

INTER-UNIVERSITY ACCELERATOR CENTRE
(An Autonomous Centre of UGC)
Aruna Asaf Ali Marg, New Delhi-110 067

NOTICE INVITING E-TENDER

E-TENDER NO: IUAC/NIT/19/KM/2020-21

Dated: 10/12/2020

Inter-University Accelerator Centre (IUAC), invites online bids through E-Procurement Portal under two bid system, viz. Technical and Financial bids, from eligible and experienced parties for the work / supply of “ **House Keeping-cum-Material Shifting Services** ” at IUAC office, New Delhi- 110 067.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and www.iuac.res.in

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer's/Contractor's are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

As per notification no. F/9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, bidders have to submit “Bid Security Declaration” accepting that if withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. Those who are registered with MSME/NSIC are required to upload copy of the registration.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website www.iuac.res.in and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document and in case any clarifications needed, they make contact Administrative Officer (S&P)/Estate, before submitting their bids.

INTER UNIVERSITY ACCELERATOR CENTRE
NEW DELHI-110067

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NOTICE INVITING E-TENDER NO. IUAC/NIT/KM/19/2020-21

Name of the work : **House Keeping cum Material Shifting Services at IUAC Campus**

Estimated Amount : **Rs.74,00,000/-**

Last Date for Submission of Tender : **28 /12/2020 at 3.00 p. m**

Date & Time for opening of Tender (Technical bid - Part-A) : **29/12/2020 at 3.30 p.m.**

Date & Time for Opening of Tender (Part-B). : **shall be intimated later on to technically qualified bidders.**

Contact Persons : **Administrative Officer(S&P),
Email :iuacstores@gmail.com
Phone: 2412 6018, 2412 6022 (Ext.205)**

INSTRUCTIONS TO BIDDERS (Section-I)

1. **Submission of Tender:** Tenders should be uploaded in in two Parts separately, i.e. "**Technical bid**" (Part-A) and "**Price bid**" (Part-B).

2. **Technical Bid Part(A):** i) In this bid, the bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession, copies of work orders successfully executed during last five years, copy of income tax clearance certificate and earnest money deposit. No deviations in respect of NIT conditions are acceptable, The bidders are required to attach entire NIT (except for the price bid part) duly signed & stamped as a token acceptance to NIT conditions with this bid. Tenders with unsigned documents will be rejected.

3. **The following specific conditions are essential for pre-qualification:**
 - (i) The Bidder should have experience of having executed/completed similar works during the last 5 years commencing on 1st April, 2015 and ending on 31st March, 2020 in educational institution of repute, Government, Autonomous Bodies, PSU or Research & Development organization. **Experience in other institutions as also experience in other areas of work will not be considered.** The experience should be one of the following:

The bidder should have executed at least one work of value not less than Rs. 59.20 lakhs per annum OR

Two similar works, each of value not less than Rs.37.00 lakhs per annum OR

Three similar works, each of value not less than Rs.29.60 lakhs per annum.

NOTE 1: Experience prior to 1st April, 2015 and later than 31st March 2020 will not be considered as experience.

NOTE 2: "Similar work" means supply of Unskilled manpower for execution of cleaning, housekeeping, sanitary works and guesthouse maintenance works. The Bidder must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work.
 - (ii) Satisfactory work completion certificate from at least three clients with contact details. The work order and completion certificate should be for the House Keeping Services only.
 - (iii) Copies of EPF,ESI & GST registration and copy of latest EPF statement of existing workers.
 - (iv) Labour licence details.

- (v) Entire NIT (except price bid) duly signed & stamped by the bidder.
- (vi) An undertaking as per annexure -II (for not been blacklisted by any authority/organization).
- (vii) Solvency Certificate for Rs.82 lakhs to be submitted (as per annexure-III)
- (viii) Agencies who have provided housekeeping services to IUAC at any time during last two years are not eligible to apply.

4. Bid opening and evaluation: i) The technical bid (Part-A) will be opened in the presence of bidders or of their representatives at the appointed place and specified time.

ii) The technical bids will be evaluated as per the eligibility criteria mentioned in clause 2 above.

iii) Financial bids (Part-B) of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders at the specified place & time.

5. Price Bid (Part B):

- (i) In this bid, the bidder is required to quote their prices as per Price Bid. The rates for Sl. No.1 in Price Bid (Man power monthly charges) are taken into consideration as per prevailing minimum wages applicable as on 01-11-2019. However, in case of any revision of minimum wages by the Labour Department of NCT Delhi Govt. during the contract period, the difference will be reimbursed by IUAC.
- (ii) All rates should be written clearly without any overwriting and duly signed and stamped. Agency charges should be quoted in lump sum on item 1 & 2 of price bid. To avoid any kind of malpractice in the payment of salary/wages, the bidder should quote agency charges in conformity with the govt/statutory laws/by laws/regulation keeping in view the housekeeping services to be provided including charges for the uniform i.e. two pairs of summer, one pair of winter woolen uniforms including one pair of shoes & two pair of socks, 1.5% TDS and 2% GST to be deducted including any other statutory deduction, if required from the monthly bill.
- (iii) **Quoting unduly lower rate of Service Charge:** The contractor has to quote service charge that takes care of TDS, Supervision, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Centre has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.
- (iv) The service charges quoted should not be “absurdly low”. The bidder may be asked to justify the charges in case the IUAC finds the amount as “absurdly low. The decision of the IUAC on quote for being “absurdly low” shall be final. These charges once fixed will remain fixed for the entire duration of the contract or for period of subsequent extension(s) and will not vary with the wages, minimum or otherwise.
- (v) **Decision on reasonability of service charge:** IUAC reserves right to take a view on the reasonability of the rate of service charge. The decision of the Centre in this regard shall be final and binding. No representation will be entertained and replied to.
- (vi) If the Centre considers that the service charge of the Bidder who has quoted the least rate is not feasible, such tender shall be treated as non-responsive and the quotation with the next higher rate

shall be evaluated, and this process will be iterated till a quotation with reasonable service charge is found and the work will be awarded to such Bidder only.

6. **Earnest Money Deposit:**

As per notification no. F/9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, all the bidders have to submit “Bid Security Declaration” accepting that if withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.

7. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 120 days from the date of opening of price bid.
8. **Escalation:** Contractor will be given actual reimbursement of the increased wages paid to his workers as per Govt of Delhi notification from time to time. Other than the above, no escalation shall be paid during the execution of contract period.
9. **Scope of Work :** Detailed scope of work , terms and conditions, specifications etc. are enclosed with this NIT as per Annexure -I.
10. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional. Conditional tenders shall be rejected out rightly
11. **Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi- 110067.
12. Tender once submitted will remain with IUAC and never be returned to the bidders.
13. **Director IUAC, reserves the right** to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and does not bind himself to accept himself to accept the lowest bidder. The decision of IUAC in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected.

GENERAL TERMS & CONDITIONS (Section-II)

1. The Bidder submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. **Period of Contract:** The contract will be for a period of one year initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period are not satisfactory, the contract will be terminated with two weeks' notice. The IUAC may renew/extend the contract to such further period (s), as it may deem proper and in any case not exceeding three years from the date of commencement of work, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
3. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Director.
4. The areas of cleaning indicated are purely approximate and likely to vary on either side up to any limit.
5. In case the Contractor fails in fulfilling the obligations fully and in time, the IUAC shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Centre shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
6. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims whatsoever on the IUAC
7. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Centre for the inferior works as determined by the IUAC authorities and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.
8. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IUAC from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify IUAC against all claims in this regard, as well as litigation expenses, interest and cost that may be awarded by the competent Authority/Court.
9. The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets. The contractor shall be responsible for cleaning as well as security of the toilet fixture handed over at the time of commencement of the contract. In case of items/fixtures stolen/broken due to the fault of the contract personnel from the toilets, either the penalties to recover the cost

shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer appointed by the Director, IUAC.

10. **Security Deposit/Performance bank guarantee:** On award of work, the contractor shall furnish a performance bank guarantee valid for fifteen months from the date of contract equivalent to 3% of total contract value. There is no exemption in submission of Security Deposit / Performance Guarantee to MSME registered bidders. In the case of extension of contract after the first year, fresh bank guarantee for the new contract has to be submitted for the contract value.
11. **Labour Laws:** 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
 - Contract Labour (Regulation & Abolition) Act 1970.
 - Minimum Wages Act
 - Employee Provident Fund Act ESI Act
 - The Payment of Bonus Act
 - Any other act or legislation as may be in force from time to time.
12. Any liability arising on the IUAC shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the workers of the contractor by IUAC and for all the purposes, such employees are to be treated as exclusive employees of the contractor and no responsibility of the IUAC, towards employees of the contractor.
13. **Minimum Wages:** The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on monthly wages (with ceiling of Rs.15000/- as per item No. 3 annexure VI). In case of revision in wage by labour department of Govt of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.
14. **Monthly Wages:** The contractor will disburse monthly wages in the saving account of his workers on 1st day of each month by online fund transfer mode viz. RTGS/NEFT. However, IUAC reserves the right to make payment of wages to contractors persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.
15. **EPF/ESI/BONUS:** EPF and ESI numbers of manpower deployed at site by the contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc. Contractor has to sign the EPF settlement papers for the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint

or a dispute between contractor and his workmen. Bonus will be disbursed by the contractor to his workers deployed at IUAC as per Bonus Act and the same will be reimbursed by IUAC.

16. Terms of Payment:

- (i) The Contractor will be responsible for making the payment of wages directly to its workers by 1st working day of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
- (ii) The Contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details/ECS statement duly certified by the bank, to the office with the bill for verification.
- (iii) The bill should be duly supported by the attendance of House Keeping staff, EPF/ESI Deposit Statement with individual EPF(UAN)/ESI numbers and bill/challan towards cleaning material supplied during the month. In the absence of above supportive documents the bill will not be processed for payment.
- (iv) Amount towards mandatory requirements such as EPF, ESI & GST shall be paid only on submission of the relevant self attested authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages (online fund transfer) sheet duly signed by employees.
- (v) The contractor would be required to ensure the payment of its workers by 1st working day of every month and there should be no linkage between this payment and settlement of the contractor's periodical/pending bill(s).
- (vi) The contractor should arrange to deposit the wages of his workers in to their respective bank accounts preferably through ECS and tender a copy of the ECS statement to the Centre as proof of payment of wages failing which the bill of the current month will not be paid. The contractor shall facilitate his workers in opening bank accounts. Under no circumstances, payment of wages in cash shall be made.

17. Rules governing the Contractor's employees working in the IUAC Premises: The contractor's employees working inside the IUAC campus will abide by the conditions mentioned in the terms and conditions of Scope of services. Any damage to the IUAC property due to mishandling, carelessness on the contractor's or his workman's part will be recoverable from the contractor's bills.

18. Contractor should depute a qualified supervisor dedicated for this site, who will co-ordinate work execution activities and interact with the IUAC representative responsible for supervision of work.

19. The unskilled personnel engaged by the contractor should have minimum literacy level i.e. a pass in Standard X to the extent possible. The age of the workers engaged by the contractor should not be below 18 years and more than 40 Years. The contractor has to submit their list along with age proof, qualification proof, permanent address proof etc. for records.

20. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each

employee posted to the Centre along with photo and thumb impression should be handed over to the Administrative Officer (Estate), IUAC. Any changes should be informed immediately.

21. The Contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Contractor shall make alternate arrangement immediately.
22. **Consumables:** Supply of all consumable items (as per Annexure-IV) required for day to day house keeping work shall be arranged by the contractor. Supply of consumables is deemed to be included in contractor's scope and to be quoted separately in item no.5 of the Price-Bid. Since the contract is initially for one year and it may be extended further for two more years on satisfactory performance of services, the Bidder is expected to keep this in mind while quoting rates for consumables for three years. With a view to prevent instances stated in clause 5(iii) & (iv) of section-I above, the bidder has to submit the details of expenditure towards consumables in Annexure-IV along with documentary evidence like estimate in support of expenditure on material along with price bid. Payment for consumables shall be reimbursed by IUAC to the contractor, as per actual supply supported by invoice and delivery challan duly entered in material register at main security gate.
23. **Uniform & Shoes:** The contract will have to provide two set of summer & one set of winter uniform, one pair of safety shoes of Liberty make Art No.7198-01(N)/Bata/Action make to each of the employed manpower at site including two pair socks , one pair of gloves etc. **once in a year.** In the event of extension of the contract after first year, fresh pair of uniforms & safety shoes to be provided to his employee deployed at IUAC. The above should be got approved by IUAC before procurement of the same. They are deemed to be included in contractor's scope and to be quoted separately in item No.6 of the price bid. Payment for uniforms and safety shoes shall be reimbursed by IUAC to the contractor, as per actual, only after issuance of these items to contractor's workers by the contractor,
24. All the employees will have to be covered under insurance against any personal accident by the contractor and IUAC will not be liable for payment of any compensation on that account.
25. During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings. On non-adherence of this clause, suitable fines, as decided by the Director, IUAC shall be imposed.
26. All the manpower deployed at site by the contractor should be given one weekly off in every 7 days or as many Sundays in any given month.
27. In the addition to the above, 3 National Holidays (26th Jan, 15th Aug & 2nd Oct.) and any special mandatory holidays as declared by Govt. of India from time to time should also be given to the manpower.
28. Manpower deployed by the contractor at IUAC site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
29. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff; the contractor will be under an obligation to change the worker concerned when instructed by IUAC authority. The contractor shall observe all the laws and will

be responsible for any prosecution or liability arising from breach of any of those laws. The IUAC will not have any responsibility with regard to staff on the role of the contractor whatsoever.

30. The workers engaged by the Contractor shall not be the unauthorized occupants or residents of the IUAC Land and/or Centre premises.
31. In case of any injury to the contractor's person at IUAC campus, due to any reason, the contractor shall be responsible for taking the person to the hospital/nursing home/dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same.
32. No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the Main gate nor any material should be taken out without proper gate pass issued by IUAC.
33. **Supply of material and consumables:** All materials/consumables other related items are to be provided by the Agency have to be of ISI marked or in conformity with the specifications/makes keeping in view good quality/standard after discussion and finalization with Officer-in-Charge.
34. **Waste disposal management:** The bidder will ensure collection, mechanized screening/ segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio-degradable and non bio-degradable garbage. Finally the bidder will arrange for disposal of garbage at such place as may be permissible by Municipal Corporation of Delhi.
35. **Penalty for inadequate performance on the part of contractor:** The Centre may impose penalty of Rs.500/-on the contractor for each one of the following lapses:
 - i. Failure on part of contractor to ensure his workers are deployed with uniform at IUAC premises
 - ii. Maintaining Improper/Wrong attendance record by contractor
 - iii. Lapse in maintaining wash room (per wash room)
 - iv. Lack of quality and Quantity of Cleaning material and Equipment
 - v. Any incident of Rowdiness and/or rioting in campus on part of workers of contractor showing failure on part of contractor to ensure proper behavior of his workers.
 - vi. Inaction of supervisor to complaint by IUAC/ Officers of IUAC
 - vii. Damage to the Institute property due to negligence
36. The penalty shall be deducted from the Service Charge of the Contractor from the monthly Bills or from the Security Deposit. For any act of inadequate performance of contract not specifically stated herein, the person authorised by the Centre will determine the penalty based on the merits of each act after providing an opportunity to the contractor.
37. **Termination of Contract:-** The Director, IUAC reserve the right to terminate the contract on account of failure to mobilize man-power at site within 10 days, poor workman-ship, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any

contract provisions by the contractor. In such cases, the Bank Guarantee equivalent to one month's contract value held with IUAC.

38. The IUAC reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days, where feasible. The requirement of giving notice of 15 days will be dispensed with if the circumstances so warrants. The contractor will have to serve a notice of three months, if he wishes to terminate the contract.

39. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God, COVID-19 like situation etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

Dispute Resolution:

40. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, IUAC, New Delhi.

41. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. Arbitration proceedings will be held at Delhi/New Delhi only.

Correspondence:

All the correspondence in respect of tender / contractual obligation shall be made to The Administrative Officer (S&P), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi - 110067. E-mail : iuacstores@gmail.com Phone : +91-11-24126018, 24126022.

Jurisdiction of Court:

43. The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Accepted

(Signature of Bidder)

Note:- Entire NIT (except price bid) is to be attached with "Technical bid (Part-A)" duly signed & stamped by the bidder

ANNEXURE - I

SCOPE OF WORK:

The Campus of Inter-University Accelerator Centre (IUAC) is built over a prime land of approximately 25 acre (located at JNU Campus near Vasant Kunj) on the Aruna Asaf Ali Marg, New Delhi-110067. IUAC has within its premises the following building structures:-

- a) Main Lab Cum Administrative Building
- b) Utility Building – I, II & III
- c) Engineering Building
- d) LEIB Building
- e) Sub-station Building
- f) Helium Compressor Building
- g) Beam Hal-I, II & III
- h) Generator Building
- i) Hostel, Dining Hall, Clinic
- j) Guest House Blocks
- k) Auditorium Block

1. Manpower Requirement for House Keeping Services:

- (A) The contractor will provide 15 Nos. manpower for House Keeping job at IUAC Main Office/Lab Complex, Auxiliary buildings i.e. Utility building, Material Science Building, Engineering Building, Work-shop/Paras building etc..

Sl. No.	Details	Category	No.	Qualification & Experience	Age
1	Supervisor	Skilled	01	Graduate 5 years	Not less than 25 years and not more than 55 years
2	Janitor	Unskilled	14	8 Th pass 3 years experience	Not less than 21 years and not more than 50 years

The number of manpower may be increased/decreased as per the requirement of IUAC.

- (B) The contractor will provide 11 Nos. Manpower for House Keeping job at IUAC Hostel/Guest House/Auditorium/Canteen.

Sl. No.	Details	Category	No.	Qualification & Experience	Age
1	Caretaker-cum-Receptionist	Clerical	03	10+2/Graduate 3years	Not less than 25 years and not more than 55 years
2	Janitor	Unskilled	08	8 th Pass 3 years	Not less than 21 years and not more than 50 years

The number of manpower may be increased/decreased as per the requirement of IUAC.

2. Scope of Services and Brief Description of Job for Manpower at S. No.1(A):

The main office building consisting of Beam Hall 1, 2 & 3 on the basement, Seminar Hall, Computer Room, Pelletron Control Room, Data Room, Cryogenic Control Room and approx ten various labs in the ground floor and Discussion area, Library, Director's Office, Administration and approx 5 various labs in the first floor .

Engineering building consisting of Welding shop, Workshop, PARAS lab. Material Science Building consisting of approx 5 various labs.

Three Utility building consisting of A/C plant, Approx 3 labs. Electrical Sub-Station.

- (i) The contractor will also provide auxiliary assistance from its manpower deployed at IUAC site in different labs and offices (within the premises) e.g. Loading, unloading, messenger's job, materials shifting, carrying/shifting of LN2 canes (filled/emptied) and up-keeping of assigned area.

In the event of unsatisfactory work, IUAC will deduct suitable penalty from the contractor's bill.

In the event of non-performance of duties wage will be deducted for each unattended duty. If employee is absent for more than 2 days, contractor should immediately make an alternative arrangement.

- (ii) The work as a whole includes cleaning of floors, walls, skirting's, doors, windows, ventilators, Venetian blinds, glass panes, wooden/steel/aluminum partition, furniture, toilets, staircases, railings, carpet and other places within the building and surrounding pathways/areas, removal

and storing of waste papers and disposal of un-useful garbage at designated place.

The agency shall have to provide efficient/experienced housekeeping personnel for cleaning work in the building. The contracting agency shall maintain the building in hygienic condition.

- (iii) The contractor shall ensure that the loaders/workers perform eight hours duty and six days in a week at the premises of IUAC and shall make suitable alternate arrangement to the satisfaction of IUAC in the case of absence/leave of workers. The working hours will be from 8.00 AM to 4.30 PM (including lunch break of ½ hr). The workers may avail 3 National holidays in a year besides the weekly off of Sunday.
- (iv) The contractor will ensure that all the loaders/workers have working knowledge, especially local languages, as the work should not suffer due to lack of communications.
- (v) IUAC may request the contractor to withdraw any of his workers from the site without assigning any reason at a notice of 24 hours.
- (vi) The contractor will report twice in a month to the concerned IUAC official and reply to all the remarks/points noted down with regard to the performance of workers.
- (vii) The contractor shall ensure that its personnel wear proper uniform for summer and winter seasons as approved by IUAC. Without proper uniform the workers will not be allowed to perform duties at site.

3. Scope of Services and Brief Description of Job for Manpower at S. No.1(B)

The Hostel Block is consisting of 16 rooms with attach bathrooms and balcony including corridors in each floor, The Guest House is consisting of 17 rooms in one wing and 29 rooms in second wing with attached bathrooms and balcony including corridors in each floor. Hostel/Guest House Reception, TV Lounge area, Canteen and clinic.

Auditorium consisting of Main Reception, Discussion Area, Seminar/Lecture Hall at ground floor and auditorium at first floor.

- (i) The housekeeping services has to maintain the entire building of hostel , guest house, clinic and auditorium in a hygienic condition and keep it neat and clean. Dining area should be kept clean always after break-fast, lunch & dinner.
- (ii) The housekeeping job would also include preparation of bed , changing of bed- sheets, pillow covers and towels as and when required.
- (iii) The Caretaker-cum-Receptionist job would be maintenance of Hostel/Guest House Reception round the clock operation. Maintenance of Guest House/Hostel records, receipts, laundry etc.

- (iv) The contractor shall ensure that the Janitor perform eight hours duty and six days in a week at the premises of IUAC and shall make suitable alternate arrangement to the satisfaction of IUAC in the case of absence/leave of workers. The working hours will be from 9.00 AM to 5.00 PM (including lunch break of ½ hr).The workers may avail 3 National holidays in a year besides Sunday weekly off, except for Janitors working at Canteen who can be paid reliever charges for extra duty.

4. Schedule of Services for Man Power at S. No.1 (A) & 1(B)

DAILY :

- (i) Proper and efficient cleaning, sweeping, swabbing with sweepers drenched with detergent of approved make in water of entire floors, cabins, passages, lobbies, utility services areas, stairs, balcony, skirting's, water coolers, toilet fixtures (Toiletries), cleaning of toilets once in the pre-lunch session and once in the afternoon.
- (ii) Removal of waste from waste paper basket/ dustbins, un-serviceable experimental waste and storing of the garbage etc. outside the premises of the campus and / or as directed.
- (iii). Dusting and cleaning of furniture, fixtures; A.C., Coolers, Venetian, glazed doors panels, window glass, door handles of main gates, boards, door foot mats, fire extinguishers etc.
- (iv) Cleaning and washing of floors, urinals, attached bathrooms, commodes, partitions, wash basins, counters, sinks and keeping the floors dry by mopping and toilet fitting sparkling clean using vim, washing soda, cleanzo or any approved detergent, freshener spray, keeping odonil/air purifiers in all common toilets and attached bathrooms of hostel. /office/labs.
- (v) Putting of Naphthalene balls of approved quality (Big size) in urinals, commodes of toilets.
- (vi) Cleaning of front lawn and all the surrounding areas of the Hostel, Office. Lab blocks.
- (vii) Providing of toilet rolls.

WEEKLY :

- (i) Cleaning and dusting both sides of doors, glazed doors, door frames, fixed glazed panels, venation blinds with liquid glass/metal cleaner.
- (ii) Cleaning thoroughly the floors, doors, skirting of entire premises and under the furniture and fixtures with water, chemical, detergent soap by washing , wet mopping and removing stains etc.
- (iii) Cleaning of toilet tiles and sanitary fittings.

- (iv) Cleaning and polishing of floors
- (v) Cleaning/dusting of all electrical/electronic fittings/fixtures and equipment.
- (vi) Cleaning of carpets with soft brooms, brushes and sweeping carefully along the grains.
- (vi). Cleaning and dusting of entire electrical fixtures, ceiling fans, brackets fans, exhaust fans, pedestal and table fans, light fixtures etc. using agent colin, cleaning compounds etc.

MONTHLY:

Outside cleaning of Auditorium glass panels with colin once in a week or whenever dust accumulates.

ANNEXURE-II

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Department / Autonomous Institution/University'/Public Sector Undertaking of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm/agency as on_____.

Place:

Date:

Signature of the Tenderer

Name of the Signatory

Name of the Firm/Agency

Seal of the Firm/Agency

Note: Undertaking to be submitted on Non-Judicial stamp paper of Rs.10/

ANNEXURE-III

Solvency Certificate from Bankers of the Company in the following form:

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s.
having marginally noted address, a customer of our bank are/is respectable and can be treated as good for
any engagement upto a limit of Rs.....(Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the bank

Note:

- (1) Bankers certificate is issued without any guarantee or responsibility on the bank or any of the officers.
- (2) In the case of partnership firm, certificate should include names of all partners as recorded with the bank.

ANNEXURE-IV

**LIST OF CONSUMABLES REQUIRED FOR MAIN LAB BUILDING, ENGG.BUILDING,
LEIBF BUILDING, UTILITY BUILDING**

(Quantity Required per Month)

S.No	Description of Item	Quantity	Unit Rate (in Rs.)	Amount in Rupees
01	7 Steel Polish	01 PC		
02	Air Freshener AMBIPURE -275gm	05 PCS		
03	Air Freshener ODONIL 100GM(Metropol)	40 PCS		
04	Bamboo Brush	02 PCS		
05	Black Hit 320 ml	02 PCS		
06	Brasoo Polish	01 PC		
07	Dust Mop Complete dry Mop	02 PCS		
08	Dust Pan	01 NO		
09	Feather Brush	01 PC		
10	Floor Duster 24"x24"	24 PCS		
11	Floor Wiper BIG Size	05 PCS		
12	Garbage Bag Black Med.size	03KGS		
13	Glass Cleaner COLIN	05PCS		
14	Glass Wiper	02 PCS		
15	Hand Liquid Soap (DETTOL/SHAWA/FEM/3M)	50 LTR		
16	Hand Duster White	36 PCS		
17	Hand duster Yellow	12PCS		
18	Hit Red 320ml	02NOS		
19	Jall Brush Adjustable	02 PCS		

20	Naphthalene Ball	05 KG		
21	Narial Jharu	01 PCS		
22	Phool Jharu (555/Thakral)	24 PCS		
23	Plastic Jhoona	12 PCS		
24	Plastic Spray Gun	02 PCS		
25	R-1 (Taski/Eureka/Diversey)	10LTR		
26	R-2 (Taski/Eureka/Diversey)	10LTR		
27	R-5(Taski/Diversey/Eureka)	10LTR		
28	R-6(Taski/Diversey/Eureka)	10LTR		
29	Room Freshener AIR WICK -250ml	20PCS		
30	Scratch bright (8pcs/pkt)	05NOS		
31	Steel Wool	01KGS		
32	Toilet Brush Double side	10PCS		
33	Toilet Roll (Wintex)	100PCS		
34	Urinal deodorizer screens	2PKT		
35	Urinal Quebes (12 PCS PER PKT)	05 PKT		
36	Vim Powder – 1 KG PKT	12 PKT		
37	Washing Powder FENA – 1 KG PKT	04 PKT		
Total Amount in Rupees				

The contractor is also to provide the following equipment & tools items for cleaning of auditorium as and when required and charges for these may be included in agency charges.

- 1) One number vacuum cleaner**
- 2) One number single dish floor cleaner**
- 3) One number high pressure jet spray gun**
- 4) One number jhula ladder**
- 5) Telescopic pole 20ft**

INSTRUCTION TO BIDDERS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Bidder then logs in to the site through the secured log-in by entering their user ID / password

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Help desk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to

understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS /JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „“Other Important Documents”” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “online” to pay the tender fee / EMD as applicable by going to link: <https://services.sabpaisa.in/pages/iuac.html>..

4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

5. The server time (which is displayed on the bidders“ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric

encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk. The contact number for the help desk is 1800 3070 2232.

TECHNICAL BID (PART-A)

1. The Company:
 - a) Name :
 - b) Regd. Address:
 - c)Address of Office at Delhi/NCR:
 - d) Contact Person's:
 - i)Name & Designation:
 - ii)Tel No. Land line/Mobile:
 - iii)Email ID:
2. Type of Firm :
(Partnership/Private/Public Ltd./NGO/PSU etc)
3. Month & Year of Establishment:
4. PAN Number:
(Please enclose self attested photocopy)
5. TIN Number:
(Please enclose attested photocopy)
6. Goods & Service Tax Reg. Number:
(Please enclose self attested photocopy)
7. EPF Reg. Number:
(Please enclose self attested photocopy)
8. ESI Reg Number:
(Please enclose self attested photocopy)

9. Annual Turnover for the last 5 financial years:

2019-20

2018-19

2017-18

2016-17

2015-16

(Please enclose copies of attested audited balance sheet and P&L account)

10. Experience of similar work in the field during the last five financial years

Name of organization	Value of contract	Period of contract

Please submit the copies of documentary evidence such as work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order.

11. Infrastructure details:

Workforce (Nos):

Tools/machines:

Vacuum cleaners:

(Please enclose the list giving employee-wise name, EPF /ESI/UAN numbers)

12. Earnest Money Details :

Signature of authorized signatory

Name:

Designation:

Seal:

ANNEXURE-VI

BOQ/PRICE BID (PART – B)

(Price should be quoted in the standard BOQ format of this tender, Incomplete price bid will be rejected)

Tender Inviting Authority: INTER UNIVERSITY ACCELERATOR CENTRE

Name of Work/Supply: House Keeping-cum-Material Shifting Services at IUAC

S. No.	Details		Monthly Total (in Rupees)
1	Monthly Charges for House Keeping Services as per manpower for Main/Lab Complex at (1A) as per details given below: a) Janitor (Un-skilled category) -- 14Nos.X 15492 b) Supervisor (Skilled category) - -01No. X 18797 Monthly Charges for House Keeping Services for Hostel/Guest House/Auditorium as per manpower at (1B) as per details given below: c) Caretaker-cum-Receptionist (Clerical Cadre) - 03Nos. X 18797 d) Janitor (Un-skilled category) - 08Nos.X 15492 Sub Total	216888 	 <u>235685</u> <u>180327</u> <u>416012</u>
2	Reliever charges @1/6 th of 1 (c) & 1/2 of 1/6 th of 1 (d) above	9399+10328	19727
3	Charges towards EPF Amount (12%+1% Admn. charges) on item #1(Max on Rs.15000/-)	390000	50700
4	Charges towards ESI Amount (3.25%) on item #1+2	435739	14162
5	Charges towards Consumables as per clause no.22 of General Conditions of Tender (Section-II) and as per the list of items required monthly)		
6	Charges towards Uniform & Safety shoes (lump sum) as per clause no. 23 of General Conditions		

	of the tender (Section-II)		
7	Agency Charges (lump sum) to be quoted as per Clause No.5 of Instruction to Bidders (Section-I)		
8	GST 18 %		
9	Total		

Notes:

- 1. The wages considered in S.No.1 of the above table are based on the prevailing minimum wages fixed by the labour department, Govt. of Delhi applicable as on 07-12-2020.**
- 2. Bidder is required to QUOTE the amount only at Sl.No. 5, 6, 7 & 8 in the Price Bid.**
- 3. Bonus shall be paid to its workers as per Bonus Act and the same will be reimbursed by IUAC on submission of documentary proof.**

Place:

Date:

Signature & Sign of the Firm/Agency/Proprietor

TENDER ACCEPTANCE LETTER

(To be printed on Company Letter Head)

Date: _____

To
Director
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above-mentioned website(s).

We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt.Department/ Public sector undertaking.

We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/

organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BID SECURITY DECLARATION

(To be given on Company Letter Head)

As per notification no.F/9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, I/We hereby accepting that if the bids related to “**Housekeeping cum Material shifting services**” are withdrawn or modified during the period of validity etc., IUAC has right to suspend the bid for the time specified in the tender documents.

Signature of the Tenderer & Seal