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| Description: A4 Size | भारतीयविज्ञानशिक्षाएवंअनुसंधानसंस्थान  (मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)  **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**  ***(An Autonomous Institution under MHRD, Government of India)***  **सी.ई.टी परिसर,तिरुवनंतपुरम** / CET Campus, Thiruvananthapuram-695016  Tel: 0471-2597459 Fax : 2597438 E-mail: registrar@iisertvm.ac.in |

**No.IISER(T)/Admn/034/2013-14**  **14th June 2013**

**INVITATION TO TENDER**

**Cost of Tender Form Rs. 500 + VAT@4%**

To:

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Subject**:-*Invitation of Tender for providing House-keeping services for the Academic/office Buildings and Hostels of the transit Campus of the Institute.*

Sir/Madam,

On behalf of Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, competitive bids are invited for providing House-keeping services for the Academic/office Buildings and Hostels of the transit Campus of the Institute.

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram is an Institute of National Importance and is an Autonomous Institution under the Ministry of Human Resources Development, Government of India. The Institute conducts various residential academic and research programmes.

2. It is proposed to outsource the services of cleaning and maintenance of its Academic/ Office buildings and Hostels and other housekeeping activities. The Academic/office buildings and hostels are situated in College of Engineering Trivandrum (CET) campus and its nearby areas. The details of the buildings are given in Annexure I. The service will be obtained by way of entering into contract initially for period of 12 (Twelve months) from the date of award of the contract. This will be subject to further continuance on year to year basis depending on the satisfactory performance of the contractor.

3. This tender document can also be downloaded from our website www.iisertvm.ac.in and to be submitted along with an amount of Rs.520/- (non-refundable) by Demand Draft in favour of The Registrar, IISER, Thiruvananthapuram. The tender without this document cost will not be considered.

1. All or any of the quotations received from the eligible service provider(s) can be rejected at the sole discretion of the Director, IISER, Thiruvananthapuram without assigning any reason.
2. If you are interested in being considered, you may submit your tender in the enclosed pro-forma duly completed in all respects. The General conditions are indicated in the Tender document. The special terms and conditions for award of the contract are in **Annexure-II**
3. **Technical bid in Annexure-IV Quotes required for Advertisement and Financial bid in Annexure-V in separate sealed envelopes**, **must be put in the Tender Box kept in the office of the Registrar** in the Institute by **2.00 P.M. on or before 3rd July, 2013**and will be opened on the same day ie. 3.07.2013 at 3.00 P.M. **in the same office**, in the presence of the tenderers or their representatives who may like to be present on the same date. The envelopes containing the tender should be super scribed “**Technical bid or Financial bid (strike off which is not applicable) for Outsourcing of the Housekeeping services in IISER TVM”.** The tender received after the date and time as indicated above shall be liable to be rejected.

Yours faithfully,

***Deputy Registrar (Academics & Administration)***

***IISER, Thiruvananthapuram***

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| **ANNEXURE –I** | | | | |
| **S.No** | **Hall of residence** | **Address** | **Area(Sqft)** | **No.of Rooms** |
| 1 | Hall of residence-1 | PriyankaNilayam,Chavadimukku,Thiruvananthapuram | 1200 | 15 rooms with bathroom attached |
| 2 | Hall of Residance-2&2A | PriyankaNiwas(Front & Back Portion),Chavadimukku,Thiruvananthapuram | 12 rooms+14 Rooms |
| 3 | Hall of residance-3 | H.No:SP-11/269,ThiruNagar,Near Engineering College,Kulathur,Thiruvananthapuram. | 6364 |  |
| 4 | Hall of Residance-4 | AnbyPlaza,Sreekariamp.o,Thiruvananthapuram | 11867 | 25 rooms+1 Dinning Hall |
| 5 | Hall of Residance-5 | Nandanam,Engineering College Road,Sreekariam, Thiruvananthapuram | 7100 | 22 Rooms |
| 6 | Hall of Residance-6 | Puravadi(project Office),Near Radio Station,Engineering College P.o,,Thiruvananthapuram |  |  |
| 7 | Hall of residance-7 | Techies Park,Opp Ladies Hostel,EngineeringCollege,Thiruvananthapuram. | 11916 | 49 Rooms |
| 8 | Hall of Residance-8 | Guruvaram,Chavadimukku,Thiruvananthapuram | 8897 | 19 Rooms |
| 9 | Hall of Residance-9 | ZamZam,Near Engineering College,Trivandrum | 10000 | 20 Rooms |
| 10 | Hall of Residance-10 | Nalukettu,Near Engineering College,Thiruvananthapuram | 5200 |  |
| 11 | Annex Building | **Annex Admin**, Opp. Kerala Information Commission,Sreekariam,Thiruvananthapuram | 4050 |  |
| 12 | IISER | Computer Science Building,(I & II Floor),CET campus. | 25000 |  |

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**ANNEXURE -II**

TENDER DOCUMENT DETAILS/INFORMATION RELATING TO PROVIDING OF HOUSEKEEPING SERVICES FOR THE ACADEMIC/ OFFICE BUILDINGS AND HOSTELS OF IISER THIRUVANANTHAPURAM TRANSIT CAMPUS

**Period: 12 (Twelve) months commencing from the award of work.**

NOMENCLATURE OF THE SERVICE TO BE PROVIDED: Comprehensive housekeeping service for the Academic / office buildings and Hostels of IISER Thiruvananthapuram ,mentioned in the Annexure I for a period of 12 (Twelve) months.

It includes: A) Keep the buildings and its premises clean and tidy.

B) Give Assistance to office functioning.

C) Hostel supervision.

1.SCOPE OF WORK:

**A) Keep the buildings and its premises clean and tidy:**

a) Complete & comprehensive housekeeping service which involves daily sweeping, cleaning, dusting, wet washing/mopping and allied housekeeping jobs of office, Class rooms, Labs, Library, hostel rooms, corridors, common area of the Academic /office building and hostels in IISER TVM transit campus, which consists of :

* The cleaning area in the Academic/office and hostel building includes- Rooms, Furniture, Electrical fittings , bathrooms , toilets ,staircase, steps, staircase landing area, corridors, roof top/ balcony sunshades, window sunshades, Dining Hall , Kitchen, compound etc.
* Daily sweeping, cleaning, collecting & disposal of waste materials in the open/closed corridors, approach roads, vehicle parking areas, open yards/grounds etc.

The tentative schedule of Cleaning is as under. There can be small variations depending on the occasion**:**

* **Daily Cleaning**

1. Empty up all dustbins and clear all pantry garbage’s
2. Sweeping & Mopping of classrooms and other area once a day
3. Cleaning of Canteen twice a day
4. Dusting in a clock-wise direction, especially chairs, tables, fire extinguishers and other fixtures
5. Disinfect all telephones
6. Cleaning of corridors twice and as and when required
7. Removal of garbage & dumping it at identified area.
8. Daily cleaning of windows, balcony, terrace, corridors, staircase & passages (dry and wet).
9. Cleaning/Sweeping of the Front area and back yard, watering of the plants .

* **Toilet area (4 times a day)**

1. Washing of toilet area walls & floor
2. Cleaning of all wash basins, toilet closets& urinal bowls
3. Wiping of all fixtures/cleaning all mirrors
4. Use air freshener
5. Replenishment of toiletries including tissue papers

* **Weekly cleaning schedule**

1. Cleaning of A/c grills
2. Cleaning of partition and tables
3. Cleaning of all light fixtures
4. Through cleaning of pantry area
5. All unattended areas is to be covered, e.g. Pictures, doors, passages etc.,

Note: Cleaning include sweeping, mopping, dusting, wiping etc.

b) The materials used should confirm to relevant available ISI standards.

c) For proper & effective housekeeping of the premises including hostel rooms, the contractor shall provide required tools, equipment, cleaning/washing materials, every month, in sufficient quantity, to the personnel deployed for attending to the housekeeping work under this contract.

d) The contractor shall make their own arrangements for the storage of materials, equipment needed for housekeeping jobs in Institute premises.

1. **Give Assistance to office functioning: By** providing Office Boys.

**Office Boys:** Office Boy’s work includes the following:

Opening and closing of rooms, cleaning office furniture, shifting of materials, equipment’s etc., serving tea & snacks, watering the lawn and plants etc., To bring letters from/to the Post Office/ central despatch office and place these before the officer concerned .To arrange papers and files on the table of the officer. To remain in attendance at the office room of the officer to attend to the calls of the Officer. To attend to any other official work that may be entrusted to him by the officer concerned. Supply drinking water in office rooms of the Department to which he is attached.

1. **Hostel supervision :** By providing Lady hostel supervisors

* **Lady hostel supervisor:** Their work includes :
* Rendering assistance in day to day activities of the girls Hostel.
* They should take care of all aspects of providing healthy and happy living, sorting out day to day issues.
* Make the hostel students friendly.
* They are also to supervise the cleaning of the building, the serving of meals and the laundry. Matrons are also responsible for the care of the sick people in the hostel or institution and for administration of medicine.
* They are also to ensure the safe custody of assets, their proper up-keeping and working condition.
* They should ensure proper water and power conservation, by avoiding water wastage and switching off electricalappliances after use.
* They should also take care of the students’ belongings.
* Any other work assigned by the warden or administration.

1. **The contractor/tenderer shall quote their Service Charges as a percentage of the Gross in Annexure-IV.**
2. **DEPLOYMENT OF PERSONNEL TO SUPERVISE AND ATTEND HOUSE-KEEPING JOBS:**
3. The contractor shall deploy all the necessary tools &equipment and personnel/ workforce needed for sweeping, scrubbing, washing, mopping, cleaning job at own cost. Maintenance and upkeep of the mechanical devices deployed for use in the housekeeping job will be sole responsibility of the contractor and IISER TVM will in no way contribute anything on this account.
4. The contractor shall deploy a supervisor, who is capable and qualified, to supervise, oversee the housekeeping job. The supervisor should also be able to interact, in a polite way, with the officers/faculty members/students of IISER TVM and also with the course participants/ guests on matters relating to the assigned tasks of the housekeeping. As the supervisor need not be on exclusive basis, **there will not be any payment for the supervisor from the Institute.**
5. The equipment/machines if any to be used/deployed for cleaning/sweeping work etc. by the contractor, should neither pollute neither the building nor its surroundings in any way nor shall in any way cause harm to the health of the staff or occupants or the personnel deployed for the job of housekeeping.
6. The contractor shall deploy only those personnel, who bear a good moral character, behaviour , health and pleasing personality.
7. The contractor shall, on its own expense, undertake the police verification of the personnel to be engaged/deployed under this contract.
8. The contractor shall furnish to Director, IISER TVM, before commencement/assignment of the services contract, names, photo, the residential address details along with a complete set of the report of the character and antecedents verification done in respect of the personnel to be engaged/deployed under this contract.
9. The Supervisor and the personnel deployed under this contract, shall wear appropriate uniform-consisting of protective complete/full body wear and protective foot wears- indicating contractor’s/ firm’s name / insignia or logo affixed in the left hand side of the upper portion of the body wear dress/uniform- and a photo ID card indicating name of the person, contractor’s/firm’s name & address, for identification purpose during duty hours. **Cost of the above items will have to be borne by the contractor.**
10. The Contractor/ Supervisor shall ensure that the personnel deployed for the job under this contract are available at the place of work at all times, daily on all seven days of the week.
11. The contractor shall ensure that behaviour of the personnel deployed under this contract shall in no way be detrimental to the IISER TVM Administration.
12. The contractor shall provide the said services on the agreed timings daily.
13. If IISER, TVM authorities feel that a deployed person is not fit for working in the Institute , The contractor has to withdraw her/him from the Institute even without any reason assigned by the Institute authorities.
14. Any infringements of any such instructions may render the contractor liable to be fined which may extend up to Rs. 100/- in each case. The fine will be in addition to the penalty specified in other clauses.
15. The contractor shall ensure that leave reserve personnel are arranged and no delinquency is shown in the said services.
16. The contractor shall ensure that all rules/regulations as stipulated under Payment of Wages Act, Employees State Insurance Scheme, Employees Provident funds Act, Child Labour prevention Act, Laws on prevention of Sexual harassment at workplace, etc., are fully adhered to and no infringement on this account is caused directly or indirectly.
17. The contractor shall indemnify, Director, IISER TVM, and IISER TVM Administration, against all possible damages (including violation of any of the provisions of Statute/Acts/Laws) caused to the personnel/equipment of the contractor on account of Contractor’s/Supervisor’s negligence while undertaking the jobs in the Institute.
18. The contractor shall carry out any other order or task allotted by the Director, IISER TVM or any authorized representative of IISER TVM in the interest of housekeeping in the Institute Campus.
19. The contractor shall evolve a consensual working system which should not in any way affect the working of the IISER TVM Administration or other units in the Campus.
20. The contractor shall, at any given point of time, furnish details of the personnel deployed in the Institute campus for the housekeeping job.
21. The contractor shall raise the payment bills for the service provided on monthly basis. While submitting the Bill, the Company will submit a **Certificate to the effect that all salaries for the month have been disbursed in full before 10th of every month and copies of challan of deposit of PF and ESIC with the concerned agencies for previous month. The staff should be provided with salary slip every month.**
22. 5% of the total tender cost will be the Security Deposit. Security deposit can be paid in form of Bank Guarantee/Fixed Deposit against this contract for the period. The security deposit will be released on successful completion of the work. No interest will be payable to the contractor on the security deposit.
23. The daily waste/garbage collected from the rooms/corridors of the Building and surrounding areas shall be taken away without any delay and disposed off suitably outside the periphery/campus on daily basis. The contractor shall make necessary arrangement in this regard.
24. In view of short supply of potable water in the campus being no exception, the Contractor/ Supervisor shall ensure that deliberate wastage of tap water, wastage of electricity and misuse of other facilities of IISER TVM, by the contractor personnel is strictly avoided.
25. The contractor’s personnel shall abide by the instructions of IISER TVM authorities. The Supervisor should maintain proper liaison with the officers/ authorities of IISER TVM. The supervisor should also be available in the Institute premises during the working hours and also as and when required during special occasions or as desired by IISER TVM Administration.
26. The Supervisor will periodically brief the personnel deployed for housekeeping/gardening at least once in a week to acquaint the personnel with day to day arrangements and change of instructions, procedures, etc, if any.
27. It is imperative that proper decorum is maintained by the persons attending various job in the Institute.
28. The contractor is advised to inspect all the buildings and premises of IISER TVM transit Campus which is to be covered under this contract so as to get a clear idea about the work involved. Any clarifications regarding the scope of work or any other information can be obtained from the office of Registrar during the hours from 10:30 to 17:00 Hrs on working days from Monday to Friday.
29. The offer of the tenderer should contain the following documents:

* Tender document duly signed and sealed by the tenderer.
* Earnest Money Deposit of Rs.84,000/-by Demand Draft/F.D/Bank Guarantee having validity of 60 days.
* The contractor shall have a minimum of 5 years previous experience in carrying out similar/such type of job.
* A complete list, indicating the addresses and telephone Nos. of the firms/offices/ organizations along with a copy of the work orders/contracts awarded for carrying out /carried out similar type of work should also be attached/furnished while submitting the tender.
* Current Income Tax Certificate.
* Documentary proofs showing the eligibility of the bidder.

1. Tenderer shall indicate the location of the Registered Office of the firm, name & address of Contact Person, telephone number etc.
2. The contractor/ Tenderer should attach the detailed information/list of existing clients/offices where similar housekeeping services are provided by the tenderer/contractor.
3. It will be obligatory on the part of the contractor to maintain the contract for a minimum duration of one year at the quoted rates. Any termination of the contract on the part of the contractor will make him liable to forfeiture of security deposit.
4. This contract shall be in force for a period of one year from the date of award of the work and shall be subject to the provision of early termination herein contained.
5. The IISER TVM Administration reserves the right of termination of the contract at any time, without giving any notice, in case Director, IISER TVM is of the opinion that there is wilful violation of Rules and Regulations of Central/State Laws or Contractor has committed any breach/violation of the terms and conditions of the contract, while fulfilling the housekeeping/gardening service aspects.
6. **Payment terms:** No advance payment will be made to the contractor under any circumstances. After every month of successful completion of work, the contractor shall raise the bill for that particular month (at the rate which has been quoted and accepted) . The bill will be verified and the deductions, if any, shall be effected from the bill in case any deficiency in the services is found. Further such payment will be made to the contractor after deducting the income tax and surcharge thereon as per the rules in force. Form 16 for such Tax Deducted at Source (TDS) will be issued to the contractor at the end of the financial year.
7. The IISER TVM Administration shall have the right and be entitled to withhold payment of contractor under this agreement in the event of any breach of the terms and conditions of the agreement by contractor. The opinion of the Director or his authorized representative in this regard shall be final. No interest will be allowed on payment withheld, when released.
8. Issue/sale of this tender document to a contractor does not make him automatically eligible for this tender. It is the responsibility of the contractor to prove his eligibility by submitting necessary documentary proofs along with the tender. A tender from ineligible contractor will be rejected.
9. An amount of Rs.84,000/- (Rupees Eighty Four Thousand only)by Demand Draft/F.D/Bank Guarantee having validity of 60 days is to be deposited as Earnest Money Deposit in favour of IISER TVM as interest free Deposit along with the Tender Form. This amount shall be refunded on completion of the tendering process.
10. **Clause of Liability/damages** : In the event of any damage or loss whatsoever caused to the IISER TVM property due to negligence OR connivance of its employees, the IISER TVM Administration shall be empowered to have the damage or loss repaired and or recover the amount so spent as well as that due from the imposition of penalties etc. under other various clauses of the tender from any money due to the contractor under this agreement or on account of any other work, executed for the IISER TVM by the contractor or from his security deposit or from monthly bill.
11. The contract may be renewed further, by the contractor on the same terms and conditions as are agreed between the IISER TVM and parties on the conclusion of the contract.
12. In the event of bid/tender quoted found acceptable, all the above mentioned terms and conditions would become mandatory and tenderer/bidder shall abide by all of them.
13. **The bidder shall give an undertaking to the effect that the firm/contractor agrees to abide by all the terms and conditions as stated in the Tender Document.**
14. IISER TVM reserves the right to accept the tender bid either in part or full or to reject any tender either in part or full without assigning any reasons thereto.
15. The contract can be terminated by giving one month notice in case the work is not found satisfactory. In case of any dispute the decision of the Director, IISER TVM will be final and within the legal jurisdiction of the Trivandrum.

-Sd-

**Deputy Registrar (Academics& Administration.)**

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER)**

**CET campus, ENGG.College P.O, Thiruvananthapuram -695016.**

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**ANNEXURE-III**

***LIST OF ACTS /PROVISIONS FOR FULL COMPLIANCE BY THE CONTRACTOR BIDDING FOR AWARD OF CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES IN IISER TVM .***

1. **PAYMENT OF WAGES BY CONTRACTORS TO THE PERSONS ENGAGED:**

The contractor shall comply with provisions of payment of Wages Act 1936 or any other statutory modification of re-enactment thereof or rules framed there under with regard to payment of wages to all persons employed by him under this agreement and shall indemnify the IISER TVM Administration or its servants, officers from and against any claim or prosecution/proceeding under the Act or any Regulation as against claim made by such employee or on his behalf bear any authority. Contractor should arrange weekly paid rest to the supervisor as per P.W Act 1936 by arranging separate rest giver for which no additional payment will be made by IISER TVM Administration.

1. **RESPONSIBILITY FOR COMPLAINCE WITH THE PROVISION OF EMPLOYMENT OF CHILDRENS ACT/PREVENTION OF CHILD LABOUR ACT**

The contractor(s) will at all times duly observe the provisions of Employment of Children

Act XXVI of 1938 and any re-enactment or modification of same and will not employ or permit any person to do any work for the purpose or under the provisions of this agreement in contravention of the provision the said Act. The contractor(s) hereby agree(s) to indemnify the IISER TVM Administration from and against all claims and penalties which by reason of any default on the part of the contractor(s) in the due observance and performance of the provisions of Employment of Children Act XXVI of 1938 or any re-enactment or modification of same.

1. **RESPONSIBILITY FOR COMPLIANCE WITH THE PROVISION OF UNTOUCHABILITY ACT:**

Neither the contractor nor any of his employee or agent, shall at any time during the continuance of this agreement practice untouchability in any form whatsoever in the course of or in any manner connected with the working of this agreement nor impose any disability whatsoever against any person on the ground of untouchability. The contractor and his employee and agent shall at all times during the continuance of this agreement fully comply with provisions of untouchability (offences) Act XXII of 1955 and any re-enactment or modification thereof for the time being in force and shall not do or permit anything to be done for the purposes or under the provisions of this agreement, which is in contravention of the provisions of the said Act. The contractor hereby agrees to indemnify the IISER TVM Administration from and against all sections, claims and penalties which may be suffered by the IISER TVM Administration or by any person employed by it, by reason of any fault on the part of the contractor, his servants and agents in thedue observance of 1955 Act XII or any re-enactment or modification thereof for the time being in force. In the event of failure of the contractor, his agents or servants at any time during the continuance of this agreement should duly observe and comply with provisions of this said act, or any re-enactment or modification thereof for the time being in force or in the event of failure on the part of the contractor, his agents or servants to duly observe and comply with provisions of this clause, the IISER TVM Administration without prejudice of its other rights and remedies whether under this agreement or by Law and without prejudice to any penalty to which the contractor, his agents or servants may be subject under the provisions of untouchability (offences) Act 1955 shall be entitled to terminate this agreement forthwith and without any notice to the contractor and the contractor shall not be entitled to claim any compensation or damages from the IISER TVM Administration on account of such termination.

1. **OBSERVANCE OF EMPLOYEES STATE INSURANCE ACT :**

The contractor shall observe all the provisions of the Employees State Insurance Act 1948 and the employees provident Fund Act 1925 duly amended from time to time and shall pay the contribution/subscription in accordance with the said act in respect of the employees with the said company engaged by it for the housekeeping services.

1. **COMPLIANCE OF LABOUR LAWS ETC :**

The contractor shall comply with all relevant statutes including contract labour (regulation and operation) Act and Rules, Workers Compensation Act, Payment of Wages Act and other Labour Laws.

1. **LIABILITY UNDER WORKMEN’S COMPENSATION ACT OR OTHERWISE:**

The contractor shall at all times indemnify the IISER TVM Administration against all claims which may be made under the Workmen’s Compensation Act 1923 or any statutory modification thereof or rules there under or otherwise for or in respect of any workmen, labours, servants, or any persons in the employment of the contractor’s and engaged in the performance of the business relating to the contract. The contractor shall at all times take all precaution against risk or accident to such workmen, labour or servant and against all costs and expenses incurred by the IISER TVM Administration in connection there with and without any other means of recovery, the IISER TVM Administration shall be entitled to deduct from any money due or to become due to the contractor whether under the agreement or by other agreement, all money paid or payable by the IISER TVM Administration by way of compensation aforesaid or for costs expenses in connection with any claim thereto, the contractors shall abide by the decision of the IISER TVM Administration as to the sum payable by the contractors under the provisions of this clause.

1. **PROHIBITION OF TRANSFER OF CONTRACT:**

The contractor shall not assign or transfer any interest or responsibility in whole or any part of contract in favour of any person or persons and same is prohibited and is liable to result in termination of the contract.

1. **INDEMNIFICATION FOR LOSS/DAMAGES ETC :**
2. In the event of any damage or loss whatsoever caused to the IISER TVM property due to negligence OR connivance of its employees, the IISER TVM Administration shall be empowered to have the damage or loss repaired and or recovered the amount so spent as well as that due from the imposition of penalties under other various clauses of the tender on account of any money due to the contractor under this agreement or on account of any other work, executed for the TISS by the contractor or from his security deposit or from monthly bill.
3. The contractor shall indemnify the IISER TVM Administration against any loss or damages to the property of IISER TVM Administration, any claim made by its employees against IISER TVM Administration due to any reason whatsoever arising out of any act of negligence on the part of the contractor or its servants. Necessary indemnity bond on a stamp paper of Rs.100/- (Rupees One Hundered only) shall have to be submitted by the contractor at the time of signing the contract.
4. **VERIFICATION OF ANTECEDENTS OF PERSONS EMPLOYED :**

The contractor shall not in any capacity employ persons of bad character or any person whose antecedents have not been investigated by the police authorities and shall issue an appointment certificate which shall contain a photograph of the employee specifying the employee’s name, address and the place at which employed with his/her left/right hand rolled thump impression affixed there on in printers ink. The expenses for such verification are to be borne by the contractors, the name, photograph and police verification certificate shall be submitted by the contractor to IISER TVM before operating the contract.

1. **PROHIBITION OF INTOXICATION WHILE ON DUTY :**

The contractor(s) or his/their supervisor and personnel shall not be in the drunken or intoxicated state while on duty by consuming alcoholic drinks/drugs etc. if any supervisor/personnel is found in drunken/intoxicated state he will be summarily discharged from service. Moreover the contract will also be liable for termination with penalty, on which the decision of IISER TVM Administration will be final.

1. **CONTRACTOR’S RESPONSIBILITY FOR NEGLIGENCE ETC OF HIS EMPLOYEES DEPLOYED :**

The contractor is solely responsible for all acts of commission/omission of the personnel deployed under this contract. The contractor shall be held responsible in the event of any theft of materials from IISER TVM campus or any damage caused to IISER TVM property during the tenure of this contract/ agreement due to negligence or connivance of its employees and the contractor shall reimburse to the IISER TVM administration for any loss suffered by IISER TVM during the contract period.

1. **SPECIAL CIRCUMSTANCES:**

In the event that the housekeeping arrangements made by contractor are not satisfactory or are inadequate, not withstanding any of the provisions referred to above, the Director, IISER TVM or his authorized representative in the event of urgency may entrust the work of housekeeping to any other firm/contractor, person/personnel without any intimation to the contractor and the contractor shall be liable for refund of such expenses incurred by the IISER TVM Administration in this regard. The decision of the Director, IISER TVM or his authorized representative as regards to the satisfactory or inadequate housekeeping arrangements will be final.

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| Description: A4 Size | भारतीयविज्ञानशिक्षाएवंअनुसंधानसंस्थान  (मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)  **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**  ***(An Autonomous Institution under MHRD, Government of India)***  **सी.ई.टी परिसर,तिरुवनंतपुरम** / CET Campus, Thiruvananthapuram-695016  Tel: 0471-2597459 Fax : 2597438 E-mail: registrar@iisertvm.ac.in |

**ANNEXURE-IV**

**TECHNICAL BID for Outsourcing of the Housekeeping of IISER TVM Campus:**

1. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Status of Contractor Including partners.
5. Copy of Income Tax clearance of last three assessment years (please attach).
6. Current list of clients where 10 or more personnel of the Contractor are working.
7. Name of Contractor's two largest clients, to whom Contractor provides similar services and average amount of monthly of bills to such clients.
8. Name and address of Contractor's bankers
9. ESI Reg. No. (attach a copy of the registration certificate/letter)
10. PF Registration No. (attach a copy of the PF Registration letter)
11. Income Tax Permanent A/c No.
12. S.T Registration No:
13. The bidder undertakes that the firm/contractor agrees to abide by all the terms and conditions as stated in the Tender Document.
14. Details of Bank Draft No. of cost of Tender:
15. Details of Bank Draft No. of EMD:

**Signature & Seal**

NOTE:-***To be put in a separate sealed cover/envelope super scribing “TECHNICAL BID” , Notice inviting tender No. and name of the bidder. All the required documents like experience certificate etc. are to be put in the same envelope. Financial bid of the technically qualified agency/firm only will be opened for further consideration. Copy of the work orders/experience certificate may be attached to prove the experience.***

|  |  |
| --- | --- |
| Description: A4 Size | भारतीयविज्ञानशिक्षाएवंअनुसंधानसंस्थान  (मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)  **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**  ***(An Autonomous Institution under MHRD, Government of India)***  **सी.ई.टी परिसर,तिरुवनंतपुरम** / CET Campus, Thiruvananthapuram-695016  Tel: 0471-2597459 Fax : 2597438 E-mail: registrar@iisertvm.ac.in |

**ANNEXURE-V**

**FINANCIAL BID FOR SERVICES for Outsourcing of the Housekeeping services of IISER TVM Campus:**

1. Tender date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUOTE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Monthly payment** | **Employers contribution to ESIC &PF** | **Total** |
| 1 | House cleaning staff ( Per person) |  |  |  |
| 2 | Office Boy ( per person) |  |  |  |
| 3 | Lady hostel supervisor ( per person) |  |  |  |
| 4 | Service Charge | @ ----------------------% of the total of the above. | | |

**For Sr. No: 2&3 Service tax as applicable will be extra**

The approximate number of persons required are :

1. House cleaning staff : 25
2. Office Boys : 6
3. Lady Hostel supervisors :6

Signature & Seal