



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GSTIN - 03AAAAI1781K2ZS

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CPPP/Institute Website

IISERM/Housekeeping & Horticulture Services/2023

Dated- 02-03- 2023

E-TENDER NOTICE

Online tenders under **TWO BID SYSTEM** are invited on behalf of the Director, IISER Mohali for Sanitation, Cleaning, Housekeeping and Horticulture services from reputed / registered agencies/contractors having experience in carrying out similar work with Central Govt. / State Govt./Autonomous bodies under Central/State Govt./Local authorities and holding valid License under the provision of Contract Labour (Regulation & Abolition) Act, 1970 for one year. The job specifications and scope of work are given in **Annexure-I, III & IV** of the tender documents. Only those agencies, who fulfills the criteria as laid down in bid format at **Annexure-II**, may apply and submit their rates as per **Technical and Financial Bid documents**.

The contractors shall make payment to workers, deployed by him as per Minimum Wages as notified by Ministry of Labour, Government of India from time to time. In addition to the wages, the contractor shall be liable to make payments of all the statutory benefits (viz. ESI, EPF, etc.) admissible to his workers as per the laws applicable. **MSME/NSIC bidders are exempted from payment of Tender Fee/EMD as per GOI notifications/GFR (2017). Bidders will also be required to execute bond/undertaking Bid Securing Declaration Form attached as ANNEXURE-VII for availing exemption to submit EMD.**

Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.

Critical Date Sections:-

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	02-03-2023	6:00pm
2.	Tender Document download start Date & Time	02-03-2023	6:00pm
3.	Bid Submission start Date & Time	02-03-2023	6:00pm
3.	Pre-Bid Meeting Venue: Meeting Room, Admin Building	13-03-2023	11:30 am
4.	Bid Submission End date and Time	22-03-2023	Up to 11:00am
5.	Tender opening Date and Time	23-03-2023	At 11.30 am

The online bids will be submitted in **TWO BID SYSTEM** (Technical and Financial) at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.iisermohali.ac.in. Tender fee in shape of Demand Draft of Rs 590/- (Non-refundable) and EMD of Rs. **5,00,000/-** (Rs. Five Lakh only) should be submitted by Demand Draft/FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali or through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790) However, scanned copy of the both Tender fee and EMD should be uploaded on website along with technical bid. The hard copy of the same in original to be send to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received before due date the bid will be summarily rejected.

The Original EMD and Tender Fee, Annexure-V and Annexure-VII (If exemption is availed) should be sent to:

The Registrar
Indian Institute of Science Education and Research, Mohali Sector 81, SAS Nagar,
Mohali, Punjab, India Pin: 140306

1.0 INSTRUCTION (s):

- 1.1 The bids shall be signed by the proprietor of the firm/agency or a person duly authorized on behalf of the agency. In case, any authorized person is signing the bids, the authorization letter with attested signature of the signatory should be submitted along with the bids. The bids page numbered and complete in all respects should be uploaded on the website at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Bid(s) received after the due date and the scheduled time, incomplete in any respect etc. will be rejected summarily. However, Director, IISER, Mohali reserves the right to accept or reject partly or fully or all the Tenders without assigning any reason thereof.
- 1.2 The bid shall remain valid for a period of minimum 3 months from the last date of submission of bid. It is mandatory to submit the properly filled in Annexure II to qualify for technical evaluation.
- 1.3 Bidders should quote the rates in the Price Bid format. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder duly stamped with date. No erasing or over-writings are permissible. Bidders are responsible for meeting all legal and statutory requirements. No onus lies with IISER Mohali.
- 1.4 All statutory duties and taxes i.e. GST and other may be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer will invoke the provisions & Annexure VII.
- 1.5 Relaxation of Norms/technical criteria for Startups and Micro & Small Enterprises will be as per provisions/rules of Government of India

- TERMS AND CONDITIONS -

2.0 PAYMENT: -

- 2.1 Payment will be released on monthly basis within 15 (Fifteen) working days from the date of receipt of bill complete in all respects and supported by the relevant documents such as Muster Roll, Proof of payment of wages, proof of submission of statutory liabilities like EPF, ESI, GST etc. and on certification by Administration of the Institute that the services provided during the month are satisfactory.
- 2.2 The Institute will deduct TDS as applicable on the total bill as per provision of Income Tax Act or any other applicable tax.

3.0 LIQUIDATED DAMAGES: -

- 3.1 IISER Mohali reserves the right for termination of the contract at any time by giving one month written notice, if the services are not found satisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by IISER Mohali from Security Deposit or pending bill or by raising a separate claim to the outgoing contractor.
- 3.2 Liquidated damages will be charged for non-supply of machines & delay/ non-supply of requisite materials @ **0.5 percent per week** (maximum of 10% of monthly rate quoted for the items).
- 3.3 Liquidated damages with respect to wages will be charged for delay in the payment of wages (as mentioned in point 9.3) @ Rs. 10000/- per day (including holidays & bank holidays)

4.0 DEDUCTIONS FOR EXCEPTIONS: -

- 4.1 The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by IISER Mohali in writing:

- 4.2 Not properly carrying out the jobs as defined for 'daily' - 2% (each exception) on 'monthly bill amount'.
- 4.3 Not properly carrying out the job as defined for 'weekly' - 3% (each exception) on 'monthly bill amount'.

5 PERFORMANCE GUARANTEE: -

- 5.1 The successful bidder shall furnish a performance guarantee for an amount equal to THREE percent of the annual awarded value, within 10 calendar days from the date of acceptance of the award of the contract for due and proper fulfillment of obligations of the contract.
- 5.2 The performance guarantee @3% of Contract value be provided by the successful bidder may be in the form of a bank guarantee from a Scheduled Bank (as per format given in **Annexure-VI**) which should be valid for 18 (Eighteen Months) from the date of award.
- 5.3 The bidder has to submit an undertaking as per **Annexure-V**.
- 5.4 The bids shall be evaluated as per Eligibility Criteria given in **Annexure -II**. It is mandatory to mention the page number of each document provided as mentioned in Annexure-II.

6 CONCILIATION/ ARBITRATION: -

- 6.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by the DIRECTOR, IISER MOHALI.
- 6.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the empanelled Sole Arbitrator of IISER MOHALI to be appointed by the DIRECTOR, IISER MOHALI.
- 6.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 6.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 6.5 The venue of the arbitration shall be MOHALI PUNJAB. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 6.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

7.0 FORCE MAJEURE: -

- 7.1 In the event of either party being rendered unable by Force Majeure to perform any obligation

required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

7.2 The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely IISER Mohali and the Contractor.

7.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, IISER MOHALI shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part.

7.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

8.0 APPLICABLE LAW AND JURISDICTION

8.1 All matters connected with this contract, shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of district Court SAS Nagar (Mohali), Punjab.

8.2 No alternative offer shall be considered.

8.3 IISER Mohali reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of IISER Mohali action.

8.4 IISER Mohali reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

8.5 The Contractor is required to enter into a contract agreement with IISER Mohali on the terms & conditions as detailed in the tender document within 15 days from the date of acceptance of award of the contract.

9.0 GENERAL TERMS & CONDITIONS :-

9.1 In case, the integrity, character and behavior of any of the contractor’s worker is found doubtful, he should be replaced immediately by the contractor on receiving instructions from any authorized Officer of IISER, Mohali.

9.2 It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets movable and immovable of the Institute while working in the office premises and if there is any loss to the Institute on account of dishonesty, connivance, negligence on the part of its workers and/or due to any cause, the contractor shall make good on demand the loss to the Institute. The contractor shall report promptly to the Institute any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the contractor.

9.3 The Contractor will be responsible to make the payments to the workers deployed by him on or before 7th of each month. If the same is violated by the Contractor, Liquidated Damages @ Rs. 10000/- per day (including holiday & bank holiday) shall be recovered from the wages bill. The contractor will also be responsible to comply with all legal provisions of relevant Acts in respect of payments and other statutory benefits of worker.

9.4 All documents including details of payment made by the contractor to the workers deployed by him shall be open for inspection by the Registrar, IISER, Mohali or any person authorized

by him. Payments to workers deployed by contractor shall be made directly in to the bank account of the contract labourers.

- 9.5 Any compensation of disengagement on account of death, disability of any workers engaged by the contractor at IISER Mohali even though such disability manifests after the termination of the contract, shall be contractor's exclusive liability.
- 9.6 The rates as quoted above would be applicable for entire period of the contract and the contractor will not make any claim for additional charges under any circumstances unless any revision made by the appropriate Government Authority in the wages and statutory benefits. If an additional demand for labourer made by authorized representative of the Institute through the Registrar during existence of the contract, the same shall be provided by the contractor and the amount for additional deployment will be paid to the contractor on pro-ratabasis.
- 9.7 The contract workers are the employees of the contractor and work under the supervision/control/ discipline of the contractor/his representative. Moreover, the workers engaged by the contractor do not have any vested right for any regular employment in the Institute.
- 9.8 The decision of the Director, IISER, Mohali, regarding any disputes whatsoever arising out of the contract will be final and binding on the contractor.
- 9.9 While submitting the tender, the contractor should attach experience certificates and also a list of addresses where his agency was/is working as contractor for the advertised work along with a copy of registration certificate as mentioned above.
- 9.10 Canvassing in connection with the tender is strictly prohibited and the tender submitted by the contractor who resorts to canvassing will be liable for rejection.
- 9.11 Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable for rejection.
- 9.12 The Director, IISER, Mohali, reserves the right to accept or reject any tender partly or fully without assigning any reason, whatsoever.
- 9.13 The contractor shall declare in writing if he is related to any of the officers/employees of the Institute with details of relationship thereof.
- 9.14 Agencies/Contractors must have a well-established Office/Branch Office at Tri-city of Chandigarh/Mohali/Panchkula so that the authorized person of the agency may be made available within a short notice during exigencies.
- 9.15 The Contractor would be responsible to settle grievance of the outsourced workers. The Contractor will ensure that grievances of workers are being redressed properly at his level. In case of any lapse in this regard, the workers may bring their grievances in the notice of higher authorities of the Institute through proper mechanism.
- 9.16 The Contractor will ensure that all the workers come to the Institute regularly.
- 9.17 The workers should wear uniform during the duty period. The contractor should provide the workers with shirts (2 sets), pants (2 sets), socks (2 sets), Shoes, Sweaters & Gloves. The sample of the above mentioned items shall be approved by the institute. **In case, the vendor fails to provide the complete uniforms to the workers, the penalty of Rs. 5000/- per worker may be deducted from the annual bill.**
- 9.18 The Contractor shall cover his workers under insurance for personal accident and / or death while performing the duty.
- 9.19 The Contractor shall issue identity cards / identification documents to all its workers which needs to be displayed at all times while performing the assigned duty. The worker of the Contractor shall be subject to detailed direction and control of the Contractor and in relation to manner and model of performance of duties, as agreed vide this agreement.

- 9.20**The contractor is duty bound to explain to all his workmen clearly, that they shall remain employees of the contractor and shall have no relationship with the Institute whatsoever. The contractor shall also explain to the workmen that they are being engaged on the condition that they shall not seek any benefits/claims from the Institute. The contractor shall also secure written undertakings from all the employees to this effect.
- 9.21**The contractor may be given option to engage workers in consultation with the Institute and if the Contractor wants to disengage some workers, same may be done in consultation with the Institute.
- 9.22**The Contractor should at all times indemnify Institute against all claims, damages or compensation under the provisions of payment of Wages Act, 1936, Minimum wages Act, 1948, Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act 1961; Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. The Institute will not own any responsibility.
- 9.23**The Contractor has to display all the relevant information (wages/ESI/EPF/Dispensary/Hospital etc.) for workers deployed in the Institute as required under the Law on important places as decided by the Institute.
- 9.24**Minimum number of outsourced workers shall be **95 workers (including supervisors)** for housekeeping and **25 for horticulture (including supervisors)**. If deployed manpower is less above, then the payment shall be deducted per person.
- 9.25**Contractor's workers shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of work.
- 9.26**Contractor should not engage the any worker above 60 years for deployment at IISER Mohali and required to be replaced if any, within the contract if attained the age of 60 years by any worker.
- 9.27**Additional manpower wherever required under the approval of the competent authority has to be provided on the wages as per minimum wages act applicable. The administrative charges of the contractor as mentioned in the quotation will be applicable.
- 9.28**The firm/company/agency participating in the Tender Process will be required to quote **Lump sum amount Per month basis.**
- 9.29****Experience of sanitation/ house-keeping:** Reputed / registered agencies/contractors having experience in carrying out similar work with Central Govt./ State Govt./Autonomous bodies under Central/State Govt./Local authorities and holding valid License under the provision of Contract Labour (Regulation & Abolition) Act, 1970. Certificates related to experience need to be attached (experience in different institutions for different years / experience in the same institutions for several years). Copies of the experience certificates for the completed service(s) should be attached. Copies of work orders will not be accepted.
- 9.30**After the commencement of the operation of the agreement, the delivery of monthly housekeeping material for a month should be made by the 20th of the previous month. Inspection of the monthly housekeeping material delivered by the company will be carried out by 27th of that month.
- 9.31**If any of the consumables listed in the tender or agreement are not supplied within the prescribed period, an amount spent on the procurement of such consumables by the institute will be deducted from the bill of the outsourcing company in addition to the liquidated damages charged.
- 9.32**The institute holds the right to deploy the workers and the supervisors in any of the working location/building within the institute as mentioned in the tender, as and

when necessary. The contractor should therefore obtain an undertaking from all the outsourced workers and supervisors that they should not object to the changes in deployment and perform the jobs as mentioned for that location/building in the tender. The undertakings from all the workers/supervisors in this regard should be collected and a copy of the undertakings should be submitted to the institute by the contractor before the commencement of the operation of the contract. The format of the undertaking is provided in Annexure (IX).

9.33 The contractor should submit at least two Job Satisfactory Completion Certificates valuing Rs. 1.00 Crore per annum per contract (out of which one should be in Central Govt./ State Govt./Autonomous bodies under Central/State Govt./Local authorities) from the past 5 years (2017-2021). In case the contractor has provided services to IISER Mohali in the last five Years (2017-2021) , one of the above Two certificates must be the latest job satisfactory certificate from IISER Mohali.

9.34 The contractor shall provide medical fitness certificate for all his workers working under his contract from the Government authorized registered doctor. All documents relating to compliance with Statutory and other provisions shall be available with the contractor at all times at the place of work for any inspection.

9.35 It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- Employment of Children Act
- Workmen Compensation Act
- Employment of Labour/Contract Labour Act
- Industrial Employment Act
- Contract Labour Regulation & Abolition Act.
- Minimum Wages Act
- Employee Provident Fund Act
- ESIC Act
- Equal remuneration Act
- Industrial Dispute Act
- Any other act or legislation or statutory norms imposed by Central and State Government, which may govern the nature of the contract.
- Leave as permissible by labour laws

9.36 The contractor shall provide salary slips to all employees every month with detailed information in respect of the wages paid by him to his employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made thereunder.

9.37 The Institute will have right to increase or decrease the number of manpower to be deployed at any time, as per requirement of the Institute.

9.38 The contractor will submit the Separate challans, ECR, Wage statement, ESIC, EPF etc. of each month which shall be verified by Account branch of the Institute.

JOB SPECIFICATIONS AND SCOPE OF WORK**A. AREA COVERAGE FOR HOUSEKEEPING SERVICES**

1. Online Bids are invited for the Sanitation, Cleaning, Housekeeping and Horticulture services at 4 Nos. of Hostels i.e. (5,6,7,8), Academic Block-I, Academic Block – II, Lecture Hall Complex, Animal House, Informatics Centre, Administrative Block, CAF, Health Centre, Shopping Complex, Community Centre, Visitors' Hostel, Engineering Building, Residential Blocks-MJ, ME, MI, MK (common areas) Main Gate, East Gate, Electric Sub Station, Pump House and Roads etc. Total coverage area is approx. 1.25 Lakhs sq. mtrs.

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 06:00 AM/7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. Continuous moping to be done at reception floor and other floors during office hours (9.00 AM to 5.30PM)
3. Thorough cleaning of all toilets using required detergent/Harpic by putting naphthalene balls in all urinals, wash basins and WC area will be inspected hourly basis by the supervisor.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead bird's animals, rats, and insects' etc. if found in and around the office building.
6. Removal of beehives and cobwebs/honey webs from the office building and its premises.
7. Cleaning and sweeping of open area including balconies and roof tops with brooms.
8. All the glass panels/ walls/ windows/ ducts/any type of pipes has to be cleaned by using telescopic rods for all the multistory buildings.
9. The bidder must employ adult and suitable unskilled/skilled manpower only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff as per instruction of Officer-in-charge/Higher Authorities with prior written intimation to IISER Mohali
10. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the IISER Mohali at the end of each month.
11. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by IISER Mohali.

JOBS TO BE CARRIED OUT DAILY

- 1 Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- 2 Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- 3 Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- 4 Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- 5 Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- 6 Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- 7 Cleaning of carpets by soft brush.
- 8 To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- 9 Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- 10 Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- 11 Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- 14 Cleaning of carpets in rooms by vacuum cleaners.
- 15 Cleaning of lift walls with silver/brass liquid cleaner.
- 16 Cleaning of sanitary ware with suitable cleaning material without damaging their shine, scrubbing and cleaning of floors in the suitable cleaning material and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- 17 Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- 18 Cleaning of brass letters by brass (polish), if any.
- 19 Housekeeping staff is expected to help in miscellaneous chores like shifting of materials (beds, chairs, mattress, study tables, mess tables etc) from one place to another etc.

HOUSEKEEPING SERVICES ELIGIBILITY CRITERIA

Sr. No.	Particulars	Required information	Page No.
1.	Name of the Tendering Manpower company/ Firm/ Agency/Contractor (attach self-attested copy of certificate)		
2	Name of the Director of Company/Active partner of Firm/ Authorized Agent/ Proprietor with Telephone Numbers		
3	Full Address of Registered Office		
3a	Telephone Number/Landline /Cell Phone		
3b	E-Mail Address		
4	Address of Office at Tri-city (Mohali/ Chandigarh/ Panchkula) with Contact Details or Attach undertaking on legal paper that Office will be opened in Tri-city within one month from receipt of Order.		
5	Type of Firm: Private Ltd, /Public Ltd., /Cooperative/NGO/PSU/Partnership firms/ Proprietorship (Please tick and enclose copy of Memorandum/Articles of Association/ Certificate of Incorporation)		
6	Solvency Certificate for Rs. 25 Lakh from the Banker of the Company / Firm / Agency / Contractor with full Address		
7	PAN / GIR No. (attach self-attested copy)		
8	G.S.T. Registration No. (attach self-attested copy)		
9	EPF Registration No. (attach self-attested copy)		
10	ESI Registration No. (attach self-attested copy)		
11	Average Annual Turnover for the last 3 years: (Should not be less than Rs 1.00 Crore/Attach CA Certificate/ IT Returns)	2019-20: Rs..... 2020-21: Rs..... 2021-22 Rs.....	
12	At least two Job Satisfactory Completion Certificates valuing Rs. 1.00 Crore per annum per contract (out of which one should be in Central Govt./ State Govt./Autonomous bodies under Central/State Govt./Local authorities) from the past 5 years (2018-2022). In case the contractor has provided services to IISER Mohali in the last five Years (2018-2022), one of the above Two certificates must be the latest job satisfactory certificate from IISER Mohali.		

13	Details of payment of Tender Fee of Rs. 590/- and Details of EMD of Rs.5.00 lakh		
14	Annexure V (Undertaking) Attached		
15	Copy of Tender Document attached with each page signed by the authorized representative and stamped		
	(Yes or No)		
16	Labour License Attached		
17	Annexure VIII (wage breakup) duly filled attached		

Signature of Authorized Person

Name of the Authorized Person with Seal

Sr. No. A**Detailed description of Hostel Buildings, Sports Complex and Hostel area in VH**

Sr. No 1	Hostel No.5 area - 51182.sq.ft	3 MALE + 5 FEMALE
Sr. No 2	Hostel No.6 area - 51182.sq.ft	3 MALE + 5 FEMALE
Sr. No 3	Hostel No.7 area - 51182.sq.ft	3 MALE + 5 FEMALE
Sr. No 4	Hostel No.8 area - 51182.sq.ft	3 MALE + 5 FEMALE
Sr. No 5	Area of Sports Complex- 8252.92.sq.ft	1 MALE

Details of works to be carried out at each of the Four Hostels and Hostel area in VH.**1. Daily Work:-**

1. Cleaning work done all days of a week by proportionately deploying the workers all the days duly allowing weekly off/holidays as per the rules/acts on the subject. No overtime allowances will be paid /reimbursed to the contractor on account of this.
2. Work to be started at 6.00 am for mess and ground floor; by 7:00 am for the rest of the hostel.
3. Every day all the following need to be cleaned as described below- rooms, toilets, mess, corridors, washbasins, reading hall, TV room, Gym, quadrangle, Canteen, music room, stair cases, roof top and area surrounding the hostels.

1.1 Cleaning of rooms:-

1. The balcony area of each room also to be cleaned in a similar way.
2. Wiping of windows.
3. Ventilator and door to be dusted.
4. Cleaning of students' room once in a week.

1.2 Cleaning of Washrooms: -

Each hostels have 48 washrooms. Each washroom has two shower stalls, two water closets and two washbasins. The washroom is to be cleaned three times in a day (7.00 am, 12.00 noon and 3.00pm).

1.2.1 Shower Stalls to be cleaned with approved cleaning agents (phenol, lizol, Vim bar and surf). The floor and wall have to be scrubbed clean.

1.2.2 Water closet to be cleaned with approved cleaning agents (Harpic and cleaner as per approved) using a toilet brush. Toilet seat of western type toilets to be cleaned with suitable detergent. Flushing system of toilets to be checked and to be cleaned. The floor to be mopped.

1.2.3 Urinals to be cleaned with approved cleaning agents (Harpic and cleaner as per approved). Naphthalene balls to be put in and refreshed regularly. Flush system to be checked and cleaned.

1.2.4 Washbasins to be cleaned by approved cleaning agents.

1.2.5 Mirrors to be cleaned by approved cleaning agents (Colin).

- a) Soap dispensers to be cleaned and refilled. Refills should be of approved soap.
- b) The floor of the common area of the Washrooms to be swept, mopped and cleaned using approved cleaning agents (phenol, lizol and cleaner).
- c) All walls to be dusted, cobwebs to be removed.
- d) Waste baskets to be emptied.
- e) All light fittings to be cleaned.
- f) Water heater to be dusted.
- g) Storage area to be cleaned.

- h) Ducts in the wash room to be cleaned.
- i) Air purifiers to be put in and regularly changed.
- j) Washrooms to be inspected on an hourly basis by the supervisor and cleaned more frequently if necessary.

1.3 Common Areas: -

- a) Common areas include corridors, common balconies, mess hall, canteen, gym, all roofs etc.
- b) Partitions to be dusted and wiped.
- c) Dusting of fire extinguisher.
- d) Removal of cobweb from all hostel areas like common area, mess hall, canteen, gym, all roof etc.
- e) Stair case to be cleaned with approved cleaning agents (lyzol, phenol, surf).
- f) Laundry area to be cleaned with approved cleaning agents (lyzol, phenol, surf). Mirrors to be cleaned with approved cleaning agents (Colin).
- g) Lift Area to be cleaned and dusted. Lift walls, floor to be cleaned with suitable cleaning agents. Lift glass to be cleaned with approved cleaning agents.
- h) Corridors and common balconies to be cleaned with approved cleaning agents (lizol, cleaner, surf).
- i) Reading halls, TV room, Gym, quadrangle, Canteen, music room, roof top- Floor, windows, ventilators etc. in these areas are to be cleaned with approved cleaning agents.
- j) Area of surrounding the hostels to be swept and cleaned.

1.4 Mess Area and Level 1:

- a) Mess to be cleaned thrice a day (6 am, 10.30 am and 2.45 pm). Mess area and surroundings to be inspected on a regular basis by the supervisor during meal service and cleaned more frequently if necessary.
- b) Mess floors to be cleaned with approved cleaning agents (lizol, cleaner, surf).
- c) Hand wash area floors to be cleaned with approved cleaning agents.
- d) Wash basins in the hand wash area to be cleaned.
- e) Mirrors to be cleaned.
- f) Area around the water coolers to be cleaned.
- g) Cobwebs to be removed, waste baskets to be emptied.
- h) Hostel offices to be cleaned and dusted with lizol, surf and water. Mirrors to be clean with colin.

1.5 Details of works to be carried out in Sports Complex

- a) Cleaning of 6 washrooms Twice a day
- b) Cleaning of 2 changing rooms, offices and stores, once in a day

1.6 Garbage collection

- a) Garbage to be collected from all floors of the hostel. Garbage should be segregated and disposed as per approved practice.

1.7 JOBS TO BE CARRIED OUT WEEKLY

- a) Cleaning of sanitary ware with suitable cleaning material without damaging their shine, scrubbing and cleaning of floors in the suitable cleaning material and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- b) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- c) Cleaning of brass letters by brass (polish), if any.

1.8 These jobs are to be performed at a frequency described below or as required by the wardens

- a) Cleaning of water coolers thrice in a week (Wednesday, Friday and Sunday).

- b) Washing mess floors thrice in a week (Wednesday, Friday and Sunday).
 - c) Washing of floors in reading room, music room, gym, terrace and corridors thrice in a week (Wednesday, Friday and Sunday).
 - d) Cleaning of fans on a monthly basis.
 - e) Sporadic cleaning: The wardens might require the staff to clean incidental spillage etc.
- These jobs will be done by the cleaning staff as required by the wardens.

1.9 Shifting and other miscellaneous jobs

- a) Housekeeping staff is expected to help in miscellaneous chores like shifting of materials (beds, chairs, mattress, study tables, mess tables etc) from one hostel to another etc.

2.0 Additional requirements

- a) Cleaning of blockage in sewer and pumping lines in and around the hostels as and when required.
- b) Removal of beehives etc. from the building and its premises

2.1 Details of works to be carried out in Sports Complex

- a) Cleaning of the Gallery (1200-seater) Once in Week.
- b) Cleaning of synthetic Courts.

Basketball - 2 nos- Once in the week

Volleyball - 2 nos- Once in the week

Lawn Tennis - 2 nos- Once in the week

Practice wall- 1 nos- Once in the week

2.2 To use soft brooms and washing with water only for the following work in Sports Complex Maintenance of Football/Cricket field (100m X 160m)- 1 Number

- a) Grass cutting and removal of weeds- As and when necessary.
- b) Irrigation- As and when necessary.
- c) Repair by moving small quantities of earth- As and when necessary.

2.3 JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- a) Polishing of brass items, if any with approved brass cleaning material.
- b) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- c) Dusting of false ceiling etc. with soft broom and cloth.
- d) Cleaning of sofa sets with soap water/ vacuum cleaners.
- e) Washing and cleaning of driveways, parking areas and roads within the office premises.
- f) Lift lobby and all toilets' floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

2.4 JOBS TO BE CARRIED OUT ON MONTHLY BASIS

- a) All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
- b) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

Deployment of Housekeeping Manpower in the Campus with detailed description of Building area

Sr. No	<u>Detailed Description of Building Area of AB1</u>									
	AB-1		172187.4 sq.ft							Number of Manpower 10
Sr. No	Floors	Wash room	Office	Lab	Class	Stairs	Study Room	Corridors	Gallery	Description of Work
1	Floor 1	4(Ladies & Gents)	16	15	2	4	-	3	4	1) Daily two times cleaning & dusting of each washroom. 2) Daily one time Office cleaning and dusting as per requirement of faculty. 3) Daily one time Labs cleaning and inside gallery as per requirement of faculty. 4) Daily two times cleaning of all corridors. 5) Daily one times cleaning of all lifts (4 No's of lift) of each floor. 6) Daily two times cleaning of all stairs for (4 No's of stairs) of each floor. 7) Daily two times cleaning and dusting classroom & study room. 8) Daily cleaning and dusting of window glass, doors, toilet doors ventilators, Civil and electrical, public health etc (inner side).
2	Floor 2	4(Ladies & Gents)	13	11	2	4	-	2	5	
3	Floor 3	4(Ladies & Gents)	13	16	2	4	-	2	5	
4	Floor 4	4(Ladies & Gents)	13	17	2	4	1	2	5	
5	Floor 5	4(Ladies & Gents)	13	18	2	4	1	2	5	
6	Roof Cleaning									15 th day in a month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
7	Outer side all stair area									3 rd day in week cleaning of outer side all stairs area of AB1
8	Window, glass of doors, outer side of building									Weekly cleaning of glass doors and windows, chajja, parapet etc.,(Equipment of labs as per required
9	Garbage collection									Daily two times of garbage collection from the building.
10	Two Lab near AB1									Daily cleaning& dusting of Dr. Gautam sheet lab & Dr Anant Lab and shed area etc
11	Outer side area of AB1									3 rd day in week cleaning of outer area such as parking, footpath, path area and surrounding area.
12	Dustbin Cleaning									Daily cleaning of all dustbins of building

Sr. No	<u>Detailed Description of Building Area of AB2</u>									
	AB-2		172187.4 sq.ft							Number of Manpower 10

Sr. No	Floors	Wash room	Office	Lab	Class	Stairs	Scholar Room	Corridors	Gallery	Description of Work
1	Floor 1	4(Ladies & Gents)	13	5	2	4	1	3	4	1) Daily two times cleaning & dusting of each washroom. 2) Daily one time Office cleaning and dusting. 3) Daily one time Labs cleaning and inside gallery. 4) Daily two times cleaning of all corridors. 5) Daily two times cleaning of all lifts (4 No's of lift) of each floors. 6) Daily two times cleaning of all stairs for (4 No's of stairs) of each floors. 7) Daily two times cleaning and dusting classroom & study room.
2	Floor 2	5(Ladies & Gents)	12	9	2	4	1	2	5	
3	Floor 3	5(Ladies & Gents)	12	11	-	4	1	2	5	
4	Floor 4	4(Ladies & Gents)	12	11	-	4	1	2	5	
5	Floor 5	4(Ladies & Gents)	12	14	2	5	1	2	5	
6	Roof Cleaning									15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work.
7	Outer side all stair area									3 rd day in week cleaning of outer side all stairs area of AB2
8	Window, glass of doors, outer side of building									Weekly cleaning of glass doors and windows, water cooler, (Equipment of labs as per requirement of faculty) etc.
9	Collection of waste material									Daily collection of waste material such as wrappers, polythene, paper, scrap items etc surrounding area of building
10	Solvent room									Daily cleaning of surrounding area and solvent room
11	Garbage collection									Daily two times collection of Garbage from building.
12	Dustbin cleaning									Daily cleaning of all dustbins of building.

Sr. No	<u>Detailed Description of Building Area of Informatics Centre</u>									
8.	Informatics Centre					97191.3 sq.ft				Number of Manpower 6
Sr. No	Floors	Wash Room	Server Room	AC Plant Room	Computer Labs	Office	Digital Room/ Smart room	Corridors+ gallery/stairs	Book shelves	Description of work

1	Floor 1(Data Centre & Server room)	7	2	2	-	1	-	2(Corridors) 5(Gallery) 2 (Stairs)	-	1) Daily two times cleaning & dusting of all floors. 2) Daily cleaning of washroom two times in a day. 3) Daily cleaning of all offices. 4) Daily two times cleaning of ground floor. 5) Daily cleaning of Prof. Shantnu Lab, Data Centre Computer labs.
2	Floor 2(Computer center)	5	-	2	2	9	1	1(Corridor) 2 (Gallery) 1(Stairs)	-	6) Daily dusting of book shelves. 7) Daily cleaning & dusting of 2 nd floors computer labs.
3	Floor 3	16	-	2		2	9	3(Corridor) 1(Gallery) 2(Stairs)	6	8) Daily dusting of chairs and tables of all floors. 9) Cleaning of all panel room and AC plant.
4	Floor 4		-	2				3(Corridor) 2(Stairs)	6	10) Daily cleaning of Glass doors partitions and windows.
5	Floor 5		-	2				4 (Corridor) 2 (Stairs)	8	11) Daily cleaning of ground floor book counter area.
6	Floor 6		-	2				2(Corridors) 2(Stairs)	6	
7	Floor 7		-	2						19 Notice Board
8	Floor 8	-							2	Cleaning of curve table and book shelves.
9	Roof cleaning									15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
10	Outer area									3 rd day in week cleaning of all

		surrounding area of building.
11	Extra cleaning work	Daily cleaning of cobwebs, dusting of entrance glass doors, glass partitions Daily cleaning of all library lifts(5 no's lifts)
12	Sitting sofa set	Daily cleaning and dusting of sofa sitting.
13	Dustbin Cleaning	Daily cleaning of all dustbins of building
14	Cleaning of terrace garden	Daily cleaning of outer terrace garden in 2 nd floor of library.
15	Cleaning of Store	Cleaning of computer centre store weekly.
16	Cleaning of Table & Chairs	Daily cleaning and dusting of table and chairs of all floors

Sr. No	<u>Detailed Description of Building Area of Administrative Block</u>									
	Administrative Block				45727.9 sq.ft					Number of Manpower 3
Sr. No	Floors	Wash room	Office	Director Office	Meeting Hall	Registrar Office	Pantry room	Driver Room	Corridors	Description of Work
1	Floor 1	2	9	-	-	1	2	1	1	1) Daily two times cleaning of washroom. 2) Daily two times cleaning of all floor (3 No's). 3) Daily cleaning of all glass doors, glass partitions of offices. 4) Daily cleaning of dustbins of all floors. 5) Daily two times dusting tables, chairs, sofa sets , security post, all pots and steel railings of stairs. 6) Daily one time cleaning of all offices, account section, store. 7) Daily one time cleaning of Registrar office and Meeting room. 8) Daily cleaning of Director office and meeting room.
2	Floor 2	2	8	1			2		1	9) Daily two times cleaning of driver's room & pantry rooms. 10) Daily dusting & cleaning

3	Floor3	2			1		2		1	of meeting rooms in 3 rd floor.
4	Roof Cleaning									15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
5	Cleaning of parking area									Daily cleaning of outer parking area of admin
6	Collection of Garbage									Daily collecting all garbage from the floors

Detailed Description of Building Area of Lecture Hall

Sr. No 10.	Lecture Hall								59493.8 sq.ft	Number of Manpower 3
Sr. No	Floors	Wash room	Class	E-Class room	Auditorium	Offices	AC Plant room/ Panel room	Canteen	Descriptions of work	
1	Ground Floor	6	6	1	1	2	2	1	1) Daily two times cleaning of floors. 2) Daily two times cleaning of corridors of lecture hall. 3) Daily cleaning and dusting of chairs and table of class room. 4) Daily cleaning of auditorium and stage area. 5) Daily cleaning of lifts of lecture hall.	
2	Ist Floor									
3	Roof cleaning	3 no's								15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
4	Corridors cleaning	2 no's corridors on ground floor 2 no's corridors on Ist floor								Daily two times cleaning of all corridors of floors.
5	Sofa set cleaning	4 no's								Daily two times cleaning of sofa sitting area.
6	VIPs room	1 no's								Daily cleaning of VIPs room
7	Stairs cleaning	2								Daily cleaning of all Stairs
8	Outer Area								3 rd day in week cleaning of outer area and back side of lecture hall	
9	Collection of waste material								Daily collection of waste material such as wrappers, polythene, paper etc surrounding area of building.	
10	Special Cleaning work								Special cleaning work on Annual fest, Convocation, Meetings, Insomnia etc.as per requirement of IISER	
11	Outer sitting area								Daily two times cleaning of outer sitting area of lecture hall.	

Sr. No	<u>Detailed Description of Building Area of CAF</u>					
	CAF Building		20437.9 sq.ft			Number of Manpower 1
Sr. No	Floors	Wash room	Offices	Lab	Stairs	Description of work
1	Floor 1	2	4	7	1	1) Daily two times cleaning of washroom 2) Daily two times cleaning of all floors 3) Daily two times cleaning of all Labs and office 4) Daily dusting of lab equipment's as per requires
2	Ist Floor	2	2	6		
3	Outer Area					Daily cleaning of surrounding area of CAF
4	Dustbin Cleaning					Daily dustbin cleaning of all floors
5	Roof Cleaning					Weekly cleaning of roof, cobwebs, electrical fittings, Public health, Civil items, Fire items and any type of work outer area.

Sr. No	<u>Detailed Description of Building Area of Health Center</u>						
	Health center		23654.4 sq.ft				Number of Manpower 1
Sr. no	Floors	Was hroom	Office +wash room	Ward rooms	Corridors	Stairs	Description of work
1	Ground floor	1	5	4	1	1	1) Daily two times cleaning of washroom. 2) Daily two times cleaning of main entrance and reception counter of health center. 3) Daily two times cleaning of ward rooms. 4) Daily cleaning of two times corridor of ground and Ist floor. 5) Daily Three times cleaning of doctor's rooms. 6) Daily cleaning and dusting of glass doors and windows. 7) Daily cleaning of dustbins of health center
2	Ist floor	1	5	4	1	1	
3	Roof Cleaning					15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.	
4	Outer area cleaning					Daily cleaning of outer side area.	
5	Garbage collection					Daily collected the garbage of health center	

Sr. No	<u>Detailed Description of Building Area of Community center</u>									
	Community Center			22154.84 sq.ft						Number of Manpower 1
Sr. No	Floor	Wash room	Badminton Court	Kitchen	Yoga room	Creche Room	Panel Room	Gates	Rooms	Description of work
1	Floor 1	10	1	1	1	4	1	8		1) Daily cleaning of Creche children room. 2) Daily cleaning and dusting of internal community center. 3) Daily cleaning and dusting of Hall, Stage, courts. 4) Daily cleaning of big kitchen and store. 5) Daily one time cleaning of all washrooms. 6) Daily two times cleaning of creche washrooms
2	Floor 2								2	
3	Roof cleaning									15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
4	Outer side area									Daily cleaning of outer side area & collected the waste wrappers, polythene, waste materials.
5	Stairs 3 nos									Daily cleaning of stairs

Sr. No	<u>Detailed Description of Building Area of Shopping complex</u>			
	Shopping Complex	13000 sq. ft.		Manpower deployed for Community Center has to clean the Shopping Complex
Sr. No	Floors	Shops	Corridors	Description of work
1	Ground Floor & open parking area		Open corridor area	Daily Cleaning of floors, and parking area, front area of restaurant and surrounding area of shopping complex.
2	Shops	5		Monthly two times, restaurant cleaning
3	Roof cleaning			10 th day in month cleaning of roof, cobwebs, electrical fittings, Public health, Civil items, Fire items and any type of work outer area.

Sr. No	<u>Detail Description of Building Area of Substations and Pump House and Iwd</u>	
	Substation & Pump House	Description of work
1	Substations 6 no's, 66 kv substation, and Pump Houses (4 no's)	Cleaning of substation and pump house as per direction of higher authority.

Sr. No.	<u>Detailed Description of Building Area of IWD (Engineering Building) substation and Pump House</u>							
16	Engineering Building	11189.1 sq.ft			Number of Manpower 2 Manpower deployed for engineering building has to clean the Substation and Pump House			
Sr. No	Floors	Wash room	Office	Pantry	Conference room	Basement stairs	Stairs	Description of work
1	Floor 1 & Floor 2	2	7	1	1	1	2	1) Daily two times cleaning of washroom of IWD. 2) Daily one time cleaning of all Offices ground floor and Ist floor 3) Daily cleaning of pantry room. 4) Daily cleaning of Iwd store. 5) Twice in month cleaning of Iwd basement and clear the seepage water. 6) Cleaning the drinking water area 7) Cleaning of dustbins
2	Roof cleaning							15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.

Sr. No	<u>Detailed Description of Building Area of Director's Camp Office cum Residence</u>	
17	Director's office cum residence	Number of Manpower 1
Sr. No	Description of Work	
1	Director's office cum residence	Cleaning

Sr. No	<u>Detailed Description of Building Area of Residential Blocks MJ & ME</u>				
No 18	ME & MJ	108947 sq.ft			1 for ME and 1 for MJ= 2 Manpower
Sr.No	Floors	Stairs	Dustbin Room	Washroom	Worked
1	Floor 1	2	7	-	1) Daily one times cleaning of all floors of building. 2) Daily one times dusting of stairs, notice board, letter boxes of buildings. 3) Daily collected the garbage from the garbage room and dumped the garbage in dustbin back side of building. 4) Daily Cleaning the washroom of building and parking of all building. 5) Daily Cleaning the garbage room of all building. 6) Daily one time cleaning of stairs of MJ Block 7) Daily cleaning of new and old children park 8) Daily cleaning ME, MJ, MK, MI of all basement and stilt area, paved parking area
2	Floor 2				
3	Floor 3				
4	Floor 4				
5	Floor 5				
6	Floor 6				
7	Roof Cleaning				15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.

Sr.No	Floors	Stairs	Dust bin Room	Washroom	Worked
1	Floor 1	2	7	-	1) Daily one times cleaning of all floors of building. 2) Daily one times dusting of stairs, notice board, letterboxes of buildings. 3) Daily collected the garbage from the garbage room and dumped the garbage in dustbin back side of building. 4) Daily Cleaning the washroom of building and parking of all building. 5) Daily Cleaning the garbage room of all building. 6) Daily one time cleaning of stairs of MJ Block 7) Daily cleaning of new and old children park 8) Daily cleaning ME, MJ, MK, MI of all basement and stilt area, paved parking area
2	Floor 2				
3	Floor 3				
4	Floor 4				
5	Floor 5				
6	Floor 6				
7	Roof Cleaning				15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.

Sr. No	<u>Detailed Description of Building Area of Residential Block MK</u>				
	MK Block	48550 sq.ft	Number of Manpower 1		
Sr. no	Floors	Stairs	Dustbin Room	Washroom	Worked
1	Floor 1	2	7	1	1) Daily one times cleaning of all floors of building. 2) Daily one times dusting of stairs, notice 3) Daily collected the garbage from the garbage room and dumped the garbage in dustbin back side of building. 4) Daily Cleaning the washroom of building and parking of all building. 5) Daily Cleaning the garbage room of all building. 6) Daily two times cleaning of washroom. 7) Daily one time cleaning of stairs of Mk Block
2	Floor 2				
3	Floor 3				
4	Floor 4				
5	Floor 5				
6	Floor 6				
7	Floor 7				
8	Roof cleaning				Weekly cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
9	Outer area				Daily cleaning of outer stilt area, paved area, and outer parking area
10	Garbage collection				Daily collecting the garbage of all floors from garbage rooms.

11	Roof Cleaning	15 th day in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area.
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Sr.No 20	<u>Detailed Description of Building Area of Residential MI Blocks</u>				
	MI Block	35960 sq.ft			Number of Manpower 1
Sr.No	Floors	Stairs	Dustbin Room	Washroom	Description of Work
1	Floor 1	2s	7	-	1) Daily one times cleaning of all floors of building. 2) Daily one times dusting of stairs, notice board, letter boxes of buildings. 3) Daily collected the garbage from the garbage room and dumped the garbage in dustbin back side of building. 4) Daily Cleaning the washroom of building and parking of all building. 5) Daily Cleaning the garbage room of all building. 6) Daily one time cleaning of stairs of MJ Block 7) Daily cleaning of new and old children park 8) Daily cleaning ME, MJ, MK, MI of all basement and stilt area, paved parking area
2	Floor 2				
3	Floor 3				
4	Floor 4				
5	Floor 5				
6	Floor 6				
7	Roof Cleaning				15 th day in month cleaning of roof, cobwebs, electrical fittings, Public health, Civil items, Fire items and any type of work outer area.

Sr. No 21	<u>Detailed Description of Building Area of Animal House</u>							
	Animal House	26351 sq. ft		Number of Manpower 2				
Sr. No	Floors	Wash room	Labs	Office	Stair	Lift	Ac Plant	Description of Work
1	Floor 1	3	8	2	2	2	1	Daily two times cleaning of Washroom Daily cleaning and dusting of Labs, office.
2	Floor 2	3	16		2	2		Daily cleaning of all lifts of floors. Daily cleaning of Covid-19 lab Daily cleaning of Lifts
3	Floor 3	2	6+6 (Covid lab)	2 (Covid lab)	2	2		
4	Outer area							Daily cleaning of outer surrounding area
5	Roof Cleaning							15 th day in month cleaning of roof, cobwebs, electrical fittings, Public health, Civil items, Fire items and any type of work outer area.
6	Garbage collection							Daily collected the garbage in the building.

Sr. No	Detailed Description of Building Area of Visitor Hostel										
	Visitor's Hostel			97573 sq.ft			Number of Manpower 8				
Sr. No	Floor s	Wash room	Office	Reception	Dining Hall	Meeting room	Party hall	Driver room	Gallery	Rooms +Wash Rooms	Description of work
1	Floor 1	4	1	1	2	1	1	1	3	38	Daily two times cleaning of ground floor reception area
2	Floor 2										Daily cleaning of guest rooms as

3	Floor 3										per requirement of Visitor hostel authority/ Office-In-Charge. Cleaning and dusting of conferencing rooms as per requirement. Daily two times cleaning of wash rooms. Daily collecting the garbage from all floors and dumped in back side of building. Daily one times cleaning of gallery Cleaning of dining halls and kitchen as per requirement of Visitor hostel authority. 9)Rooms cleaning weekly two times cleaning.	
4	Floor 4	-	-	-	-	-	-	-	1			
5	Floor 5	-	-	-	-	-	-	-	1			
6	Floor 6	-	-	-	-	-	-	-	1			
7	Floor 7	-	-	-	-	-	-	-	1			
8	Floor 8	-	-	-	-	-	-	-	1			
9	Roof cleaning											Twice in month cleaning of roof, cobwebs, electrical fittings, public health, Civil items, Fire items and any type of work outer area
12	Dusting											Daily dusting of railings of all floors, doors, window glass.
13	Stairs 2 nos										Daily cleaning of stairs	
14	Garbage collection										Daily collected the garbage from all floors of building.	

Sr. No 23	Detailed Description of Main gate & East Gate & Roads						
	Main gate & East gate				Manpower 0.5 + 3.5 NO'S = 4		
Sr. No	Floors	Offices	Pantry	Washroom	Check post	Stairs	Description of work
1	Ground floor	2	1	2	2	1	Daily two times cleaning of washrooms.
2	Ist Floor	1					Daily two times cleaning of all main gate ASO office and main gate office
3	Outer area						Daily two times cleaning of main gate outer side road and inner side road of main gate.
4	Gate cleaning						Daily cleaning and dusting of main

		gate, glass window and doors.
5	All campus road, Substation no'4 Cleaning of A.E.E office's, Housekeeping office and store, CPWD Office as per Direction of office In charge.	ROAD: APPROXIMATE 3.5 KM AREA AND FOOTPATH AREA Manpower 3 ½ no's Daily cleaning and dusting and remove the grass weeds, and wastage materials for drainage chamber and approximate 3.5 km of road, footpath, daily dustbin clean, surrounding area and all campus etc as per direction of office in charge

Sr. No 24	<u>Detailed Description of Sanitization of Buildings and miscellaneous tasks</u>	
	Sanitization of Buildings and miscellaneous tasks in campus	Manpower 02 no's as per Direction of Office in charge/Higher Authority

Sr. No 25	<u>Detailed Description of Supervisors</u>	
	Supervisors 3 Male and 1 Female	<p>Supervisors skilled 04 number</p> <p>01) One male Supervisor for daily attendance of staff in campus, maintained of the daily deployed manpower in different locations, Supervision for AB1-AB2, Lecture Hall, library etc and duties may be changed as per directions of officer-In-charge.</p> <p>02) One male Supervisor for Residential areas, admin building, sanitization of all building as per schedule and as per directions of Officer- In- charge</p> <p>03) One male Supervisor for campus roads, Shopping complex, Office work, and any type of office work done under the office-in-charge.</p> <p>04) One female Supervisor for female toilets in campus and concerns membersof the female problems and Office work.</p> <p>Note:-The manpower and skilled supervisors can be shifted any time and schedule of working can be changed from timings in morning to evening and vice versa as per requirement of Officer-In-Charge.</p>

	HORTICULTURE		Manpower 24+1skilled Nos
	Mali's	For all campus	Deployed of manpower for Horticulture work as per directions of the Officer-In-Charge/ Higher Authority, One male supervisor skilled Note: There are 24 nos Unskilled (one unskilled male/female may/will be deployed for miscellaneous work) + 1 skilled. Relievers may be deployed to compete shortage in attendance on any working day.

1. **For Unskilled & Skilled workers, Minimum Wages have to be paid as per the Central Government Labour Act and Rules on monthly wages basis. Initially contract will be awarded for three months, if any defect is found in the services of housekeeping/ machinery / cleaning material issue / billing problem automatically Housekeeping and Horticulture contract will be terminated without notice.** If any clarification in respect of technical and financial bid required by the bidder then he can approach the Institute before quoting the rates. Contractor/Agencies will follow the rules & wages as per Central Government labour Act. The contractor will submit the Separate challans, ECR, Wage statement, ESIC, EPF etc. of each month which shall be verified by Account branch of the Institute. Any issue related to housekeeping/horticulture will also be taken care by the Higher authority. If IISER authority is not satisfied with the bill raised and work done by the contractor then IISER authority shall forfeit the performance security and contract will be terminated. The Contractor shall ensure the payment of wages to all the deployed manpower within first seven days of the month in their respective bank account.

Valid Holidays:

Republic day

Guru Ravidas Birth day

Mahashivratri

Holi

Buddha Purnima

Independence Day

Janmashtami

Mahatma Gandhi B'day

Valmiki Jayanti

Dussehra

Diwali

Guru Nanak B'day

Christmas

(Karva Chauth 2-hour relaxation only for ladies, Lohri & Bhai Dooj Rakhi 2 hour's relaxation).

2. The number and category of housekeeping manpower may decrease or increase as per requirements of the Institute, upon directives from the Higher Authority. Contractor will raise the bill as per actual unskilled/skilled manpower each month for IISER Campus. The officer-in-charge/authorized person will verify whether the manpower and whether work is satisfactory or not. Separate challans for manpower provided to IISER Mohali, ECR, Salary statement, ESIC, EPF etc. and deduction payment in the bill, mentioning name and identification of all the persons deployed for housekeeping should be submitted and shall be verified by Account branch/ Assistant Registrar as per applicable rules for Principal employer before releasing of payment. Any issue related to housekeeping/horticulture will also be taken care by the Assistant Registrar/Authorized Officer nominated by the Higher Authority. The contractor will give the detail and raise the bill for each deployed manpower as per requirement given by IISER and under the labour act/rule. If IISER authority is not satisfied with the bill raised by the contractor then IISER authority can forfeit the security deposit and contract will be terminated. The Contractor shall ensure the payment of wages to all the deployed manpower within seven days in their respective bank account.
3. The service of employees of contractor should be made available as per Institute requirements. In the

following area cleaning will be done seven days per week such as VH (visitor hostel), hostels and Director Residence office. At other places, cleaning will be generally done on all working days. However, the contractor will provide cleaning services even on Sunday on special occasions as per instruction of the office-in-charge/ higher authority as per requirement. It would be sole responsibility of the contractor to ensure proper weekly day-off to all staff deployed at IISER campus without compromising the work and cleaning needs of the Institute. To ensure the same, contractor must provide reliever/ alternate holidays for workers as per the Central Government Labour Act /rules.

- The contractor is required to post his authorized representative/manager (Payment for extra representative/manager will not be entertained/claimed in the bill) at the site of the work who shall receive the instructions from the officer in-charge/ higher authority from time to time. All such instructions received by the authorized representative/manager on behalf of the contractor shall be deemed to have been received by the contractor within the scope of this work order.

And any communication gap what so ever between the contracting agency and its authorized representative/manager will not be entertained at any level, and it will be the sole responsibility of contracting agency.

Sr. No. B Housekeeping Machinery

Below are the details of minimum No's of housekeeping machines to be deployed in IISER Campus and Contractor will provide housekeeping machines in working conditions/new machinery as per requirement such as auto scrubber - 04 no's, single disc -02 no's, jet pressure -02, backpack vacuum pressure -02, telescopic rod -01 and include all materials, scrubbers, spares, repair etc and chemicals for machines for campus work and as per directions of Officer- In-charge/ Higher authority.

(Make: Sealed AIR-Taski/COMAC/Eureka Forbes/equivalent)

Sr. No. B Housekeeping Machinery

S. No	Equipment	Quantity	Specifications
1	Single Disc Scrubber balanced and polishing purpose	2	Working Width – Minimum 430mm. Motor – Minimum 1100 Watt, Transmission – Direct Drive, Tank – Minimum 10 Ltrs.
2	Telescopic rod as per standard	1	Height up to 40-45 feet.
3	Backpack Vacuum Cleaner	2	Rated power – Minimum 1000-1500 W, Airflow – Minimum 32 Ltrs/sec, Suction – Minimum 21 Kpa, Dust bag Capacity – Minimum 6-8 Ltr. Weight – 4-6 kg Note: Should have all accessories like Belt with accessories holder, Service nozzle, round brush, Combi Floor/ Carpet Nozzle, upholstery tool etc.
4	Battery/Electrical operated walk behind Scrubber Drier and choice of electric operated depending upon the officer-in-charge/higher authority	4	Scrubbing Width – 500-550 mm, Squeege Width-750-800 mm, Brush Type – Disc Brush, No. of Tank separate fresh water and dirty water- 2, Recovery Tank – 55-65 litres, Fresh water tank – 50-60 litres, battery type – Gel type SMF, Charge Type – High Frequency, Charger Make- Sirius or Sukam
5	High pressure jet cleaner machines	1	Pressure 150-180 bar. Rpm 2800, water flow 600-700 litre/ hr, power 2.9-3.5 kw, detergent tank 4-6 litre.. Note: Machine should be supplied with complete accessories like drain opening/ cleaning kit, lance, gun, rotary nozzle, pressure hose etc.
6	Mini Floor Scrubber	1	Make : Roots, Model : W44P/W34P/W34N, Scrubbing width : 315 or more, Power : 600W, Brush speed : 650 rpm

HOUSEKEEPING MATERIAL REQUIRED FOR EVERY FOUR MONTH FOR IISER CAMPUS					
S. No.	DESCRIPTION OF MATERIAL	No	REQUIREMENTS PROVIDED BY DEAN STUDENTS AFFAIRS	ALL CAMPUS EXCLUDING HOSTELS AND SPORTS COMPLEX	Total Qty
1	Wiper heavy duty(large) with pipe (national, unique) 20"hd	Per pieces	60 pieces	40 pieces	100 pieces
2	Wiper with small (National, unique)	Per pieces	-----	10 pieces	10 pieces
3	Small glass Wiper	Per pieces	-----	10 pieces	10 pieces
4	Toilet Brush Double Sided	Per pieces	60 pieces	40 pieces	100 pieces
5	Dry Mop with stick	Standard/good quality	06	15 pieces	21 pieces
6	Wet Mop with stick	Standard/good quality	-----	15 pieces	15 pieces
7	Super (Dust Picker)	Per pieces	30 pieces	40 pieces	70 pieces
8	Bucket (15 litre)	Per pieces	60 pieces	40 pieces	100 pieces
9	Jug	Per pieces	60 pieces	40 pieces	100 pieces
10	Cobweb brush with sticks	Medium Size	40 pieces	10 pieces	50 pieces

11	Water Pipe		40 Feet	-----	40 feet
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Sr. No. C : Housekeeping Material

MONTHLY HOUSEKEEPING STOCK MATERIAL DETAIL LIST						
S. No.	Description of Material	Unit	Make	Requirements provided by dean students affairs	All campus excluding hostel, sports complex and 5 floor of visitor hostel for 56 manpower	Total Quantity
1	Phenyl (white)	Litre	Gainda	70 ltr	110 ltr	180 ltr
2	Phenyl (Black)	Litre	Gainda	30 ltr	10 ltr	40 ltr
3	Surf	Per kg	Nirma	30kg	20 kg	50 kg
4	Odonil (Airfresher)	50 g per pieces	Dabur	--	110	110 pieces
5	Broom Soft	Per pieces	Suraj or equivalent brand(Not less than 3.5 feet long and weight not less than 300 g)	30	30	60 pieces
6	Broom Hard	Per pieces	Suraj brand/equivalent brand	12	30	42 pieces
7	Face mask	250 per pieces	Standard/good quality	include	include	250 pieces
8	Scotch Brite (Scrub Pad) 7cmX10cm or 7.5cmX10cm	Per pieces	Scotch Brite	60 pieces	50 pieces	110 pieces
9	Room freshener (air wick/equivalent)	Per bottle	Godrej	-----	10 pieces	10 pieces
10	Brasso	500 ml per pieces	Reckitt Benckiser	-----	1 bottle	1 bottle
11	Lizol	500 ml	Reckitt Benckiser	60	70	130 pieces
12	Napthalene Ball	kg	Flora	7kg	5kg	12 kg
13	Urinal cubes A1	12 pieces per pack	Dabur Sanifresh	40 pack	40 pack	80 pack
14	Hand Wash Liquid Soap Savlon, dettol	Per each litre	Reckitt Benckiser	40 litre	45 ltr	85 ltr

15	Hand Gloves	150 pieces per pack	Safe Hand	included	included	150 pieces
16	Harpic	500ml	Reckitt Benckiser	110 pieces	80 pieces	190 pieces
17	Floor Cleaner	litre	Teepole, B-300 Reckitt Benckiser	40 litre	30 litre	70 litres
18	Steel Scrubber	Per pieces	Scotch Brite	50 pieces	30 pieces	80 pieces
19	Tissue Roll	Per roll (Double ply 45 m)	Soft touch	----	200 pieces	200 pieces
20	Colin	500 ml bottle	Reckitt Benckiser	30 bottles	40 bottles	70 bottles 35000 ml
21	Dry Mop refill	Per pieces	Standard/ good quality and compatible with mop supplied	8 pieces	15 pieces	23 pieces
22	Wet mop Refill	Per pieces	Standard/good quality and compatible with mop supplied	10 pieces	25 pieces	35 pieces
23	Black Panni (biodegradable)	Small size (approx 17"X19"), Medium size (approx 19"X21"), Big size (approx 24"X32")	Good quality	----	Small size (60 pcs), Medium size (10 pcs), Big size (60 pcs)	Small size (60 pcs), Medium size (10 pcs), Big size (60 pcs)
24	Duster Full Size	Per pieces	Good quality	60 pieces	75 pieces	135 pieces
25	Pocha Big size	Per pieces 36*36	Good quality	50 pieces	60 pieces	110 pieces
26	Vim Bar	Per pieces 130 g	Vim	60 pieces	45 pieces	105 pieces
27	Compound broom stick only	-----	-----	8	8	16 pieces

This is minimum requirement; however, agency should access and estimate actual requirement and additional cleaning material requirement which may be required to provide desired housekeeping services at the time of bidding for the tender. Contractor shall include requirement of extra cleaning material for conference for each month (two/ three for up to 500 people) in the Institute. Contractor cannot claim extrapayment for cleaning material for special cleaning requirement. The contractor shall stock the cleaning material for 30 days in advance in the store. The Higher Authority will impose fine

if any shortage of cleaning material found in IISER campus or inferior quality or brand other than those specified in the tender document for the cleaning material. After procurement of the cleaning material, the contractor has to show the cleaning material as per instruction of higher authority/ Officer in-charge/committee.

Note: The committee shall verify the quantities and quality of cleaning material for each month. The contractor shall be liable to show all the procured cleaning material every month as given in above list for minimum material. The committee should be satisfied with the available/procured monthly stock. If any point of time, it was found that material is less or unsatisfactory than the minimum monthly required quantities, than committee (AR Store, Dean Students, Officer In charge) shall recommend to make suitable deduction from the bill.

Sr. No D Waste Disposal Material for IISER Campus: (Briefly explained below and see the details terms & conditions of the tender documents.)

The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of bio-degradable and non-biodegradable garbage of the IISER Campus which includes functions and conferences. Finally, the Contractor will arrange for disposal of garbage at such a place as may be permitted by the Municipal Corporation Mohali on daily basis. Dustbins should be empty and cleaned on daily basis including Sundays. Contractor shall have his own transportation for the Waste disposal at the permissible locations as specified by the Municipal Corporation Mohali. The contractor will be following the Govt. rules for waste disposal. The Contractor may seek clarification about the waste disposal of IISER Mohali Campus. The Contractor cannot claim the extra payment for it after the awarding the contract. The contractor needs to follow all Govt. rules and Labour Act applicable in this respect. **The person managing the garbage is required to be paid a minimum Rs. 25000/ by the contractor.**

PRICE BID

Sr. No	Category	Lump sum Monthly Amount
A	<p>(i) For Housekeeping of buildings at IISER Mohali, as per the details mentioned in Annexure III (page 13 to 28) entailing building area, manpower required and details work including horticulture. (Please refer to Annexure VIII while calculating)</p> <p>(ii) Service/Administrative charges over point (i) Mentioned above (No minus service charges shall be considered)</p>	
	Total of A	
B	Housekeeping machinery and equipment as per Sr. No. B (page 29)	
C	Housekeeping material as per Sr. No. C (page 29 to 32)	To be quoted in BoQ/ Financial Bid
D	Waste disposal	To be quoted in BoQ/ Financial Bid
	Total A+B+C+D	To be quoted in BoQ/ Financial Bid
	GST	To be quoted in BoQ/ Financial Bid
	Grand Total	To be quoted in BoQ/ Financial Bid

Note 1. :- The Institute reserves the right to call the detailed breakup of the price quoted. If the bidder not provided the break up for each above category of the list, then the bidder will be automatically disqualified.

Note 2. :- The Contractor/Bidder should note that the rates quoted should be viable. In case Contractor/Bidder fails to justify the viability of quoted rates, their bid shall stand Rejected.

(ON A STAMP PAPER OF Rs. 100/-)

UNDERTAKING

1. I/We _____ (Name) _____ Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not Black listed/Debarred/Suspended by any Government Department or an autonomous body for last three years.
2. I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
3. I/We _____ (Name) _____ Contractor/Partner /Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies is / are not involved in any Police Case and have never been punished by any Court of Law.
4. I will obtain valid license from the respective competent authority of the State, and comply with the statutory conditions.
5. I agree to the deduction of Income Tax at source @2% on gross amount of the bill per month or at any modified rate notified under Income Tax Act by the Govt. of India, from time to time
6. I agree to provide separate documentary evidence about the remittance of ESI, EPF etc. in respect of workers deployed by me at IISER, Mohali.
7. GST will be initially paid by me and got reimbursed by submitting the proof of remittance every month. I agree to provide separate receipt of GST deposited by me in respect of payments received from IISER, Mohali in the following month.
8. The rates quoted by me are valid an binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other organization in India. I/we will not make any claim for additional charges under any circumstances unless any revision made by the appropriate Government Authority in the wages and statutory benefits.
9. I/We give the rights to IISER Mohali to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
10. I/We hereby undertake to provide the housekeeping services as per the provisions in the tender document/contract agreement.
11. I/We abide by the provision of Minimum Wages Act, Contract Labour Act and other statutory provision like EPF, ESI, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable form time to time. All the cleaning personnel provided for housekeeping services shall be paid Minimum wages as per Government of India/Central Labour Commissioner, EPF, ESI and all statutory recovery & remittance shall be taken care by me/us.
12. I/We shall provide trained sanitation/housekeeping/horticulture staff. No worker less than 18 years of age will be deployed by me.
13. I/We do hereby undertake that neat and clean environment in IISER Mohali shall be ensured by our Agency. Our sanitation/Housekeeping/ Horticulture Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs.25 Lakhs (Rupees Twenty-Five Lakhs in words). The insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

Signatures of authorized signatory

Name _____

Designation _____

Seal:

Proforma for Performance Security

Ref. No. _____ Bank Guarantee No _____
Dated _____

To,
The Registrar,
Indian Institute of Science Education and Research Mohali
Sector, 81, Knowledge City, SAS Nagar, Mohali Punjab 140306

Dear Sirs,

1. In consideration of **Indian Institute of Science Education and Research Mohali**, _____ (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (Hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and IISER MOHALI having agreed that the Contractor shall furnish to IISER MOHALI a performance guarantee for Indian Rupees.for the faithful performance of the entire contract.
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (Hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs./- _____ (in figures) [Indian Rupees/- (in words) _____] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by IISER MOHALI on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by IISER MOHALI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that IISER MOHALI at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that IISER MOHALI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that IISER MOHALI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in IISER MOHALI against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of IISER MOHALI or any

indulgence by IISER MOHALI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of IISER MOHALI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till IISER MOHALI discharges this guarantee in writing, whichever is later.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of IISER MOHALI or that of the Contractor.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ [Indian Rupees/- (in words)

_____] and our guarantee shall remain in force until-----
months from the date of award of the contract). In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of IISER MOHALI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of IISER MOHALI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....
day of 20..... at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name and official
address (in legible letters)

WITNESS NO.2

(Signature)
Full name and official
address (in legible letters)

Bid Security Declaration Form

Date: _____ E-Tender No. _____ E-Tender ID _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

- 1) PLEASE FILL AND FOLLOW MINIMUM WAGES AS PER LABOUR ACT.
- 2) UNSKILLED AND SKILLED MINIMUM CENTRAL GOVT WAGES FOR CATEGORY B AS PER LABOUR ACT MAY PLEASE BE SUBMITTED IN THE BELOW FORMAT
- 3) SKILLED SUPERVISOR -4 HOUSEKEEPING +1 HORTICULTURE MINIMUM WAGES AS PER LABOUR ACT.

Format for Price Break applicable to Area 'B' city				
Sr. No	Description	Percentage	Rates Unskilled	Rates Skilled
1	Minimum Wages Per month (26 Days)	Basic + VDA	11362 + 4108=15470	15054 + 5434 =20488
2	ESI Contribution Per Month (Maximum Ceiling of Rs.21,000/-)	3.25%	502.78	665.86
3	EPF Contribution Per Month (Maximum Ceiling of Rs.15,000/-)	13%	1950.00	1,950.00
4	Welfare Charges		20.00	20.00
Rates to be Quoted by Vendor (Not to be quoted in Technical Bid)				
			For Unskilled	For Skilled
5	Service/Administrative Charges (on wages i.e. basic + VDA)			
6	Total Per Month Per Person	-	-	-
7	Total Per Month for 91 Unskilled and 04 Skilled respectively (For Housekeeping) Total Per Month for 24 Unskilled and 01 Skilled respectively (For Horticulture)			
8	Charges for Providing Housekeeping Machine as per page 29			
9	Amount for Housekeeping Material required every four Months as per page 29 to 32			
10	Amount for Housekeeping Material required on Monthly basis as per page 31 to 32			
11	Minimum Rates for garbage collection 25000/-			
	Grand Total			
A) Non- Submission of the price break up in the above format may lead to rejection.				
B) In case of any calculation error, the correct calculation as per the figures quoted by the vendor will be taken for evaluation				

As of the current publishing tender date the minimum wage (basic) applicable to Area 'B' city as notified by the Ministry of Labour & Employment, Govt of India is as follows:

ANNEXURE-IX

ਵਾਅਦਾ / ਕਚਨ / Undertaking

ਮੈਂ ਇਸ ਤੱਥ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਆਈ ਆਈ ਏਸ ਈ ਆਰ ਮੋਹਾਲੀ ਵਿੱਚ ਮੇਰੀ ਕੰਮ ਕਰਣ ਵਾਲੀ ਥਾਂ, ਜੋ ਕਿ ਆਊਟਸੋਰਸਿੰਗ ਕੰਪਨੀ ਦੁਆਰਾ ਸੰਸਥਾ ਦੇ ਕਿਸੇ ਵੀ ਸਥਾਨ ਤੇ/ਕਿਸੇ ਵੀ ਇਮਾਰਤ ਵਿੱਚ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਲਈ ਨਿਯਤ ਕੀਤੀ ਜਾਵੇਗੀ, ਕਿਸੇ ਵੀ ਸਮੇਂ ਸੰਸਥਾ (IISERM) ਦੀ ਲੋੜ ਦੇ ਆਧਾਰ ਤੇ ਸੰਸਥਾ (IISERM) ਦੁਆਰਾ ਮੇਰੀ ਕਿਸੇ ਵੀ ਤਰਜੀਹ ਨੂੰ ਵਿਚਾਰੇ ਬਿਨਾਂ ਬਦਲੀ ਜਾ ਸਕਦੀ ਹੈ।

ਮੈਂ, ਇਸ ਦੁਆਰਾ, ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਮੈਂ ਇੰਸਟੀਚਿਊਟ (IISERM) ਦੁਆਰਾ ਮੇਰੇ ਕੰਮ ਕਰਨ ਵਾਲੀ ਥਾਂ ਦੀ ਤੈਨਾਤੀ ਵਿੱਚ ਕਿਸੇ ਵੀ ਤਬਦੀਲੀ ਦਾ ਸਨਮਾਨ ਕਰਾਂਗਾ/ਕਰਾਂਗੀ ਅਤੇ ਟੈਂਡਰ ਵਿੱਚ ਉਸ ਸਥਾਨ/ਇਮਾਰਤ ਲਈ ਦਰਸਾਏ ਗਏ ਕੰਮਾਂ ਨੂੰ ਤਸੱਲੀਬਖਸ਼ ਢੰਗ ਨਾਲ ਕਰਾਂਗਾ/ਕਰਾਂਗੀ।

ਜੇਕਰ ਸੇਵਾ ਇਕਰਾਰਨਾਮੇ ਦੀ ਅਵਧੀ ਦੌਰਾਨ ਮੇਰੇ ਕੰਮ ਦੀ ਥਾਂ ਬਦਲਣ ਤੇ ਮੇਰੇ ਵੱਲੋਂ ਇਨਕਾਰ ਕਰਣ ਕਰਕੇ ਕੰਮ ਪ੍ਰਭਾਵਿਤ ਹੁੰਦਾ ਹੈ ਜਾਂ ਮੇਰੇ ਵੱਲੋਂ ਕੰਮ ਵਿੱਚ ਕਿਸੇ ਵੀ ਤਰਾਂ ਦਾ ਵਿਘਨ ਪਾਇਆ ਜਾਂਦਾ ਹੈ, ਤਾਂ ਆਊਟਸੋਰਸਿੰਗ ਏਜੰਸੀ ਇਸ ਆਧਾਰ ਤੇ ਸੰਸਥਾ ਵਿੱਚ ਮੇਰੀਆਂ ਸੇਵਾਵਾਂ ਨੂੰ ਬੰਦ ਕਰਨ ਲਈ ਸੁਤੰਤਰ ਹੋਵੇਗੀ।

ਮੈਂ ਇਸ ਤਥਯੇ ਤੋਂ ਅਵਗਤ ਹੁੰਦਾ ਹਾਂ ਕਿ ਮੇਰਾ ਕਾਰਜਸਥਲ ਆਈਆਈਏਸਏਆਰ ਮੋਹਾਲੀ ਮੈਂ ਜੈਸਾ ਕਿ ਆਊਟਸੋਰਸਿੰਗ ਕੰਪਨੀ ਦੁਆਰਾ ਸੰਸਥਾਨ ਦੇ ਕਿਸੀ ਭੀ ਸਥਾਨ / ਸੰਸਥਾਨ ਦੇ ਕਿਸੀ ਭੀ ਭਵਨ ਮੈਂ ਪਰਿਸਰ ਦੇ ਭੀਤਰ ਸੇਵਾਏ ਪ੍ਰਦਾਨ ਕਰਨੇ ਕਾ ਨਿਰਧਿਯ ਲਿਯਾ ਗਯਾ ਹੈ, ਸੰਸਥਾਨ ਕੀ ਆਕਸ਼ਯਕਤਾ ਕੇ ਆਧਾਰ ਪਰ ਸੰਸਥਾਨ (IISERM) ਦੁਆਰਾ ਮੇਰੀ ਕਿਸੀ ਭੀ ਕਰੀਯਤਾ ਪਰ ਵਿਚਾਰ ਕੀਏ ਬਿਨਾ ਕਿਸੀ ਭੀ ਸਮਯ ਬਦਲਾ ਜਾ ਸਕਤਾ ਹੈ। ਮੈਂ, ਏਤਦੁਆਰਾ ਘੋਸ਼ਣਾ ਕਰਤਾ ਹੁੰਦਾ ਹਾਂ ਕਿ ਮੈਂ ਸੰਸਥਾਨ (ਆਈਆਈਏਸਏਆਰਏਮ) ਦੁਆਰਾ ਅਪਨੇ ਕਾਰਜਸਥਲ ਕੀ ਤੈਨਾਤੀ ਮੈਂ ਕਿਸੀ ਭੀ ਬਦਲਾਕ ਕਾ ਸਮਮਾਨ ਕਰੁੰਗਾ ਔਰ ਨਿਕਿਦਾ ਮੈਂ ਉਸ ਸਥਾਨ/ਭਵਨ ਕੇ ਲੀਏ ਉਲਿਲਿਖਿਤ ਕਾਰਯੋਂ ਕੋ ਸੰਤੋਸ਼ਜਨਕ ਢੰਗ ਸੇ ਪੂਰਾ ਕਰੁੰਗਾ। ਯਦਿ ਸੇਵਾ ਅਨੁਬੰਧ ਕੀ ਅਕਥਿ ਕੇ ਦੌਰਾਨ ਮੇਰੇ ਕਾਰਜਸਥਲ ਕੇ ਪਰਿਕਰਨ ਕੇ ਕਾਰਣ ਮੇਰੇ ਦੁਆਰਾ ਕਾਰਯ ਬਾਥਿਤ/ਪ੍ਰਭਾਕਿਤ ਹੋਤਾ ਹੈ, ਤੋ ਆਊਟਸੋਰਸਿੰਗ ਏਜੰਸੀ ਇਸ ਆਧਾਰ ਪਰ ਸੰਸਥਾਨ ਮੈਂ ਮੇਰੀ ਸੇਵਾਔ ਕੋ ਬੰਦ ਕਰਨੇ ਕੇ ਲੀਏ ਸੁਕਰੰਤਰ ਹੋਗੀ।

I am aware of the fact that my working place in IISER Mohali (IISERM), as decided by the outsourcing company to render services within the premises at any location/in any Building of the Institute (IISERM), can be changed by the Institute (IISERM) at any time depending upon the requirement of the Institute (IISERM) without considering any preference of mine.

I, hereby, declare that I will respect any change in the deployment of my working place by the Institute (IISERM) and would satisfactorily perform the jobs as mentioned for that location/building in the tender.

If work is interrupted/affected by me due to change of my work place during the currency of service contract, the Outsourcing Agency shall be at liberty to discontinue my services in the Institute on this ground.

ਆਊਟਸੋਰਸ ਸਟਾਫ ਦਾ ਨਾਮ ਅਤੇ ਦਸਤਖਤ

ਆਊਟਸੋਰਸ ਸਟਾਫ ਕਾ ਨਾਮ ਔਰ ਹਸਤਾਖਰ

Name & signature of outsourced staff