


Jammu and Kashmir Institute of Management, Public
Administration and Rural Development, Main Campus,
M.A. Road, Srinagar

Tender Notice

Sealed tenders affixed with Rs. 10/- (Rupees Ten) only are hereby invited for Sanitation/House Keeping & dry cleaning of various laundry items viz. double bed sheets, single bed sheets, double bedcovers, single bedcovers, double blankets, single blankets, pillow covers, towels, curtains and quilt covers for IMPARD, Hostel, Srinagar. Tenders containing terms and conditions are available with Deputy Director, IMPARD Srinagar against non-refundable cash payment of Rs.100/- (Rupees one hundred) only from 20-08-2017 to 15-09-2017 during office hours. The tender documents can also be downloaded from our official website jkimpa@yahoo.com for which the cost of tender documents in the shape of CDR of Rs.100/- (Rupees one hundred) only non-refundable shall have to be deposited at the time of submission of tender document. The tender accompanied with a CDR of Rs.30,000/- (Rupees thirty thousand) only pledged to Financial Advisor/Chief Accounts Officer, IMPARD, M. A. Road, Srinagar should reach the office of the Deputy Director, J&K Institute of Management, Public Administration & Rural Development (IMPARD), M. A. Road, Srinagar on or before 25-09-2017 upto 02.00 p.m. The tender/proposal must be submitted in two sealed envelopes clearly marked as "Cover-A-Technical-pre Qualification Bid" and the other sealed envelope clearly marked as "Cover-B Financial Bid". The tenders shall be opened either on the same working day or any subsequent day in presence of tenderer who intend to be present. Further details can be had from the Deputy Director, IMPARD during office hours.


Deputy Director
IMPARD, Srinagar

No. IMPA/2017/S-2/II/2013/1762r

Dated: 03-08-2017

Copy to the:-

1. Joint Director, IMPARD, Srinagar.
2. Director, Finance, J&K IMPARD, Srinagar.
3. Joint Director, Information Department, Kashmir, Srinagar with the request to get the notice published in two leading newspapers of the valley to ensure wide publicity. The publisher is asked to send a copy of the newspaper to the Institute for record and reference.
4. PS to VC& DG fkie the Vice Chairman & Director General, IMPARD.
5. System Administrator, IMPARD for information and n.a.
6. Accounts Section, IMPARD.

TERMS AND CONDITIONS OF TENDER NOTICE

1. The Tenderer should be a registered.
2. Registration Certificate with labour Department.
3. Copy of PAN Card.
4. No Objection & Satisfactory performance report if already working/worked with the department from competent authority.
5. Experience certificate.
6. No conditional Tender shall be accepted. The committee reserves right to accept or reject any tender/quotation without assigning any reason (s) thereof.
7. All Terms and condition of NIT shall also form part of supply order and agreement.
8. The successful Tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet the approved items or part thereof to any other party. Suitable penalty upto 10% of the total value of the contract shall be imposed for any deviation from contractual obligation on merits of each besides forfeitures of Earnest Money deposits.
9. The contract sanctioning authority has right to terminate the contract at any time if deemed necessary in the interest of Government/Department/Institute.
10. It is the discretion of the contract sanctioning authority to allot the contract to one or more tenderers. The decision of the contract sanctioning authority is firm and final.
11. The bidder should be the State subject of Jammu and Kashmir State.
12. Tender must be accompanied with CDR of Rs. 30,000/ (Rupees thirty thousand) only pledged in favour of Financial Advisor/Chief Accounts Officer (DDO)
13. The contract fixed shall be valid for a period of 24 months from the date of issuance of approved rate contract or till such time the new rate contract for succeeding year is finalized/issued.
14. Any other issue which may come up during the course of completion of contract shall be decided by the Rate Contract Committee, IMPARD, J&K, and their order(s) shall be final and binding upon the Purchase Officer and approved supplier
15. The performance of the contractor for housekeeping/ sanitation & Laundry works will be monitored strictly by the Committee constituted for the purpose and in case there is any laxity in service , the allotment will be terminated.
16. The Financial Bids of only those firms shall be opened who qualify the Technical bids.
17. The tenders quoted on the name of other firms shall not be entertained and rejected without assigning any reason.
18. The Institute reserves the right of rejecting any tender without assigning any reason thereof.
19. Zerox copy of Trade Registration Certificate issued by the competent authority should be appended with the tender.
20. Tax Clearance Certificate of Sales Tax Department for the year 2016-17 be enclosed with the tender.
21. TDS clearance certificate for the year 2016-17 of Income tax be enclosed with the tender.
22. Service Tax/ Income Tax be deducted at source as per vogue

Signature of the Contractor



TENDER DOCUMENT

FOR

**PROVIDING OF SANITATION,HOUSEKEEPING AND LAUNDRY
SERVICESFOR IMPA&RD, HOSTEL,M.A.ROAD,SRINAGAR**



**To be deposited in the Tender Box at 1st Floor, IMPA&RD
Administrative Block, Room No.103, M.A.Road, Srinagar**

Tender Document Submitted by:

M/S _____

Contains total **45**Pages

This tender document is not transferable

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



TERMS AND CONDITIONS

1. GENERAL:-

1.1 The present tender is being invited for Sanitation, Housekeeping and laundry Services under which the contractor shall provide uniformed trained personnel and will use its best endeavors to provide sanitation, housekeeping and washing of linen etc of the IMPARD Hostel, Main Campus, M.A.Road, Srinagar.

2. ELIGIBLE BIDDERS:-

2.1. All agencies who are providing similar kind of services for at-least last three consecutive years and having annual average turnover of Rs.2.00 Lakhs (Rupees Two Lakh only) during the last three financial years in the books of accounts.

2.2. The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Jammu and Kashmir or any other Private Institutions of repute as follows:-

- (a)** *Three similar completed works costing not less than Rs.2.00 Lakhs (Rupees Two Lakh only) Per Annum; or*
- (b)** *Two similar completed works costing not less than Rs. Rs.3.00 Lakhs (Rupees Three Lakh only) Per Annum; or*
- (c)** *One similar completed work costing not less than Rs.5.00 Lakhs (Rupees Five Lakh only) Per Annum.*

3. QUALIFICATION OF THE BIDDERS:-

3.1. The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint venture.

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- 3.2.(a)** Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.
- (b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;
- (c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under Income Tax Act.

3.5. Bidder must submit copies of all documents required, duly attested by a Notary along with **technical bid** of the tender.

3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the J&K IMPA&RD (**herein after refer to as Institute**) subsequently, finds to the contrary, the Institute reserves the right to declare the Bidder as non-compliant

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and declare any contract if already awarded to the Bidder to be null and void.

3.7. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Law of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. COST OF BID:-

The bidder shall bear all costs associated with the preparation and submission of his bid and the IMPA&RD will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. VISIT TO INSTITUTE:-

The bidder is required to provide sanitation, housekeeping and laundry services to this Institute for its Hostel at Srinagar and is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents.

7. TENDER DOCUMENTS:-

7.1. Contents of Tender Documents.

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Sanitation, Housekeeping and laundry Services. The Tender document comprises of:

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- (a) **Notice of Invitation of Tender.**
- (b) **Price Bid.**
- (c) **Terms and Conditions.**
- (d) **Tender form for providing Sanitation, housekeeping and laundry services(Annexure-I)**
- (e) **Scope of Work (Annexure-II)**
- (f) **Details of Manpower required (Annexure-III)**
- (g) **Method of award of work (Annexure-IV)**
- (h) **Check list for Pre-qualification Bid (Annexure-V)**
- (i) **ChecklistforTechnicalEvaluation (Annexure-VI)**
- (j) **Undertaking(Annexure-VII)**
- (k) **Form of Bank Guarantee for Bid Security (Annexure-VIII)**
- (l) **FormofAgreement(Annexure-IX)**
- (m)**Form of Bank Guarantee for Performance Security (Annexure-X)**

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

7.2. CLARIFICATION OF TENDER DOCUMENT:-

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of Deputy Director, IMPA&RD, Main Campus, M.A. Road, Srinagar.

7.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of Deputy Director, IMPA&RD, Main Campus, M.A.Road, Srinagar not later than One Week before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will be copied to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Institute shall be

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carried out in writing.

7.2.3. Except for any such written clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the Institute, no written or oral communication, presentation or explanation by any other employee of the Institute shall be taken to bind or fetter the Institute under the contract.

8. PREPARATION OF BIDS:-

8.1. Language.

The bids and all accompanying document shall be in English. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

8.2. Documents Comprising the Bid.

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8.2.1. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid personally in the tender box kept in Room No.103 1st Floor in the office of Deputy Director, J&K IMPA&RD, Main Campus, M.A.Road, Srinagar. The bidder shall submit the technical bid in sealed envelopes clearly marked with the name of the Tender.

8.2.2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.

8.2.3. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.30.000/- (Rupees Thirty Thousand only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Financial Advisor/Chief Accounts Officer, J&K IMPA&RD, Main Campus, M.A.Road,

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Srinagar, along-with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8.2.4. These shall be addressed to the Vice Chairman & Director General, J&K IMPA&RD and submitted in the Office of Deputy Director IMPA&RD, Srinagar at the address given in the Tender document.

8.2.5. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding total number of works, as stated in Clause 2.2(a)(b) and(c), completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Sanitation and housekeeping Services.

8.3. BID PRICES:-

8.3.1. Bidder shall quote the **rates on the basis of rates per square metre** in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Sanitation, housekeeping and laundry Services at IMPA&RD Hostel, Srinagar. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.) which should be clearly stated by the contractor.

8.3.2. Conditional bids/offers will be summarily rejected.

8.4. FORM OF BID:

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The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5. Currencies of Bid and Payment

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

8.6. Duration of Contract

The contract shall be valid initially for two years and the IMPA&RD reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond further years.

8.7. BID SECURITY

8.7.1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.30,000/- (Rupees Thirty Thousand only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Financial Advisor/Chief Accounts Officer, IMPA&RD Srinagar along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

8.7.2. Any Tender not accompanied by Bid Security shall be rejected.

8.7.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

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8.7.4. Bid security of the successful bidder shall be returned on receipt of Performance Security by the IMPA&RD and after signing the agreement.

8.7.5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.7.6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the IMPA&RD.

8.8. Format and Signing of Bid

8.8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instructions issued by the IMPA&RD, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. Submission of Bids

9.1.1. The bidder shall submit the **Pre-qualification Bid** and **Technical Bid** in a separate sealed cover "A" and the **Financial Bid** in another sealed cover "B" duly subscribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

9.1.2. The sealed cover of **Pre-qualification Bid** and **Technical**

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Bid should consist of the following documents:-

- (a)** Bid Security (Earnest Money Deposit) for an amount of Rs.30,000(Rupees thirty thousand only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Financial Advisor/Chief Accounts Officer, IMPA & RD, Srinagar.
- (b)** Attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- (c)** Attested copy of PAN No. card under Income Tax Act;
- (d)** Attested copy of Service Tax Registration Number;
- (e)** Attested copy of Valid Registration No. of the Agency/Firm;
- (f)** Attested copy of valid Provident Fund Registration Number;
- (g)** Attested copy of valid ESI Registration Number;
- (h)** Attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- (i)** Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet;
- (j)** Proof of experience as stated in Clause 2.2.(a), (b) and (c) supported by documents from the concerned organizations;
- (k)** Duly filled and signed Annexures-V, VI and VII.

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9.1.3. The sealed cover of **Price Bid** should contain Price bid in original and a duplicate copy of the same in two separate envelopes duly filled in figures and words.

9.1.4. All the sealed covers shall be addressed to the Deputy Director, J&K IMPA&RD and will be put in the Tender Box which is available in the office of the Deputy Director, IMPA & RD, M.A. Road, Srinagar.

9.1.5. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

9.2 Late and Delayed Tenders

9.2.1. Bids must be received in the IMPA&RD at the address specified above not later than the date and time stipulated in the NIT. The IMPA&RD may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the IMPA&RD and the Bidder will be the same.

9.2.2. Any bid received by the IMPA&RD after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

10.1 Bid Opening and Evaluation

10.1.1. The authorized representatives of the IMPA&RD will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Subsequently, the technical bids will be evaluated as per the methodology given in the **Annexure-IV** of the Tender document.

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10.1.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

10.2 Right to accept any Bid and to reject any or all Bids

10.2.1. The IMPA&RD is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

10.2.2. The IMPA&RD may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. The IMPA&RD may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

11.1 Award of Contract

11.1.1. The IMPA&RD will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

11.1.2. The IMPA&RD will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which IMPA&RD will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

11.1.3. The successful bidder will be required to execute a **contract agreement** in the form specified in Annexure-IX within a period of 30 days from the date of issue of Letter of Offer.

11.1.4. The successful bidder shall be required to furnish a Performance Security within 07 days of receipt of 'Letter of Offer' for an amount of Rs.30,000/- (Rupees thirty thousand only) in the

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form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form (Annexure-IX) in favour of Financial Advisor/Chief Accounts Officer, IMPA&RD, Srinagar. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

11.1.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

TERMS AND CONDITIONS OF CONTRACT

- 1.** The execution of sanitation, housekeeping and laundry services will be with suitable and uniformed hygiene specialist(s) with mechanized equipments, wherever required, and wet mopping.
- 2.** The sanitation, housekeeping and laundry works are to be carried out as per international norms/standards and in such manners that all premises always look neat and clean.
- 3.** The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
- 4.** It will be the sole responsibility of the contractor that the men engaged are trained and the IMPA&RD will not be liable for any mishap, directly or indirectly.
- 5.** All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor. All consumables and disposables should be

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eco-friendly.

6. Mechanized equipments, wherever required, will be procured by the contractor.
7. The cleanliness will be checked by the Hostel Warden of IMPARD, Srinagar or any person authorized by the Institute based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows: (i) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.; (ii) Dust or cobwebs etc. on roof, window grills etc.; (iii) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors; (iv) Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms and roads.
8. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of sanitation staff/supervisors absent on that particular day shall be levied by the IMPA&RD and the same shall be deducted from the contractor's bills.

(b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 8(a) shall be levied.

(c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.

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9. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IMPA&RD reserves the right to impose the penalty as detailed below:-

1. 20% of cost of order/agreement per week, upto four weeks delays.
2. After four weeks delay the IMPA&RD may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

10. If cleanliness is not observed upto the satisfaction of the IMPA&RD, a penalty of a minor fine of Rs.1,000/- per day or Rs.500/- per day per square metre, whichever is higher, or a major fine of Rs.5,000/- per day per square metre will be imposed on the contractor depending on the objective criteria as above.

11. Minimum number of trained manpower including the Supervisory staff required to do the work has to be specified by the contractor in technical bid of the tender.

12. The IMPA&RD reserves the right to cancel or reject all or any of the tender without assigning any reason.

13. Any act on the part of the tenderer to influence anybody in the IMPA&RD is liable to rejection of his tender.

14. Every employee so engaged by the contractor shall

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wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.

15. The contractor shall engage the men/women whose age shall be between 18-50 years.

16. The staff engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the Hostel Warden of the IMPA&RD. Adequate supervision will be provided to ensure correct performance of the said sanitation and housekeeping services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

17. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.

18. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the IMPA&RD and to the Labour department.

19. The contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF

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subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the sanitation works, is required to be submitted to the IMPA&RD. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the IMPA&RD is entitled to recover the equal amount from any money due or accrued to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the contractor.

20. The IMPA&RD shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his/her duty.

21. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

22. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the IMPA&RD and IMPA&RD shall ensure that the contractor complies with the provisions.

23. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the Hostel Warden of the IMPA&RD, Srinagar. While raising the bill, the deployment particulars of the personnel engaged during each month, shift-wise, if any, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the Hostel Warden of the IMPA&RD, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.

24. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



25. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the IMPA&RD and shall not knowingly lend to any person or company any of the assets of the IMPA&RD under its control.

26. The sanitation staff engaged by the contractor shall not accept any gratitude or reward in any shape.

27. The contractor shall be responsible to maintain all property and equipment of the IMPA&RD entrusted to it. Any damage or loss caused by contractor's persons to the Institute in whatever shape would be recovered from the contractor.

28. The contractor will not be held responsible for the damages/sabotage caused to the property of the IMPA&RD due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.

29. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The Institute shall have right to have any person moved in case of any staff/visitor complaints or as decided by representative of the IMPA&RD, if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

30. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the Institute and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the IMPA&RD.

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



31. That, in the event of any loss occasioned to the IMPA&RD, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the IMPA&RD, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Head of the IMPA&RD will be final and binding on the contractor.

32. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the IMPA&RD.

33. The IMPA&RD may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the IMPA&RD.

34. The contractor will deploy supervisors as per the need given by the IMPA&RD. The supervisor shall be required to work as per the instructions of Institute.

35. The contractor shall ensure that its personnel shall not, at any time, without the consent of the IMPA&RD in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the IMPA&RD and shall not disclose any information about the affairs of IMPA&RD. This clause does not apply to the information, which becomes public knowledge.

36. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines etc. The concerned contractor's personnel shall attend the court as and when required.

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



37. 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 etc. which may prevent either party to discharge the 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. The performance of any 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, the Institute may at its option terminate the contract(s).

38. The contractor shall deploy his personnel only after obtaining the IMPA&RD approval duly submitting curriculum vitae (CV) of these personnel, the IMPA&RD shall be informed at least one week in advance and contractor shall be required to obtain the Institute's approval for all such changes along with their CVs.

39. "NOTICE TO PROCEED" means the notice issued by the Institute to the contractor communicating the date on which the work/services under the contract are to be commenced.

40. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the IMPA&RD, for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered

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without the approval of the Institute.

41. The contract period shall be Twenty four months from the date of the commencement (as mentioned in Notice to Proceed).

42. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the IMPA&RD, the Institute shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.

43. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the IMPA&RD may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Institute from the contractor.

44. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the IMPA&RD, such money shall be deemed to be payable by the contractor to the IMPA&RD within seven days. The IMPA&RD shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.

45. The list of staff going to be deployed shall be made available to the IMPA&RD and if any change is required on part of the Department fresh list of staff shall be made available by the contractor after each and every change.

46. The contractor shall indemnify and hold the IMPA&RD

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

47. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour Act 1970 and any other relevant Act of the Jammu and Kashmir State.

48. The contractor shall not employ any person below the age of 18 yrs. and above the age of 50 yrs. Manpower so engaged shall be trained for sanitation and housekeeping services and firefighting services before joining. In addition, Department will also arrange training in batches by Civil Defense and Fire Service Departments for deployed manpower. During this training, contractor shall have to arrange for substitute for the staff undergoing training.

49. Only physically fit personnel shall be deployed for duty by the contractor.

50. The contractor shall ensure that the Sanitation/Housekeeping staff shall not take part in any staff union and association activities.

51. The IMPA&RD shall not be responsible for providing residential accommodation to any of the personnel of the contractor.

52. The IMPA&RD shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The IMPA&RD does not recognize any employee/employer relationship with any of the workers of the contractor.

53. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the IMPA&RD from the contractor.

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



54. If any underpayment is discovered, the amount shall be duly paid to the contractor by the IMPA&RD.

55. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the IMPA&RD.

56. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every three months.

57. The contractor shall disburse the wages to its staff deployed in the IMPA&RD every month through ECS or by Cheque in the presence of Hostel Warden, IMPARD, Sgr.

58. OBLIGATION OF THE CONTRACTOR:-

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Institute fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

59. The IMPA&RD will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



60. Dispute Resolution:-

a. 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/ Director General, IMPA & RD.

b. 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.

61. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Srinagar (J&K) only.

JURISIDICION OF COURT:-

The courts at J&K Srinagar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

PRICE BID

Sr. No.	Description of work	Area covered/ Unit	Frequency/ Periodicity	Rate per square metre	Monthly amount (in
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**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



				(in Rs.) (in words and figures)	(in Rs.) (in words and figures)
1.	Sweeping/Cleaning/ Wet Mopping in covered areas including hostel rooms, Suites, corridors, stair cases, reception area, recreation hall, courtyard, backyard, hostel parking lots, etc.	(Area of the Hostel Block, IMPARD, Srinagar to be mentioned by the Institute on actual basis)	Once in a day and as and when required.		
2.	Scrubbing, wet cleaning passages different floor provided different and stair the building. of floor, and types of area in rooms cases of	-do-	Once in a day and as and when required.		
3.	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc. attached thereto alongwith proper sanitization with eco-friendly disinfectants.	-do-	Twice a day.(Total number of toilets & bath rooms to be mentioned by the institute)		
4.	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures	Per 100 items	Daily and as and when required. (Total number may be indicated by the Department)		

Note:-

1. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide sanitation and housekeeping services to the IMPA&RD hostel block, Srinagar for providing neat and clean environment. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per square metre. If the minimum wages is revised by the Government of J&K, the incremental wages, if applicable, will be provided by the contractor.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.

**I accept the above condition(s)
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3. The contract is for two years.
4. The area and number of articles shown above is indicative and the actual quantity may vary.
5. The bidders may quote the rates with the cleaning materials of ISI specifications.
6. All columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

(J&K IMPA & RD, Main Campus, Srinagar)

ANNEXURE-I

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



THE TENDER FORM FOR PROVIDING SANITATION, HOUSEKEEPING & LAUNDRY SERVICES AT HOSTEL BLOCK OF IMPA&RD, SRINAGAR.

1. Cost of tender : Rs.100/-
2. Due Date for submissions of Tender: **25-09.2017**
3. Opening Time and Date: **25-09.2017 at 02.00 p.m.**
4. Registration No. of the Firm/Agency:
5. Name, Designation, Address and Telephone No(s). of the Authorized person of Firm/ Agency to deal with:

6. Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name, Address and Telephone No. of Directors/partners should specified:
7. Copy of PAN card issued by the Income Tax Department and copy of previous Financial Year's Income Tax Return.:

8. Provident Fund Account No./ESI Number :
9. Licence No. under Contract Labour (R&A) Act, if any. :

Affix duly Attested P.P. Size recent photograph of the prospective bidder.

10. Details of Bid Security deposited:
 - (a) Amount : Rs.30,000/- (Rupees Thirty Thousand only)
 - (b) FDR No. or DD No. or _____ Bank Guarantee in favour of

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



Financial Advisor/Chief Accounts Officer, IMPA & RD, Srinagar.

(c) Date of issue:

(d) Name of issuing authority:

11. Details of ISO Certification:

12. Any other information:

13. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder)
Name and Address (with seal)

(J&K IMPA&RD, Srinagar)

SCOPE OF WORK

ANNEXURE-II

The contractor shall provide the sanitation/housekeeping services

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



in the Administrative Block of IMPA&RD, Srinagar located at M.A.Road, Srinagar.

The contractor shall ensure hygienic atmosphere and clean environment in the IMPA&RD Hostel Block at Srinagar.

DUTIES AND RESPONSIBILITY OF SANITATION STAFF:

1. Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminum grills, pillars, curtains, slabs, cabinets, almirahs with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bath- rooms and toilets on all floors and open area including Hostel parking lots including overhead water tanks, if any.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns, courtyard, backyard etc.
3. Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.
4. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain hygienic atmosphere.
5. Cleaning and maintenance of all the drains within the compound of the IMPA&RD.
6. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-degradable/ non-degradable waste as per the prescribed norms.
7. Pest control, mosquito control including winged pests, larva

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



control and rodent control of the entire Hostel Block of the IMPA&RD in all covered and open area.

8. Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
9. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
10. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
11. Cleaning of stair cases with railing.
12. Cleaning of fire-fighting equipments, CCTV and public address systems, etc.
13. Cleaning of all miscellaneous equipments as available or being provided from time to time.
14. The cleaning of carpets, etc. with modern gadgets shall be done once a week.
15. Sweeping/Cleaning and wet mopping of the corridors, recreation halls, dining halls shall be done twice a day.
16. Washing/dry cleaning/ironing of Bed sheets/ Bed covers/ pillow covers on every alternate day and replacement of the same in every room and suite of the hostel at the time of departure of a guest and before the new guest occupies the room/ suite.
17. Washing/ Dry cleaning/ ironing of curtains of all the rooms/ suites of the hostel on fortnight basis and replacement of the curtains at the time of the departure of the old guest(s) and before the arrival of the new guest(s) in the hostel.

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



18. To provide clothes washing/ dry cleaning facility to the Hostel inmates/ guests on payment basis on demand as per the quoted and approved rates.

Details of Areas in the IMPA & RD Hostel Block, Srinagar to be cleaned

ANNEXURE-III

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



Sl. No.	Details of Floors	Area which requires sweeping, Wet cleaning and scrubbing once in a day (sq.m)	Toilets and passages which require cleaning twice a day (sq.m.)	Only sweeping once in a day (sq.m.)	No. of unskilled personnel offered to be deployed (per floor/ area specified)	No. of supervisory staff offered to be deployed (per floor/ area specified)
1.	Ground Floor					
2.	First Floor					
3.	Second Floor					
5.	Lawns, Parking lots and other open areas of the Hostel Block					
6.	Reception Area/ Recreation and dining hall with kitchen of the Hostel Block					

ANNEXURE-IV

I. EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS AND METHOD OF AWARD OF WORK

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



a/ Scoring of ten Marks will be based on Annual Turnover, Manpower on roll, experience of running sanitation/housekeeping services, volume of work performed in preceding years, trained Sanitation/Hygiene Supervisory Staff on roll, ISO certification and other pre-qualification criterion prescribed in the Terms and Conditions of the contract.

b/ The firm/agency which secures seven out of ten marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

c/ The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR
SANITATION/HOUSEKEEPING SERVICES IN IMPA&RD HOSTEL AT RINAGAR
ANNEXURE-V**

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



Sl. No.	Documents asked for	Page number at which document is placed
1.	Bid Security (EMD) of Rs30,000/- (Rupees Thirty Thousand only) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of the Deputy Director, IMPA&RD, Srinagar	
2.	One attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).	
4.	Attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5.	Attested copy of Service Tax Registration No.	
6.	Attested copy of valid Registration number of the firm/agency.	
7.	Attested copy of valid Provident Fund Registration number.	
8.	Attested copy of valid ESI Registration No.	
9.	Attested copy of valid License No. under Contract Labour (R&A) Act, 1970. or relevant State Act of J&K.	
10.	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.	

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



11.	Annual returns of previous financial years supported by audited balance sheet (clause 2.1 of NIT)	
12.	Any other documents, if required.	

Signature of the Bidder

(Name and Address of the Bidder)

Telephone No.

Checklist for Technical Evaluation ANNEXURE-VI

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Manpower on roll		
3.	Experience of running Sanitation/Housekeeping services (in years)		
4.	Volume of work done during last three financial years as specified in clause 2.2 of the NIT.		
5.	Single work of more than Rs.5,00,000/- during last three years.		
6..	No. of Trained Supervisory staff in the field of Hygeine/Sanitation/Housekeeping.		
7.	ISO Certification of the firm (Yes/No)		

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

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

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



ANNEXURE - VII

To

The Director,
J&K IMPA&RD,
M.A.Road, Srinagar

Name of the firm/Agency_____

Name of the tender_____

Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of J&K from time to time and shall be fully responsible for any violation.
4. I/We shall provide trained sanitation/housekeeping workers.
5. I/We do hereby undertake that neat and clean environment of the IMPA&RD Administrative Block shall

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



be ensured by our Agency, as well as any other point considered by our Agency. The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond. (Signature of the Bidder)
Name and Address of the Bidder. Telephone No.

FORM OF BANK GUARANTEE FOR BID SECURITY

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



(Refer Clause 8.7.1 of the NIT)(To be stamped in accordance with Stamps Act of India)

ANNEXURE -VIII

KNOW ALL MEN by these present that we _____
(Name and address of Bank), having our registered office at _____
(hereinafter called "the Bank") are bound unto J&K Institute of Management, Public Administration and Rural Development (hereinafter called "the IMPA&RD J&K") in sum of Rs.30,000/- (Rupees Thirty Thousand only) for which payment will and truly to be made to the IMPA &RD J&K, the Bank binds himself, his successors and assigns by these present.

WHEREAS _____ (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated _____ for providing Sanitation/Housekeeping Services (hereinafter called "the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs.30,000/- (Rupees Thirty Thousand only) as Bid Security against the Bidder's offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:-

1. That the IMPA&RD may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the IMPA&RD J&K and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
 - (a) The Bidder, in case the bid is accepted by the IMPA&RD, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
 - (b) Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in the NIT. or
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract. or
- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of J&K or in any other State Governments/Union Government.

WE undertake to pay to the IMPA&RD upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness _____

Name of Witness Address of Witness

Signature of Authorized Official of the Bank Name of Official _____

Designation _____ ID

No. _____ (Stamp/Seal of Bank)

FORM OF AGREEMENT

ANNEXURE-IX

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



THIS AGREEMENT is made on the____ day _____ (Month)_____(Year) Between the Institute of Management, Public Administration and Rural Development, J&K (hereinafter called "the IMPA&RD"), which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Sanitation/Housekeeping Services to the Administrative Block of IMPA&RD Main Campus, Srinagar for providing a neat and clean environment to the IMPA&RD.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the IMPA&RD to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



and the Sanitation/Housekeeping services w.e.f _____ as per the provisions of this Agreement and the tender documents.

4. The IMPA&RD hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract. IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor Signature of the authorized official

Name of the official Stamp/Seal of the Contractor

By the said _____ Name on behalf of the Contractor in the presence of:

Witness _____ Name _____

Address _____

_____ Telephone No: _____

For and on behalf of the J&K IMPA&RD

Signature of Deputy Director, J&K IMPA&RD, Srinagar

By Shri Tariq Ahmad Kakroo

In the presence of:

Witness _____ Name _____

Address _____

No: _____

Telephone

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



ANNEXURE-X

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 11.1.4 of the NIT)(To be stamped in accordance with Stamps Act of India)

- 1.** THIS DEED of Guarantee made this day of _____ between _____
(Name of the Bank) (hereinafter called the "Bank") of the one part and the J&K IMPA&RD (hereinafter called the "IMPA&RD") of the other part.
- 2.** WHEREAS the IMPA&RD has awarded the contract for sanitation/housekeeping services contract for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").
- 3.** AND WHEREAS THE Contractor is bound by the said Contract to submit to the IMPA&RD a Performance Security for a total amount of Rs.30,000/- (Rupees Thirty Thousand only)
- 4.** NOW, WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the IMPA&RD the full amount of Rs.30,000/- (Rupees Thirty Thousand only) as stated above.
- 5.** After the Contractor has signed the aforementioned contract with the IMPA&RD, the Bank is engaged to pay the IMPA&RD, any amount up to and inclusive of the aforementioned full amount upon written order from the IMPA&RD to indemnify the IMPA&RD for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**



parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the IMPA&RD immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the IMPA&RD any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

- 6.** THIS GUARANTEE is valid for a period of 27 months from the date of signing.
- 7.** At any time during the period in which this Guarantee is still valid, if the IMPA&RD agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the IMPA&RD and at the cost of the contractor.
- 8.** The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
- 9.** The neglect or forbearance of the IMPA&RD in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the IMPA&RD for the payment hereof shall in no way relieve the Bank of their liability under this deed.

I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)



10. The expressions "the IMPA&RD", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____day of _____(Month)_____ (year) being herewith duly authorized.

For and on behalf of the _____Bank.

Signature of authorized Bank official

Name_____ Designation_____ I.D. No._____ Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1. Signature_____ Name_____ Address_____

Witness-2. Signature_____ Name_____ Address_____

**I accept the above condition(s)
(Full signature of the Tenderer with seal of the Agency)**