

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

(An Autonomous Institution under MHRD, Government of India)

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TENDER NOTICE – HOUSE KEEPING SERVICES,
LADY HOSTEL SUPERVISOR AND OFFICE BOYS

TECHNICAL BID

Total Number of pages submitted: _____

I. General Terms & Conditions of the Tender:

- 1) The tendering agency is advised to inspect all the buildings and premises intended to be covered under the said contract so as to get a clear idea about the nature of work involved. The details of the buildings are given in Annexure-I. Any clarifications regarding the scope of work or any other information can be obtained from the office of Registrar during the hours from 10:30 to 13:00 Hrs on working days from Monday to Friday or during the **Pre-Bid meeting scheduled on 18 Nov 2015 at 10.00 AM** . It shall be **deemed** that the Contractor has undertaken a visit to the Institute and is aware of the requirement and operational conditions prior to the submission of the tender documents and no claims will be entertained after submission of the contract.
- 2) Tenders can be purchased from Finance section of this Institute on payment of Rs.525/- (Rupees Five hundred twenty five only). Tender document can also be downloaded from our website www.iisertvm.ac.in. In that case a Demand Draft for Rs. 525/- in favour of IISER, Thiruvananthapuram is to be submitted along with the tender. Tenders without tender fee will be summarily rejected.
- 3) Issue/sale of this tender document to a contractor does not make him automatically eligible for this tender. It is the responsibility of the contractor to prove his eligibility by submitting necessary documentary proofs along with the tender. Tender submitted by ineligible contractor will be rejected.
- 4) **Earnest Money Deposit:** Demand Draft for Rs.1,00,000/-(Rupees One lakh only) (Refundable) is to be submitted having a validity of three months from the last date of tender along with the Technical Bid towards EMD. Technical Bid without EMD will be summarily rejected.
- 5) Technical Bid is available in Annexure-II and Financial Bid is available in Annexure-III.
- 6) **Each and every page should be duly numbered and total number of pages enclosed should be derived and mentioned on first page of the submitted document.**
- 7) Technical Bid and Financial Bid along with its enclosure if any, should be kept in separate sealed envelopes and the both the sealed envelopes should again be put in the **overall envelope super scribing Tender for House Keeping Services, Lady Hostel Supervisor & Office Boys.** **If the Technical Bid and Financial Bid are submitted together in the open condition, then the tender will be rejected.**
- 8) All the columns in the Technical Bid & Financial Bid are to be filled by the agency without fail and corrections if any has to be scored and written clearly and should be initialled by the person signing the contract. Corrections by applying white fluid, overwriting etc is not allowed and will be a reason for disqualification.
- 9) The bidder should give an undertaking to the effect that the firm/contractor agrees to abide by all the terms and conditions as stated in the Tender Document in the prescribed format.

- 10) **The envelope as said above can be sent to the office of the Registrar in the following ways:**
- By Speed Post/Courier so as to reach the office on or before the last date and time. Institute will not be responsible for postal/courier delays.
 - The same envelope can be **dropped in the Tender Box kept in the office of the Registrar or before the closing date & time as said above. Tenders dropped in other places will not be considered.**
 - The tender received after the date and time as indicated above will be summarily rejected.
- 11) **The envelope containing Technical Bid and its enclosures will be opened on the same day ie. -26th November 2015 at 03.00 P.M. in the Office of Registrar,** in the presence of the tenderers or their authorized representatives (maximum one per firm) by the constituted committee.
- 12) The evaluation of technical bids will be based on the list of enclosures as mentioned in technical bid. Non submission of any/all of the list of enclosure will lead to disqualification.
- 13) Evaluation of bids based on its Merits & Demerits of the bidders and their credentials as presented in the documents in the Technical Bids. The Institute reserves the right to qualify/disqualify a bid/bids/all the bids based on the weightage as decided by the Competent Authorities.
- 14) The price bids of only technically qualified bidders will be opened and intimation in this regard, will be given by e-mail/telephone/fax/ SMS to the technically qualified bidders only. Technical qualified bidders may send their authorized representatives along with the authorization letter (Only one per firm) for attending the opening of price bids, if they wish to do.
- 15) Based on the comparison of rates quoted by the technically qualified firms, the lowest quoted bidder(s) will be identified and intimated their position through Letter of Intent (LOI).
- 16) No other charges/allowance will be applicable to be included in the later stage after consideration of tender. However minimum wages and other statutory allowances applicable for the employees, if any, as revised by the State/Central Government, will be considered on written request.
- 17) Institute reserves the right to accept the tender bid either in part or full or to reject any tender either in part or full without assigning any reasons thereto.
- 18) Institute reserves the right to decide the lowest position on item wise basis.
- 19) LOI will be placed on the technically qualified lowest bidder based on item wise basis. Institute reserves the right to award the LOI / execute the work contract with one or more agencies.
- 20) The selected firm has to execute a service agreement within 15 days from the date of placement of **LOI** after submitting a Security Deposit @ 5% of total contract value or Rs. 3,00,000/- (Rupees Three lakhs only) whichever is higher, in the form of Demand Draft or bank guarantee, the agreement will be executed between the Institute & the firm by complying the norms for commencement of contract.

21) In case of the lowest bidder withdraws from the acceptance of LI/Contract, the EMD of the qualified bidder will be forfeited.

22) Working hours will be normally 8 hours per day from **07.30A.M. to 15.30 P.M.**, including half hour lunch breaks in between from Monday to Saturday (6 days) for housekeeping staff. The Office Boys have to be provided from **08.30 hrs to 17.30** hrs and the Lady Hostel Supervisor has to be provided round the clock for all the days in a month **in shift of eight hours (three shift per day)**. However, in exigencies of work, they may be required to sit late and the personnel may be called on Sunday and other gazette holidays, if required.

II. Specific Terms & Conditions of the Contract

1) Scope of the Work Contract

- (a) Comprehensive Housekeeping Services of Office/Buildings of IISER TVM
- (b) Office Assistance by providing Office Boys
- (c) Management of Hostel affairs by providing Lady Hostel Supervisor

a) House Keeping Services

(i) Complete & comprehensive housekeeping services of class rooms, Labs, Office Rooms, House of Residences, Dining Hall, Corridors, Common Areas and surroundings of the premises occupied by IISER TVM.

(ii) **The contractor should provide all the necessary cleaning materials like floor cleaners, toilet cleaners, hand wash, paper napkin, tissue paper, garbage cover, air freshener etc and other cleaning gears and other protective gears necessary for housekeeping services.** The materials provided should be branded with ISI standards. **Banned chemicals should not be used.**

(iii) In case of any addition/deletion in the number of buildings to the maximum of ± 3 as mentioned above, the requirement of materials should be met by the contract on the agreed rates & terms towards cleaning materials.

(iv) The contractor shall make their own arrangements for the storage of materials, equipment needed for housekeeping jobs on their own risk & cost.

(v) ***The garbage (both wet & dry) has to be removed from the premises owned by the Institute and to be disposed off at contractors risk and place following the relevant government regulations and safety measures.***

JOB DESCRIPTION AND FREQUENCY FOR HOUSE KEEPING

Sl	Location	Job Details	Frequency
(a)	Offices & House of Residences	Sweeping, dusting of furniture and fixtures, mopping, clearing of dustbins	Twice a Day
(b)	Class Rooms, Seminar Hall	Sweeping, dusting of furniture and fixtures, mopping, clearing of dustbins	Before commencement of classes and during intervals
(c)	Varandah, Staircase, Lobbies & Corridors	Sweeping, dusting and mopping	At regular intervals and as and when required. Minimum three times a day
(d)	Bathrooms & Toilet	Sweeping and Washing of floor, Cleaning of wash basins, closets, urinal bowls, Mirrors and other bathroom fixtures and clearing of dust bins	Minimum four times a day and as and when required
(e)	Bathrooms & Toilet	Changing of Handwash, Tissue Paper, Napkins, Air Freshener and other toiletry items	Weekly or as and when required
(f)	Terrace and surroundings	Sweeping and clearing of garbages	Once a day
(g)	Scrubbing of floors of rooms, common areas	With Scrubbing Machine	Twice in a month
(h)	Canteen and Dining Hall	Sweeping, Mopping and clearance of garbages	Before and after every meals.
(i)	All Premises	Clearing of Garbages (both wet & dry)	Daily and as and when required
(j)	All Premises	Cleaning of AC Grills, Window Curtains, lights, fans, carpets and other unattended areas	Weekly with vaccum cleaner
(k)	Guest House	Washing, Ironing and changing of Linen	Daily or as and when required

b) Office Boys: Office Boys are required for all working days of the Institute. The nature of works of Office Boy are as follows :-

Opening and closing of rooms, cleaning of office, shifting of materials, equipment's etc., Serving of water, tea & snacks, watering the lawn and plants, despatch and collection of documents, arranging of papers and files, photo copying, shifting of stores and furniture and any other official work that may be entrusted by the officials concerned. The Office Boy should always be in attendance of the Office to which attached. The Office Boys are to be trained properly before deploying and periodical training are to be arranged.

c) Lady Hostel Supervisor: Lady Hostel Supervisors are required to be deployed round the clock in **three shift of eight hours** on all the days in a month in the specified Lady Hostels of the Institute. The staff provided should have working knowledge (read, write & speak) in English and should be able to understand Hindi.

The following are the duties of Lady Hostel Supervisor:

- To function as Care Taker Girls Hostel and to render assistance on day to day activities.
- To supervise the cleaning of the building
- To care of the sick Girls students in the hostel and provide them necessary assistance as per the directions of Medical Officer / Staff of the Institute's Health Centre.
- To ensure the safe custody of assets, keeping them in working condition and arranging the maintenance if any in coordination with maintenance department, updating the records on Students Movement, Materials Movement etc...
- To deal with students in a polite and dignified manner and make the Hall of Residence (HoR) students friendly. To take care of all aspects of providing healthy and happy living, sorting out day to day issues.
- To monitor the movement of students and ensure the timings of their entry as per the Hostel Regulations and make a daily report to the Assistant Warden/Warden, who is the faculty in-charge of particular HoR(s).
- Maintenance of Attendance of Self and the Students (Time In / Out) and handover the details to the next lady supervisor while relieving the duty after duty hours.
- To ensure proper water and power conservation, by avoiding water wastage and switching off electrical appliances after use.
- To take care of the students' belongings.
- Any other work assigned by the warden or administration.

OTHER TERMS AND CONDITIONS

- 1) It will be obligatory on the part of the contractor to maintain the contract for a minimum duration of two years at the quoted rates. Any termination of the contract on the part of the contractor will make him liable to forfeiture of security deposit.
- 2) This contract shall be in force for a period of two years from the date of award of the work and shall be subject to the provision of early termination herein contained.
- 3) The contract may be renewed further, by the contractor on the same terms and conditions as are agreed between the IISER TVM and parties on the conclusion of the contract.
- 4) The contract can be terminated by giving one month notice in case the work is not found satisfactory. In case of any dispute the decision of the Director, IISER TVM will be final and legal proceedings, if any, will be within the jurisdiction of Trivandrum.
- 5) Institute reserves the right of termination of the contract at any time, without giving any notice, in case the Competent Authority of the Institute is of the opinion that there is wilful violation of Rules and Regulations of Central/State Laws or the Contractor has committed any breach/violation of the terms and conditions of the contract while fulfilling the tendered services and in such cases alternate arrangements as deemed by the Institute and the cost of such arrangements will be deducted from the amount payable to the contractor or from the security deposit submitted by the contractor.
- 6) The contractor shall raise the payment bills for the service provided on monthly basis. While submitting the Bill, the Contractor should submit a Certificate to the effect that all salaries for the month have been disbursed in full before 7th of every month and copies of challan of deposit of PF and ESIC with the concerned agencies for previous month. The staff should be provided with salary slip every month. No staff should be deployed for more than eight hours per day and weekly off should be provided.
- 7) **Payment terms:** No advance payment will be made to the contractor under any circumstances. After every month of successful completion of work, the contractor shall raise the bill for that particular month (at the rate which has been quoted and accepted). The bill and other documentary proofs (attendance sheets, remittance of EPF/ESI to the Individual's account etc.. will be verified and the deductions, if any, shall be effected from the bill in case any deficiency in the services is found. Further such payment will be made to the contractor after deducting the income tax and surcharge thereon as per the rules in force. Form 16 for such Tax Deducted at Source (TDS) will be issued to the contractor at the end of the financial year.
- 8) Minimum wages or other statutory entitlement as revised by the Central Government will be considered by the Institute time to time based on the request of the contractor. However other charges like service charge will not be enhanced during the period of contract.
- 9) Institute reserves the right to withhold payment of contractor under this agreement in the event of any breach of the terms and conditions of the agreement by contractor. The opinion of the Director or his authorized representative in this regard shall be final. No interest will be allowed on payment withheld, when released.

- 10) The contractor shall ensure that all rules/regulations as stipulated under Payment of Wages Act, Employees State Insurance Scheme, Employees Provident funds Act, Child Labour prevention Act, Laws on prevention of Sexual harassment at workplace or any other relevant laws are fully adhered to and no infringement on this account is caused directly or indirectly.
- 11) The contractor shall indemnify, the Institute (Director, IISER-TVM), against all possible damages (including violation of any of the provisions of Statute/Acts/Laws) caused to the personnel/equipment of the contractor on account of Contractor's/Supervisor's negligence while undertaking the jobs in the Institute.
- 12) The contractor shall evolve a consensual working system which should not in any way affect the regular working of the IISER TVM Administration or other units in the Campus.
- 13) The contractor shall deploy all the necessary tools, equipment, protective gears and personnel/ workforce needed for sweeping, scrubbing, washing, mopping, cleaning job at own cost. Maintenance and upkeep of the mechanical devices deployed for use in the housekeeping job will be sole responsibility of the contractor and IISER TVM will in no way contribute anything on this account.
- 14) The contractor shall deploy a supervisor, who is capable and qualified, to supervise, oversee the housekeeping job. The supervisor should also be able to interact, in a polite way, with the officers/faculty members/students of IISER TVM and also with the course participants/ guests on matters relating to the assigned tasks of the housekeeping. No additional payment will be paid by the Institute towards deployment of Supervisor to oversee the day-to-day activities of the Institute.**
- 15) The equipment/machines if any to be used/deployed for cleaning/sweeping work etc. by the contractor, should not pollute/ damage the Institute buildings and its surroundings in any way nor shall in any way cause harm to the health of the staff or occupants or the personnel deployed for the job of housekeeping.
- 16) The contractor shall deploy only those personnel, who bear a good moral character behaviour, health and pleasing personality without any political interferences and less than 55 years of age.
- 17) The contractor shall, on its own expense, undertake the police verification of the personnel to be engaged/deployed under this contract and the same to be submitted before commencement/execution of the contract. Names, photo and the residential address details along with a complete set of the report of the character and antecedents verification done in respect of the personnel to be engaged/deployed under this contract.
- 18) The Supervisor and the personnel deployed under this contract, shall wear appropriate uniform-consisting of protective complete/full body wear and protective foot wears- indicating contractor's/ firm's name / insignia or logo affixed in the left hand side of the upper portion of the body wear dress/uniform- and a photo ID card indicating name of the person, contractor's/firm's name & address, for identification purpose during duty hours. **Cost of the above items will have to be borne by the contractor.**

- 19) The Contractor shall ensure that the personnel deployed for the job under this contract are available at the place of work for eight hours a day as per the prescribed time and 26 days a month except the holidays as approved by the Institute for contract employees.
- 20) The contractor shall ensure that behaviour of the personnel deployed under this contract shall in no way be detrimental to the IISER TVM Administration.
- 21) Report on quality of services, performance of the contractor's employees and deficiency in service will be emailed/corresponded to the contractor time to time by the officials of the Institute designated for the purposes.
- 22) If the Institute's authorities feel that no fruitful action taken despite of complaints communicated towards improvement in services and behaviour/unfit of the personnel deployed by the agency, the contractor has to withdraw her/him from the Institute and no political/association influence will be entertained by the Institute in this regard. Suitable penalty will be applicable towards deficient quality of service/non-improvement in service etc. from the date of complaint.
- 23) Any infringements of any such instructions may render the contractor liable to be fined at the rate fixed by the Institute. The fine will be in addition to the penalty.
- 24) The personnel deployed should be provided with statutory off and holidays. The contractor shall ensure that sufficient leave reserve personnel are arranged and no delinquency is shown in the said services.
- 25) The contractor should make arrangements for daily collection of waste/garbage generated and disposed of the same safely and ecologically at contractor's cost, risk and place. The necessary approvals from statutory agencies has to be obtained by the Contractor and Institute in no way will be responsible for same.
- 26) In view of short supply of potable water in the campus being no exception, the Contractor/ Supervisor shall ensure that deliberate wastage of tap water, wastage of electricity and misuse of other facilities of IISER TVM, by the contractor's personnel is strictly avoided.
- 27) The contractor's personnel shall abide by the instructions of the authorities of the Institute. The Supervisor should maintain proper liaison with the officers/ authorities of the Institute. The supervisor should also be available in the Institute premises during the working hours and also as and when required during special occasions or as desired by the Institute.
- 28) The Supervisor deployed by the contractor should periodically brief the personnel deployed for housekeeping/lady supervisor @ HoR / Office Boys at regular intervals, at least once in a week, to familiarise the personnel with day to day arrangements and change of instructions, procedures, etc, if any.
- 29) The Supervisor should make a daily report to the officials designated by the Institute for the purposes of Supervising the activities of Housekeeping/Hostel Administration etc.
- 30) **Clause of Liability/damages** : In the event of any damage or loss whatsoever caused to the Institute's property due to negligence OR connivance of its employees, the Institute shall be empowered to have the damage or loss repaired and or recover the amount so spent as well as that due from the imposition of penalties etc. under other various clauses of the tender from any

money due to the contractor under this agreement or on account of any other work, executed for the Institute by the contractor or from his security deposit or from monthly bill.

**LIST OF ACTS /PROVISIONS FOR FULL COMPLIANCE BY THE CONTRACTOR BIDDING FOR AWARD OF
CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES, OFFICE BOYS AND HOSTEL SUPERVISOR
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM .**

1) PAYMENT OF WAGES BY CONTRACTORS TO THE PERSONS ENGAGED:

The contractor shall comply with provisions of payment of Wages Act 1936 or any other statutory modification of re-enactment thereof or rules framed there under with regard to payment of wages to all persons employed by him under the contractual agreement and shall indemnify the IISER TVM Administration or its servants, officers from and against any claim or prosecution/proceeding under the Act or any Regulation as against claim made by such employee or on his behalf bear any authority. Contractor should arrange weekly paid rest to the supervisor as per P.W Act 1936 by arranging separate rest giver for which no additional payment will be made by IISER TVM Administration.

2) PAYMENT OF BONUS BY THE CONTRACTORS TO THE PERSONS ENGAGED:

The contractor shall comply with the provisions of payment of bonus act 1965 or any other statutory modification of re-enactment thereof or rules framed there with regard to payment of bonus to all persons employed by him under the contractual agreement and shall indemnify the IISER TVM Administration or its servants, officers from and against any claim or prosecution/proceeding under the Act or any Regulation.

3) RESPONSIBILITY FOR COMPLAINE WITH THE PROVISION OF EMPLOYMENT OF CHILDRENS ACT/PREVENTION OF CHILD LABOUR ACT

The contractor(s) will at all times duly observe the provisions of Employment of Children Act XXVI of 1938 and any re-enactment or modification of same and will not employ or permit any person to do any work for the purpose or under the provisions of this agreement in contravention of the provision the said Act. The contractor(s) hereby agree(s) to indemnify the IISER TVM Administration from and against all claims and penalties which by reason of any default on the part of the contractor(s) in the due observance and performance of the provisions of Employment of Children Act XXVI of 1938 or any re-enactment or modification of same.

4) RESPONSIBILITY FOR COMPLIANCE WITH THE PROVISION OF UNTOUCHABILITY ACT:

Neither the contractor nor any of his employee or agent, shall at any time during the continuance of this agreement practice untouchability in any form whatsoever in the course of or in any manner connected with the working of this agreement nor impose any disability whatsoever against any person on the ground of untouchability. The contractor and his employee and agent shall at all times during the continuance of this agreement fully comply with provisions of untouchability (offences) Act XXII of 1955 and any re-enactment or modification thereof for the time being in force and shall not do or permit anything to be done for the purposes or under the provisions of this agreement, which is in contravention of the provisions of the said Act. The contractor hereby agrees to indemnify the IISER TVM Administration from and against all sections, claims and penalties which may be suffered by the IISER TVM Administration or by any person employed by it, by reason of any fault on the part of the contractor, his servants and agents in the due observance of 1955 Act XII or any re-enactment or modification thereof for the time being in force. In the event of failure of the contractor, his agents or servants at any time during the continuance of this agreement should duly observe and comply with provisions of this said act, or any re-enactment or modification thereof for the time being in force or in the event of failure on the part of the

contractor, his agents or servants to duly observe and comply with provisions of this clause, the IISER TVM Administration without prejudice of its other rights and remedies whether under this agreement or by Law and without prejudice to any penalty to which the contractor, his agents or servants may be subject under the provisions of untouchability (offences) Act 1955 shall be entitled to terminate this agreement forthwith and without any notice to the contractor and the contractor shall not be entitled to claim any compensation or damages from the IISER TVM Administration on account of such termination.

5) OBSERVANCE OF EMPLOYEES STATE INSURANCE ACT :

The contractor shall observe all the provisions of the Employees State Insurance Act 1948 and the employees provident Fund Act 1925 duly amended from time to time and shall pay the contribution/subscription in accordance with the said act in respect of the employees with the said company engaged by it for the housekeeping services.

6) COMPLIANCE OF LABOUR LAWS ETC :

The contractor shall comply with all relevant statutes including contract labour (regulation and operation) Act and Rules, Workers Compensation Act, Payment of Wages Act and other Labour Laws.

7) LIABILITY UNDER WORKMEN'S COMPENSATION ACT OR OTHERWISE:

The contractor shall at all times indemnify the IISER TVM Administration against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or rules there under or otherwise for or in respect of any workmen, labours, servants, or any persons in the employment of the contractor's and engaged in the performance of the business relating to the contract. The contractor shall at all times take all precaution against risk or accident to such workmen, labour or servant and against all costs and expenses incurred by the IISER TVM Administration in connection there with and without any other means of recovery, the IISER TVM Administration shall be entitled to deduct from any money due or to become due to the contractor whether under the agreement or by other agreement, all money paid or payable by the IISER TVM Administration by way of compensation aforesaid or for costs expenses in connection with any claim thereto, the contractors shall abide by the decision of the IISER TVM Administration as to the sum payable by the contractors under the provisions of this clause.

8) PROHIBITION OF TRANSFER OF CONTRACT:

The contractor shall not assign or transfer any interest or responsibility in whole or any part of contract in favour of any person or persons and same is prohibited and is liable to result in termination of the contract.

9) INDEMNIFICATION FOR LOSS/DAMAGES ETC :

a) In the event of any damage or loss whatsoever caused to the IISER TVM property due to negligence OR connivance of its employees, the IISER TVM Administration shall be empowered to have the damage or loss repaired and or recovered the amount so spent as well as that due from the imposition of penalties under other various clauses of the tender on account of any money due to the contractor under this agreement or on account of any other work, executed for the TISS by the contractor or from his security deposit or from monthly bill.

b) The contractor shall indemnify the IISER TVM Administration against any loss or damages to the property of IISER TVM Administration, any claim made by its employees against IISER TVM Administration due to any reason whatsoever arising out of any act of negligence on the part of the contractor or its servants. Necessary indemnity bond on a stamp paper of Rs.500/- (Rupees Five Hundered only) shall have to be submitted by the contractor at the time of signing the contract.

10) VERIFICATION OF ANTECEDENTS OF PERSONS EMPLOYED :

The contractor shall not in any capacity employ persons of bad character or any person whose antecedents have not been investigated by the police authorities and shall issue an appointment certificate which shall contain a photograph of the employee specifying the employee's name, address and the place at which employed with his/her left/right hand rolled thumb impression affixed there on in printers ink. The expenses for such verification are to be borne by the contractors, the name, photograph and police verification certificate shall be submitted by the contractor to IISER TVM before operating the contract.

11) PROHIBITION OF INTOXICATION WHILE ON DUTY :

The contractor(s) or his/their supervisor and personnel shall not be in the drunken or intoxicated state while on duty by consuming alcoholic drinks/drugs etc. if any supervisor/personnel is found in drunken/intoxicated state he will be summarily discharged from service. Moreover the contract will also be liable for termination with penalty, on which the decision of IISER TVM Administration will be final.

12) CONTRACTOR'S RESPONSIBILITY FOR NEGLIGENCE ETC OF HIS EMPLOYEES DEPLOYED :

The contractor is solely responsible for all acts of commission/omission of the personnel deployed under this contract. The contractor shall be held responsible in the event of any theft of materials from IISER TVM campus or any damage caused to IISER TVM property during the tenure of this contract/ agreement due to negligence or connivance of its employees and the contractor shall reimburse to the IISER TVM administration for any loss suffered by IISER TVM during the contract period.

13) SPECIAL CIRCUMSTANCES:

In the event that the housekeeping arrangements made by contractor are not satisfactory or are inadequate, notwithstanding any of the provisions referred to above, the Director, IISER TVM or his authorized representative in the event of urgency may entrust the work of housekeeping to any other firm/contractor, person/personnel without any intimation to the contractor and the contractor shall be liable for refund of such expenses incurred by the IISER TVM Administration in this regard. The decision of the Director, IISER TVM or his authorized representative as regards to the satisfactory or inadequate housekeeping arrangements will be final.

Annexure-I

Tentative Locations of Institute's Main Building, HoR, Laboratories and Annex Buildings where the Service of Housekeeping is required

S.No	Hall of residence	Address
1	Hall of residence-1	Priyanka Nilayam, Near CET, Thiruvananthapuram
2	Hall of Residence-2&2A	Priyanka Niwas, Near Chavadimukku, Thiruvananthapuram
3	Hall of residence-3	H.No:SP-11/269, Thirunagar, Near Engineering College, Kulathur, Thiruvananthapuram.
4	Hall of Residence-4	Anby Plaza, Sreekariamp.o, Thiruvananthapuram
5	Hall of Residence-5	Nandanam, Engineering College Road, Sreekariam, Thiruvananthapuram
6	Hall of Residence-6	Techies Park, Opp Ladies Hostel, Engineering College, Thiruvananthapuram.
7	Hall of residence-7	Guruvaram, Chavadimukku, Thiruvananthapuram
8	Hall of Residence-8	ZamZam, Near Engineering College, Trivandrum
9	Hall of Residence-9	Nalukettu, Near Engineering College, Thiruvananthapuram
10	Annex Building	Annex Admin , Opp. Kerala Information Commission, Sreekariam, Thiruvananthapuram
11	Main Building	Computer Science Building, (I & II Floor), CET campus.
12	Hall of Residence -10	Chandradhara & Thiruvathira Apartments, Thirunagar, Near CET, Thiruvananthapuram
13	Hall of Residence-11	Gem Building & Adjacent 4 Apartments Opp. Engineering College Post Office Thiruvananthapuram
14	Hall of Residence-12 & Office Buildings	Building above SBT, Engineering College Branch Near CET, Thiruvananthapuram
15	Hall of Residence-13	Anby Tower, Near Manvila Jn, Kulathoor Thiruvananthapuram
16	Hall of Residence-14	Priyanka Guest House, Karyavattom Jn

17	Hall of Residence-15	Aiswarya Residency, Maithri Nagar, Sreekaryam P.O Thiruvananthapuram
18	Hall of Residence-16	Priyanka House, Bhagat Singh Nagar, Near CET Thiruvananthapuram
19	Hall of Residence-17	Sunrise Apartments, Mankuzhy, Pangappara
20	Hall of Residence-18	Malayil Center Bldg, Pangappara, Thiruvananthapuram
21	Hall of Residence – 19	Pratheeksha Bhavan, Opp. CET,
22	Hall of Residence –20	Ashoks Inn, Kulathoor
23	Hall of Residence –21	Siva Karthika, Kulathoor
24	Hall of Residence –22	Samarpan Apartments, Arasummoodu
25	Hall of Residence –23	Anu Apartments, Manvila
26	Hall of Residence –24	Julian Villa, Opp. CET
27	Guest House	Cloverland, Near Radio Station

**Tentative Locations of Institute’s HoRs where the service of Lady Hostel Supervisor
is required**

1	Hall of Residence-2&2A	Priyanka Niwas , Near Chavadimukku,Thiruvananthapuram
2	Hall of Residence-4	Anby Plaza,Sreekariamp.o,Thiruvananthapuram
3	Hall of Residence-5	Nandanam,Engineering College Road,Sreekariam, Thiruvananthapuram
4	Hall of residence-7	Guruvaram,Chavadimukku,Thiruvananthapuram
5	Hall of Residence-8	ZamZam,Near Engineering College,Trivandrum

TECHNICAL BID – DETAILS OF FIRM

<u>Sl</u>	<u>Information Required</u>	<u>Details of Information sought</u>	<u>No of Pages submitted as proof</u>
1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No. (attach proof of address)		
2	Details of Firm Registration (Attach copy of registration certificate)		
3	EPF Registration Number (attach copy of registration certificate)		
4	ESI Registration Number (attach copy of registration certificate)		
5	Registration details with Labour Department (attach copy of registration certificate)		
6	Permanent Account Number (PAN) (attach copy)		
7	No of employees deployed by the firm (Attach copy of valid bank credit details towards payment of salary to employees as proof		

	(minimum of 100)		
8	Experience in the field of providing similar services(Details of clients of last three financial years (2012-13,2013-14,2014-15) to be furnished along with proof such as work order / contract agreement from government agencies / reputed private organisations)		
9	Nature of any other business run by the agency, if any.		
10	Bankers Name and Address with IFSC Code		
10	Proof for financial capability (Submit Bank Solvency Certificate for a minimum of Rs. 10,00,000/- (Rupees Ten lakhs only)		
12	Details of EMD for Rs. 1,00,000/- (DD No., date & amount) (to be submitted along with technical bid)		

Total number of pages attached: _____

Date:- _____

SIGNATURE _____

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)

Note:- All the enclosures should be signed by the person signing the tender with seal.

CHECK LIST FOR ATTACHMENTS

(Put a "tick" in the appropriate column)

<u>Sl</u>	<u>Attachment</u>	<u>Yes</u>	<u>No</u>
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(c)	Copy of EPF Registration Certificate		
(d)	Copy of ESI Registration Certificate		
(e)	Copy of Registration with Labour Department		
(f)	Copy of Pan Card		
(g)	Details of Employees		
(h)	Proof of experience		
(i)	Bank Details with IFSC code		
(j)	Bank Solvency Certificate for a minimum of Rs. 10,00,000/-		
(k)	EMD (for Rs. 1,00,000/- in the form of DD)		
(l)	Tender Fee (Rs. 525/-)		
(m)	Signed copy of tender form		
(n)	Undertaking in the prescribed format		

Date:-_____

SIGNATURE _____

Place:-_____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)

UNDERTAKING

I/We _____ have carefully gone through and understood the contents of the tender (No. **IISER(T)/Admn/034/2015-16** dated 04 November 2015 and its terms and conditions and I / we undertake to abide myself/ourselves by all the terms and conditions set forth and we do not have any counter conditions. Duly accepted tender conditions are enclosed herewith.

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)