**ANNEXURE-I**

**Technical Bid**

**A. Documents/details to be mandatorily submitted:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Particulars** | **Fill in the details** | **Submitted? (Y/N)** | **Pg. No.**  |
| 1 | Name of Firm/Tenderer/Company (in block letters)*[Firm registration certificate to be attached]* |  |  |  |
| 2 | Permanent Address & Telephone No. |  |  |  |
| 3 | Full Postal Address, Telephone/Fax No.E-mail: |  |  |  |
| 4 | Details of infrastructure, persons employed, and number of offices/branches available *[Attach separate sheet]* |  |  |  |
| 5 | Name of the bank, address, account number, IFSC code |  |  |  |
| 6 | PAN No. *[copy to be attached]*  |  |  |  |
| 7 | TAN No. *[copy to be attached]*  |  |  |  |
| 8 | GST No. *[copy to be attached]* |  |  |  |
| 9 | Valid labour license issued by the State/Central Labour Department under Contract Labour Act duly attested by the Contractor. *[copy to be attached]* |  |  |  |
| 10 | EPF Registration *[copy to be attached]* |  |  |  |
| 11 | ESI Registration *[copy to be attached]* |  |  |  |
| 12 | Professional Tax *[copy to be attached]* |  |  |  |
| 13 | Tender Processing Fee (Transaction ID and Date)  *[copy to be attached]* |  |  |  |
| 14 | EMD (Transaction ID and Date) *[copy to be attached]* |  |  |  |
| 15 | Annual turnover during last 3 financial years i.e. FY 18-19, 19-20 and 20-21*[CA certificate to be attached]* |  |  |  |
| 16 | Experience as per Eligibility criteria *[Experience certificates to be attached]* |  |  |  |
| 17 | Quality Assessment Certificates *[copies to be attached]* |  |  |  |
| 18 | An affidavit duly certified by a Notary for the declarations mentioned in Eligibility criteria [to be submitted in original] |  |  |  |
| 19 | Income Tax Returns (for the last thee Financial years) FY 18-19, 19-20 and 20-21*[copies to be attached]* |  |  |  |
| 20 | Tender document with bidders sign & seal on each page *[to be attached]* |  |  |  |
| 21 | Any other relevant information |  |  |  |

I/We certify that the above information is true to the best of my/our knowledge and I/We do not have any relative of the rank of Under Secretary or equivalent working in IITH.

Signature of the Bidder

along with Seal

**B. Details of Experience: Should be furnished in the following format-**

Experience during the period 01.01.2017 to 31.12.2021 only:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name of the client and full address | Telephone and Official e-mail id ofthe client | Period of contract | Value of contract | Pg. No. |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**Important:** Only certificates issued by the clients in letter head with date of issue and containing requisite details will be considered. Copies of work orders, agreements, extension letters and bills will not be considered.

Signature of the Bidder

along with seal

Date:

**QUALITY ASSESSMENT SHEET**

**(to be printed on the official letterhead of the Client)**

**(to be submitted along with technical bid)**

**Important: This carries 30% marks and the marks scored in this will be used for evaluation of tender.**

Name of the Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of service availed from Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please tick √ numerical assessment – 5 being the maximum score)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Description | 1 | 2 | 3 | 4 | 5 | Remarks/ Justification |
| 01 | The Agency’s response has been prompt and as required by the administration |  |  |  |  |  |  |
| 02 | All the workers were professionally trained.  |  |  |  |  |  |  |
| 03 | The agency ensured proper dawning of uniform by workers to protect the image of organisation |  |  |  |  |  |  |
| 04 | Supervisors employed by the agency have been competent and ensured proper service by workers |  |  |  |  |  |  |
| 05 | All the workers have been punctual and performed their duties with complete responsibility |  |  |  |  |  |  |
| 06 | There have been no removals/ replacements of workers on the grounds of indiscipline, negligence etc. |  |  |  |  |  |  |
| 07 | Agency has been prompt in taking action against any complaints or suggestions of the management. |  |  |  |  |  |  |
| 08 | All the workers employed have been as per the age prescribed by the organization. |  |  |  |  |  |  |
| 09 | All the workers employed have possessed the required educational qualification as prescribed by the organisation |  |  |  |  |  |  |
| 10 | The agency did comply with labour laws by ensuring timely contributions to EPF, ESI etc and provided salary slips, PF slips, ESI cards etc to individuals and the confirmation data on the same to organization on a regular basis. |  |  |  |  |  |  |

Signature of Head of Organization, Seal & address

Date:

**(on the official letterhead of the firm)**

**ANNEXURE-II**

**PART – II**

**PRICE BID**

Tender Ref. No. IITH/103/MS/Tender/HKS/2022, dated.12.03.2022

Minimum Number of workers to be engaged as assessed by IITH for Housekeeping and other works:

Skilled Supervisor: 07 (seven), Semi-skilled Worker-1 (one), and Unskilled workers: 254 (Two hundred and fifty Four).

**TO BE FILLED BY THE CONTRACTOR:** Please refer to rates pertaining to ‘A’ Area as contained in Order No.1/26(3)/2021-LS-II dated 28.10.2021 (in building operations) issued by Govt. of India, Ministry of Labour & Employment, Office of the Chief Commissioner (C), New Delhi.

**RATE PER PERSON PER MONTH:**

|  |  |
| --- | --- |
| **Contractor’s Service Charge to be mentioned in percentage (%) on total monthly gross wages** | **\_\_\_\_\_\_\_\_\_\_\_\_%****In words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Percentage** |

**Note:**

Rate of Basic Wage shall not be less than the rate notified in Memorandum cited above.

Contractor’s Service Charges should not be less than TDS and should include uniform and footwear to be issued to the workmen. **Separate rate or amount should not be quoted for uniform and footwear failing which the tender stands automatically disqualified.**

Contractor’s Service Charges should be quoted only in percentage failing which the tender stands automatically rejected as invalid.

GST will be reimbursed by the Institute after actual payment by the contractor, and on production of documentary evidence.

Signature of the Tenderer with Seal &Address

Date:

**(on the official letterhead of the firm)**

To be submitted along with Price bid

**ANNEXURE-III**

**PART – II**

**Statement of details of expenditure**

Details of Expenditure like uniform, footwear, ID card etc.

|  |
| --- |
| [a] Two sets of uniform and [b] two pairs of footwear for all workers : |
| ***Description*** | ***Material*** | ***Estimated Cost (Rs.)*** | ***No. of workers*** | ***Total Estimated Cost (Rs.)*** |
| Male Supervisors | Cloth for 2 pairs of pants |  |  |  |
| Stitching charges for 2 pairs of pants |  |  |  |
| Cloth for 2 pairs of shirts |  |  |  |
| Stitching charges for 2 pairs of shirts |  |  |  |
| 2 pairs of footwear  |  |  |  |
| Female Supervisors | Cloth for 2 pairs of sarees |  |  |  |
| Cloth for 2 blouses |  |  |  |
| Petticoats 2 No’s |  |  |  |
| Stitching charges for 2 blouses |  |  |  |
| 2 pairs of Footwear |  |  |  |
| MaleWorkers | Cloth for 2 pairs of pants |  |  |  |
| Stitching charges for 2 pairs of pants |  |  |  |
| Cloth for 2 pairs of shirts |  |  |  |
| Stitching charges for 2 pairs of shirts |  |  |  |
| 2 pairs of footwear |  |  |  |
| FemaleWorkers | Cloth for 2 pairs of sarees |  |  |  |
| Cloth for 2 blouses |  |  |  |
| Petticoats 2 No’s |  |  |  |
| Stitching charges for 2 blouses |  |  |  |
| 2 pairs of Footwear  |  |  |  |
| In addition to the above – Safety shoes are to be provided for the workers deployed for Gardening work |

 [b] Identity Card (ID card)

|  |  |  |
| --- | --- | --- |
| *No. of workers* | *Estimated cost per ID card (Rs.)* | *Total cost for ID card (Rs.)* |
|  |  |  |

**Note:** Estimates from suppliers for each of the item in [a] and [b] has to be enclosed with this statement.

 Signature of the Tenderer with Seal and Address

Date:

**UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

Full manpower will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by IITH. On holidays, Saturdays and Sundays the deployment will be restricted to fifty percent of the strength.

I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.

I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at IITH.

I/We agree that the payment will not be made for the work not carried out in any of the areas mentioned.

I/We will provide staff for shifting of furniture and small equipment as and when required by IITH.

I/We agree to pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7th day of every month. Further, I/We agree to submit proof of payment of wages i.e. ECS statement, ESI and EPF contributions along with the bill for the current month.

Substitute workers/Supervisor will be made available as and when required. Extra manpower if any called during conference/meetings, shifting of materials from one location to another, etc. will be provided at short notice.

Two sets of Uniforms, Identity Card, and 2 pairs of footwear will be issued to all the workers within 15 days of engagement of workers and it will be replaced as and when required and all the expenditure will be borne by me/us.

Contractor’s Signature and seal

Place:

Date:

(on the official letterhead of the bidder)

**LETTER OF CONSENT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

To

The Director

IIT Hyderabad

**Tender Ref. No.** IITH/103/MS/Tender/HKS/2022, dated.12.03.2022

**Name of Work:** Providing Housekeeping Services at IITH premises.

Sir,

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 90 (Sixty) days from the date fixed for opening the Part II and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We understand that my/our “Earnest Money Deposit” submitted along with the tender will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IITH, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IITH.

The full value of the Earnest Money Deposit (EMD) shall stand forfeited without prejudice to any other right to remedies if:-

I /We do not execute the contract documents within 7 (seven) days after getting information from IITH, or

I / We do not commence the work within 15 (fifteen) days after getting information from IITH.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address: