



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, पं० ओ० मनोली, एस० ए० एस० नगर, मोहाली, पंजाब 140306

## INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, 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 (1054)18/19Pur/Services

Dated- 06<sup>th</sup> September 2018

### **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. The job specifications and scope of work are given in **Annexure-1** of the tender documents. Only those agencies, who fulfills the criteria as laid down in bid format at **Annexure-2**, 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.

### **Critical Date Sections:-**

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	06 <sup>th</sup> September 2018	6:00pm
2.	Tender Document download start Date & Time	06 <sup>th</sup> September 2018	6:00pm
3.	Bid Submission start Date & Time	06 <sup>th</sup> September 2018	6:00pm
4.	Bid Submission End date and Time	04 <sup>th</sup> October 2018	Upto 11:00am
5.	Tender opening Date and Time	05 <sup>th</sup> October 2018	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](http://www.iisermohali.ac.in). Tender fee in shape of Demand Draft of Rs 590/- (Non-refundable) and EMD of Rs. 7,00,000/- should be submitted by Demand Draft /FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali. 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 should be sent to:**

Assistant Registrar (S&P)  
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, 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 EMD shall be forfeited:
  - 1.2 (a) If the bidder withdraws his bid during the period of bid validity.
  - 1.2 (b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
- 1.3 The EMD of successful bidder shall be returned after making up of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
- 1.4 The bid shall remain valid for a period of minimum 3 months from the date of receipt of the bid.
- 1.5 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.
- 1.6 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 shall render forfeiture of the EMD
- 1.7 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 10 (Ten) 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, 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 contractor will be liable for the deduction of TDS @ 2% on the total bill as Income Tax as per provision of the Income Tax Act, or at the rates as made applicable from time to time.

### **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.

### **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 ten (10) 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 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

5.3 The performance guarantee @10% 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-6**) which should be valid for 18 (Eighteen Months) from the date of award.

5.4 The bidder has to submit an undertaking as per **Annexure-3**.

5.5 The bids shall be evaluated as per Technical and Financial Evaluation Criteria given in **Annexure -4 and Annexure-5**

## **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 canceling 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 Indian Courts at 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 OTHER CONDITIONS :-**

- 9.1 In case, the integrity, character and behaviour 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. He will also be responsible to comply with all legal provisions of relevant Acts in respect of payments and other statutory benefits.

- 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-rata basis.
- 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.

–sd/-  
(Mukesh Kumar)  
Assistant Registrar (P&S)

**ANNEXURE – 1**

**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, Administrative Block, CAF, Health Centre, Shopping Complex, Community Centre, Visitor's 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. Clearing of any choking's in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. All the glass panels/ walls/ windows/ ducts/any type of pipes has to be cleaned by using telescopic rods for all the multistory buildings.
10. 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
11. 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.
12. 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.

### **C. JOBS TO BE CARRIED OUT DAILY**

- i) 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.
- ii) 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.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- v) 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.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vii) Cleaning of carpets by soft brush.
- viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.
- x) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xiv) Cleaning of carpets in rooms by vacuum cleaners.
- xv) Cleaning of lift walls with silver/brass liquid cleaner.
- xvi) 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 moppper/scrubbing machine to be used at least once in a week.
- xvii) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.

- xviii) Cleaning of brass letters by brasso (polish), if any.
- xix) 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.

## **D. 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. Each hostel has eight levels. There are 24 rooms in level 1, 32 rooms in 2<sup>nd</sup> and 3<sup>rd</sup> levels, 34 in 4<sup>th</sup> level and 36 rooms per level in 5<sup>th</sup> to 8<sup>th</sup> levels. Therefore, there are 266 rooms per hostel.
2. Cleaning of rooms includes sweeping, emptying of waste baskets, mopping and dusting.
3. Floor to be mopped using approved cleaning agents (phenol, Lizol, surf and water).
4. The balcony area of each room also to be cleaned in a similar way.
5. Wiping of windows.
6. Ventilator and door to be dusted.

### **1.2 Cleaning of Washrooms:-**

Each hostels has 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 has 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, lyzol 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 leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- c) Cleaning of brass letters by brasso (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.

**HOUSEKEEPING SERVICES – PRE-QUALIFICATION BID****1. THE COMPANY**

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_c) Address of Office at Tri-city (Mohali/Chandigarh/Panchkula)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) Contact Person's

i) Name &amp; Design. \_\_\_\_\_

ii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iii) Email ID \_\_\_\_\_

**2. 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)**3. PAN/GIR No. :** \_\_\_\_\_  
(Please enclose attested photocopy)**4. TIN No. :** \_\_\_\_\_  
(Please enclose attested photocopy)**5. GST No.:** \_\_\_\_\_  
(Please enclose attested photocopy)**6. EPF Registration No.** \_\_\_\_\_  
(Please enclose attested photocopy)**7. ESI Registration No.** \_\_\_\_\_  
(Please enclose attested photocopy)**8. Annual Turnover for the last 3 years:**  
(Should not be less than Rs 1.10 Crore)

2015-16 \_\_\_\_\_

2016-17-----

2017-18 \_\_\_\_\_

(Please enclose copies of attested audited Balance Sheet and P& L A/c)  
\_\_\_\_\_ enclosed (please specify)**11. Earnest Money Details**

:

D.D. No. \_\_\_\_\_ Date \_\_\_\_\_

Drawn on \_\_\_\_\_

Signature of Authorized Person

Name of the Authorized Person with Seal

(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 will obtain valid license from the respective competent authority of the State, and comply with the statutory conditions.
4. 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
5. I agree to provide separate documentary evidence about the remittance of ESI, EPF etc. in respect of workers deployed by me at IISER, Mohali.
6. 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.
7. The rates quoted by me are valid and 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.
8. 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.
9. I/We hereby undertake to provide the housekeeping services as per the provisions in the tender document/contract agreement.
10. 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 from 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.
11. I/We shall provide trained sanitation/housekeeping/horticulture staff. No worker less than 18 years of age will be deployed by me.
12. 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 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:

## TECHNICAL EVALUATION

### EVALUATION CRITERIA (SEGREGATED TYPE)

1. The Client shall follow Two Bid systems, where the technical bid and financial bid shall be evaluated separately.
2. The tendering evaluation shall be done with 70% weightage to the Technical evaluation and 30% weightage to the financial evaluation.

2.1 The technical bid evaluation shall be done based on the following criteria:

2.2 During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:-

#### **(i) Number of years in Operation**

**Max. 16 Marks**

- |                               |          |
|-------------------------------|----------|
| (a) Less than 5 years         | 04 Marks |
| (b) 5 and less than 10 years  | 08 Marks |
| (c) 10 and less than 15 years | 12 Marks |
| (d) 15 years and above        | 16 Marks |

#### **(ii) Turnover (Last financial year 2017-18)**

**Max. 16 Marks**

- |                               |          |
|-------------------------------|----------|
| (a) Less than 5 crore         | 04 marks |
| (b) 5 and less than 10 crore  | 08 Marks |
| (c) 10 and less than 15 crore | 12 Marks |
| (d) 15 crore and above        | 16 Marks |

#### **(iii) Number of Manpower on roll (EPF Enrolled Manpower only)**

**Max. 16 Marks**

- |                             |          |
|-----------------------------|----------|
| (a) Less than 500           | 04 Marks |
| (b) 500 and less than 1000  | 08 Marks |
| (c) 1000 and less than 2000 | 12 Marks |
| (d) 2000 and above          | 16 Marks |

#### **(iv) Quality-related Certifications**

**Max. 16 Marks**

- |                      |          |
|----------------------|----------|
| (a) ISO 9001:2015    | 04 Marks |
| (b) ISO 14001:2015   | 04 Marks |
| (c) SA 8000          | 04 Marks |
| (d) OHSAS 18001:2007 | 04 Marks |

**(v) 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. Experience of work that is in progress (not completed), will NOT be taken into consideration.

**Number of years in experience****Max. 16 Marks**

- |                              |          |
|------------------------------|----------|
| (a) 03 and less than 07 year | 05 Marks |
| (b) 07 and less than-10 year | 10 Marks |
| (c) 10 year and above        | 16 Marks |

**(vi) Presentation****Max. 20 Marks****1. Statutory compliances****Max. 07 Marks**

- |                                                             |          |
|-------------------------------------------------------------|----------|
| a) Contract Labour Act → All registers and Updated formats. | 04 Marks |
| b) Minimum Wages Act → Applicable wage details.             | 01 Mark  |
| c) ESIC Act → TIC, Challan, UAN & ECR.                      | 01 Mark  |
| d) EPF Act → Forms/Challan, UAN & ECR, Salary Statement.    | 01 Mark  |

**2. Standard Operating Procedures****Max. 08 Marks**

- |                                                                                                                                                                                                                                                                                                    |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| a) Samples of uniform, shoes, ID Card, checklist for the washrooms areas, corridor, labs, offices and all campus cleaning need to be submitted by the bidder.                                                                                                                                      | 03 marks |
| b) Cleaning Process → How to start and end cleaning                                                                                                                                                                                                                                                | 01 mark  |
| c) Monitoring Process → Supervisory role/checklists                                                                                                                                                                                                                                                | 01 mark  |
| d) Waste Management → How to collect wet/dry/sanitary/medical wastes and all disposals, Conference/Function to permissible location by MC on daily basis, and include Sunday (two times as per the requirement of the officer-in-charge). Contractor is responsible for all campus waste disposal. | 03 marks |

**3. Human Resources Policy****Max 5 Marks**

- |                                                                                                                                                                                                                     |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| a. Staff recruitment → Selection and documentation processes like credentials/medical fitness, job cards, appointment letters, ESI TIC, EPF UAN, police verification etc. are the responsibility of the contractor. | 01 Mark |
| b. Salary disbursement → Mode of payment/timing/separate salary slips etc.                                                                                                                                          | 01 Mark |
| c. Awareness Session → On benefit of ESIC/EPF & Staff Welfare Policies.                                                                                                                                             | 01 Mark |
| d. Reward reorganization → Policy on how to identify & facilitate the out-performers for better operations.                                                                                                         | 01 Mark |
| e. Quality and Hygiene Policy → Skill training and hygiene factors.                                                                                                                                                 | 01 Mark |

A Bidder should mandatorily secure a minimum of 70% marks (i.e. 70 marks out of total 100 marks in the Technical Evaluation) in order to technically qualify for the subsequent opening of the financial bids.

- 3.1 The total marks obtained by a Bidder in the technical bid shall be allocated 70% of technical weightage, and the financial bids shall be allocated 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

*If a Bidder secures 80 marks out of 100 marks in the technical evaluation, his technical evaluation value shall be: 56 i.e. {80 x 70%}*

## FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

1. The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.
2. The Bidder with the lowest quote (L1) shall be assigned full 30 marks (i.e. 30% x 100), and his total scores of the bid shall be as per Illustration 2 below:

### Illustration 2

*If the Bidder at Illustration 1 is L1 Bidder and quoted Rs.100/- for being L1, then his total value shall be 86 i.e. (56 Technical Value + 30 Financial Value).*

3. The financial scores of the other bidders (i.e. L2, L3... and so on) shall be computed as under and as explained at Illustration 3 below:

$$30 \times \text{Lowest Value (L1 Price)} / \text{Quoted Value (L2 OR L3..)}$$

### Illustration 3

*If the Bidder at Illustration 1 is L2 Bidder and he quoted Rs.125, therefore 30% being the weighted value, the financial scores for L2 shall be computed as under:*

$$30 \times 100 (\text{lowest prices L1}) / 125 (\text{quoted prices} - \text{L2}) = 24 (\text{financial score})$$

4. Therefore, L2 Bidder shall have total value of 80 (56 Technical Value + 24 Financial Value) 4. The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.
5. The Bidder meeting the minimum eligibility criteria and with the highest marks rank (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder and shall be considered eligible L1 Bidder for further processing.
6. If there is a discrepancy between the words and figures, the amount in words shall prevail.

**Deployment of Housekeeping Manpower for IISER Campus**

Total approximately constructed area of the 125 acre Campus is approximate 125000 sqm with extra roads. Housekeeping manpower female and male will be decided by higher authority/ office-in-charge. Manpower/ skilled manpower can be used for any type of work for IISER campus whenever required.

Sr. No	Buildings Constructed	Requirement of Manpower deployed of each building	Description of work	Remarks
1.	AB-1 & AB-2	25	<p><b>a. (For 10 Female/Male)</b> Each floor wise inner side area for 5 multistory buildings <math>= (2 \text{ persons}) \times 5 = 10</math> Persons for work of Cleaning of floors, toilets, stairs, labs, offices, lifts, almirah, tables, glass, corridors, all windows &amp; doors etc.</p> <p><b>b. (For 1 Person)</b> Classroom 6 a.m. to 2 p.m.</p> <p><b>c. (For 1 Person)</b> Cleaning of all windows &amp; glasses 9 p.m. to 5 p.m.</p> <p><b>d. (For 1 Female/Male)</b> Backside of stairs of AB-1 balcony &amp; surrounding areas such as an outer side path way areas &amp; STM labs.</p> <p><b>Gross total= 25 Persons</b></p>	Daily cleaning of two times of each toilet (45 toilets in total). For each toilet has urinal port-03, WC seat-03, washbasin -03, sink -1 in all areas & Flooring with stairs, One time a day: Offices, labs, lifts, Weekly two times all windows, doors etc. Monthly two times of terrace cleaning, removal of cob webs, electrical fittings, public health and civil items, fire items any type of works etc in IISER campus. as per instruction of officer-in-charge/Higher Authority.
2.	Library & Informatics Centre	6	<p><b>a. (For 6 Female/Male)</b> Each floor wise inner side area for 7 multistory of buildings for work of Cleaning of Floorings, toilets, Stairs, labs, offices, Almirah, Lifts, Tables. For Glass, corridors all windows &amp; doors cleaning. etc</p>	Details of work mentioned in Sr. No. 1 remarks. (for 27 Toilets)
3.	Lecture Hall	4	<p><b>a. (For 4 Female/ Male)</b> Each floor wise inner side area for 2 multistory buildings <math>= (2 \text{ persons}) \times 2 = 4</math> and for work of Cleaning of Flooring, toilets, Classrooms, Stairs, offices, almirah, Lifts, Tables, Glass, corridors all windows &amp; doors and conferences and particular function.</p>	Details of work mentioned in Sr. No. 1 remarks. (for 8 Toilets)
4.	Administrative Block	4	<p><b>a. (For 4 Female/Male)</b> Each floor wise inner side area for 3 multistory of building <math>= (3 \text{ persons}) \times 1 = 3</math> Persons &amp; extra Ground floor &amp; 1<sup>st</sup> Floor &amp; Outer side areas for (1Person) due to particular building for</p>	Details of work mentioned in Sr. No. 1 remarks. (for 14 Toilets)



			work of Cleaning of Flooring, toilets, offices, Stairs, almirah, Lifts , Tables, Glass, corridors all windows & doors etc.	
5.	Animal House	1	<b>a. (For 1 Female/Male)</b> <b>As per requirement by animal house.</b> For Animal house (1 Person) building for work of Cleaning of Flooring, toilets, Stairs, offices, Labs, almirah, Lifts , Tables, Glass, corridors all windows & doors etc.	Details of work mentioned in Sr. No. 1 remarks. (for 7 toilets)
6.	Shopping & Community Centre	2	<b>a. (For 2 Female/Male)</b> Each floor wise inner side area for single & multistory of building =(2 persons)= 2 Persons for work of Cleaning of Flooring, toilets, Stairs, Classrooms, offices, almirah, Lifts , Tables, Glass, corridors all windows & doors etc.	Details of work mentioned in Sr. No. 1 remarks. (for 13 Toilets)
7.	Director Residence Office	2	<b>a. (For 2 Male)</b> As desired by the Director in Director Residence Office etc.	
8.	CAF Building	1	<b>a. (For 1 Female/Male)</b> Each floor wise inner side area for 2 multistory of building for work of Cleaning of Flooring, toilets, Stairs, Classrooms, offices, almirah, Lifts , Tables, Glass, corridors all windows & doors etc.	Details of work mentioned in Sr. No. 1 remarks. (for 5 Toilets)
9.	Health Centre	1	<b>a. (For 1 Female/Male)</b> As per the requirements of the Health Centre Doctor & Faculty Each floor wise inner side area for 2 multistory of building for work of Cleaning of Flooring, toilets, Stairs, Classrooms, offices, almirah, Lifts , Tables, Glass, corridors all windows & doors etc .	Details of work mentioned in Sr. No. 1 remarks. (for 8 toilet)
10.	All Residential Areas	4	<b>a. (For 4 Female/Male)</b> Each floor wise inner side area for 4 number of multistory of building for work of Cleaning of Flooring, Garbage Rooms, toilets, Lifts , corridors all windows & staircase and lifts etc .	Details of work mentioned in Sr. No. 1 remarks. . (for 1 toilet)
11.	Front Main Gate and East gate	1	<b>a. (For 1 Person)</b> Work such as a both office and front mate gate areas & along the boundary areas for work	Details of work mentioned in Sr. No. 1 remarks. (for 03 Toilets)

			of Cleaning of Flooring, Stairs, toilets, offices, almirah, Cameras, Tables, Glass, corridors all windows & doors etc.	
12.	Visitor Hostel	8	<p>a. For Gross Total=8 <b>Female/Male)</b> Total above 5 Floor for students= 4x1 person= 4(2 Female+2 Male)</p> <p>b. For 3 Floor for visitor=4 Persons for work of Cleaning of Flooring, Stairs, toilets, Leaving rooms, Conference room, Offices, almirah, Lifts , Tables, Glass, corridors all windows &amp; doors. Special cleaning for Conference, meeting, seminar and function etc.</p>	As per the requirements of the Dean Students for Students of visitor hostel. Each floor wise of 4 person for five floors Details of work mentioned in Sr. No. 1 remarks. (for 112 Toilets)
13.	All 4 Hostels & Sports Complex	47	<p>a. <b>(For 47 Female/Male)</b> (40 Female+7 male) For work of Cleaning of Flooring, Stairs, Toilets, Leaving rooms, Conference room, Offices, Almirah, Lifts, Tables, Glass, corridors all windows &amp; doors, tennis, playground, stadium etc.</p>	As per the requirements of the Dean Students for Students Hostel & sports complex. Details of work mentioned in Sr. No. 1 remarks. (for 174 Toilets)
14.	External/Internal Main Road for IISER campus	4	<p>a. <b>(For 4 Female/Male )</b> For work of Cleaning of roads, Lawns, road gully , Surrounding areas of roads, footpath area, removal of grass, weeds wherever as required. Disposal the wastage materials etc. and shifting the disposal from one place to another place to the permissible location.</p>	
15.	IWD & AE Office, Surrounding area & Substation toilet, old cpwd office etc	1	<p>a. <b>(For 1 Female/Male)</b> For work of Cleaning of Flooring, Stairs, toilets, Leaving rooms, Conference room, offices, almirah, Lifts , Tables, Glass, corridors all windows &amp; doors etc.</p>	Details of work mentioned in Sr. No. 1 remarks. (for 04 toilet) Specially one person will be used for office purpose as per officer-in-charge
16	Skilled Supervisor (male/female)	4	<p>a. <b>For AB-1 &amp; AB-2 &amp; Library=1 Lecture Hall, Shopping Complex, Community Centre, CAF, Director House, Health Centre, IWD=1 Visitor Hostel, Residential areas, Roads, Administration Building and other buildings, Hostel, Sport Complex &amp; Visitor Hostel for five storey , Multistorey=1 , Person having knowledge of Compute may be</b></p>	Supervisor Duties/ manpower may be changed as per direction by officer-in-charge/ higher authority. And give the Daily report register containing manpower details and cleaning schedule .

			<b>provided for shift arrangement, store related work and miscellaneous work for any content of IISER (for Full Time) who will coordinate with officer in charge as per instructions=1</b>	
17	Manpower for Horticulture	31+1	<b>a. For Horticulture work for IISER Campus (31 – unskilled + 1 supervisor)</b>	The work for Horticulture will be executed by officer-in-charge/ higher authority as per given direction.

- 1. For Unskilled & Skilled workers, Minimum Wages have to be paid as per the Central Government Labour Act and Rules on monthly basis, but other allowances such as a bonus, welfare and revision of minimum wages etc. will be paid as per the labour act/rules. On receipt of request in writing for enhancement of minimum wages by the contractor shall be considered by the principal employer. 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 .
- 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 Principle 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. Valid Holidays: 15 Aug., 26 Jan., 2 Oct (Gandhi Jayanti), Diwali, Holi, Valmiki Jayanti, Dushehara, Guru Nanak Birthday.**
- 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.**
- 4. 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.1 => Wages:-Unskilled-142 & Skilled 5 As per Central Government Notification for the Category-B Area.**

Cost for Category-B Area:

House Keeping Manpower =142

Skilled Supervisor = 05

**SR NO. 2=>ADMINISTRATON/ SERVICE CHARGE ON SR NO.1\_\_\_\_\_ (ONLY in INR value)****SR NO. 3=>TOTAL FOR SR.NO.1 AND SR NO. 2 \_\_\_\_\_(ONLY in INR value)**

**SR NO. 4=>** Minimum number of machines to be deployed at IISER Campus. Contractor will provide minimum machines as per requirements given below. If machines are provided less than the list given list below, then deduction will be applicable as per below chart. If machines are not available/operational for more than one week than fine will be levied @Rs.350 per day from day one for auto scrubber, Rs 200 for single disc, Rs 150 for vacuum cleaners. The quantity of machines may increase/decrease as per requirement by IISER Authority as per quoted rate. (Make: Sealed AIR-Taski/COMAC/Eureka Forbes)

Sr.	Equipment	QTY.	Specification
1.	Single Disc Scrubber balanced and polishing purpose	3	Working Width – Minimum 430mm. Motor – Minimum 1100 Watt, Transmission – Direct Drive, Tank – Minimum 10 Ltrs.
2.	Telescopic rod as per slandered	1	Height upto 40-45 feet.
3.	Backpack Vacuum Cleaner	4	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, Cervice nozzle, round brush, Combi Floor/ Carpet Nozzle, upholstery tool etc.
4.	Battery operated walk behind Scrubber Drier and choice of electric operated depending upon the officer-in-charge/higher authority	5	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	2	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.	Washroom Cleaning Kit	15	Washroom Cleaning kit box with in-built stool, hand scrubber, up right scrubber, microfiber mop, sign panel, window washer, window squeeze, cobweb brush.

**Remarks ->** Working schedule of the above housekeeping machines will be determined by the officer-in-charge/higher authority after the award is given, and the locations of the machines will be decided as per the requirement of IISER campus.

- 1. The machines shall be in excellent working condition.**
- 2. The electricity will be provided by the Institute for the electric operated equipment without charges.**
- 3. The repair and maintenance shall be the sole responsibility of the agency, and there will be no down time acceptable. However, in case of break-down of a machine, the agency shall immediately provide and replace the faulty machine at his own risk and responsibility.**

**Sr. No 5:- HOUSEKEEPING MATERIAL REQUIRED PER MONTH FOR IISER CAMPUS**

Agency will procure the minimum Housekeeping materials as per the list given below after the award is given for the work order.

Sr.	Material	No.	As per the requirement by dean student for hostels , visitor hostel for 5 floor and sports complex for total 51 person	All campus exclude hostels, sports complex and for 5 floor of visitor hostel.	Total Qty.
1.	Phenyl(white) Brand-Ganda		60 litre	90 litre	150 litre
2.	Phenyl (black) Brand-Ganda		30 litre	30 litre	60 litre
3.	Surf (Nirma/ Wheel)	Per kg	25 kg	20 kg	45 kg
4.	Odonil (Air fresher)	50gm per piece		100	100
5.	Broom Soft	Per piece	25	25	50
6.	Broom Hard	Per piece		25	25
7.	Face Mask	100 piece per pack		1	1
8.	Scotch Brite(superbrit e)		50	40 piece	90 piece
9.	Room Freshener (air wick/equalive nt)			10 piece	10 piece
10.	Brasso	500ml per piece		1 bottle	1 bottle
11.	Lizol	500ml	60 piece	70 per piece	130 piece
12.	Naphthalene Ball	kg	5 kg	5 kg	10 kg
13.	Urinal CubesA1	12 piece per pack	40 pack	40	80 pack
14.	Hand Wash liquid soap savlon, Dettol)	Per each litre	40 litre	50 litre	90 litre
15.	Hand Gloves	100 piece per pack		2 pack	2 pack
16.	Harpic	500 ml	60 per piece	80 per piece	140 piece
17.	Toilet and floor cleaner	1litre bottle	40 bottle	30 bottle	70 bottle
18.	Steel scrubber	Per piece	50piece	40 piece	90 piece
19.	Tissue roll	Per roll	Double ply - 45 mtrs	200 piece	200 piece
20.	Colin	650 ml per bottle	30 bottle	30 bottle	60 bottle
21.	Dry mop refill		15 piece	15 piece	30 piece
22.	Wet mop refill		15 piece	15piece	30 piece
23.	Black panni for small pan			30 piece per packet	3
24.	Duster full size		70 piece	70 piece	140 piece
25.	Pocha big size		50	40	90
26.	Pocha small			20	20
27.	Vim bar	Per pack 3	26	15 pack	41 pack
28.	Broom stick			10 piece	10 piece

## HOUSEKEEPING MATERIAL REQUIRED FOR EVERY FOUR MONTH FOR IISER CAMPUS

Sr.	Material	No.	As per the requirement by dean student for hostels , visitor hostel for 5 floor and sports complex for total 51 person	All campus exclude hostels, sports complex and for 5 floor of visitor hostel.	Total Qty.
1.	Wiper heavy duty (Large) with pipe(national, unique	Per piece	50 Piece	40 piece	90 piece
2.	Wiper with pipe (Small) (national, unique			20 piece	20 piece
3.	Toilet Brush double sided		50 piece	40	90 piece
4.	Dry mop with stick			15 piece	15 piece
5.	Wet mop with stick			15 piece	15 piece
6.	Supri			60	60

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 extra payment for cleaning material for special cleaning requirement. The contractor shall stock the cleaning material for 30 day in advance in the store. The Higher Authority will impose fine if any shortage of cleaning material found in IISER campus. 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 Student, Officer In charge) shall recommend to make suitable deduction from the bill.

**Sr. No 6 => 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 before quoting the rate.

Sr. No.6	Particulars	Remarks
1.	Waste Disposal Waste Material for IISER Campus	Garbage may be lifted two times on daily basis as per the instruction of the officer-in-charge or the higher authority.

**Sr. No 7 Staff Uniform, ID cards and Miscellaneous Items as per Central Government Labour Act. (Briefly explained below, and see the details terms & condition tender documents.)**

Sr.	Staff Uniform
1.	Shirts-2, Trousers/Pants-2, Shoes Pair-1, Sweeters (full sleeve)-1, Turban/Cap-1, Miscellaneous items as per Central Government Labour Act./Rules per year

**Remarks:-** The bidder will be ensuring within 20 days from the award letter that wearing of the uniform and ID cards and miscellaneous items as per the Central Government Labour Act Rules. If the bidder fails to provide uniforms within 20 days, penalty of 50/- per day per person will be imposed.

Sr.	Category
1.	Unskilled-142 (Basic wages+ ESI+ EPF) Skilled-5
2.	Administrative charge / service charge on SR. No.1
3.	Total SR no.1 and SR no.2
4.	Machineries for House Keeping as per above given detail.
5.	Cleaning Material as per above given detail.
6.	Waste Disposal from Campus
7.	Staff Uniform
8.	Total Bid Price(Per month Sr. No.3 to 7)
9.	GST on the Sr. No 8

**Note 1. :-** The bidder should furnish Price break-up of Sr. No. 4, & 5, 6, 7 of the above quoted category and details given. 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 for Sr. No. 2,4,5,6 & 7 should be viable. In case Contractor/Bidder fails to justify the viability of quoted rates, their bid shall stand Rejected.

**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 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-----  
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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)

## ANNEXURE-7

**Sr.No-1 Wages:-Unskilled-142 & Skilled-5 As per Central Government Notification Area-B (Not to be quoted here).**

Estimate Cost for Category-B:

House keeping manpower=>142 x ₹ 14164.13 = ₹ 20,11,306/-

Skilled supervisor (Female/Male)=> 05 x ₹ 18756.38 = ₹ 93,782/-

Total => ₹ 21,05,088/-

Sl.	Name of Worker	Father's Name	Emp .Code	Design	Nos. of Days	Basic	EPF WAGE S	Total	Employers Contribution			Pf+ESI+ welfare fund	Employee Contribution			PF+E SI+w eifare fund	Total Contribution			Net Pay	Carry Home
									Pf @ 13%	ESI @4.75%	Welfare fund		Pf@12 %	ESI@1.75%	Welfare fund		Total PF	Total ESI	Total PF+ESI		
				unskilled	30 as per calender month	12012	12012	12012	1561.56	570.57	20	2151.93	1441.44	210.21	5	1656.15	3003	780.78	3783.78	14164.13	10356

Sl.	Name of Worker	Father's Name	Emp.Code	Design	Nos. of Days	Basic	EPF WAGE S	Total	Employers Contribution			Pf+ESI+ welfare fund	Employee Contribution			PF+E SI+w eifare fund	Total Contribution			Net Pay	Carry Home
									Pf @ 13%	ESI @4.75%	Welfare fund		Pf@12 %	ESI@1.75%	Welfare fund		Total PF	Total ESI	Total PF+ESI		
				Skilled	30 as per calender month	15912	15912	15912	2068.56	755.82	20	2844.38	1909.44	278.46	5	2192.9	3978	1034.28	5012.28	18756.38	13719

**Note: The Contractor has to prepare and submit the Wage Bill strictly as per above format**