



**INDIAN MARITIME UNIVERSITY**  
**(A Central University under the Ministry of Shipping, GOI)**  
**KOCHI CAMPUS**  
**SERA, NH-966B**  
**KOCHI-682 029**

**TENDER FOR**

**“PROVIDING HOUSE KEEPING SERVICES AT IMU KOCHI CAMPUS”**

**TENDER NO: IMU/ KOC/T- 002 / HOUSE KEEPING /2020**

**VOLUME - I**

**TECHNICAL BID**

**Last Date for Submission : 11:00AM on 21.09.2020**

**Date & Time of Opening : 11:30 AM on 21.09.2020**

## TENDER ABSTRACT

**Tender No: / IMU/ KOC/T- 002 / HOUSE KEEPING /2020**

Indian Maritime University-Kochi Campus, invites, sealed tenders, from the qualified service providers for Housekeeping services at IMU Kochi Campus.

**Name of the Work: Providing Housekeeping Services at IMU Kochi Campus.**

**Estimated Cost** : Rs. 28,77,000/-  
**EMD** : Rs. 60,000/-  
**Date of Publishing** : 18.08.2020  
**Last Date for Submission** : 21.09.2020 - 11.00 AM.  
**Opening of Technical Bid** : 21.09.2020 - 11.30 AM.

Tender documents can be downloaded from the website [www.imu.ac.in](http://www.imu.ac.in) free of cost. A pre bid meeting is scheduled at 3 PM on 07.09.2020 through video conferencing. The link for video conferencing can be obtained by sending request mail to [dradmin.kochi@imu.ac.in](mailto:dradmin.kochi@imu.ac.in) or [aradmin.kochi@imu.ac.in](mailto:aradmin.kochi@imu.ac.in).

DEPUTY REGISTRAR

## NOTICE INVITING TENDER

**Ref: IMU/KOC/T-002/HOUSEKEEPING/2020 dated 18.08.2020**

**Sub: Tender for “Providing Housekeeping Services at IMU Kochi Campus”.**

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. Indian Maritime University Kochi Campus invites bids from reputed contractors for **“Providing Housekeeping Services at IMU Kochi Campus ”** under two bid system (Technical Bid & Financial Bid).

The detailed Tender Document for **“Providing Housekeeping Services at IMU Kochi Campus”** can be downloaded from IMU website [www.imu.ac.in](http://www.imu.ac.in).

The cover should be super scribed as **“Providing Housekeeping Services at IMU Kochi Campus”** and addressed to the Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-966B, Matsyapuri PO, Kochi-682029.

Tender should be submitted in two covers, Cover - I (Technical Bid) and Cover -II (Financial Bid). Envelopes of technical Bid and Financial Bid super scribed with tenderer’s name, address and tender reference number should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference No. and due date of submission. The bidder shall send the bid documents addressed to the Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-966B, Matsyapuri PO, Kochi-682029 so as to reach the University not later than 11.00 AM on 21.09.2020. It is the responsibility of the tenderer to ensure that the tender should reach the office before the scheduled time mentioned above. Tenders received/submitted late will not be considered. The Technical Bids will be opened at 11.30 hrs on 21.09.2020 at Indian Maritime University, Kochi Campus, Matsyapuri PO, Kochi-682029 and interested tenderers can attend the tender opening through video conferencing.

**Deputy Registrar**



11. GST Registration Number

(Attach attested copy)

12. EPF Registration Number

(Attach attested copy)

13. ESI Registration Number

(Attach attested copy)

14. Experience details of Housekeeping Service Contract by the bidder (Attach copy of Contract /Work Order)

Details of Client	Types of service provided	Annual Contract value (INR)	Duration of contract		
			From	To	Total no of years

15. Details of "Providing Housekeeping Services" carried out during the last seven years:

a) At least three similar services for the value of Rs.11.50 lakhs each per annum (Rupees Eleven lakhs and Fifty Thousand only) during the last seven years.

Sl. No	Name, Address & Contact No of the Client for whom House keeping Services was provided	Value of the Work	Mode of Proof enclosed	Page number of attached document

b) At least two similar services to the value of Rs.17.25 lakhs each (Rupees Seventeen Lakhs and Twenty Five Thousand only) during the last seven years.

Sl. No	Name, Address& Contact No of the Client for whom House keeping Services was provided	Value of the Work	Mode of Proof enclosed	Page number of attached document

c) At least one similar service to the value of Rs.23 lakhs (Rupees Twenty Three Lakhs only) during the last seven years.

Sl. No	Name, Address& Contact No of the Client for whom House keeping Services was provided	Value of the Work	Mode of Proof enclosed	Page number of attached document

Note: "Similar Service" means the bidder should have the experience of having entered a contract for providing Housekeeping Service with Government/Semi-Government/Public Sector/ Reputed Private organisations/ National level higher educational institutes/Banks/Public limited companies.

16. Whether the bidder has obtained Labour license issued by CLC/RLC for engagement of minimum 10 nos. of labours per day

Yes/No.

(a) Mode of proof enclosed:

(b) Available at which page number of Bid Document:

17. Turnover of the bidder for the last 3 financial Years

Financial Year	2016-17	2017-18	2018-19
Amount in lakhs(Rs)			
Remarks			

(Attach copies)

18. Name of the authorised signatory in bid documents & Designation

(Attach Power of attorney if the authorised signatory is not Proprietor/Managing Director/Managing Partner)

19. Whether the Bidder has been debarred or blacklisted by any Government department/agency in the past 3 (three) financial years (2017-18 to 2019-2020) on account of fraudulent or corrupt practices or inefficient/ineffective performance - YES/NO

20. Whether the bidder inspected the site. If so, date and time of inspection of site: YES/NO

21. Solvency Certificate details :

a) Name of the bank

b) Date of issue

c) Amount

22. Bank Account Details:
- a) Account Number
  - b) Name of the Bank
  - c) Branch
  - d) IFS Code
  - e) Name of the Account Holder

23. Additional information, if any

### **Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our organisation is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Place:

Signature with Seal of  
Authorised Signatory



**SECTION-I**  
**GENERAL RULES AND DIRECTIONS TO TENDERERS**

**1. Scope of Tender**

1.1 The **Indian Maritime University Kochi Campus**, SERA, NH-966B, Matsyapuri PO, Kochi-682029, India (hereinafter referred to as the Service Recipient), established as a Central University invites tenders for "**Providing Housekeeping Services at Indian Maritime University Kochi Campus**" as defined in the tender documents (hereinafter referred to as the "Service").

1.2 The Contract period is **One year** from the date of commencement of the Service as detailed elsewhere in the contract. Based on the satisfactory performance of the contractor and on mutual agreement, two more yearly extensions can be given at the sole discretion of IMU Kochi campus.

**2. Eligibility Criteria**

**2.1) Labour License**

Labour license issued by CLC/RLC central for engagement of casual labours for a minimum of 10 nos. per day for any daily work.

**2.2) The Contractor should have a valid ESI and EPF registration**

[Mode of Proof: Copies of Registration Certificates along with Payment Receipts of last 6 months.]

**2.3) Possession of Valid PAN & GST Registration**

The Contractor should have a valid Income Tax Registration Number / PAN / GST Registration and other statutory requirements as per Rules in force.

[Mode of Proof: Copy of the PAN Card and GST Registration certificate to be produced]

**2.4) Experience -No of years in the business**

The Bidder should be in the Business of Providing "Housekeeping Service" for a period not less than 5 years during the last seven years **OR having 4 housekeeping contracts during the last three whole calendar years.**

[Mode of Proof: Copy of agreement/ Work order & completion certificate or any similar

documentary proof]

### **2.5) Experience –Completion of similar works**

The Bidder should have satisfactorily completed similar Services involving values as listed below during the last 7 years:

- i) at least 1 Work of similar nature costing 80% of estimated cost(Rs. 23 lakhs p. a.)
- ii) at least 2 Works of similar nature costing 60% of the estimated cost (Rs.17.25 lakhs each p.a.)
- iii) at least 3 Works of similar nature costing 40% of the estimated cost. (Rs. 11.50 lakhs each p.a.)

“Similar Service” means the bidder should have the experience of having entered a contract for housekeeping services with Government/Semi-Government/Public Sector/Private sector/ National level educational institutes like IIT, IIM, NIT/ Universities/Banks/Public limited companies.

### **2.6) Turnover**

Tenderer should have annual turnover of 50% of estimated cost (Rs. 14.40 lakhs) in each year during the last 03 years period. i.e. 2016-17, 2017-18 and 2018-19.

[Mode of Proof: Copy of annual accounts duly certified by a Chartered Accountant / Income tax Returns].

### **2.7) Solvency**

Those bidders who are not submitting EMD in lieu of MSME/NSIC exemption shall produce latest solvency certificate of value not less than 50% of the estimated cost ie. Not less than Rs. 14,40,000/- (Rupees Fourteen Lakh Forty Thousand only) from any Nationalized or Scheduled bank. This

[Mode of Proof: Solvency certificate issued by the bank on or after April 2020].

### **2.8) Local Office**

The Head Office or Branch Office of the bidder shall be located in Kerala State.

All the Mode of Proof Documents for meeting the eligibility criteria enclosed with the tender are to be self attested by the authorized signatory. 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.

The bidder must possess **ALL** the above mentioned qualification criterion. If the bidder does not possess even one of these, the bidder shall be disqualified and the bid shall not be considered for evaluation. The details of services provided as mentioned above may be furnished in the Technical Bid of the tender document in the proforma prescribed therein.

### **3. General Conditions**

3.1 The Bid submitted will be evaluated based on the details of technical qualifications submitted by the bidders in the technical bid in the prescribed format to ascertain whether the bidder is technically qualified. The Price Bid of only those firms who are technically qualified in the technical bid will be opened.

3.2 The Bid should be signed in all the pages only by the duly authorized signatory (ies) of the entity. The person(s) authorized to sign the tender shall sign on all the pages of the tender and other documents which are required to be submitted.

3.3 The Bidder should submit a written power of attorney if required authorizing the signatory of the bidder to sign the tender.

3.4 The bidder should furnish all the details in the prescribed Proforma and as per the requirements set out in the tender documents under Cover I. Bids and tender documents should be complete in all respects and any incomplete tenders will be rejected.

### **4. One Tender per Bidder**

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

### **5. Site Visit**

The bidder can visit the site if required at his own cost and obtain necessary information regarding the scope of work for preparing the tender.

## **6. Content of Tender Documents**

6.1 .The tender documents contain the schedules stated below, and should be read in conjunction with any Addenda / Amendments issued in accordance with Clause 8:

### **Volume-I (Technical Bid)**

- a. Photo copy of PAN No.
- b. Photocopy of GST Registration certificate.
- c. Duly filled in Tender-Document including all relevant details and certificates. (Except price schedule)
- d. Experience certificate of supplier covering execution to various PSUs, Govt or other Organizations as per the eligibility criteria and other relevant document.
- e. Demand Draft for EMD / Exemption Certificate
- f. Bank solvency certificate as applicable.

### **VOLUME - II (Price Bid)**

- a. PRICE SCHEDULE duly filled in (both in figures and words).

6.2 The bidder has to examine carefully the contents of the tender documents. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Pursuant to Clause 3 above, tenders, which are not responsive to the requirements of the tender conditions, will be rejected.

## **7. Clarification of Tender Documents**

IMU Kochi Campus has scheduled a pre bid meeting through video conferencing on **07.09.2020 at 3 PM** to facilitate the bidders. The firms interested to bid can attend the pre bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work before offering their quote. The request for attending the pre bid meeting along with specific questions if any may be send to the email [dradmin.kochi@imu.ac.in](mailto:dradmin.kochi@imu.ac.in).

## **8. Amendment to Tender Documents**

8.1 At any time prior to the deadline for submission of tender, the IMU Kochi may, for any reason, whether on its own initiative or in response to a clarification by a prospective bidder, modify the tender documents by issuing addenda.

8.2 Any amendments thus issued will be hosted on the website up to two days prior to the dates specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendment / modifications have been issued before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s) / modification(s) if any shall be binding on the Bidder. No separate notice / intimation of amendments/modifications will be sent to those who have already downloaded the document from the IMU portal.

8.3 If any addendum is issued, reasonable time will be given to the bidder to take addendum into account in preparing their tenders, and if required, IMU Kochi may extend the deadline for submission of tender.

## **9. Bid Submission**

Both the "Technical Bid" and "Price bid" in two separate sealed covers shall be placed in the main cover, which shall be addressed to "The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-966B, Near Alexander Parambithara Bridge, Matsyapuri P.O., Kochi-682029 duly indicating the name of Service as "**Providing Housekeeping Service at Indian Maritime University Kochi Campus**" and sealed properly.

## **10. Conditions stipulated by the bidder**

The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable. Tenders containing any qualifying conditions or even bidder clarifications in any form will be treated as non-responsive and will run the risk of rejection.

## **11. Filling up of forms, completeness and mode of submission of tender**

11.1 The bidder shall submit all such documents duly filled so that the tender is complete in all respects.

11.2 The tender shall be filled and signed only by the authorized signatory.

11.3 Bids sent by telex, fax and email shall not be accepted.

## **12. Deadline for submission of tender**

12.1. Tenders must reach the Director's office, SERA, Matsyapuri P.O. Kochi – 682029 at the address specified above **not later than 11.00 Hrs on 21.09.2020**.

12.2 IMU Kochi may, at its sole discretion extend the deadline for submission of tenders by issuing an addendum in accordance with Clause 8.1 of this section in which case all the rights and obligations of IMU Kochi and the bidder previously subject to the original deadline will thereafter be subject to the new deadline as extended.

## **13. Tender Prices**

13.1. Amount quoted covers contractor's all obligations mentioned in or to be reasonably inferred from the tender document in respect of the housekeeping services at IMU Kochi. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like minimum wages, ESI & PF contributions, service charges, all kinds of taxes etc (except GST).

13.2 The offers of the prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI, PF, are liable to be rejected. The bonus is not to be included in the price bid. Bonus should be paid by the contractor as per the prevailing Bonus Act and will be reimbursed upon submission of proof of payment. However reimbursement will be the minimum bonus amount prescribed in the Bonus Act.

## **14. Tender Validity**

14.1 Tenders shall remain valid for the period of **120 days** from the last date for submission of tender.

14.2 In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU Kochi may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing or by email or post. A bidder agreeing to the request will not be required or permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In

case a bidder is not agreeing to the request of the IMU Kochi for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will not be returned to them. The EMD paid by them will be refunded to them as in the case of other unsuccessful bidder.

## **15. Earnest Money Deposit (EMD)**

15.1 Each tender should be accompanied by an Earnest Money Deposit (EMD) amounting to **Rs.60,000/- (Sixty Thousand Only )** which shall be in the form of Demand draft payable at Kochi from any Nationalized Bank / Scheduled Bank drawn in favour of “**Indian Maritime University**”, Payable at Kochi.

15.2 The Demand Draft should be enclosed with the technical bid.

15.3 No other form of deposit towards Earnest Money shall be accepted.

15.4 Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-Kochi will be summarily rejected.

15.5 No interest will be allowed on the Earnest Money Deposit.

15.6 EMD exemptions will be granted as per Government norms.

## **16 TENDER OPENING AND EVALUATION**

16.1. Tenders will be opened at the Director's office, IMU Kochi Campus, SERA, Matsyapuri P.O., Kochi-682029 **at 11.30 hours on 21.09.2020.** Those who wish to participate in the tender opening can attend the same through video conferencing.

16.2 In case the scheduled tender opening day happens to be a declared holiday/closed day for the IMU campus, the next immediate working day shall be the tender opening day.

16.3 IMU Kochi reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process if required. Only the price bid of technically qualified bidders shall be opened on a date which will be intimated to the technically qualified bidders.

16.4 It must be noted that the criteria to arrive at the L1 vendor shall be the least of the grand total of monthly price quoted in the Table 3 of the Price Bid (Volume-II) subject to fulfilling the minimum statutory requirements. The vendors are requested to go through the

tender document thoroughly before quoting the prices. The price must be quoted strictly as per the format provided in Table-1 to Table-3 of the Price Bid (Volume-II). All rates are to be quoted for monthly expenses in Indian rupees.

#### **17. Influencing Prohibited**

Any effort by a bidder to influence the employer during the processing of tenders or award decision will result in the rejection of his / their bid offered.

#### **18. Correction of Errors (in Price Bid)**

The Tenderer shall quote the rates both in figures as well as in words. The cost of the individual items shall also be worked out and mentioned in the financial bid (both in figures and words). If there is a difference between the rate in figures and in words, the rates given in words will only be considered.

#### **19. IMU Kochi's right to accept any tender and to reject any or all tenders.**

The IMU Kochi reserves the right to accept or reject any tender / all tenders, and to annul the tendering process, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the IMU-Kochi's action.

#### **20. Security Deposit**

20.1 Within 7 days of the successful bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit at the rate of 5% of the contract value in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit. If the bidder fails to submit the security deposit to IMU Kochi within the stipulated time, IMU Kochi shall without prejudice to any other right or remedy be at a liberty to forfeit the Earnest Money deposited by such person absolutely or may, at its sole discretion, treat the bidder as having lost his eligibility for the award of the contract.

20.2 The Security Deposit will be discharged by the IMU Kochi and returned to the contractor not later than 90 days following the date of completion of performance obligations.



20.3 The proceeds of the Security Deposit shall be payable to the IMU Kochi as compensation for any loss(es) incurred by IMU Kochi resulting from the failure of the contractor to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU Kochi for delays/default/failure on the part of the contractor.

20.4 Delay in payment of Security deposit within the specified or extended time shall be paid with interest at the rate of 18% p.a. for the period of delay if IMU Kochi decides to award the contract even after such delay.

20.5 No interest will be allowed on the security deposit from the date of its receipt until it is refunded.

## **21. Refund of EMD**

21.1 The EMD will be refunded to all the unsuccessful bidders within one month from the date of opening of price bid (Cover - II).

21.2 The EMD of the successful bidder will be refunded only after the remittance of security deposit in any manner as aforesaid. Alternatively, the successful bidder shall when his tender is accepted, furnish security deposit as specified after giving credit to the amount deposited by him as earnest money.

21.3. If the successful bidder fails to furnish the Security Deposit within the prescribed time, IMU-Kochi shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such bidder if required.

## **22. Commencement of the work**

The work shall be deemed to have been commenced within 10 days of award of contract or on the date specified in the work order to commence the contract. The period of contract is 12 months from the date of execution of agreement between the bidder and IMU Kochi Campus.

## **23. Retention Money**

Retention Money at 5% will be deducted from each running bill and the same will be released along with security deposit on completion of service to the satisfaction of IMU, after the expiry of the contract period.

## **24. Contract Agreement**

The successful bidder is required to enter into and execute an agreement. The model contract to be executed is enclosed with this tender document. All costs, charges and expenses including stamp duty in connection with the contract as well as preparation and completion of agreement shall be borne by the contractor.

**25.** The Price bids shall be inclusive of all charges (Excluding GST), incidental expenses and all other taxes and charges as may be applicable and are to be paid by the contractor for satisfactory completion of work and any claim for any extra payment on any such occasion shall not be entertained. GST extra will be paid as per Rules. It is explicitly made clear that even if the prices of material/labour goes up or for any reason the cost of the service increases, the University shall not be liable to pay any additional sum to the contractor. All statutory payments of Govt. duties such as ESIC/EPF etc. have to be borne by the contractor.

**26.** Under no circumstances contractor will be entitled to claim enhanced rates for any item in this contract.

**27.** Deductions on account of Income tax/GST 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.

**INDIAN MARITIME UNIVERSITY**  
**(A Central University, Government of India)**

**KOCHI CAMPUS**

**Tender for Providing Housekeeping Service at Indian Maritime University Kochi  
Campus**

**Section II**

**DRAFT CONTRACT TO BE ENTERED BETWEEN IMU KOCHI CAMPUS AND  
CONTRACTOR**

**Draft CONTRACT shall be signed on each page by the bidder as having understood the terms and requirements and enclosed with the technical bid.**

This agreement made on this \_\_\_\_ day of \_\_\_\_\_(month) \_\_\_\_\_ (year) between \_\_\_\_\_, herein after called "The Contractor" (which expression shall unless excluded by or repugnant to the context, include its successors, heirs, executors, administrative representative and assignees) on one part

And

Deputy Registrar (Admin) Indian Maritime University Kochi Campus , South End Reclamation Area, Near Alexander Parambithara Bridge, Matsyapuri P.O. Willingdon Island, Kochi- 682029 herein after referred to as the IMU Kochi on the other part, and

Whereas the contractor has consented to enter into agreement with IMU Kochi Campus for providing Housekeeping Services to IMU Kochi on the terms and conditions mentioned herein after and at the rates attached in the annexure.

Whereas the necessary Performance Security Deposit (PSD) has been furnished/ deposited/ submitted in accordance with the provisions of the Bid document, and Whereas no interest will be claimed on the PSD by the contractor.

Now, in presence of witnesses (as detailed at the bottom of this agreement document), it is, hereby, agreed and declared by and between both the parties as follows:

1. This Agreement shall be valid for one year from -----

2. This Agreement may be extended by one more year on the same terms and conditions at the sole discretion of IMU Kochi Campus.
3. The contractor, during the validity period of this Agreement, shall carryout the assigned work by deploying the required number of housekeeping staff (employed at his own expense) .
4. The contractor shall not be allowed to transfer, assign, pledge or sub-contract it's rights and liabilities under the contract to any other agency.
5. The Contractor shall be an independent Agency with respect to IMU Kochi Campus. This agreement shall not render the Contractor as an employee, partner, agent of or joint venture with the Kochi Campus for any purpose.
6. The house keeping staff deployed by the contractor in the office shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against IMU Kochi Campus.

#### **GENERAL CONDITIONS OF CONTRACT**

- 1) Area to be covered include Academic cum administrative building, Hostel Building, Semi permanent building, Substation, Marine Workshop, Canteen area, Roads and other open areas in the campus including playfields.
- 2) All the workers should be provided with two sets of uniformsper year & Identity cards by the contractor.
- 3) The working timings to carry out various jobs shall be from 08:00 HRS to 17:00 Hrs (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 10 holidays declared by Government of India will also be available for the workers. The list of these holidays may be obtained from the Office of Deputy Registrar, Kochi Campus or any other Competent Authority after finalization of the contract. No other holiday except these mentioned above will be offered to the workers during the contract period.
- 4) The contractor should furnish to IMU, the bio-data of the personnel deployed in the IMU Campus before posting at campus and any changes there of within 24-hours of the same.

IMU reserves the right to reject any person posted in IMU without assigning any reason. The contractor shall be responsible for compliance in all respects for the relevant labour laws and Acts applicable for the employment of the housekeeping staff.

5) Food and accommodation arrangements for the personnel shall have to be made by the contractor and will not be provided by IMU.

6) Housekeeping staff found drunk or sleeping on duty will be dismissed and no payment will be made.

7) All personnel should be sincere, physically fit, active and energetic and aged between 20-50/60 years (50 years for the female staff and 60 years for the male staff). No minor should be engaged.

8) The contractor shall be responsible for any accident, damage or injury caused to any of his employees or property or any person or property in the course of the service and death while on service and shall not hold IMU responsible in respect of any claim made by any person for any reasons whatsoever. The contractor shall be solely responsible for reporting to IMU and concerned authorities immediately of any serious or fatal accident.

6) The statutory compliances including those pertaining to Provident Fund Act, Employees State Insurance Act, Minimum Wages Act, Contract Labour (Regulation & Abolition Act 1970, Workmen's Compensation Act, Industrial disputes Act, Payment of Bonus Act, Factories Act, Contract Labour Act and all other labour and other legislations as applicable from time to time, with regard to the personnel engaged by the contractor for the service to IMU are the responsibility of the contractor.

7) The Contractor shall ensure to pay the wages not less than the minimum wages for Zone B as prescribed by Ministry of Labour and Employment, Government of India during the period of this contract including extension if any. If there is any variation in the Minimum Wages/any wage component during the periodicity of the contract, the Contractor is liable to pay the wages as per the revised rates without any additional financial implication to IMU.

8) As far as EPF is concerned, if the contractor failed to remit employee/employer's contribution towards PF subscription within the stipulated time, IMU is entitled to recover

the equal amount from any money due or accrue to the contractor under this agreement and the matter will be reported to the respective statutory authority.

9) The contractor will maintain a register on which day to day deployment of personnel will be entered. This may be countersigned by the authorized official of IMU. While raising the bill, the deployment particulars of all the personnel engaged during each month, should be shown. The contractor has to give an undertaking (on the format) which may be countersigned by the concerned official of IMU, regarding payment of wages as per rules and laws in force, before receiving the 2<sup>nd</sup> payment onwards.

10) The contractor has to furnish Medical fitness/physical fitness certificate for all the housekeeping staff before deployment.

11) The administrative issues like leave, weekly off, discipline etc. of the manpower deployed are the responsibility of the contractor.

12) Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse of the areas of responsibility given to them by the IMU and shall not knowingly lend to any person or company any of the effects of IMU under its control.

13) The contractor shall be responsible to maintain all property and equipment of IMU entrusted to it and they have to discharge their duties in close co ordination with other outsourced agencies in the campus.

14) All necessary reports and other information will be furnished immediately by the contractor as required and regular meetings will be held with IMU as and when required by IMU.

15) The contractor may be asked to submit the proof of remittance to IMU for his employees towards the payment of statutory norms as applicable. If the contractor fails to submit the proof of remittance, the payment towards the service will be stopped until the contractor submits required documents.

16) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IMU reserves the right to impose the penalty as detailed below:-

i) 20% of cost of order/agreement per week, up to four weeks of delay.

ii) After four weeks delay, IMU reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s).

17) The difference if any may be recovered from the defaulted contractor and also the defaulting contractor shall be black listed for a period of 3 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

18) The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers/ Staff/ Students etc. IMU shall have the right to have any housekeeping staff removed in case of tenable complaints from Officer /Staff/ Students or as decided by representative of IMU, if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by IMU. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU, failing which may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU will be imposed.

19) That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the contractor or its staff deployed in IMU, which would be established after an enquiry conducted by IMU, the said loss can be claimed from the contractor up to the value of the loss. The decision of the IMU will be final and binding on the contractor.

20) In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the contractor will be liable to be forfeited to IMU besides annulment of the contract. If any of the above condition is violated, IMU has the right to impose any penalty as decided by the IMU's administration.

21) The contractor shall ensure that its personnel shall not at any time, without the consent of IMU in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose any information about the affairs of IMU. This clause does not apply to the information, which becomes public knowledge.

22) Settlement of disputes, if any, will be done as per provisions of the Indian Arbitration and Conciliation Act and place of proceedings of Arbitration will be at Ernakulam.

23) It will be the sole responsibility of the contractor/supervisor to supervise the work carried out by the labourers.

24) 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 Statutory Authorities.

25) The contractor shall be solely responsible for damages to the 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.

26) The contractor should provide services with branded sanitary consumables as listed below. 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 cost or tax on items.

No.	Materials Required per Month	Std. Qty
1	Scented Phenol Concentrated / Germ free	10ltrs
2	Soap oil / All clean	30ltrs
3	Harpic liquid toilet cleaner	30ltrs
4	Lysol	25 litre
5	Hand wash	10 litres
6	Hand sanitizer	4litre
7	Dettol	2 ltrs
8	Vim bar (250 g)	10 nos.
9	Urinal cubes (1 pkt 10 Nos)	10 pkts
10	Colin Mirror Cleaner (500 ml)	5 ltrs
11	Air Freshener (Flora, Odonil)	10 Nos.
12	Room freshener	1 no.
13	Scotch Brite	10 Nos.
14	Plastic garbage bag (200 ltr) (30' * 50')	50 Nos.
15	Plastic garbage bag (100 ltr) (30' * 40')	50 Nos.
16	Bath Soap(150 gm)	2 nos
17	Waste cloths (Standard Size)	10 Nos.
18	Hand Gloves and Shoes	As required
19	Mosquito Repellent spray ( Hit/Mortein) 250 ml	1 nos.
20	Drainex cleaner ( Kivi)	5 pkts
21	Coconut brooms	5 Nos.
22	Grass Brooms	10 Nos.
23	PVC Wiper	6 Nos.
24	Bleaching Powder ISI	2 Kgs
25	Mop with stick	6 Nos.
26	Toilet brush (EWC)	5 Nos.
27	Acid - floor cleaning	5 ltrs

27) The contractor should arrange cleaning equipments and tools in sufficient numbers at their own cost and they should keep them in good condition at site during the tenure of the contract under their supervision and at their own risk. For items 21 to 27, the quantity mentioned should be available as stock at the beginning of each month.

28) Contractor shall deploy 09 Nos. of housekeeping workers and 01 supervisor per day to carry out the work at IMU Kochi Campus as per the scope of work as given in Clause 40. Out of 09 workers a minimum of 3 workers should be male members. In case of absentees, the wage for the absentee person shall not be paid and a sum of Rs.500.00 per day per

person as penalty will also be deducted from the contractors monthly bill.

29) The contractor shall comply with labour license norms of/ with the Central/Regional Labour Commissioner, Kochi, w.r.t. the provision of service to IMU within one month of actual commencement of service.

30) Any liability arising out of any litigation due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

31) The contract may be terminated by IMU with a 30 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever. The contractor has to give 90 days' notice in case he wants to withdraw, failing which Security Deposit, EMD, Retention money and pending bills will be forfeited.

32) In the event of failure to carry out the work assigned under the contract to the satisfaction of University, the IMU reserves the right to get the work done through alternative sources at the cost and risk of the contractor.

33) All safety & security rules, regulations and practices prevalent in the University should be strictly followed by the contractor and contract labourers.

34) The contractor shall indemnify against any actions, awards, and proceedings, claims and demands that may be made against IMU due to any act, negligence, and default etc. made by the contractor or its workers.

35) No mobilization advance will be given to the contractor.

36) IMU reserves its rights to divide the work among different agencies or not to execute any items in the schedule of work without assigning any reason and without giving any reference to anybody and also to divide the work among two or more agencies.

37) Payment of bills will be made to the contractor on a monthly based on the number of manpower days in the previous month. The contractor has to submit invoices/bills before

10th of the next month for the services rendered in the preceding month along with ESI/PF/GST challans/wage register, as applicable, pertaining to that month. IMU would make the payment within 10 working days of submission of bills with all the supporting documents and submission of necessary clarification, if there is any query communicated by IMU, to the satisfaction of IMU. No Interest is payable by IMU in case of any unavoidable delay in settling the bills, though IMU would endeavour to settle within 10 working days. No other claim on whatever account shall be entertained by IMU. TDS on Income Tax and GST at the rates applicable shall be deducted on the whole amount.

38) Water & Electricity will be provided free of cost by the University.

39) 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.

#### 40) SCOPE OF WORK

##### A. DAILY CLEANING

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 09:00 a.m. every day.

2. Sweeping and mopping of floors, lounges of Administrative cum Academic building, hostel block, basic marine workshop, simulator building and the boys hostel with floor cleaner & disinfectant.

3. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, offices, lounges, Computer room, once a day and storage or disposal at given location as per direction of University representative.

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. Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans once in a day with toilet cleaner as per time schedule.

6. Cleaning and removal of chock-up of toilets, floor 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 is to be maintained. 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 to be done on occurrence.

7. Cleaning of water cooler & its surrounding area once a day.

8. Cleaning of chairs, tables & other furniture, computer room, office with clean wet cloth.

9. Cleaning of all staircases & Veranda/Balcony railings with wet & dry floor duster.

10. Continuous dry mopping in all corridors & connected area.

11. Sweeping & mopping of canteen area twice a day. (ie in the morning and after lunch).

12. Shifting of mattress, furniture (chairs, table, cots, cupboard etc.) & collected unwanted materials inside the Hostel or anywhere in the campus as per as per direction of the Competent Authority of IMU.

13. Cleaning of each and every room and bathroom everyday in all hostels.

14. Sweeping of all roads/ platforms inside the Campus area and at any other place as and when required by the representative of IMU.

#### **B. WEEKLY CLEANING:**

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.

2. Unwanted material and solid waste collection from building surroundings up to the fence and disposal at given location.
3. Every Saturday sweeping & mopping 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. Washing of all dustbins from the corridor with disinfectant and cleaning material.
6. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, computer rooms & open spaces etc.
7. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per directions of the Competent Authority of IMU.
8. Removal of cobweb from all wings at all heights from outside the Hostel building.
10. Cleaning & wiping of tube lights, fans & exhaust fans.
11. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
12. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
13. Cleaning of all glass panels with glass cleaning agent from inside & outside.
14. Terrace, parking, concrete walk ways, roads & building surrounding area to be cleaned with bleaching powder during rainy season.
15. Cleaning of all open areas in the Campus including playgrounds or any other work specifically instructed by the Director or any other Competent Authority of IMU.

## C. HOUSEKEEPING

**SWEEPER - All duties as per their contract and the following listed below:**

1. Emptying all dustbins and their cleaning by 09.00 am. This includes separating recyclable material, and storing for future use.
2. Cleaning of all corridors, staircases by 11.00 am.
3. Cleaning of outside premises by 1.00 pm.
6. Sweepers should not leave allocated premises and should bring food etc. with them

**SUPERVISORS - All duties as per their contract and including the following listed below:**

1. Taking round after every one hour of the entire Campus & hostels to check whether cleaning is happening as per schedule.
2. Ensure that the sweepers do not move out of the allocated premises during duty hours.
3. Ensure that daily and weekly cleaning schedule is maintained.
4. Report to the contractor for supplies, duties and all duty related matters.
5. The supervisor will have nothing to do with the hostel matters other than maintaining cleanliness and hygiene in hostels.
6. They should inspect hostel rooms and bathrooms on a daily basis.

#### 41) DETAILS OF PENALTIES

The following penalties will be imposed by the University for the failure/defaults of the contractor/ housekeeping staff as listed below.

Sl. No.	Default	Penalty
1	Failure to maintain sanitation and cleanliness and failure to dispose waste/littering in or around the toilet blocks.	Rs.500/day/person/incident
2	Employees not wearing uniform.	
3	Employees absent from duty .	
4	Any public complaint is received attributable to misconduct/misbehaviour of the housekeeping staff.	
5	Failure to supply branded sanitary Consumables.	MRP rate of the product.
6	Failure to keep the site clean.	Apart from the penalty prescribed, the Deputy Registrar/ authorised official 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 Deputy Registrar and the requisite amount would be deducted from the monthly bills of the agency for the services rendered by it.

## SECTION-III

### FORMS

#### 1. FORM OF TENDER

**To**  
**The Director,**  
**Indian Maritime University, Kochi Campus,**  
South End Reclamation Area, NH-966B,  
Near Alexander Parambithara Bridge,  
Matsyapuri P O, W Island, Kochi - 682029

Sir,

1. Having perused the Scope of tender for Providing House Keeping Services at IMU Kochi Campus 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 7 days from the date of issue of the work order.
3. We undertake to enter into and execute an agreement with IMU in the prescribed format in accordance with the conditions of Contract within 15 days from the date of issue of the work order.
4. Unless and until a formal agreement is prepared and executed, our tender-bid together with IMU's written acceptance thereof, shall constitute a binding Contract between us.
5. We shall and hereby undertake to abide by the terms and conditions of this tender for a period of 120 days from the day of opening of the Tender-Bids. We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.
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 15 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. Should our tender-bid be accepted, we find ourselves to be wholly and solely responsible for the due performance of the Contract.

8. Should our tender-bid be accepted, we undertake to perform the work of tender for Providing House Keeping services at IMU Kochi Campus 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.

Signature in the capacity of duly authorized to sign the tender-bid for and on behalf of

.....

**(IN BLOCK CAPITALS)**

**Date**

**WITNESS**

**(1)**

**(2)**

*Address*

**2. FORM OF POWER OF ATTORNEY**

Dated: .....

**POWER OF ATTORNEY**  
**To whom so ever it may concern**

Mr. /Ms. .... (Name of the person along with father/husband's name, residing at..... (address), acting as ..... (Designation and name of the Firm/Company), and whose specimen signature is attested below, is hereby authorized on behalf of ..... (Name of the Firm/Company) to provide information and respond to enquiries etc. for Providing House Keeping services at IMU Kochi Campus. The said Mr./Ms. ....is hereby further authorized to sign and submit relevant documents on behalf of the Firm/Company in respect of the above.

(Attested signature of Mr. /Ms. ....)

For..... (Name of the Firm/Company)

Attested by Notary Public

## SECTION-IV

### INDIAN MARITIME UNIVERSITY

#### KOCHI CAMPUS

#### BIDDER MEMORANDUM & UNDERTAKING

##### 1. General Description

“Tender for Providing Housekeeping Services at Indian Maritime University Kochi Campus ”

2. Estimated cost :Rs. 28,77,000/-

3. Earnest Money :Rs. 60,000/-

##### 4. Security Deposit

5% of the accepted tender value in the form as specified in clause – 20 of section –I.

##### 5. Retention Money

5% of value of invoices recoverable from each interim payment as per Clause 23 of Section I.

6. Period of Contract: One year from the date of agreement.

Based on the satisfactory performance of the contractor and on mutual agreement, two more yearly extensions can be given at the sole discretion of IMU Kochi campus.

##### 7. Delay in commencement of Service and forfeiture of EMD & Undertaking by the bidder:

(a) Should this tender be accepted, I/we hereby agree: to terms and abide and fulfil all conditions annexed hereto and all the terms and provisions contained in notice inviting tenders so far as applicable and or in default thereof to forfeit and to pay the Director, Indian Maritime University, Kochi campus or his successors in office, the sum of money mentioned in the conditions. A sum of Rs.60,000/- is hereby forwarded in Demand draft as Earnest Money. If I / we fail to commence the Service Specified in the above memorandum I/ we agree that the said Director, or his successors in office shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely, otherwise the said Earnest Money shall be retained by him towards security deposit mentioned against **Clause 4** of the above mentioned Memorandum.

b) To execute all the Services referred to therein the tender documents upon the terms and conditions contained or referred to therein and carryout such deviations as may be ordered.

c) I/ We hereby agree to abide by all terms and conditions laid down in the tender document.

d) This is to certify that, I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms & conditions.

e) I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus , Gratuity, Leave , Uniform and Allowance there of and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the government from time to time and shall be fully and solely responsible for any violation.

SIGNATURE.....

FOR AND ON BEHALF OF .....

.....

DATE.....