

Inter University Accelerator Centre
(An Autonomous Centre of Univeristy Grants Commission)
Aruna Asaf Ali Marg, New Delhi- 110067

NOTICE INVITING E-TENDER

E-TENDER NO: IUAC/NIT/19/UK/2021-22

Dated: 17/09/2021

Inter-University Accelerator Centre (IUAC), invites online bids on behalf of Director, IUAC 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.

Director, 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.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. REGISTRATION PROCESS ON CPP PORTAL

- 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 Enrolment**” on the CPP Portal which is free of charge.
Bidder who registered already may skip the registration process and login to site through their user ID/Password
- 2 As part of the enrolment process, the bidders will be required to choose a unique username 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 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2. 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 Helpdesk.

3. PREPARATION OF BIDS

- 1 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.
- 2 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 / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3 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, GST Certificate 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.

Note: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

4. SUBMISSION OF BIDS

1. The tender documents are available on our website www.iuac.res.in & www.eprocure.gov.in.
2. Tender documents may be downloaded from IUAC’s website www.iuac.res.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. The tender shall be submitted online in two parts, viz., Technical bid and Financial (price Bid)bid.
4. The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter
5. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.
6. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. 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.

7. 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.
8. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
9. Bidders are requested to note that they should necessarily submit their financial (price Bid) 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 filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
10. 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.
11. 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
12. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
13. Upon the successful and timely submission of bids (i.e. 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.
14. 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.
15. Not more than one tender shall be submitted by one contractor or contractors having business relationship.

Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the

same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

16. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
17. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.
18. Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted him of the nature, scope and specifications of the items to be followed.
19. The tenderer shall submit all documents after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.
20. Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the board of director /director / manufacture/ firm owner /their authorized agents through a resolution/ authority letter. Copy of the resolution/ authority letter in favor of the person signing must accompany the tender.
21. Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

22. Code of Integrity for Public Procurement

IUAC requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sr. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

(e)	Anti-competitive practice	any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels
(f)	Conflict of interest	participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain
(g)	Obstructive Practice	materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of audit or access to information.

5. 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.

(Seal & Signature of bidder/tenderer)

**SPECIAL INSTRUCTIONS TO BIDDERS FOR REGISTRATION
WITH COMPETENT AUTHORITY**

Bidders Registration

- 1) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).

- 2) **“Bidder”** for the purpose of this tender (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several person, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated here in before, including any agency, branch or office controlled by such person, participating in a procurement process.

- 3) **“Bidder from a country which shares a land border with India”** for the purpose of this tender means:
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

- 4) **“The Beneficial owner”** for the purpose of (3) above will be as under:

- i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation:-

a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;

b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

- ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

- iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

- v) In case of a trust, the identification of beneficial owner(s) shall including identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- 5) "**Agent**" for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

Sub-contracting in works contracts

- 6) In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

***Please note that the bidders shall provide the mandatory Certificates in the following formats on their registered Company's letter heads:**

Certificate for Tenders involving procurement

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contracting from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

Certificate for Tenders for Works involving possibility of subcontracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contracting from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

(Seal & Signature of bidder/bidder)

**Inter University Accelerator Centre
New Delhi**

INDEX

1.	Notice Inviting Tender	1, 11
2.	Instruction for Online Bid Submission	2-9
3.	General Instructions to Bidders (Section –I)	12-17
4.	General Terms & Conditions (Section-II)	18-25
5..	Scope of Work (Annexure 1A & 1B)	26-30
6.	List of Consumables (Annexure-II)	31-33
7.	Technical Bid Part A (Annexure-III)	34-35
8.	Price Bid Part B (Annexure-IV)	36-37
9.	Tender Acceptance Letter (Annexure V)	38
10.	Bid Securing Declaration Form (Annexure VI)	39
11.	Undertaking for Site Visit (Annexure VII)	40
11.	Declaration for code of Integrity & Conflict of Interest (Annexure VIII)	41
11.	Undertaking (for not being blacklisted (Annexure IX)	42
12.	Banker's Certificate (Annexure)	43
13.	Check-List	44

NOTICE INVITING E-TENDER NO. IUAC/NIT/19/UK/2021-22

Name of Work	:	House Keeping-cum-material shifting services at IUAC Campus
Estimated Amount	:	Rs. 80,00,000/- (Rs. Eighty Lakhs Only)
Last Date of Submission of Tender	:	11/10/2021 at 03:00 PM
Date and Time for opening of Tender (Technical bid - Part-A)	:	12/10/2021 at 03:30 PM
Date and Time for opening of Tender (Price Bid - Part-B)	:	Shall be intimated later on to the qualified bidders
Contact Person	:	Administrative Officer (S&P) E_mail : iuacstores@gmail.com Phone Nos. 24126018 / 24126022 (Ext. 205)

General Instructions to Bidders (Section-I)

1. Submission of Tender: Tenders should be uploaded 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) **Minimum Eligibility Criteria: Following documents to be provided by the tenderer.**

Sr. No	Criterion	Documents to be provided
1	The entity should be either registered as a company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence for not less than five years before 31/03/2021 as a company or firm as the case may be. Bids of Sole proprietorship firms or those which are not in existence for 5 years as mentioned above shall not be considered at all.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a Partnership Deed duly registered under the Partnership Act. i. Certificate of Commencement of business ii. Certificate consequent to change of name, if applicable.
2	The Registered Office or one of the Branch Offices should be located either in Delhi/New Delhi or in National Capital Region for at least last 2 years.	Self Attested copy of Telephone Bill /Electricity Bill/Registered Lease Deed supporting the address at Delhi/New Delhi or in National Capital Region.
3	Bidder should have a minimum turnover of Rs. One crore each in last three years exclusively from housekeeping services/ facility management services. For this purpose last financial year would	Turnover Certificate issued by the statutory auditor of the company, for housekeeping services/ facility management services.

	<p>be considered as the one ended on 31.03.2021 and not any later period.</p>	
4	<p>Bidder should have provided similar services to at least Five Government clients viz. PSU/Banks/Central and State Government Department, Autonomous Bodies during last five years commencing 1st April, 2016 and ending on 31st March, 2021. Experience in other private institutions / organisations as also experience in other areas of work will not be considered. The experience should be one of the following: -</p> <p>The bidder should have executed at least one work of value not less than Rs.64.00 lakhs per annum OR</p> <p>lakhsper annum OR</p> <p>Two similar works, each of value not less than Rs. 40.00 lakhs per annum OR</p> <p>Three similar works, each of value not less than Rs. 32 Lakh per annum.</p> <p>NOTE 2: “Similar work” means supply of Unskilled manpower for execution of cleaning, housekeeping, sanitary works and guest house maintenance works.</p>	<p>Certified documents/Agreements in support of past contracts with Govt/PSU/Other government establishments.</p>
5	<p>The bidder should have ISO 9001:2000 or 9001:2008 Certification valid as on 31th March - 2021.</p>	<p>Copy of the ISO 9001 Certificate of the Bidder.</p>
6	<p>Bidder should be registered with Income Tax and GST</p>	<p>i. Attested copy of PAN/GIR Card</p> <p>ii. Attested copy of GST registration certificate in respect of Housekeeping Services.</p>

7	Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts and Labour authorities including under the Contract Labour (Regulation and Abolition Act.)	<p>i. Attested copy of the Employee Provident Fund registration letter/certificate.</p> <p>ii. Attested copy of the Registration under the Contract Labour(Regulation & Abolition Act.)</p> <p>iii. Attested copy of the Employee State Insurance registration letter/certificate.</p>
8	The agency or any of its partners/directors etc should not have been black listed/ debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc by any court or any authority appointed to enforce any labour laws and regulations.	Self- Declaration in the format in Annexure-II
9	<p>The bidder should have satisfactory provided housekeeping support and maintenance services for organizations such as;</p> <p>One organisation of minimum 30000 Sq.ft carpet area</p> <p>OR</p> <p>Two organisations of minimum 15000 Sq. Ft. Carpet area during the last three years.</p>	<p>Copies of the work orders during the last 5 years specifying the area or a certificate to this effect from the clients.</p>
10	ITR forms	Copies of the ITR forms for the previous 3 (three years)

- (ii) Tender Acceptance letter on Company's Letter Head duly signed & stamped by the bidder as acceptance of all the terms & conditions of tender as per Annexure.
- (ii) Profile of the bidder on letterhead as per Annexure
- (iii) Undertaking for Site Visit has to be submitted as per Annexure
- (iv) Bid Security Declaration as per Annexure
- (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.80 lakhs to be submitted
- (viii) Check list for Pre-qualification Bid as per format
- (viii) Agencies who have provided housekeeping services to IUAC at any time for less than one year are not be eligible to apply.

Technical bids which are not conforming to the technical specification will be disqualified

4. Bid opening and evaluation:

- i) The technical bid (Part-A) will be opened online on the CPP portal
- (ii) The technical bids will be evaluated as per the eligibility criteria mentioned in clause 2 &3 above. Price bids (Part-B) of only the technically qualified bidders will be opened online for evaluation on CPP portal.

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) to be taken into consideration as per prevailing applicable minimum wages applicable as on 01-04-2021. 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. Service 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 "Service Charges" in

conformity with the govt/statutory laws/by laws/regulation keeping in view the 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 and other statutory deduction from the monthly bill.

- (iii) **Quoting unduly lower rate of Service Charge:** The contractor has to quote minimum service charge that takes care of TDS, Supervision, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. Financial bids quoting “Nil” consideration or “Zero percent or its derivatives upto 0.9999 percent and thereof” as service charge shall be rejected summarily. (As per Order No.29(1)/2014-PPD dated 28th January 2014 of Ministry of Finance).
- (iv) 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.
- (v) If IUAC considers that the service charge of the bidder who has quoted the least rate is not feasible, such tender shall be treated 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: Bid 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. Bids should be unconditional. Conditional Bids 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. Bid 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 Bids 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. Bidders 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. **Performance Security :** On award of work, the contractor shall furnish a performance Security in the form of FDR/ bank guarantee equivalent to 10% of total contract valid for a period of sixty days beyond the date of completion of contractual obligations of the supplier including warranty obligations.
 - a) The Performance Security should be furnished within 15 days of receipt of letter of intent.
 - b) The performance bank guarantee shall be encashed to the extent of any financial liabilities, which the service provider owes to the IUAC for violation of any terms and conditions of the contract. If the financial liabilities are more than the performance bank guarantee, the service provider shall be legally bound to pay the balance liability within 15 days with 10% interest, from the date of issuance of notice demand by the IUAC.
 - c) Failure to furnish performance security within 15 days of receipt of letter of intent shall lead to cancellation of award of contract, and any other action as per terms and conditions of this tender document, and provisions of the relevant Act/rules regarding future debarment from public procurement/tender process etc.
 - d) Failure to adhere to the period of commencement of services shall lead to the forfeiture of the performance security. However, on a request made by the service provider, the date of commencement of services may be extended at the discretion of IUAC.
 - f) In the case of extension of contract after the first year, fresh performance security 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:
 - Child Labour (Prohibition and Regulations) 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 latest by 7th day of each month by online fund transfer mode viz. RTGS/NEFT. However, IUAC reserves the right to make payment of wages to contractor's 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 7th 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 with individual bank A/c numbers duly certified by the bank, to the IUAC 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/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, ECS 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 7th 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 through ECS and tender a copy of the ECS statement with individual names and A/c Nos 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 8th to the extent possible. The age of the workers engaged by the contractor should not be below 18 years and more than 40 years except in the case of Supervisor/caretaker cum receptionists where the maximum age is upto 55 years. Engagement of workers will be done in consultation with IUAC concerned official in order to adjust the suitability of worker before deputing at site. Frequent change of workers is not allowed, if the services of the worker are found satisfactory by IUAC. Any changes should be done with consultation and approval of the Administrative Officer (Estate).
20. The contractor has to submit the list of workers along with age proof, qualification proof, permanent address proof etc. for records. 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 a list of employees with Aadhar Card/PAN Card No, 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.

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:**
 - a) **The list of consumable items are mentioned** as per Annexure-IV which are required for day to day house-keeping work and shall be arranged by the contractor.
 - b) 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.
 - c) **The requirement of consumable shall be given in writing by IUAC on monthly basis as per need and supply has to be made by the bidder accordingly.**
 - d) 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. The payment will be made by IUAC as per the rates quoted by the bidder in the Price list.
23. **Uniform & Shoes:** The contract will have to provide two set of summer & one set of winter uniform, one pair of safety shoes of reputed 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 each occasion 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 behaviour 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 Monthly bill of the Contractor. For any act of inadequate performance of contract not specifically stated herein and/or **wages not paid in time to the staff working under them**, 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 reserves 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 onemonth's contract value will be hold 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, pandemic 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.

42. **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.

Sr. No.	Details	Category	Nos.	Qualification & Experience	Age
1.	Supervisor	Skilled	01	Graduate 5 Years	Not les than 25 years and not more than 55 years

2.	Janitor	Unskilled	14	8 th Pass 3 years	Not less than 21 years and not more than 40 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	Skilled	03	10+2/Graduate 3 years	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 40 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 manpower 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 4.00 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 attached 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, washbasins, 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.

Cleaning of toilet tiles and sanitary fittings.

- (iii) Cleaning and polishing of floors
- (iv) Cleaning/dusting of all electrical/electronic fittings/fixtures and equipment.
- (v) 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

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

Note: Please read carefully clause No.18 Section II of General Terms and Conditions before quoting rates for consumables

(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 Freshner AMBIPURE- 275 gm	05 PCS		
03	Air Freshner ODONIL 100 GM(Metropol)	40 PCS		
04	Bamboo Brush	02 PCS		
05	Black Hit 320 ml	02 PCS		
06	Braso 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	03 KGS		
13	Glass Cleaner COLIN	05 PCS		
14	Glass Wiper	02 PCS		
15	Hand Liquid Soap (Dettol)	50 LTR		
16	Hand Duster White	36 PCS		
17	Hand Duster Yellow	12 PCS		
18	Hit Red 320 ml	02		
19	Jali 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	R5 (Taski/Diversey/Eureka)	10LTR		
28	R6 (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 – 1KG PKT	12 PKT		
37	Washing Powder (FENA – 1 KG PKT)	04 PKT		

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

TECHNICAL BID (PART-A)

1. The Company : _____

a) Name : _____

b) Regd. Address: _____

c) Address of Office at Delhi/NCR: _____

Contact Person's: i) Name & Designation: _____

ii) Tel No.

Landline/Mobile:

iii) Email ID:

2. Type of Firm :
(Partnership//PSU etc)

3. Month & Year of Establishment:

4. PAN Number:

5. TIN Number:
(Please enclose attested photocopy)

6. Goods & Service Tax Reg. Number: (Please
enclose self attested photocopy)

7. EPF Reg. Number:

8. ESI Reg Number:
(Please enclose self attested photocopy)

9. Infrastructure details:

Workforce (Nos):

Tools/machines:

Vacuum cleaners:

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

10 . Bidder is required to furnish all the documents as per Sr. No.3 of Instructions to Bidders (Section -1) failing which bid will not be considered.

Signature of authorized signatory

Name:

Designation:

Seal:

ANNEXURE-IV

BOO/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		
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) – 14 Nos. X 15492 b) Supervisor (Skilled category) -01 No X 18797 Monthly Charges for House Keeping Services for Hostel/Guest House/Auditorium as per manpower at 1(B) as per details given below: c) Caretaker-cum-Receptionist (Skilled Category) – 3 Nos. X 18797 d) Janitor (Un-skilled category) – 08 Nos. X 15492 <p style="text-align: right;">Sub Total</p>	216888 18797 56391 123936	235685 180327 416012
2.	Reliever charges @ 1/6 th of 1(c) & ½ 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 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.**

Evaluation Criteria for Financial Bid of technically qualified bidder:

The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum wages, ESI, PF contributions, wages for leave reserve as well as salary slip, Maintenance of record. Stationery etc. service charges all kind of taxes. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Place:

Date:

Signature & Sign of the Firm/Agency/Proprietor

ANNEXURE V

TENDER ACCEPTANCE LETTER
(To be printed on Company Letter Head)

Date: _____

To The 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:

Name of Tender/Work: _____

Dear Sir,

1. 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).

2. _____ 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.

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

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

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

6. 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 SECURING DECLARATION FORM

Tender/Bid No.:

Date:

To
The Director
IUAC, New Delhi

Dear Sir,

I/We. The undersigned, declare that:

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

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

- a** have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b** having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) 28 days after the expiration of the validity of my/our Bid.

Signed:

Name:

Dated on _____ day of

Corporate Seal (where appropriate)

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

Certificate/ Undertaking (Site Visit)

This is to certify that we have visited the site where IUAC Campus at Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi -110067 on and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

(Signature of the Bidder, with Official Seal)

ANNEXURE VIII

**Format for declaration by the Bidder for Code of Integrity & conflict of interest
(On the Letter Head of the Bidder)**

No: _____

Date _____

To,
The Director IUAC
New Delhi

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as in your Tender document and have no conflict of interest.

It is certified that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b

- c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

(Undertaking on a Letterhead)

I / We (bidder) hereby give an undertaking that:

1. I / We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
2. I/We do not have any dispute with any of the Govt. Departments/ Govt. Autonomous Bodies/Institutions, etc.;
3. I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/ Govt. Autonomous Bodies/ Institutions;
4. I/We have not submitted any fake/forged certificates/ documents and later, if any such 'Certificates/Documents' found to be fake/ forged or contains willful wrong/incorrect information, suitable legal actions may be initiated against me/us/agency and the agencies / bidders shall be debarred from tendering with the the Institute.
5. I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC and the agencies/ bidders shall be debarred from tendering with the Institute.

Seal and Signatures of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

ANNEXURE X

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK
(Solvency Certificate)

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 XI

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR: Inter-University Accelerator Centre,
Aruna Asaf Ali Marg New Delhi**

Sl. No.	Documents asked for	Page numbers at which document is placed
1.	Certificates/Documents to be provided as per conditions essential for pre-qualification	
2.	Tender Acceptance Letter as per Annexure	
3.	Profile of the bidder on letterhead as per Annexure	
4.	Entire NIT (except price bid) duly signed & stamped by the bidder	
5.	An undertaking as per annexure (for not been blacklisted by any authority/organization)	
6.	Solvency Certificate for Rs.80 lakhs as per annexure	
7.	Undertaking for Site Visit as per annexure	
8.	Declaration by the Bidder for code of Integrity & conflict of interest (on the letter head of the bidder) as per annexure	
7.	Undertaking for Site Visit as per annexure	
8.	Any other document requested	

Signature of the Bidder

(Name and Address of the Bidder)

Telephone No.

