennai-600 119 Tel:044- 2453 9020 Email: registrar@imu.ac.in

## 1. Introduction:

The Indian Maritime University (IMU) Chennai is a Central University, established under the Act of Parliament in 2008. IMU invites sealed Tender from Service Providers for providing House Keeping Services at Indian Maritime University, Headquarters which falls under Area A classified by Ministry of Labour and Employment.

## 2. Instructions to Bidders:

### 2.1. General Instructions:

- 2.1.1. IMU-HQ invites sealed tenders under two bid system for providing House Keeping Services at IMU-HQ, Chennai. The tenders shall be submitted in accordance with condition stipulated in tender in a sealed cover duly super scribed with the name of the tender on the envelope. The tenderers should be of reputed and experienced contractors who have undertaken work of similar nature and magnitude in Government organizations/Large scale industries/MNCs/Other reputed organizations as specified in eligibility criteria.
- 2.1.2. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I (**Technical Bid**), Should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages, Annexure A, Annexure B, etc. This cover should be sealed and super scribed as “**Technical Bid**”. Cover –II (**Price Bid**), should contain only Price Bid (Annexure E)-This cover should be sealed and super scribed as “**Price Bid**”. **Covers 1 & 2 should be kept in a separate main cover and this cover should also be sealed, super scribed as “Tender for providing House Keeping Services at IMU-HQ, Chennai”.** The bids should reach latest by 15:00 hrs on 28.12.2018.
- 2.1.3. Sealed bids should be dropped in the Tender Box at Indian Maritime University, East Coast Road, Semmancherry, Sholinganallur PO, Chennai-600 119 or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- 2.1.4. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of bid security.
- 2.1.5. **The bidders should submit all details, documents etc. as required in the tender document duly signed on each page. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter. In case bidder fails to do so, the offer will be considered as unsolicited bid and IMU-Headquarters will reject the bid without seeking any further clarification.**
- 2.1.6. The bidder shall submit the copy of the tender document, corrigendum and addenda

thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.

- 2.1.7. All communications with regard to this tender to be addressed to:  
The Registrar,  
Indian Maritime University,  
Headquarters,  
East Coast Road,  
Semmencherry,  
Sholinganallur PO.,  
Chennai – 600 119  
Tel: 044-2453 9020  
Email: registrar@imu.ac.in
- 2.1.8. IMU, Headquarters at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU, Headquarters website and all bidders are requested to visit the website for latest updates.
- 2.1.9. IMU-Headquarters reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- 2.1.10. IMU-Headquarters reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- 2.1.11. IMU-Headquarters shall notify the successful bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-Headquarters will issue the Award letter to the successful bidder. This award letter shall indicate the details of services be supplied by the bidder and the amount which IMU-Headquarters shall pay to the successful bidder in consideration of the execution of the contract by them.
- 2.1.12. Upon receipt of the Work Order by the Contractor, he shall execute an agreement on stamp paper for value of Rs.100/- (Rupees Hundred only) within 30 days from the date of receipt of Work Order.
- 2.1.13. Quoted rates must be valid for 1 year from the date of issue of work order and subsequent extension if any.
- 2.1.14. Successful bidder will nominate an Officer/Manager as single point of contact to IMU-Headquarters to promptly address the issues raised by this Office.
- 2.1.15. The bidder must comply with all the provisions of Rules/Regulations Statutory guidelines applicable to the House Keeping Services and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 2.1.16. The bidder must comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity, Payment of Bonus Act, Professional Tax, Workmen's Compensation Act etc., including remittance of monthly contributions with authorities concerned in respect of the Outsourcing staff. Proof of remittance of previous months' recoveries (copies of challan) to be attached to every invoice claiming salary for the House Keeping staff.
- 2.1.17. The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to IMU-HQ. Tenders containing any qualifying conditions

or even bidder's clarifications in any form may be treated as non-responsive and will run the risk of rejection. In general, printed or another written terms & conditions shall not be accepted.

2.1.18. Bidder who submits more than one tender will be disqualified.

**2.2. Pre-bid Meeting and Clarification:**

IMU shall organize a pre bid meeting on the scheduled date, time and venue as mentioned in Tender Abstract, at Indian Maritime University, Headquarters, Chennai-600 119.

The prospective bidders shall submit their queries in writing in prescribed format below to the address mentioned in the invitation of tenders or E-Mail to [registrar@imu.ac.in](mailto:registrar@imu.ac.in) with a copy to [dr.purchase@imu.ac.in](mailto:dr.purchase@imu.ac.in), three days before the pre-bid meeting and the same shall be clarified during the pre-bid meeting.

Sl.No.	Clause No. & Page No.	Reference Clause Details	Clarification Sought

IMU may or may not incorporate any changes in the Tender document based on acceptable suggestions received during the Pre-Bid meeting. The decision of IMU regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

**2.3. Response to queries and issue of amendments:**

- 2.3.1. IMU-HQ decision is final and binding with regard to interpretation of terms used or other tender contents.
- 2.3.2. IMU may, for any reason, suo motu or in response to a clarification by a prospective bidder or bidder, modify the tender documents by amendments (through addenda / corrigenda etc.)
- 2.3.3. Any such amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU website. All the bidders who had downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU-HQ, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.
- 2.3.4. Any such corrigendum/addendum shall be deemed to be part or incorporated into this NIT.
- 2.3.5. In order to provide prospective bidders reasonable time for taking the Corrigendum/modifications into account, IMU-HQ may, at its sole discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU-HQ.
- 2.3.6. It is the responsibility of the bidder to check the website of IMU-HQ from time to time for updates.

**2.4. Cost of Bidding:**

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation,

if any, of tender by IMU, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a cancellation even after price bid opening).

**2.5. Completeness of Tender:**

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete Information as called for in the tender document is not given therein, or if particulars asked for in the forms / pro-forma in the tender are not fully furnished.

**2.6. Deadline for Submission of Proposals:**

Tenders must reach the Registrar's office through speed post/ courier or to be dropped in to the box placed in the Registrar's Office, IMU, prior to the last date & time for submission, specified in the abstract. IMU may, at its sole discretion extend the date and time for submission of tenders. Any updates with regard to such extension or any other communication intended for the bidders / prospective bidders will be made only through IMU's website stated above. Any tender received after the last date and time for submission of tenders prescribed will be rejected.

**2.7. Late Proposal:**

Any proposal received by IMU after the deadline for submission of proposals prescribed by IMU, will be rejected and kept as an unopened Tender.

**2.8. Modification and withdrawal of bids:**

- 2.8.1. The bidder may be allowed to modify or to submit revised bid due to corrigendum, addendum, etc., issued by IMU, any time prior to the last date prescribed for receipt of bids, by giving a written notice to the IMU.
- 2.8.2. The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Proposal.
- 2.8.3. Subsequent to the last date for receipt of bids, no modification of bids shall be allowed. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the of bid validity period specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security/EMD.

**2.9. IMU's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

**2.10. Rejection of Bids:**

The bids will be rejected on following grounds:

- a) If any one of the eligibility criteria as per the qualification criteria is not met

- b) EMD not submitted
- c) If tender terms and conditions are not met
- d) If bidder gives wrong information in the bid
- e) Canvassing in any form in connection with the bids
- f) If the bid is incomplete /partial bid/ conditional/unclear in any form
- g) Bids submitted after due date and time
- h) Bids are submitted through Telex/Fax/ e-mail (i.e. modes other than by way of speed post/ courier/ dropping in the box provided)
- i) Erasure and/or overwriting (if not countersigned by authorized person)
- j) Bids not signed by authorized signatory

**2.11. Bid validity**

Tenders shall remain valid for 90 days from the last date for submission of tender.

**2.12. Bid Evaluation:**

- 2.12.1. Tenders will be opened at the IMU- Headquarters, East Coast Road, Semmencherry, Chennai at 16:00 hours on 28.12.2018. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. In case of authorized representative, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
- 2.12.2. The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-Headquarters, the tender shall be opened at the specified time on the next working day.
- 2.12.3. The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU- Headquarters will form the basis for the evaluation. In exceptional cases IMU- Headquarters or his representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU- Headquarters, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU- Headquarters.
- 2.12.4. The Cover- II -Price Bids will be opened in the presence of the technically qualified bidders or their authorized representatives, if they choose to attend and present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (2.12.2) & (2.12.3).
- 2.12.5. Bids with 'NIL' or 'COMPLEMENTARY' Administrative/ Agency charges shall not be considered and the bids will be summarily rejected.
- 2.12.6. The tender for providing housekeeping and other manpower services at IMU-HQ is broadly consisting of two parts viz.

- A. Providing Housekeeping services in the form of 20 nos. of unskilled manpower, 1 no of Semi-skilled manpower. The total manpower to be provided on daily basis shall be 21 in numbers.
- B. Providing material & equipment/machinery resources on monthly basis (as specified in 6.18).

As provided in the price bid format (Annexure E), the prospective bidders have to quote the price for all the components independently and the bidder who quoted the lowest (L-1) total in Row 5 in price bid will be awarded the work.

The Price bid is to be quoted after considering Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India, as applicable for providing Unskilled, Semi-skilled and skilled manpower as on the date of issue of this Tender. ESI, PF, Bonus & other statutory requirements (for providing unskilled, Semi-skilled and skilled manpower) should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

The amount quoted for providing Housekeeping services along with material and machinery must be inclusive of all factors including manpower engagement, material, machinery, contractor's service charges etc. No ambiguity should be there in the quoted price and the rate must be strictly as per the price bid format.

- 2.12.7. In case of tie, contract will be awarded to the bidder who has maximum turnover among the lowest (L1) bidders.
- 2.12.8. The contract period shall be deemed to have been commenced from the date on which the contractor takes over the site based on Instruction from IMU- Headquarters to commence or the 10th day of instruction by IMU- Headquarters to start the work whichever is earlier.
- 2.12.9. The tender document should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board.

### **3. Earnest Money Deposit:**

- 3.1. Tender should be accompanied by an Earnest Money Deposit (EMD) for the value of Rs. 88, 000 /- (Rupees Eighty Eight Thousand only) in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "Indian Maritime University-Headquarters", Payable at Chennai. No other form/ mode of deposit towards Earnest Money shall be accepted. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU will be summarily rejected. However, exemption from EMD



may be considered by IMU only upon written request enclosed with the technical bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC, etc. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.

- 3.2. The EMD of all unsuccessful bidders would be refunded by IMU within 60 days on selection of successful bidder. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of Security Deposit. Alternatively, the successful bidder shall when his tender is accepted, furnish Security Deposit as specified in the clause elsewhere after adjusting the amount deposited by him as earnest money. The earnest money shall retain its character as earnest money deposit, till the successful bidder furnishes the Security Deposit in full with or without adjustment of EMD.
- 3.3. Where a person whose tender has been received by IMU intimates that he is withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU (or) fails to furnish the Security Deposit within the prescribed time, the IMU shall without prejudice to IMU's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. In case successful bidder fails to enter into a contract/agreement within 30 days or the time specified by IMU from the date of receipt of Work Order, EMD amount shall be forfeited.

#### 4. Eligibility Criteria:

The bidder should have mandatory qualification as per the following table. The proposal of the bidders who are fulfilling the mandatory qualification criteria shall be considered for cover-II evaluation. The offer will be rejected if the bidder does not fulfil any one of the mandatory qualification criteria.

Sl.No	Eligibility Criteria	Mode of Proof
1.	The bidder should be in the business of providing House Keeping services atleast for 5 years.(As on last date of Tender submission)	Certificate of Incorporation and Articles of Association of the participant in case of Company /Limited Liability Partnership Agreement in case of LLP/Work Order/Valid certificate to that effect.
2.	The bidder should possess valid Trade License, PAN and GST/Sales Tax Registration Certificate and should have office at Chennai.	Self-attested photo copy of said certificates.
3.	The bidder should submit the Income Tax return for last three previous years ending 31 <sup>st</sup> March 2018.	Self-attested Income Tax return certificates.
4.	The average annual turnover in the business of Outsourcing of the bidder shall be Rs. 50,00,000/- (Fifty Lakhs only) each year during the last 3 years.	Audited profit & loss account and balance sheet for last three years ending 31 <sup>st</sup> March 2018.

5.	The bidder should have successfully completed any of the following (i.e. (a) or (b) or (c)) in last three financial years i.e. from 2015-16 to 2017-18.  a) One similar work of value at least Rs. 36 Lakh (Rupees Thirty Six Lakh only) OR b) Two similar works of value at least Rs.27 Lakh each (Rupees Twenty Seven Lakh only each) OR c) Three similar works of value at least 18 Lakh each (Rupees Eighteen Lakh only)	Copy of Purchase Order/Work Order and Copy of Completion Certificate/Final Invoice /Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.
6.	The bidder should have a valid labour license as per requirement under the contract labour(R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971.	Self-attested valid license certificate.
7.	The bidder should have PF and ESIC Registration with copies of payment challans of last 6 months.	Self-attested certificates and documents to that effect.
8.	The bidder should have solvency certificate of Rs. 10 Lakhs from Nationalized or scheduled bank.	Valid solvency certificate issued against this tender.
9.	The bidder should not have been debarred for the past three years upto the closing date of submission of bids.	Self attested certificate to that effect.

4.1. 'Similar Work' means carrying out House Keeping services work as per the tender with Government / Semi-Government/ Public Sector organizations/ National level educational institutes like IIT, IIM, NIT and Central Universities/ State Universities / Public Limited Companies. / Reputed UGC/ AICTE Recognized or private Sector Universities / Maritime training institutes and Port Organizations.

4.2. With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

4.3. All documents submitted along with this tender for meeting eligibility criteria are to be duly signed by the authorized signatory. If required, IMU may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask more proof to corroborate the eligibility declarations.

**5. Scope of Work:**

**5.1. TECHNICAL DETAILS FOR PROVIDING HOUSEKEEPING SERVICES (20 Unskilled workers + 1 Semi-skilled worker )**

**AREA TO BE COVERED** : Administrative block A & B, Academic Building, Sub Station, Guest House, Canteen area, Hostels, Common area above students mess, mess area, Common areas of Residential Quarters, utility building, Roads/ Platforms, parking area and other open areas underutilization in the

Campus (including playfield etc.). Thereby, the full campus is covered under the contract for the purpose of providing Housekeeping services.

**Note:-** However, the exact manpower deployment to be provided for the above mentioned blocks/offices will be provided at the time of awarding the contract and the duty of the bidder is to provide the housekeeping services for the above area as per scope of work. In addition, it shall be the responsibility of the contractor to fulfill all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of bonus Act, Factories Act, contract labour Act etc. for the actual no. of labours provided during any particular month. In case any deficiency; penalty shall be levied as per tender terms.

## 5.2. List of housekeeping services to be provided as per the technical details:

### 5.2.1. Daily Cleaning:

- 5.2.1.1. Sweeping of front road entrance & parking area. Removal of paper, plastics, from the area between the wings and around the hostel & removal of mud, silt, all types of waste material and unwanted material from the location & its disposal at given location before 10:00 a.m. every day.
- 5.2.1.2. Sweeping and mopping of floors, lounges, Admin ,Academic buildings, hostels & other offices with floor cleaner & disinfectant (dilution of material as prescribed on packing).
- 5.2.1.3. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, offices, lounges, Computer room, twice a day (morning in between 8:00 a.m. to 9:30 a.m. & afternoon 2 p.m. to 4 p.m.) and storage at given location as per direction of University representative.
- 5.2.1.4. Sweeping, mopping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases, verandas& Corridor floor once a day.
- 5.2.1.5. Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day in the Office blocks (in the morning before 9 a.m., in afternoon during 1-2 pm & during evening between 4-5 p.m.)** with toilet cleaner as per time schedule.
- 5.2.1.6. Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day in the student hostels (in the morning during 9-10 a.m., in afternoon during 1-2 pm & during evening between 4-5 p.m.)** with toilet cleaner as per

time schedule.

- 5.2.1.7. Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber. No water-logging should be there in the toilet areas. Clear draining of water and excreta/urine is to be maintained. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking, it should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.
- 5.2.1.8. Cleaning of water cooler surrounding area twice a day with spiral in between 9 to 11 a.m. and 3 to 4 p.m.
- 5.2.1.9. Cleaning of chairs, tables & other furniture, computer room, office with wet cloth.
- 5.2.1.10. Cleaning of all staircases& Veranda/Balcony railings with wet & dry floor duster.
- 5.2.1.11. Continuous dry moping in all corridors & connected area.
- 5.2.1.12. Sweeping & moping of canteen/mess area. Collection & segregation of dry & wet garbage twice a day (In between 9 to 11 a.m. & 2 to 4 p.m.) and storage at given location as per direction of IMU representative.
- 5.2.1.13. Stop the entry of stray animals in the IMU premises and cleaning of dust made by them on floor with disinfectant.
- 5.2.1.14. Shifting of mattress, furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials inside the Hostel or anywhere in the campus as per instruction of IMU representative.
- 5.2.1.15. Cleaning of each and every room and bathroom everyday in all hostels.
- 5.2.1.16. Sweeping of all roads/ platforms inside the Campus area and at any other place as and when required by the representative of IMU.
- 5.2.1.17. To carry out any other work of any nature, as and when assigned by the Competent Authority at IMU HQ.

## **5.2.2. Weekly Cleaning:**

- 5.2.2.1. Hard cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, Urinals and Washbasin, piping, Hand rails and cobweb removal with required sanitary materials & High pressure cleaner, floor scrubbing & hand scrubbing machine (preferably every Saturday).
- 5.2.2.2. Unwanted material and solid waste collection from building surrounding up to the fence and disposal at given location.
- 5.2.2.3. Removal of old sanicubes & Naphthalene ball from Urinals & washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No sanicubes in each urinal & washbasin.
- 5.2.2.4. Every Saturday sweeping& moping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, furniture cleaning, cleaning of window glass panels & door panels from inside & outside of all rooms.
- 5.2.2.5. Washing of all dustbins from the corridor with disinfectant and cleaning material.
- 5.2.2.6. Removal of cobwebs from all wings at all heights in the corridor, staircase,

- verandas, foyer, lounge, offices, computer rooms & open spaces etc.
- 5.2.2.7. All flooring has to be scrubbed, washed & cleaned by floor scrubbing machines, wet & dry vacuum cleaner, & liquid floor cleaner as per dilution factors given on branded items.
  - 5.2.2.8. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per direction of University representative.
  - 5.2.2.9. Removal of cobweb from all wings at all heights from outside the Hostel building.
  - 5.2.2.10. Cleaning & wiping of tube lights, fans & exhaust fans.
  - 5.2.2.11. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
  - 5.2.2.12. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
  - 5.2.2.13. Cleaning of all glass panels with glass cleaning agent from inside & outside.
  - 5.2.2.14. Terrace, parking, concrete walk ways, roads & building surrounding area to be cleaned with bleaching powder during rainy season.
  - 5.2.2.15. Cleaning of all open areas in the HQ premises including playgrounds or any other work specifically instructed by the authority of the University.

### **5.3. Services to be provided at Guest House:**

#### **5.3.1. Daily Cleaning:**

- 5.3.1.1. Cleaning of entrance & Parking area. Collection of paper, plastics from the surrounding of building & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 10:00 a.m. every day and in the afternoon.
- 5.3.1.2. Sweeping & moping of floor with floor cleaner & with disinfectant three times a day and during conference or any other function as per requirement.
- 5.3.1.3. Cleaning of furniture & removal of cobweb from above mentioned area.
- 5.3.1.4. Cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror, plumbing fixtures, washbasin and W.C. pans three times a day with toilet cleaner (dilution of material as prescribed on packing) as per time schedule given by Care taker / IMU Representative
- 5.3.1.5. Collection & segregation of dry & wet garbage and storage as per instruction of University representative at given location in Morning & Afternoon and when functions are over on that day.
- 5.3.1.6. Cleaning of all staircases & veranda/balcony railings with wet & dry floor duster.
- 5.3.1.7. Dusting of Notice Board, tables, chairs and benches.
- 5.3.1.8. Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber and ensuring No water-logging in toilet areas. Clear draining of water and excreta/urine. Drainage systems are to be kept operational and checked every day. In case of blockage

clearing/ repair/ unblocking should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.

5.3.1.9. Shifting of any furniture or other materials as directed.

### **5.3.2. Weekly cleaning:**

- 5.3.2.1. Cleaning of all toilet blocks floors, W.C. pans, Urinals, dado, glasses, door & window panels, mirrors, plumbing, fixtures & washbasins with liquid cleaner (as per dilution prescribed on material packing), & removal of cobweb from all toilet blocks from inside & outside.
- 5.3.2.2. Collection of unwanted materials & solid waste from building surrounding and disposal at give location.
- 5.3.2.3. Floor sweeping & moping with disinfectant (as per dilution prescribed on material packing) of conference rooms as per function dates & time.
- 5.3.2.4. Checking & putting naphthalene balls & sanicube in all urinals & washbasins including arrangements of hand wash in all toilet blocks.
- 5.3.2.5. Cleaning of all dustbins inside & outside with liquid detergent.
- 5.3.2.6. Cleaning of Chairs and carpet with vacuum cleaner as per direction.

### **5.3.3. Monthly cleaning:**

- 5.3.3.1. Lobby, office, porch, ramp, outside area & floor to be scrubbed & cleaned with scrubbing machines, wet, dry vacuum cleaner and liquid floor cleaner as per dilution factors given on branded items.
- 5.3.3.2. Shifting & disposal of unwanted materials after the permission & written letter from Competent Authority to given location by University representative
- 5.3.3.3. Cobweb removal from in and around the building.
- 5.3.3.4. Floor cleaning & cobweb removal work at all ducts.
- 5.3.3.5. Terrace cleaning with bleaching powder during rainy season.
- 5.3.3.6. Cleaning ceiling fans & exhaust fans with wet & dry dusters and required cleaning material.
- 5.3.3.7. Cleaning of Water sump and Overhead tank.

### **5.4. Role of Sweeper :**

- 5.4.1. Emptying all dustbins and their cleaning by 09.00 am. This includes separating recyclable material and collecting.
- 5.4.2. Cleaning of all corridors, staircases by 11.00 am.
- 5.4.3. Cleaning of furniture, cob webs, railings, any other tables and chairs etc.
- 5.4.4. Cleaning of outside premises by 1.00 pm.
- 5.4.5. Swabbing and cleaning of corridors, staircases once more.
- 5.4.6. Shifting of furniture or any other items as directed if any.
- 5.4.7. Sweepers should not leave allocated premises and should bring food etc. with

them

- 5.4.8. Sweeper also should not be doing any private work like washing clothes etc. during duty hours.
- 5.4.9. Each sweeper should be provided with his own bucket, broom, plastic pan, swabs, cob web removing broom, phenyl, bleaching powder, harpic and a register to take signatures. A space can be provided for them to keep their kits.

#### **5.5. Role of Contractor Supervisor :**

- 5.5.1. Taking round after every one hour of the entire Campus & hostels to check whether cleaning is happening as per schedule.
- 5.5.2. Ensure that the sweepers do not move out of the allocated premises during duty hours.
- 5.5.3. Ensure that daily and weekly cleaning schedule is maintained.
- 5.5.4. Ensure that signature is taken from the resident of the room once his or her room is cleaned and counter signed by supervisor and hostel warden.
- 5.5.5. Ensure that all registers are maintained and checked and counter signed by the Hostel warden and contractor on a daily basis.
- 5.5.6. Report to the contractor for supplies, duties and all duty related matters.
- 5.5.7. The supervisor will have nothing to do with the hostel matters other than maintaining cleanliness and hygiene in hostels.
- 5.5.8. They should inspect hostel rooms and bathrooms on a daily basis. At least one third (1/3) of the rooms should be inspected daily to make sure that cleaning has actually happened as per requirements. In case of any problem ensure re-cleaning immediately.
- 5.5.9. Contractor representative cannot leave Campus premises for lunch etc. they are advised to bring food.

#### **6. General conditions:**

- 6.1. The contractor should not sub-contract fully or partly the tendered work to any other person/firm.
- 6.2. The tenderer must pay the minimum wages to their workers as per the central labour commission rules & regulation in force from time to time.
- 6.3. All the workers should be provided with uniform & Identity cards by the contractors.
- 6.4. The working timings to carry out various jobs for housekeeping service shall be as specified in the scope of work (Except Sundays) including intervals for lunch & tea or any other timing as may be fixed by the University, from time to time. In addition to the weekly off on Sunday, another 12 holidays declared by Central Government of India will also be available for the workers during the period of 1 year. The list of these holidays may be obtained from the Office of the Registrar, IMU-HQ after finalization of the tender. No other holiday except these mentioned above will be offered to the workers during the contract period. The contractor is required to place a check-list of housekeeping maintenance at all the locations mentioned in point 'A'

above, including all toilet blocks and the same is to be duly filled after carrying out the work.

- 6.5. It will be the sole responsibility of the contractor/supervisor to supervise the work carried out by the labourers. The contractor is bound to provide housekeeping services as per scope of work and specific number of labourers. It shall be contractor's duty to complete the work to the satisfaction of IMU-HQ within stipulated time.
- 6.6. Successful Tenderer / bidder will be solely responsible for all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of bonus Act, Factories Act, contract labour Act etc.
- 6.7. The various records maintained under various labour legislations, should be maintained and should be made available for scrutiny as and when required by the University or by any other Statuary Authorities.
- 6.8. The successful tenderer should keep the muster roll and the same must be verified every day by the contractor representative & counter-signed by University authorities. A copy of the monthly muster roll shall be attested by the contractor representative and must be submitted at the time of bill submission.
- 6.9. The University reserves the right to terminate the contract without advance termination notice of three months for non-compliance/violation/contravention of any of the provisions of labour laws, non-implementation of court orders or orders from labour law authorities received from time to time.
- 6.10. The contractor shall be solely responsible for damages to University property and for any injury or loss caused to his workmen. He shall obtain necessary insurance from approved Insurance Company and IMU shall have no responsibilities/liabilities in this respect. The contractor shall indemnify IMU in respect of all expenses/loses arising out of damages to University property and due to any injury or loss caused to his workmen.
- 6.11. In the event of failure to carry out the work assigned under the contract to the satisfaction of IMU, the IMU reserves the right to get the work done through alternative sources at the cost and risk of the contractor.
- 6.12. All safety & security rules, regulations and practices prevalent in the University should be strictly followed by the contractor and contract labourers.
- 6.13. The contractor should abide by the rules, regulations, bylaws, statutes etc. made applicable by the Govt. /Semi-Government and other local authorities for execution of the tendered job.
- 6.14. The successful Tenderer shall be solely responsible for the damage to the University property due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the contractor.
- 6.15. The successful Tenderer shall indemnify against any actions, awards, and proceedings, claims demands that may be made against it due to any act, negligence, and default etc. made by the contractor or its workers. The successful tenderer shall comply with labour license norms of/ with the Regional Labour Commissioner (Central), Chennai, w.r.t. the provision of service to IMU within one month of actual



commencement of service.

- 6.16. The contractor should arrange following cleaning machines, equipments & tools in sufficient numbers at their own cost and they should keep them in good condition at site during the tenure of contract under their supervision & at their own risk.
- a) High pressure cleaner
  - b) Wet & dry vacuum cleaner
  - c) Glass cleaning kit
  - d) Various heights ladders
  - e) Telescope rods (for cobweb removal work)
  - f) Plastic drums & trolley/cycle rickshaw/battery operated vehicle (for garbage disposal)
- 6.17. If a contractor wishes to terminate the contract before the expiry, due to any reason then the contractor should give three months written notice to the University. After such termination, the security deposit (ICD + Retention money till the date of termination) amount will not be refunded to the contractor.
- 6.18. The contractor should provide services with branded sanitary consumables as listed below along with delivery challan (to be provided every month on or before 5<sup>th</sup> date of every month). In case the items are not provided as per the quantity mentioned, then penalty will be imposed as per tender terms. The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the specified one. The contractor has to procure and use material as per actual requirement (ensuring the minimum specified) and no extra amount shall be paid by institution if more than the above are consumed. University will not be responsible for any increase in the rates or tax on items. The signed copy of delivery challan shall be enclosed with the monthly bill after obtaining counter signature of University representative.

<b>S.No.</b>	<b>Materials</b>	<b>Qty.</b>	<b>Unit</b>
1	Scented Phenoyl Concentrated / Germ free	50	ltrs
2	Soap Oil / All clean	25	ltrs
3	Branded Liquid Toilet cleaner (500 ml)	40	containers
4	Coconut brooms (300 gm)	25	Nos.
5	Hill Brooms (400 gm)	25	Nos.
6	Vim cleaning liquid	5	Ltrs.
7	Urinal cubes	10	kg
8	Naphthalene balls white (Big)	15	kg
9	Toilet brush (EWC)	15	Nos.
10	PVC Wiper	10	Nos.
11	Colin Mirror Cleaner (500 ml)	10	containers
12	Jasmine room spray (200 ml)	30	containers
13	Air Freshner (Flora, Odonil)	70	Nos.
14	Liquid Hand wash (with dispenser)	50	Nos.
15	Mop with stick	20	Nos.
16	Yellow cloth	20	Nos.

S.No.	Materials	Qty.	Unit
17	Lysol (500 ml)	20	containers
18	Dettol (250 ml)	5	Nos.
19	Scotch Brite	20	Nos.
20	Polythene garbage bag (200 ltr)	100	Nos.
21	Polythene garbage bag (100 ltr)	100	Nos.
22	Polythene garbage bag (Small size) Rooms	100	Nos.
23	Soap – Hammam/ Medimix (Small)	50	Nos.
24	Acid	30	litres
25	Dish wash powder (sabeena,etc.)	2	Kgs
26	Cotton Waste	5	meters
27	Hand gloves and Shoes	As required	
28	Mosquito Repellant spray ( Hit/Mortein) 250ml	20	Nos
29	Brass Cleaner	1	Kg
30	Dranex Cleaner (Kiwi)	20	Nos
31	Malathion/pyrethrin fog spray liquid concentrated	10	Ltrs.
32	Toilet paper/tissue papers	50	Packets

- 6.19. Contractor should provide minimum 17 nos. per day housekeeping unskilled manpower, 1 no of housekeeping semi-skilled manpower as per the scope of work. Out of 17 unskilled workers, 7 nos. of workers should be male members & 10 nos. of workers should be female. In case of absentees, a sum of Rs.1, 200.00 per day per person as penalty will be levied on contractor and the same will be recovered from each running account bill of the contractor. Shortage in the employment of required male members will also be considered as absent and recovery will be made at the rate of Rs.1, 200.00 per day per person.
- 6.20. It is explicitly made clear that even if the prices of material/labour goes up or for any reason the cost of the project work increases, the University shall not be liable to pay any additional sum to the contractor on that account.
- 6.21. Water & Electricity will be provided free of cost by the University.
- 6.22. All the works are to be carried out as per relevant IS specification. The work is to be carried out as per requirements specified by IMU. All work shall be measured according to the rules of Indian Standard without reference to any local custom unless otherwise specified.
- 6.23. Deductions on account of Income tax as applicable from time to time will be made from all bills whether running or final and certificate of deductions will be given to the contractor.
- 6.24. The entire work shall be carried out under the supervision of the staff/person employed/deputed by IMU.
- 6.25. If there is any damage to any part of the building, road, kerbs, fence, water pipes, cables, drains, electric or telephone posts or wires, trees, grass land or any cultivated

ground contiguous to the premises upon execution of tendered work by the contractors' labourers, the contractor shall make good the same at their own expense and in the event of their refusing or failing to do so, the damage shall be repaired at their expenses by the IMU and such cost + 25% of such cost towards general supervision will be deducted from any sums, due to / which becomes due to the contractors.

- 6.26. The Contractor should engage the labourers aged between 18 and 55 years old. They should also provide proof of age if required for verification of Authorities. The persons engaged should be healthy and fit enough. No labour/manpower below the age of EIGHTEEN (18) shall be employed on the work.
- 6.27. **Injury to person:**  
The contractor shall be liable and indemnify IMU against any liability, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of and in the course of or caused by carrying out the works and the contractor should give the ESIC benefit to the worker as per the Act of the Employee's State Insurance Corporation.
- 6.28. **Entry and Exit:**  
The contractor, his agents, representative, workmen, etc. and his materials, carts, trucks, or other means of transport, etc. will be allowed to enter through and leave from only such gate or gates and at such times as the Registrar or authorized In-charge of the restricted areas may bear at their sole discretion. Contractor's authorized representative if required are to be present at the places of entry and exit for the purpose of identifying his carts, trucks, etc. to the personnel In-charges of the security of the restricted area.
- 6.29. **Temporary Identity Permits:**  
The contractor or his representative/site In-charge overseers and other regular staff are required individually to be in possession of the temporary entry permit which will be issued by the Security on the recommendation of the Registrar. Regarding casual labourers/ skilled workers to be engaged in the execution of the work, following procedure shall be followed. The casual/skilled workers who will be engaged by the contractor shall be allowed to enter IMU premises through gates on production of Daily Attendance card which will be marked by the authorized representative of the contractor before entering at the security gate. The Security Officer shall have the authority not to allow any labourer who does not possess the "Marked attendance roll cards". The labourers working and moving in the campus areas should always carry the attendance roll card with them for identification. Contractor shall be responsible for the conduct and discipline of his/workmen/agent or representative at all time.
- 6.30. **Fire Precaution:**  
The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.
- 6.31. If the contractor violates security rules and regulations of the University, a penalty of 2.0% of the work order amount will be recovered from their dues.
- 6.32. No labours shall be permitted to stay inside the Campus after the duty hours/shift is over.
- 6.33. IMU-HQ, shall have right to deduct from the moneys due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or

workers by reason of non-fulfillment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from him or their wages which are not justified by their terms of the contract or non-observance of the regulations.

- 6.34. Under the provision of the Minimum Wages Act, 1948 and the minimum wages (central) rules, 1950 the contractor is bound to allow or cause to be allowed to the labourers directly employed in the works one day's rest for six days continuous work. The minimum rate wages shall include payment of such working day or rest. In the event of default by the contractor, the IMU shall have the right to deduct the sum or sums not paid on account of wages for weekly holiday to any labourers, and pay the same to the persons entitled thereto from any money due to the contractor by the IMU Chennai.
- 6.35. The contractor shall be primarily liable to all applicable statutory payments to be made under, and for the observance of the regulations without prejudice to the University's right to be indemnified from its contractor.

## **7. Special Conditions:**

- 7.1. The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971 and any further or related amendments.
- 7.2. The Contractor shall provide EPF & ESIC facility to the labourers as provided in the Act.
- 7.3. The Contractor shall follow the minimum wages Act.
- 7.4. The Contractor shall disburse salary to the labourers on or before the 10<sup>th</sup> date of every month.
- 7.5. The salary shall be paid in the bank account of labours through bank.
- 7.6. Every month the copy of bank statement & Xerox copy of details of payment made to each labour shall be produced to University before release of payment to the contractor.
- 7.7. The Contractor shall adopt all safety measures on site / office.
- 7.8. The Contractor shall provide all required tools to the labourer within fifteen days from the date of commencement of the contract.
- 7.9. The Contractor has to comply the provisions of Bonus Act 1965 & its amendments in all respects.
- 7.10. The Contractor shall obtain required labour license from RLC (Central) within 30 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC (Central) by the contractor.
- 7.11. Details of EPF contribution and ESIC contribution paid by the contractor in respect of his labourers are required to be submitted before the release of second RA bills and if the contractor fails to do so, recovery of the EPF and ESIC contribution will be done from their RA bill amount and will not be paid.
- 7.12. Notice board as per Labour Contract act shall be displayed by the contractor.
- 7.13. IMU reserves its rights to entertain complaints of labourers, to investigate into the matters and if labourer's claims are found to be correct, the said amount will be adjusted through RA Bills / Security Deposit of the contractor and to release the said payment to

the labourer.

7.14. The contractor has to obtain CAR policy before commencement of the work.

**8. Security Deposit:**

Successful tenderer shall have to deposit Initial Contract Deposit (ICD) of 5% of the contract amount (i.e. the awarded cost of work). The EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft in favour of **“INDIAN MARITIME UNIVERSITY, CHENNAI,”** Payable at Chennai, within ten (10) working days of receipt of work order. The ICD so paid will from the part of security deposit to be kept during the course of execution of work and will be retained by IMU until the completion of contract. This EMD/ICD/Security deposit will not bear any interest. In addition to the ICD, 5% of bill amount will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University (ICD+RA Recovery) will not be more than the 10% of the contract amount or actual bill amount whichever is more. If the contractor fails to deposit ICD within 10 working days of receipt of work order the same will be recovered from 1<sup>st</sup> RA Bill along with any other dues payable, with penal interest @18% P.A. worked out from the date of receipt of work order.

**9. Contract Period:**

The period of contract will be 01 year initially. The work order will be issued for twelve (12) months and further subject to another 02 extensions/renewals of 1 year each after reviewing the performance of the contractor and the work, at the sole discretion of IMU, subject to the satisfactory performance, payment of revised minimum wages (if any) & mutual consent. The Rate/ Price quoted by the tenderer must be exclusive of GST rates (applicable extra on prevalent rates) and the conditions governing minimum wages shall be the same (including all other terms and conditions) till the completion of the Contract including the period of extension, if any.

**10. Terms of Payment:**

- 10.1. No advance payment against ensuring up-keeping bills will be made under any circumstances.
- 10.2. The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the **IMU-HQ GST Registration No. 33AAAI2610K2Z3**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. Monthly bill will be paid as per scope of work and amount of incomplete work will be deducted from the total monthly bill as specified in section-VI, Details of Penalties.
- 10.3. The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and E.P.F., ESIC and any other Tax (if applicable) amount paid bank

challans.

- 10.4. In case the University engages the contractor for providing housekeeping services on any of the closed day or holiday, then payment for the same shall be made on pro-rata basis along with the monthly bills.
- 10.5. Contractor should deposit the ESIC, Employee Provident fund contribution & any other tax (if applicable) to the concerned office separately for those workers engaged in IMU, Chennai site and the said statement should be submitted along with bill to University.
- 10.6. The total security deposit equivalent to 5% of the contract value will be deducted from running bill. The amount shall be refunded after 60 days of completion of the contract after adjusting all dues. It must be noted that Security deposit shall be refunded only after submitting all dues clearance certificate from each labour. If the application for refund along with no pending dues certificate is not received within three years, the amount will be credited to University account and thereafter no claim will be entertained.
- 10.7. Income Tax and other statutory taxes will be recovered at the prevailing rates from the bills payable to the contractor.
- 10.8. Wages of labourers shall be paid in their bank account through bank and necessary bank statement & photo copy of details of payment made to each labour shall be produced to University along with the monthly bill for releasing the payment by IMU. In the absence of the payment proof in form of bank statement, payment will not be released. The contractor is also bound to make the payment to the labours on or before 10<sup>th</sup> of every month. In case there are official holidays during the period of disbursement of wages, then the salary must be paid by the contractor before 10<sup>th</sup> date of that particular month. In no case, the salary disbursement be delayed beyond 10<sup>th</sup> date, otherwise, the penalty as per the tender terms will be levied on the contractor.

## **11. Penalties for non-compliance to NIT:**

Penalties will be levied on the service provider for the violation of terms of the NIT as mentioned below:

### **11.1. Major penalties:**

The following incidents will be considered as major penalties and will attract immediate termination of the services and banning the service provider from participating tenders on IMU Headquarters and its Campuses.

- 11.1.1. No mandatory valid license/registration of Service Provider with appropriate authority.
- 11.1.2. If found transferring/subletting the service, partly or fully, to any other person/firm/ corporation whatsoever.
- 11.1.3. Non-compliance of applicable rules and regulation of Central / State Government.

### **11.2. Other penalties:**

<b>S.No.</b>	<b>Default</b>	<b>Penalty</b>
1	Failure to maintain sanitation and cleanliness and failure to dispose	Rs.500 per day for each toilet block

	waste/littering in or around the toilet blocks	
2	Choked sewer connections resulting into water logging stagnation	Rs.1,000 for 1 <sup>st</sup> day and Rs.1,500 for subsequent days.
3	Employees not wearing uniform	Rs.500 per day per person
4	Employees absent from duty/ Shortage in the employment of required male members will also be considered as absent	Rs.1,200 per day per staff
5	Consumable not available in the toilets blocks as required for cleaning/maintaining such as soaps, Brooms, soft brush, chock removers, Disinfectants, Naphthalene balls etc.	Rs.100 per day per Toilet
6	Failure to supply branded sanitary consumables as listed in clause 6.18	Twice the MRP rate of the branded product
7	Failure to keep the site clean	Apart from the penalty prescribed, IMU shall have the right to get this work done at the cost of the agency either departmentally or through any other agency. The expenses so incurred would be intimated to the agency by IMU and the requisite amount would be deducted from the monthly bills of the agency for the services rendered by it.
8	Failure to provide the required quantity of resources in proper serviceable condition as agreed in clause 6.16 with operational staff	Rs.5,000 per resource that is short in requirement as per Scope of Work
9	Non-payment/disbursement of wages in the bank account of the labours before stipulated date i.e. 10 <sup>th</sup> date of every succeeding month	<b>5% of total monthly bill amount will be deducted for each delayed day in disbursement of wages to the labours.</b>

**12. Anti-Profiteering clause :**

The Contractor must agree unconditionally that any benefit arising, either directly or indirectly, out of implementation of GST is mandatorily passed on to Indian Maritime University, Headquarters, Chennai.

**13. Termination of Contract:**

The competent authority of IMU accepting the tender may without prejudice to the right against the contractor in any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases :

- 13.1. If the contractor have been given by Registrar a 7 days' notice to rectify, reconstruct or replace any defective work and in the opinion of IMU that the

contractor will be unable to complete the work and secure completion of the work by the date of completion.

- 13.2. If the contractor, being a company pass a resolution or the court shall make order that company shall be wound up or any instructions are received from Income Tax department or any Government Organization.
- 13.3. If the contractor commits breach of any of the terms and conditions of the contract.
- 13.4. If the contractor becomes insolvent, when the contractor has made himself liable for action under any of the cases aforesaid. IMU shall take action as under:
  - 13.4.1. To terminate or annul the contract and upon such termination or rescission, security deposit of the contractor shall be liable to be forfeited and shall be at disposal of the IMU.
  - 13.4.2. To carry out the balance work through another agency and recover the balance amount arising out of difference between the later rate and former rate from the original selected tenderer, from any amount payable to him including Earnest Money, any bills payable, Security Deposit or any amount payable to him for any other work.
  - 13.4.3. To take possession, of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor's expense or sell them by auction on account of contractor at his risk and cost.

**14. Settlement of Disputes:**

The Bidder shall make request in writing to the Registrar, IMU- Headquarters for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes /claims shall be entertained by the IMU- Headquarters. The decision of IMU-Headquarters will be final and binding on the parties.

**15. Force Majeure:**

Neither IMU-HQ nor the contractor shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties



shall consult with each other regarding the future implementation of the agreement.

**16. Arbitration & Jurisdiction:**

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

**17. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Chennai Courts only.

Sd/-  
**Registrar**

**FORM OF TENDER Cover Letter Format (In letter head)**

To  
The Registrar  
Indian Maritime University, Headquarters,  
East Coast Road,  
Chennai-600 119.

Ref: Tenderers particulars for Tender no: IMU-HQ/R/71/34/1/2018-PUR dated 07.12.2018

Sir,

1. Having perused the Scope of tender for Providing House Keeping Services at IMU-HQ and we, the undersigned submit our offer to IMU and hereby specifically undertake to do the following should our tender-bid be accepted.
2. We hereby undertake to furnish an Initial security deposit in the manner set-forth in the “Instruction to Tenderers” and to commence the work at site within 10 days from the date of issue of the work order.
3. I hereby undertake to abide by various terms and conditions contained in your TENDER No: IMU-HQ/R/71/34/1/2018-PUR (Copy, duly signed, enclosed).

We understand that IMU Headquarters reserves the right to,

- a) Amend the scope of tender
  - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
  - c) We agree that the IMU Headquarters will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
  - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
  - e) This bid contains pages from \_\_\_\_\_ to \_\_\_\_\_ and all pages are serially numbered, signed and stamped.
4. We undertake to enter into and execute an agreement with IMU in the prescribed format in accordance with the conditions of Contract within 30 days from the date of issue of the work order.
  5. Unless and until a formal agreement is prepared and executed, our tender-bid together with work order issued by IMU-HQ shall constitute a binding Contract between us.

6. We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU or in the event of our failing to furnish the Performance Security, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 30 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU.
7. We are aware and acknowledge that IMU is not bound to accept the lowest or any tender that IMU may have received.
8. Should our tender-bid be accepted, we undertake to perform the work of tender for the Providing House Keeping services at IMU-HQ at the price quoted in the Tender-bid during the stipulated Contractual period of One year from the date of the execution of the Contract and shall strictly abide by the conditions of the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note:-Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

**Format for Eligibility Criteria Evaluation**

(To be filled by bidder in their Letter Head)

Sl.No	Eligibility Criteria	Complied (Y/N) If No give Reasons for Non-Compliance	Supporting documents at which page of the proposal
1.	The bidder should be in the business of providing House Keeping services atleast for 5 years.(As on last date of Tender submission)		
2.	The bidder should posses valid Trade License, PAN and GST/Sales Tax Registration Certificate and should have office at Chennai.		
3.	The bidder should submit the Income Tax return for last three previous years ending 31st March 2018.		
4.	The average annual turnover in the business of Outsourcing of the bidder shall be Rs. 50, 00,000/- (Fifty Lakhs only) each year during the last 3 years.		
5.	The bidder should have successfully completed any of the following (i.e. (a) or (b) or (c)) in last three financial years i.e. from 2015-16 to 2017-18. a) One similar work of value at least Rs. 36 Lakh (Rupees Thirty Six Lakh Fifty thousand only) OR b) Two similar works of value at least Rs. 27 Lakh each (Rupees Twenty Seven Lakh only each) OR c) Three similar works of value at least Rs. 18 Lakh each (Rupees Eighteen Lakh only each)		
6.	The bidder should have a valid labour license as per requirement under the contract labour(R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971.		
7.	The bidder should have PF and ESIC Registration Registration with copies of payment challans of last 6 months.		
8.	The bidder should have solvency certificate of Rs. 10 Lakhs from Nationalized or scheduled bank.		
9.	The bidder should not have been debarred for the past three years upto the closing date of submission of bids.		

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Signature:

Name of Authorised Representative along with date, place and Seal.

Annexure C

ANNEXURE - C Details Regarding Similar Orders

Sl. No.	Name of the Client	Nature of Job (Enclosed Purchase Orders)	Value of Purchase Order	Date of Commencement	Date of Completion

Note:

Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate'/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work'. Should be furnished for each of the Projects.

Signature:

Name of Authorized Representative:

Date:

Place:

Seal:

## Details Regarding Annual Turnover

## ANNUAL TURNOVER

Sl. No.	Financial Year	Annual Turnover In Rupees
1	2015-16	
2	2016-17	
3	2017-18	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years 2015-16, 2016-17 and 2017-18 should be attached

Place:

Date :

Signature of the Tenderer with seal

**Price bid**  
**Price Bid to provide housekeeping services to IMU Chennai**  
**with manpower, material & machinery\***

No.	Description of Work	Rate Quoted per month in Rs. (excluding GST)	Total Months	Total Amount quoted in Rs.
1	<p>Price quoted for providing Housekeeping Services in the form of 17 unskilled labours as per detailed scope of work for providing housekeeping services to IMU Headquarters.</p> <p>(wages to be quoted as applicable for Zone 'A' specified by Central Ministry of Labour &amp; Employment, Govt. of India taking into account minimum wages, EPF, ESI, Bonus &amp; all other statutory requirements)</p>	#	12	
2	<p>Price quoted for providing Housekeeping Services in the form of 1 semi-skilled labour as per detailed scope of work for providing housekeeping services to IMU Headquarters. (wages to be quoted as applicable for Zone 'A' specified by Central Ministry of Labour &amp; Employment, Govt. of India taking into account minimum wages, EPF, ESI, Bonus &amp; all other statutory requirements)</p>	#	12	
3	<p>Lump sum amount quoted for providing materials for monthly use &amp; resources/ equipment to be stationed at IMU Headquarters</p> <p>(as specified under clause 6.18)</p>		12	
4	<p>Contractor's Service charges</p> <p>(lump sum monthly amount to be quoted for providing the housekeeping services as specified in above rows)</p>		12	
5	<b>GRAND TOTAL<sup>^</sup></b>		12	

\* The bidder is requested to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the complete tender document before quoting the rates.

# The Bidder is required to enclose a separate working sheet for the price quoted in the rows 1 and 2 (above) to provide unskilled and semi-skilled manpower for Housekeeping services to IMU-HQ. The working sheet must clearly indicate the minimum wages (including VDA), ESI, EPF, Bonus & any other statutory requirement under the prevalent rules applicable for Zone “A” prescribed by Central Ministry of Labour and Employment, Govt. of India.

^ The Grand total amount is exclusive of GST rates. The bidder must note that GST shall be applicable extra as prevalent under the rules during the month of rendering housekeeping services to IMU Headquarters.

**Note:**

1. As provided in the price bid format above, the bidders have to quote the price for all the components separately and the L-1 firm shall be decided on the basis of grand total amount quoted (Row 5) in the above table and work will be awarded accordingly.
2. The Price Bid is to be quoted after considering **Minimum Wages for Zone ‘A’, as prescribed by Central Ministry of Labour & Employment, Govt. of India**, as applicable for providing unskilled, Semi-skilled and skilled manpower as on the date of issue of this Tender. ESI, PF, Bonus & other statutory requirements (for providing unskilled, Semi-skilled and skilled manpower) should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bidder will be disqualified and quote will stand rejected.
3. No ambiguity should be there in the quoted price and the rate must be as per the price bid format.
4. Bids with ‘NIL’ or ‘COMPLEMENTARY’ Administrative/ Agency charges shall not be considered and the bids will be summarily rejected.

**Signature of the bidder with seal**