



**INDIAN MARITIME UNIVERSITY  
(A Central University)  
Ministry of Shipping, Govt. Of India  
EAST COAST ROAD, UTHANDI  
CHENNAI CAMPUS – 600 119**

**TENDER FOR  
"PROVIDING HOUSE KEEPING SERVICES AT  
IMU CHENNAI CAMPUS"**

**TENDER NO.IMU/CC/HK/01/2017**

**VOLUME – I**

**TECHNICAL BID**

**Cost of Tender Form : Rs.2,500.00 per set**

**Last Date for Submission : 1500 HRS on 23.10.2017**

**Date & Time of Opening : 1530 HRS on 23.10.2017**

## NOTICE INVITING TENDER



**INDIAN MARITIME UNIVERSITY  
CHENNAI CAMPUS  
(A Central University)  
EAST COAST ROAD, UTHANDI,  
CHENNAI – 600119**



Sealed tenders are invited under **Two cover system**, from the Contractors who satisfy the eligibility conditions for the following works:

S. No	Name of work & Tender No.	EMD & Cost of Tender document	Sale period (working days)	Last date of Receipt of Tender Documents
1	IMU/CC/HK/01/2017 Tender for "Providing Housekeeping Services at IMU Chennai campus".  <b>Estimated cost: Rs.50.00 Lakhs</b>	Rs.1,00,000.00  &  Rs.2,500.00	28.09.2017  to  20.10.2017	23.10.2017  upto  1500 HRS

**PRE-BID MEETING SCHEDULE : 11.10.2017 on 1500 HRS at Director's Chamber**

**NOTE: ATTENDING PRE-BID MEETING IS MANDATORY FOR ALL PROSPECTIVE BIDDERS. ANY FIRM WHICH FAILS TO ATTEND THE PRE-BID MEETING AS PER ABOVE SCHEDULE SHALL BE INELIGIBLE TO QUOTE FOR THIS TENDER.**

Individual Tender documents can be obtained from the Office of Deputy Registrar (Admin) on payment by Demand Draft drawn in favour of "**Indian Maritime University, Chennai**" payable at Chennai. Tender documents downloaded from the website can also be submitted subject to the tenderer enclosing a separate DD towards the cost of the tender document.

**The Tenders forms and other conditions / details can be obtained from our website [www.imu.edu.in](http://www.imu.edu.in)**

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## **NOTICE INVITING TENDER**

To,  
The prospective bidder(s)

Dear Sir(s)

Indian Maritime University, hereinafter referred as IMU– Chennai Campus invites Sealed/Tamper Proof Tenders in two cover system from specialized experienced contractors, who have carried out works of similar nature and magnitude in last three years in respect of following work.

**Name of work** : TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT IMU CHENNAI CAMPUS FOR YEAR 2017-18.

**Cost of tender document** : Rs.2,500.00 (Non refundable)

**Estimated cost of work** : Rs.50.00 Lakhs

**Earnest Money Deposit** : Rs.1,00,000.00

**Period of contract** : 06 Months initially and further subject to another 03 extensions/renewals of 6 months each based on satisfactory performance & other tender terms

**Place of submission** : Tender Box kept in the office of the Deputy Registrar (Admin), IMU-Chennai Campus

**Pre-Bid Meeting** : **11.10.2017 at 1500 HRS (Mandatory for all)**

**Last Date of submission** : 23.10.2017 up to 1500 HRS

**Date of opening** : 23.10.2017 at 1530 HRS

**Validity period of tenders for acceptance** : 90 days from date of submission

You are requested to inspect the site and also to make the local inquiries before filling this tender so as to acquaint yourself/yourselves with local conditions etc. The Indian Maritime University, Chennai Campus has also scheduled a **pre-bid meeting on 11<sup>th</sup> October, 2017 at 03:00 PM in Director's Chamber** to facilitate the bidders and all the firms interested to bid must attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote. **It must be noted that attending pre-bid meeting is compulsory to bid/participate in this tender. Any firm which fails to attend the meeting as per above schedule shall be ineligible to quote for this tender.**

The tender documents are to be submitted in tender box kept in the Office of the Deputy Registrar (Admin), IMU-Chennai Campus. The bidder may also send the bid documents by Courier/Post, addressed to "**The Director, Indian Maritime University – Chennai Campus, East Coast Road, Chennai 600119**", so as to reach the University not later than **1500 HRS on 23.10.2017**. It is the responsibility of the tenderer to ensure that the tender should reach the Director's office before the scheduled Time mentioned above. Tenders received / submitted after the stipulated time will be summarily rejected. The tenders(Technical Bid) will be opened **at 1530 HRS on 23.10.2017** in Indian Maritime University – Chennai Campus, East Coast Road, Uthandi, Chennai 600119 and interested tenderers may be present at the time of tender opening.

Tender must be accompanied by Earnest Money Deposit (EMD) in the form of Demand Draft drawn in the name of "**INDIAN MARITIME UNIVERSITY, CHENNAI**" from a nationalized or a scheduled bank payable at Chennai. The EMD will be returned to unsuccessful tenderers within one month of award of this contract. The earnest money of the successful tenderer will be treated as security deposit and will be kept as initial contract deposit for due execution of the contract. The security deposit/ EMD will not bear any interest.

The bid for the work shall remain valid for a period of 90 days from the date of opening of tender. The university shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD / Security Deposit, if any tenderer/contractor:

- (i) withdraws his offer before the aforesaid validity period or
- (ii) makes any modification in the terms and conditions of the tender
- (iii) fails to commence the work within prescribed time or
- (iv) abandons the work before its completion.

The IMU reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on IMU to accept the lowest bid or any other bid.

**DIRECTOR  
IMU-Chennai Campus**

**INDIAN MARITIME UNIVERSITY**  
**(A central University, Govt. of India)**  
**East coast Road, Uthandi, Chennai-600119**

**TENDER NO. IMU/CC/HK/01/2017**  
**TENDER FOR "PROVIDING HOUSE KEEPING SERVICES"**  
**AT IMU CHENNAI CAMPUS**

**TENDER ABSTRACT**

<b><u>S.No</u></b>	<b><u>Subject</u></b>	<b><u>Remarks</u></b>
1	Name of the work & tender No.	Tender for providing Housekeeping Services to Indian Maritime University, Chennai Campus  Tender No. IMU/CC/HK/01/2017
2	Tender document cost	Rs.2,500.00
3	Earnest Money Deposit (EMD)	Rs.1,00,000.00
4	Pre-Bid meeting schedule <b><u>(Mandatory for all)</u></b>	11.10.2017 at 03:00 PM Venue: Director's Chamber IMU-Chennai Campus
5	Last date to submit bids	23.10.2017 up to 03:00 PM
6	Date of Technical bids opening	23.10.2017 at 03:30 PM
7	Address to submit bids	THE DIRECTOR, INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS, EAST COAST ROAD, UTHANDI, CHENNAI-600119
8	Contact person for clarification	Deputy Registrar (Admin) Mob: 09840013215 Email: <a href="mailto:dradmin.chennai@imu.ac.in">dradmin.chennai@imu.ac.in</a> Web: <a href="http://www.imu.edu.in">www.imu.edu.in</a>

## UNDERTAKING

**From:**

**To**

The Director,  
INDIAN MARITIME UNIVERSITY,  
Chennai Campus, East Coast Road,  
Uthandi, Chennai 600119

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood all parts of the tender documents named "TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT IMU CHENNAI CAMPUS" including Notice to contractors, General instruction to tenderer, Tender Form, Articles of agreement, General conditions, any corrigendum thereof and Material specifications etc. of INDIAN MARITIME UNIVERSITY.

I/We have also taken into consideration the nature and position of the site, the surroundings and the conditions under which the work will be carried out. I/We do hereby undertake to execute the whole or the part of the work covered by the tender strictly in accordance with the above tender drawings & documents.

I/We enclose herewith Demand Draft No. \_\_\_\_\_ dated drawn on \_\_\_\_\_ bank as EMD for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of "**INDIAN MARITIME UNIVERSITY, CHENNAI**" payable at Chennai and in the event of your accepting my/our above tender, I/We agree to convert the earnest money deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as security deposit. I/We understand that the EMD/Security deposit mentioned above shall not bear any interest. In the event of my/our tender being accepted, I/We agree to enter into a contract in the form annexed hereto with such alterations and additions thereto, as suggested by IMU, as may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the whole scheme and the drawings attached to the tender.



I/We understand that IMU has the right to reject the work order without assigning any reasons and conditional tender of any sort will be summarily rejected. In case of my/our tender is accepted, I/We agree to pay all the charges connected with the preparation, Stamping and execution of the contract agreement and I/We shall abide by the terms of contract and such other reasonable terms and conditions the University may fix from time to time depending on the circumstances.

Yours sincerely,

**(Tenderer's Signature)**

Date:

Address:

Witness signature:

1)

2)

Note: Strike whichever is not applicable

**SECTION-I**  
**GENERAL DIRECTIONS TO TENDERERS**

1. Tender document should be submitted in sealed tamper proof cover super scribed with the name of the work i.e. **"TENDER FOR PROVIDING HOUSE KEEPING SERVICES AT IMU CHENNAI CAMPUS FOR THE YEAR 2017-18"**. All pages of tender documents, conditions, corrigendum if any and drawings etc. shall bear the signature of the tenderer at the lower right hand corner. The tender document should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board. Any corrigendum or addendum will also form the part of the tender document and will have to be submitted by the tenderer along with the tender document.

2. Clarification of Tender Documents

The Indian Maritime University, Chennai Campus has also scheduled a **pre-bid meeting** on **11<sup>th</sup> October, 2017 at 03:00 PM in Director's Chamber** to facilitate the bidders. The firms interested to bid must attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote. **It must be noted that attending pre-bid meeting is compulsory to bid/participate in this tender. Any firm which fails to attend the meeting as per above schedule shall be ineligible to quote for this tender.**

A bidder requiring any clarification regarding the tender document may notify in writing to the address mentioned in the invitation of tenders or may send an e-mail to [dradmin.chennai@imu.ac.in](mailto:dradmin.chennai@imu.ac.in)

IMU will respond to any request for clarification, received one week prior to the deadline for submission of tenders.

Amendment to Tender Documents

At any time prior to the deadline for submission of tenders, IMU Chennai Campus may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda / corrigenda etc.)

Any amendments thus issued will be hosted on the website [www.imu.edu.in](http://www.imu.edu.in) up to two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by IMU, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to those who have downloaded the document from the web or who bought tender documents from IMU prior to the date of amendment.

3. The Tenderers are required to submit two separate Bids i.e. – Technical bid and Financial bid, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed **“Technical Bid for House Keeping Services in IMU Chennai Campus”** and **“Financial Bid for House Keeping Services in IMU Chennai Campus”**. Both the above said sealed envelopes should be put in a third envelope sealed and superscribed **“Tender for Providing House Keeping Services in IMU Chennai Campus for the year 2017-18”**.

The Technical bid envelop shall include the following documents.

- i) EMD – in the form of DD in favour of "INDIAN MARITIMEUNIVERSITY, CHENNAI" payable at Chennai
- ii) Turnover for last three years duly certified by a Chartered Accountant.
- iii) Work completion certificates of similar nature of work executed in last 03 years.
- iv) Latest Solvency certificate issued by Scheduled / Nationalized Bank
- v) Copy of labour license issued by CLC/RLC state/central for engagement of 50 nos. casual labour per day minimum for any daily work.
- vi) EPF & ESIC Registration with copies of payment challans of last 6 months.
- vii) Technical bid document -Volume I with the signature of the tenderer at the lower right hand corner in all pages.

All the documents should be duly notarized or self attested. Original document must be produced for verification, when demanded.

The second envelope containing "Financial bid" shall contain only the price bid as per the proforma.

The tenderer should quote his offer as item wise rate at the appropriate place in Financial bid envelope. He should not quote his

offer anywhere directly or indirectly in Technical Bid envelope. The tender shall be unconditional. Conditional bids are liable to be rejected summarily.

Tenderers downloading tender document should submit necessary tender fee in the form of D.D. in favour of **"INDIAN MARITIME UNIVERSITY, CHENNAI,"** payable at Chennai, along with other required documents as mentioned above.

The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The Financial Bids of those tenderers who have not qualified upon evaluation of technical bid will not be returned. Tenders submitted without EMD or which does not contain requisite documents, will be summarily rejected.

4. The tenderer should write the rates of all the items mentioned in the bill of quantities in figures as well as in words. The amount for each items and the total bid amount should be worked out. In case of arithmetic mistakes in calculations of amounts and total, the rates of individual items will be considered as final. In case of discrepancies between the rates written in words and rates written in figures, the rates written in words will be considered as final.
5. IMU reserves the right to accept or reject the tender if the tenderer fails to submit the documents as per clause 3 of this section.
6. **Security Deposit**  
Successful tenderer shall have to deposit Initial Contract Deposit (ICD) of 5% of the contract amount (i.e. the awarded cost of work). Since, the EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft in favour of **"INDIAN MARITIME UNIVERSITY, CHENNAI,"** Payable at Chennai, within ten (10)days of receipt of work order. The ICD so paid will from the part of security deposit to be kept during the course of execution of work and will be retained by IMU until the completion of contract. This EMD/ICD/Security deposit will not bear any interest. In addition to the ICD,5% of bill amount will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University (ICD+RA Recovery) will not be more than the 10% of the contract amount or actual bill amount whichever is more. If the contractor fails to deposit ICD within 10 days of receipt of work order the same will be recovered from 1<sup>st</sup> RA Bill along with any other dues payable, with penal interest @18% P.A. worked out from the date of receipt of work order.

7. The Price bids shall be inclusive of all applicable taxes (i.e. CGST/SGST/IGST) and all other taxes and charges as may be applicable and are to be paid by the contractor for satisfactory completion of work and any claim for any extra payment on any such occasion shall not be entertained. Bidders are required to furnish GST Registration Certificate and the tender is to be submitted with their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate. It is explicitly made clear that even if the prices of material/labour goes up or for any reason the cost of the project work increases, the University shall not be liable to pay any additional sum to the contractor on that account. All statutory payments of Govt. duties such as ESIC/EPF etc. have to be borne by the contractor.

8. **The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India,** as applicable for providing semi-skilled and skilled manpower as on the date of issue of this Tender. ESI, PF, Bonus should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

However, if there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act, during the currency of the contract, then for providing semi-skilled and skilled manpower:

- (i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
- (ii) If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.

9. All the works are to be carried out as per relevant IS specification. The work is to be carried out as per requirements specified by IMU. All work shall be measured according to the rules of Indian Standard without reference to any local custom unless otherwise specified.
10. Deductions on account of Income tax as applicable from time to time will be made from all bills whether running or final and certificate of deductions will be given to the contractor.
11. The entire work shall be carried out under the supervision of the staff/person employed/deputed by IMU.
12. The period of contract will be 06 months initially. The work order will

be issued for six months and further subject to another 03 extensions/renewals of 6 months each after reviewing the performance of the contractor and the work, at the sole discretion of IMU, subject to the satisfactory performance & mutual consent. The Rate/ Price quoted by the tenderer must be inclusive of all applicable taxes, duties and charges and the conditions governing minimum wages shall be the same (including all other terms and conditions) till the completion of the Contract including the period of extension, if any.

**13. Eligibility Criteria:**

**a) Labour License**

Labour license issued by CLC/RLC state/central for engagement of casual labours for a minimum of 50 nos. of per day for any daily work of similar nature.

**b) ESI & EPF**

Tenderer should have E.P.F. & E.S.I.C. Registration and the firm shall submit copies of payment challans of last 6 months.

**c) Solvency**

Should have latest solvency certificate of not less than Rs.50,00,000.00 (Rupees Fifty Lakh only) from any Nationalized or scheduled bank.

**d) Experience**

Should have carried out and completed similar works in Central Government/State Government/ Central Autonomous Bodies/ Central Public Sector Undertakings/ Central Universities/ Banks/ Public Limited Companies etc. during last 03 years (period ending 31<sup>st</sup> March, 2017). It must be noted that experience for ongoing works or incomplete works shall not be counted for the purpose of three years' experience.

[Mode of Proof: Copy of agreement/Work Order & completion certificate or any similar documentary proof]

i) at least 1 Work of similar nature costing 80% of estimated cost

OR

ii) at least 2 Works of similar nature costing 60% of the estimated cost

OR

iii) at least 3 Works of similar nature costing 40% of the estimated cost.

'Similar' work means Housekeeping & other manpower services

required under this tender.

**e) Turnover**

Should have had annual turnover of 50% of estimated cost in each year during the last 03 years period ending on 31st March 2017.

[Mode of Proof: Annual Accounts duly certified by Chartered Accountant /Income Tax Returns. It shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required].

14. **Evaluation Criteria:**

The tender for providing housekeeping and other manpower services at IMU Chennai Campus is broadly consisting of two sub-parts viz.

**A. Providing Housekeeping services along with material and machinery.**

**B. Providing other manpower resources (in form of 13 nos. of semi-skilled & 6 nos. of skilled manpower).**

As provided in the price bid format (Volume-II), the prospective bidders have to quote the price for both the components independently and the L-1 firm shall be decided separately for both the components and work will be awarded accordingly.

It must be noted that the bidders have to quote a lump sum amount for providing Housekeeping services along with material and machinery, whereas, the component of providing other manpower resources (in form of 13 nos. of semi-skilled & 6 nos. of skilled manpower) is to be quoted after considering **Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India**, as applicable for providing semi-skilled and skilled manpower as on the date of issue of this Tender. ESI, PF, Bonus & relieving charges (for providing skilled manpower) should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

In addition to the above, the bidders have to mention the GST rates

separately in the column provided in the Price Bid.

The amount quoted for providing Housekeeping services along with material and machinery must be inclusive of all factors including manpower engagement, material, machinery, service charges etc. Only GST has to be quoted separately.

However, the amount quoted for providing other manpower resources (in form of 13 nos. of semi-skilled & 6 nos. of skilled manpower) must indicate clearly the minimum wages as applicable for Zone 'A', EPF, ESI, Bonus, Relieving charges, service charges & GST rates accordingly. Since, the skilled manpower (6 nos.) shall be engaged on shift basis (8 hrs. each) round the clock; therefore, relieving charges have to be mentioned to ensure uninterrupted services.

No ambiguity should be there in the quoted price and the rate must be as per the price bid format.

**SIGNATURE OF TENDERER  
NAME AND ADDRESS OF TENDERER  
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**



## **SECTION-II**

### **GENERAL CONDITIONS OF CONTRACT & OTHER DETAILS**

#### **A. TECHNICAL DETAILS FOR PROVIDING HOUSEKEEPING SERVICES**

**AREA TO BE COVERED** : Administrative block, Academic Building (including annex academic block) & Auditorium (including Seminar Hall-I & II), Marine Workshop, Sub Station, Simulator room, GMDSS, Guest House, Library, Canteen area, Marine Hostel, Bay of Bengal Hostel, SP-1 & SP-2 Hostels, Ladies Hostel of DD-1 & DD-2 Bungalow and F-1 & F-2 Faculty Quarters, Common areas of Faculty Quarters F-3 to F-14, Common areas of Staff Quarters & Sub-staff Quarters, Swimming Pool area (including club house), Roads/ Platforms and other open areas in the Campus (including playfield etc.). Thereby, the full campus is covered under the contract for the purpose of providing Housekeeping services.

**Note:-** However, the Manpower services to be provided for the above mentioned blocks/offices cannot be mentioned specifically and the duty of the bidder is to provide the housekeeping services for the above area as per scope of work. In addition, it shall be the responsibility of the contractor to fulfill all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of bonus Act, Factories Act, contract labour Act etc. for the actual no. of labours provided during any particular month. It is up to the vendor to **engage enough manpower** to complete the assigned work (as per scope of work in Section-V) without any deficiency. In case any of the items of work is not completed, penalty shall be levied as per tender terms.

**SCOPE OF WORK** : As specified in section-V

**PERIOD OF CONTRACT** : 06 Months initially and further subject to another 03 extensions/renewals of 6 months each based on satisfactory performance & other tender terms.

**B. TECHNICAL DETAILS FOR PROVIDING SEMI-SKILLED MANPOWER (13 nos.)**

**AREA TO BE COVERED** : Administrative block, Academic Building (including annex academic block) & Auditorium, Library, Swimming Pool or for any other purpose or any other areas in the Campus (as specified from time to time).

**SCOPE OF WORK** : As, the detailed postings/positioning of Manpower services to be provided for the above mentioned blocks/offices shall be provided to the contractor after award of work and it shall be the responsibility of the contractor to fulfill all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of bonus Act, Factories Act, contract labour Act etc. As the postings of the above 13 nos. of semi-skilled manpower shall be at important locations inside the administrative building or at any other place, therefore, the contractor is bound to provide manpower at the specified locations without any absenteeism (in case the person deputed is on leave, then replacement has to be arranged without any interruption in official work). Normally the persons shall follow the duty hours specified by Competent authority at IMU Chennai Campus, but he/she should ensure to complete the assigned task beyond office hours and during closed holidays also (as and when required). In addition to this, the persons shall also have to maintain absolute secrecy of the matters/files/work assigned to him. It is also mandatory for the above manpower to maintain a formal dress code in the office (plain white color shirt and plain dark blue color pant/trouser). In addition to the normal duties, the skilled manpower is liable to carry out any other or all the jobs as assigned by the

reporting officer from time to time.

**ELIGIBILITY** : The manpower for the above requirement must possess the educational qualification of metric pass (10<sup>th</sup> Pass) or equivalent from a recognized board. He/She must be fluent in English & Tamil. Desirable to have experience of six months to one year in any Govt. organization/PSU/ Office etc.

**PERIOD OF CONTRACT** : 06 Months initially and further subject to another 03 extensions/renewals of 6 months each based on satisfactory performance & other tender terms.

**C. TECHNICAL DETAILS FOR PROVIDING SKILLED MANPOWER (06 nos.) (Round the clock 24X7 on shift basis of 8 hrs. each)**

**AREA TO BE COVERED** : Sewage Treatment Plant (STP) and Sub-Station building or for any other purpose or any other areas in the Campus (as specified from time to time).

**SCOPE OF WORK** : The tentative details of Manpower services to be provided for the above mentioned blocks shall be as below & will also be provided to the contractor after award of work:-

S.No.	Place of Posting	No. of manpower	Schedule/ shift
1	STP	1	6 am – 2 pm
2	STP	1	2 pm – 10 pm
3	STP	1	10 pm – 6 am
4	Sub-station	1	6 am – 2 pm
5	Sub-station	1	2 pm – 10 pm
6	Sub-station	1	10 pm – 6 am

The above duties shall be round the clock 24X7 and the bidder must ensure manning at every time without any absenteeism.

It shall be the responsibility of the contractor to fulfill all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of bonus Act, Factories Act, contract labour Act etc. As

the postings of the above 6 nos. of Skilled manpower is at important locations, therefore, the contractor is bound to provide manpower at the specified locations without any absenteeism round the clock 24 X 7 all days (in case the person deputed is on leave, then replacement has to be arranged without any interruption in official work). In addition to this, the persons shall also have to maintain absolute secrecy of the matters/work assigned to him.

These skilled manpower (Electrical technicians) will be posted in the above mentioned locations to look after sub-station operations, auditorium, water pump operations, air conditioners operation, STP operations & other related maintenance works in the Hostel, Admin Block, Quarters etc. in the Campus. Breakdown and maintenance work is to be taken care during and after officer hours throughout the day. In addition to the normal duties, the skilled manpower is liable to carry out any other or all the jobs as assigned by the reporting officer from time to time.

**ELIGIBILITY** : The 03 nos. of skilled manpower for the Sewage Treatment Plant (STP) must possess the educational qualification of Metric pass (10<sup>th</sup> Pass) or equivalent from a recognized board along with ITI (Electrical). He/She must be fluent in English & Tamil. Desirable to have experience of six months to one year in any Govt. organization/PSU/ Office etc.

The other 03 nos. of skilled manpower for the Sub-Station building must possess the educational qualification of Metric pass (10<sup>th</sup> Pass) or equivalent from a recognized board along with ITI (NCVT) Electrician trade with 'B' License. He/She must be fluent in English & Tamil. Desirable to have experience of six months to one year in any Govt. organization/PSU/ Office etc.

**PERIOD OF CONTRACT** : 06 Months initially and further subject to another 03 extensions/renewals of 6 months each based on satisfactory performance & other tender terms.

#### **D. GENERAL CONDITIONS**

- 1) The contractor should not sub-contract fully or partly the tendered work to any other person/firm.
- 2) The tenderer must pay the minimum wages to their workers as per the central labour commission rules & regulation in force from time to time.
- 3) All the workers should be provided with uniform & Identity cards by the contractors.
- 4) (a) The working timings to carry out various jobs for housekeeping service shall be as specified in the scope of work (Except Sundays) including intervals for lunch & tea or any other timing as may be fixed by the University, from time to time. In addition to the weekly off on Sunday, another 6 holidays declared by Central Government of India will also be available for the workers during the period of 6 months. The list of these holidays may be obtained from the Office of Deputy Registrar (Admin), Chennai Campus after finalization of the tender. No other holiday except these mentioned above will be offered to the workers during the contract period. The contractor is required to place a check-list of housekeeping maintenance at all the locations mentioned in point 'A' including all toilet blocks and the same is to be duly filled after carrying out the work.  
  
(b) The working timings to carry out various jobs for other manpower services by semi-skilled workers shall be fixed by the University, from time to time and the same will be intimated at the time of award of contract. Normally the persons shall follow the duty hours specified by Competent authority at IMU Chennai Campus, but he/she should ensure to complete the assigned task beyond office hours and during closed holidays also (as and when required). In addition to the weekly off on Sunday, another 6 holidays declared by Central Government of India will also be available for the workers. The list of these holidays may also be obtained from the Office of Deputy Registrar (Admin), Chennai Campus after finalization of the tender. No other holiday except these mentioned above will be offered to the workers during the contract period. **It must be noted that the timings for one no. of Semi-skilled labour required for Swimming Pool shall be decided separately by IMU after finalization of tender.**  
  
(c) The working timings to carry out various jobs for other manpower services by Skilled workers has already been specified above and any change in the same will be intimated at the time of

award of contract. The duties of 6 nos. of skilled manpower shall be round the clock (24 X 7) in shift basis of 8 hrs duration each and the bidder must ensure manning at every time without any absenteeism.

As the postings of the above 6 nos. of Skilled manpower is at important locations, therefore, the contractor is bound to provide manpower at the specified locations without any absenteeism round the clock 24 X 7 all days (in case the person deputed is on leave, then replacement has to be arranged without any interruption in official work). Since IMU Chennai Campus will be paying relieving charges for engaging the above 6 nos. of skilled manpower, therefore, 24 hrs. of manning is mandatory. In addition to this, the persons shall also have to maintain absolute secrecy of the matters/work assigned to him.

- 5) It will be the sole responsibility of the contractor/supervisor to supervise the work carried out by the labourers. The contractor is bound to provide housekeeping services as per scope of work and irrespective of number of labourers. It shall be contractor's duty to complete the work to the satisfaction of IMU-Chennai Campus within stipulated time.

**The contractor shall provide one representative at the IMU Chennai Campus, who shall act as the contact point at the time of any requirement at any of the locations specified under scope of work as mentioned at point 'A' above. The contractor representative must be present physically in the Campus and must possess one working mobile every time for ease of contact.**

- 6) Successful Tenderer / bidder will be solely responsible for all statutory requirements and liabilities under various labour laws including workmen's compensation Act, Industrial disputes Act, Minimum wages Act, payment of bonus Act, Factories Act, contract labour Act etc.
- 7) The various records maintained under various labour legislations, should be maintained and should be made available for scrutiny as and when required by the University or by any other Statuary Authorities.
- 8) The successful tenderer should keep the muster roll and the same must be verified every day by the contractor representative & counter-signed by University authorities (or DR-Admin Office). A copy of the monthly muster roll shall be attested by the contractor representative and must be submitted at the time of bill submission.
- 9) The University reserves the right to terminate the contract without advance termination notice of three months for

noncompliance/violation/contravention of any of the provisions of labour laws, non-implementation of court orders or orders from labour law authorities received from time to time.

- 10) The contractor shall be solely responsible for damages to University property and for any injury or loss caused to his workmen. He shall obtain necessary insurance from approved Insurance Company and IMU Chennai shall have no responsibilities/liabilities in this respect. The contractor shall indemnify IMU in respect of all expenses/loses arising out of damages to University property and due to any injury or loss caused to his workmen
- 11) In the event of failure to carry out the work assigned under the contract to the satisfaction of IMU Chennai, the IMU reserves the right to get the work done through alternative sources at the cost and risk of the contractor.
- 12) All safety & security rules, regulations and practices prevalent in the University should be strictly followed by the contractor and contract labourers.
- 13) The contractor should abide by the rules, regulations, bylaws, statutes etc. made applicable by the Govt./Semi-Government and other local authorities for execution of the tendered job.
- 14) The successful Tenderer shall be solely responsible for the damage to the University property due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the contractor.
- 15) The successful Tenderer shall indemnify against any actions, awards, and proceedings, claims demands that may be made against it due to any act, negligence, and default etc. made by the contractor or its workers. The successful tenderer shall comply with labour license norms of/ with the Regional Labour Commissioner (Central), Chennai, w.r.t. the provision of service to IMU within one month of actual commencement of service.
- 16) The contractor should arrange following cleaning machines, equipments & tools in sufficient numbers at their own cost and they should keep them in good condition at site during the tenure of contract under their supervision & at their own risk.
  - i) High pressure cleaner
  - ii) Wet & dry vacuum cleaner
  - iii) Glass cleaning kit
  - iv) Various heights ladders
  - v) Telescope rods (for cobweb removal work)

- vi) Plastic drums & trolley/cycle rickshaw/battery operated vehicle (for garbage disposal)
- 17) If a contractor wishes to terminate the contract before the expiry, due to any reason then the contractor should give three months written notice to the University. After such termination, the security deposit (ICD + Retention money till the date of termination) amount will not be refunded to the contractor.
- 18) The contractor should provide services with branded sanitary consumables as listed below (to be provided every month on or before 5<sup>th</sup> date of every month). The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the specified one. The contractor has to procure and use material as per actual requirement (ensuring the minimum specified) and no extra amount shall be paid by institution if more than the above are consumed. University will not be responsible for any increase in the rates or tax on items.



<b>S.No.</b>	<b>Materials</b>	<b>Qty.</b>	<b>Unit</b>
1	Scented Phenoyl Concentrated / Germ free	75	ltrs
2	Soap Oil / All clean	25	ltrs
3	Harpic Liquid Toilet cleaner (500 ml)	40	containers
4	Coconut brooms (300 gm)	15	Nos.
5	Hill Brooms (400 gm)	20	Nos.
6	Vim cleaning powder	3	kg
7	Urinal cubes	10	kg
8	Naphthalene balls white (Big)	10	kg
9	Toilet brush (EWC)	15	Nos.
10	PVC Wiper	10	Nos.
11	Colin Mirror Cleaner (500 ml)	10	containers
12	Jasmine room spray (200 ml)	30	containers
13	Air Freshner (Flora, Odonil)	70	Nos.
14	Liquid Hand wash (with dispenser)	30	Nos.
15	Mop with stick	20	Nos.
16	Yellow cloth	20	Nos.
17	Lysol (500 ml)	20	containers
18	Dettol (250 ml)	5	Nos.
19	Scotch Brite	20	Nos.
20	Plastic garbage bag (200 ltr)	100	Nos.
21	Plastic garbage bag (100 ltr)	100	Nos.
22	Soap – Hammam/ Medimix (Small)	100	Nos.
23	Acid	30	litres
24	Sabeena	2	Kgs
25	Waste clothes	5	meters
26	Hand gloves and Shoes		As required
27	Mosquito Repellent spray ( Hit/Mortein) 250ml	10	Nos
28	Brass Cleaner	1	Kg
29	Dranex Cleaner (Kiwi)	10	Nos
30	Mosquito Repellent liquid ( Hit/Mortein) 250ml	10	Nos.
31	Malathion/pyrethrin fog spray liquid concentrated	10	Ltrs.
32	Toilet paper/tissue papers	200	Packets

- 19) Contractor should provide enough housekeeping workers along with contractor representative per day to carry out the work in the assigned area from time to time as per the scope of work as given in Section-V & as mentioned in the tender document for providing housekeeping services.

As regards the other manpower services, the details of semi-skilled and skilled manpower to be provided are as below:-

<b>Details of semi-skilled manpower to be provided *</b>		
<b>S. No.</b>	<b>Tentative place of work/ posting</b>	<b>No. of manpower required</b>
1	COE Office	1
2	CVO Office	1
3	Academic Section, HQ	2
4	Admin Section, HQ	1
5	Purchase Section, HQ	1
6	Admin Section, CC	1
7	Accounts Section, CC	1
8	SMM Office, CC	1
9	NS Office, CC	1
10	ME Office, CC	1
11	Library	1
12	Swimming Pool Area	1
<b>GRAND TOTAL</b>		<b>13</b>

\* The manpower requirement mentioned above is tentative and subject to increase/decrease at any point of time under intimation to contractor during the period of contract.

<b>Details of Skilled manpower to be provided * #</b>		
<b>S. No.</b>	<b>Tentative place of work/ posting</b>	<b>No. of manpower required</b>
1	STP	1
2	STP	1
3	STP	1
4	Sub-station	1
5	Sub-station	1
6	Sub-station	1
<b>GRAND TOTAL</b>		<b>6</b>

\* The manpower requirement mentioned above is tentative and subject to increase/decrease at any point of time under intimation to contractor during the period of contract.

# The above duties shall be round the clock 24X7 on shift basis of 8 hrs. Duration each and the bidder must ensure manning at every time without any absenteeism.

- 20) The University or his representative may terminate the contract at its discretion, at any time, in case of unsatisfactory service and non-rectification of any such deficiency, even after the communication from Office of Deputy Registrar (Admin), IMU Chennai Campus.
- 21) If there is any damage to any part of the building, road, kerbs, fence, water pipes, cables, drains, electric or telephone posts or wires,

trees, grass land or any cultivated ground contiguous to the premises upon execution of tendered work by the contractors' labourers, the contractor shall make good the same at their own expense and in the event of their refusing or failing to do so, the damage shall be repaired at their expenses by the IMU and such cost + 25% of such cost towards general supervision will be deducted from any sums, due to / which becomes due to the contractors.

- 22) The Contractor should engage the labourers aged between 18 and 55 years old. They should also provide proof of age if required for verification of Authorities. The persons engaged should be healthy and fit enough. No labour/manpower below the age of EIGHTEEN (18) shall be employed on the work.
- 23) **Injury to person**  
The contractor shall be liable and indemnify IMU against any liability, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of and in the course of or caused by carrying out the works and the contractor should give the ESIC benefit to the worker as per the Act of the Employee's State Insurance Corporation.
- 24) INDIAN MARITIME UNIVERSITY-Chennai Campus, shall have right to deduct from the moneys due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from him or their wages which are not justified by their terms of the contract or non observance of the regulations.
- 25) Under the provision of the Minimum Wages Act, 1948 and the minimum wages (central) rules, 1950 the contractors is bound to allow or cause to be allowed to the labourers directly employed in the works one day's rest for six days continuous work. The minimum rate wages shall include payment of such working day or rest. In the event of default by the contractor, the IMU shall have the right to deduct the sum or sums not paid on account of wages for weekly holiday to any labourers, and pay the same to the persons entitled thereto from any money due to the contractor by the IMU Chennai.
- 26) The contractor shall be primarily liable to all applicable statutory payments to be made under, and for the observance of the regulations without prejudice to the University's right to be indemnified from its contractor.

## **27) Termination of Contract:**

The competent authority of IMU accepting the tender may without prejudice to the right against the contractor in any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases :

- a) If the contractor have been given by Deputy Registrar (Admin) a 7 days notice to rectify, reconstruct or replace any defective work and in the opinion of Deputy Registrar (Admin) that the contractor will be unable to complete the work and secure completion of the work by the date of completion.
- b) If the contractor, being a company pass a resolution or the court shall make order that company shall be wound up or any instructions are received from Income Tax department or any Government Organization.
- c) If the contractor commits breach of any of the terms and conditions of the contract.
- d) If the contractor becomes insolvent, when the contractor has made himself liable for action under any of the cases aforesaid. The Director on behalf of IMU shall take action as under:
  - i) To terminate or annul the contract and upon such termination or rescission, security deposit of the contractor shall be liable to be forfeited and shall be at disposal of the IMU.
  - ii) To carry out the balance work through another agency and recover the balance amount arising out of difference between the later rate and former rate from the original selected tenderer, from any amount payable to him including Earnest Money, any bills payable, Security Deposit or any amount payable to him for any other work.
  - iii) To take possession, of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor's expense or sell them by auction on account of contractor at his risk and cost.

**28) Settlement of Disputes:**

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

29) Conditional tender will be rejected without assigning any reason.

**30) Entry and Exit:**

The contractor, his agents, representative, workmen, etc. and his materials, carts, trucks, or other means of transport, etc. will be allowed to enter through and leave from only such gate or gates and at such times as the Deputy Registrar (Admin) or authorized In-charge of the restricted areas may bear at their sole discretion. Contractor's authorized representative if required are to be present at the places of entry and exit for the purpose of identifying his carts, trucks, etc. to the personnel In-charges of the security of the restricted area.

**31) Temporary Identity Permits:**

The contractor or his representative/site In-charge oversees and other regular staff are required individually to be in possession of the temporary entry permit which will be issued by the Security on the recommendation of the Deputy Registrar (Admin). Regarding casual labourers/ skilled workers to be engaged in the execution of the work, following procedure shall be followed. The casual/skilled workers who will be engaged by the contractor shall be allowed to enter IMU premises through gates on production of Daily Attendance card which will be marked by the authorized representative of the contractor before entering at the security gate. The Security Officer shall have the authority not to allow any labourer who does not possess the "Marked attendance roll cards". The labourers working and moving in the campus areas should always carry the attendance roll card with them for identification. Contractor shall be responsible for the conduct and discipline of his/workmen/agent or representative at all time.

**32) Fire Precaution:**

The contractor, his agents, representative, workmen etc. shall strictly observe the orders pertaining to fire precautions prevailing within the restricted areas.

33) The contractor has to obtain CAR policy before commencement of the work and he should pay ESI and EPF contribution against the

workers engaged by him and challans should be submitted along with the monthly bills for release of payment.

- 34) The indemnity bond and promissory note will be required to be submitted by the contractor for secured advance if any.
- 35) No mobilization advance will be given to the contractor.
- 36) If the contractor violates security rules and regulations of the University, a penalty of 2.0% of the work order amount will be recovered from their dues.
- 37) IMU reserves its rights to divide the work among different agencies or not to execute any items in the schedule of work or to call any agency for negotiation without assigning any reason and without giving any reference to anybody and also to divide the work among two, three agencies.
- 38) No work will be sub-leted to other agency, if found the said agency will be black listed by intimating to the other organization.

I say and declare that I will carry out the work as per the conditions of contract attached to the said tender.

**SIGNATURE OF TENDERER  
NAME AND ADDRESS OF TENDERER  
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

**SECTION-III**  
**TERMS OF PAYMENT**

- 1) No advance payment against ensuring up-keeping bills will be made under any circumstances.
- 2) The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the IMU-Chennai Campus GST Registration no. **33AAAI2610K3Z2**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. Monthly bill will be paid as per scope of work and amount of incomplete work will be deducted from the total monthly bill as specified in section-VI, Details of Penalties.
- 3) The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of salary paid Register, Attendance Sheet and E.P.F., ESIC and any other Tax (if applicable) amount paid bank challans.

In case the University engages the contractor for providing housekeeping services on any of the closed day or holiday, then payment for the same shall be made on pro-rata basis along with the monthly bills.

- 4) Contractor should deposit the ESIC, Employee Provident fund contribution & any other tax (if applicable) to the concerned office separately for those workers engaged in IMU, Chennai site and the said statement should be submitted along with bill to University.
- 5) The total security deposit equivalent to 5% of the contract value will be deducted from running bill. The amount shall be refunded within 60 days of completion of the contract after adjusting all dues. It must be noted that Security deposit shall be refunded only after submitting all dues clearance certificate from each labour. If the application for refund along with no pending dues certificate is not received within three years, the amount will be credited to University account and thereafter no claim will be entertained.
- 6) Income Tax will be recovered at the prevailing rates from the bills payable to the contractor.
- 7) Wages of labourers shall be paid by A/c payee cheques through bank and necessary bank statement & Xerox copy of pay slip of each labour

shall be produced to University along with bill if required by IMU.

- 8) Water & Electricity will be provided free of cost by the University.
- 9) In the event of any dispute over this contract between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

**SIGNATURE OF TENDERER  
NAME AND ADDRESS OF TENDERER  
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**



**SECTION-IV**  
**Special Conditions for Labour Contract**

- 1) The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971 and any further or related amendments.
- 2) The Contractor shall provide EPF & ESIC facility to the labourers as provided in the Act.
- 3) The Contractor shall follow the minimum wages Act.
- 4) The Contractor shall disburse salary to the labourers on or before the 10<sup>th</sup> date of every month.
- 5) The salary shall be paid in the form of A/C payee cheque and disbursement should be made in the presence of representative of IMU.
- 6) Every month the copy of the salary register shall be submitted before release of payment to the contractor.
- 7) The Contractor shall adopt all safety measures on site / office.
- 8) The Contractor shall provide all required tools to the labourer within fifteen days from the date of commencement of the contract.
- 9) As per Bonus Act 1965 & its amendment & the notification published in the Gazette of India, New Delhi on 27th Oct. 2007, contractor is required to make payment of bonus to the labourers from its profit. University will not reimburse bonus amount to the contractor.
- 10) The Contractor shall obtain required labour license from RLC (Central) within 30 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC (Central) by the contractor.
- 11) Details of EPF contribution and ESIC contribution paid by the contractor in respect of his labourers are required to be submitted before the release of second RA bills and if the contractor fails to do so, recovery of the EPF and ESIC contribution will be done from their RA bill amount and will be credited to the EPF and ESIC accounts of the Labourers directly by the University.
- 12) Notice board as per Labour Contract act shall be displayed by the contractor.
- 13) IMU reserves its rights to entertain complaints of labourers, to

investigate into the matters and if labourer's claims are found to be correct, the said amount will be adjusted through RA Bills / Security Deposit of the contractor and to release the said payment to the labourer.

- 14) The contractor has to obtain CAR policy before commencement of the work

**SIGNATURE OF TENDERER  
NAME AND ADDRESS OF TENDERER  
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

**SECTION-V**  
**SCOPE OF WORK**

**(For providing housekeeping services as per the technical details provided in Section-II, sub-point 'A')**

**DAILY CLEANING:**

1. Sweeping of front road entrance & parking area. Removal of paper, plastics, from the area between the wings and around the hostel & removal of mud, silt, all types of waste material and unwanted material from the location & its disposal at given location before 10:00 a.m. every day.
2. Sweeping and mopping of floors, lounges, Admin & Academic buildings & other offices with floor cleaner & disinfectant (dilution of material as prescribed on packing).
3. Collection & segregation of waste (biodegradable, recyclable and other material) from all dustbins in veranda/corridors, offices, lounges, Computer room, twice a day (morning in between 7:00 a.m. to 9:00 a.m. & afternoon 2 p.m. to 4 p.m.) and storage at given location as per direction of University representative.
4. Sweeping, mopping with floor cleaner & disinfectant and removal of mud, silt, all type of waste & unwanted material from all staircases, verandas & Corridor floor once a day.
5. (a) Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day in the Office blocks (in the morning before 9 a.m., in afternoon during 1-2 pm & during evening between 4-5 p.m.)** with toilet cleaner as per time schedule.  
  
(b) Cleaning of all Toilet blocks floor, dado, glasses, door panel, window panels, mirror and plumbing fixtures, Urinals, Washbasin and W.C. pans **three times a day in the student hostels (in the morning during 6-7 a.m., in afternoon during 11-12 pm & during evening between 4-5 p.m.)** with toilet cleaner as per time schedule.
6. Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber. No water-logging should be there in the toilet areas. Clear draining of water and excreta/urine is to be maintained. Drainage systems are to be kept operational and checked every day. In case of blockage

clearing/ repair/ unblocking, it should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.

7. Cleaning of water cooler surrounding area twice a day with spiral in between 9 to 11 a.m. and 3 to 4 p.m.
8. Cleaning of chairs, tables & other furniture, computer room, office with wet cloth.
9. Cleaning of all staircases& Veranda/Balcony railings with wet & dry floor duster.
10. Continuous dry moping in all corridors & connected area.
11. Sweeping & moping of canteen area. Collection & segregation of dry & wet garbage twice a day (In between 9 to 11 a.m. & 2 to 4 p.m.) and storage at given location as per direction of IMU representative.
12. Stop the entry of stray animals in the IMU premises and cleaning of dust made by them on floor with disinfectant.
13. Shifting of mattress, furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials inside the Hostel or anywhere in the campus as per instruction of IMU representative.
14. Cleaning of each and every room and bathroom everyday in all hostels.
15. Sweeping of all roads/ platforms inside the Campus area and at any other place as and when required by the representative of IMU.
16. To carry out any other work of any nature, as and when assigned by the Competent Authority at IMU Chennai Campus.

#### **WEEKLY CLEANING:**

1. Hard cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, Urinals and Washbasin, piping, Hand rails and cobweb removal with required sanitary materials & High pressure cleaner, floor scrubbing & hand scrubbing machine (preferably every Saturday).
2. Unwanted material and solid waste collection from building surrounding up to the fence and disposal at given location.
3. Removal of old sanicubes & Naphthalene ball from Urinals &

washbasins. Checking & putting 2 Nos. Naphthalene balls & 1 No sanicubes in each urinal & washbasin.

4. Every Saturday sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, furniture cleaning, cleaning of window glass panels & door panels from inside & outside of all rooms.
5. Washing of all dustbins from the corridor with disinfectant and cleaning material.
6. Removal of cobwebs from all wings at all heights in the corridor, staircase, verandas, foyer, lounge, offices, computer rooms & open spaces etc.
7. All flooring has to be scrubbed, washed & cleaned by floor scrubbing machines, wet & dry vacuum cleaner, & liquid floor cleaner as per dilution factors given on branded items.
8. Cleaning of storm water drains by flashing with water and removing the waste material from it & disposing it as per direction of University representative.
9. Removal of cobweb from all wings at all heights from outside the Hostel building.
10. Cleaning & wiping of tube lights, fans & exhaust fans.
11. Cleaning of electrical fittings, electrical panel from outside & the area behind the electrical panel.
12. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
13. Cleaning of all glass panels with glass cleaning agent from inside & outside.
14. Terrace, parking, concrete walk ways, roads & building surrounding area to be cleaned with bleaching powder during rainy season.
15. Cleaning of all open areas in the Campus including playgrounds or any other work specifically instructed by the Director-CC or DR-Admin or any other authority of the University.

**SWEEPER – All duties as listed below:**

1. Emptying all dustbins and their cleaning by 09.00 am. This includes separating recyclable material and collecting.
2. Cleaning of all corridors, staircases by 11.00 am.
3. Cleaning of furniture, cob webs, railings, any other tables and chairs etc.
4. Cleaning of outside premises by 1.00 pm.
5. Swabbing and cleaning of corridors, staircases once more.
6. Shifting of furniture or any other items as directed if any.
7. Sweepers should not leave allocated premises and should bring food etc. with them
8. Sweeper also should not be doing any private work like washing clothes etc. during duty hours.

Each sweeper should be provided with his own bucket, broom, plastic pan, swabs, cob web removing broom, phenyl, bleaching powder, harpic and a register to take signatures. A space can be provided for them to keep their kits.

**CONTRACTOR REPRESENTATIVE – All duties as listed below:**

1. Taking round after every one hour of the entire Campus & hostels to check whether cleaning is happening as per schedule.
2. Ensure that the sweepers do not move out of the allocated premises during duty hours.
3. Ensure that daily and weekly cleaning schedule is maintained.
4. Ensure that signature is taken from the resident of the room once his or her room is cleaned and counter signed by supervisor and hostel warden.
5. Ensure that all registers are maintained and checked and counter signed by the Hostel warden and contractor on a daily basis.
6. Report to the contractor for supplies, duties and all duty related matters.

7. The supervisor will have nothing to do with the hostel matters other than maintaining cleanliness and hygiene in hostels.
8. They should inspect hostel rooms and bathrooms on a daily basis. At least one third (1/3) of the rooms should be inspected daily to make sure that cleaning has actually happened as per requirements. In case of any problem ensure re-cleaning immediately.
9. Contractor representative cannot leave Campus premises for lunch etc. they are advised to bring food.

## **GUEST HOUSE & AUDITORIUM**

### **DAILY CLEANING**

1. Cleaning of entrance & Parking area. Collection of paper, plastics from the surrounding of building & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 10:00 a.m. every day and in the afternoon.
2. Sweeping & moping of floor with floor cleaner & with disinfectant three times a day and during conference or any other function as per requirement.
3. Cleaning of furniture & removal of cobweb from above mentioned area.
4. Cleaning of all toilets blocks floor, dado, glasses, door & window panels, mirror, plumbing fixtures, washbasin and W.C. pans three times a day with toilet cleaner (dilution of material as prescribed on packing) as per time schedule given by Care taker / IMU Representative
5. Collection & segregation of dry & wet garbage and storage as per instruction of University representative at given location in Morning & Afternoon and when functions are over on that day.
6. Cleaning of all staircases & veranda/balcony railings with wet & dry floor duster.
7. Dusting of Notice Board, tables, chairs and benches from offices & classrooms.
8. Cleaning and removal of chock-up of toilets, Nahani trap, W.C., Urinals, washbasin, drainage lines, chambers and main chamber and ensuring No water-logging in toilet areas. Clear draining of water

and excreta/urine. Drainage systems are to be kept operational and checked every day. In case of blockage clearing/ repair/ unblocking should be done immediately. Removal of Drainage blocks/ Choke-up in sewage lines and manholes on occurrence.

9. Shifting of any furniture or other materials as directed.

### **WEEKLY CLEANING:**

1. Cleaning of all toilet blocks floors, W.C. pans, Urinals, dado, glasses, door & window panels, mirrors, plumbing, fixtures & washbasins with liquid cleaner (as per dilution prescribed on material packing), & removal of cobweb from all toilet blocks from inside & outside.
2. Collection of unwanted materials & solid waste from building surrounding and disposal at give location.
3. Floor sweeping & moping with disinfectant (as per dilution prescribed on material packing) of conference rooms as per function dates & time.
4. Checking & putting naphthalene balls & sanicube in all urinals & washbasins including arrangements of hand wash in all toilet blocks.
5. Cleaning of all dustbins inside & outside with liquid detergent.
6. Cleaning of Chairs and carpet with vacuum cleaner as per direction.

### **MONTHLY CLEANING:**

- 1) Lobby, office, porch, ramp, outside area & floor to be scrubbed & cleaned with scrubbing machines, wet, dry vacuum cleaner and liquid floor cleaner as per dilution factors given on branded items.
- 2) Shifting & disposal of unwanted materials after the permission & written letter from Competent Authority to given location by University representative
- 3) Cobweb removal from in and around the building.
- 4) Floor cleaning & cobweb removal work at all ducts.
- 5) Terrace cleaning with bleaching powder during rainy season.
- 6) Cleaning ceiling fans & exhaust fans with wet & dry dusters and required cleaning material.



7) Cleaning of Water sump and Over head tank.

**SIGNATURE OF TENDERER  
NAME AND ADDRESS OF TENDERER  
RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

**SECTION-VI**  
**DETAILS OF PENALTIES**

<b>S.No.</b>	<b>Default</b>	<b>Penalty</b>
1	Failure to maintain sanitation and cleanliness and failure to dispose waste/littering in or around the toilet blocks	Rs.500 per day for each toilet block
2	Choked sewer connections resulting into water logging stagnation	Rs.1000 for 1 <sup>st</sup> day and Rs.1500 for subsequent days.
3	Employees not wearing uniform	Rs.500 per day per person
4	Employees absent from duty (in case of semi-skilled and skilled manpower services)	Rs.1500 per day per staff
5	Consumable not available in the toilets blocks as required for cleaning/maintaining such as soaps, Brooms, soft brush, chock removers, Disinfectants, Naphthalene balls etc.	Rs.100 per day per Toilet
6	Failure to supply branded sanitary consumables as listed in clause 18, Section-II	Twice the MRP rate of the product
7	Failure to keep the site clean	Apart from the penalty prescribed, the Deputy Registrar (Admin) shall have the right to get this work done at the cost of the agency either departmentally or through any other agency. The expenses so incurred would be intimated to the agency by Deputy Registrar (Admin) and the requisite amount would be deducted from the monthly bills of the agency for the services rendered by it.
8	Failure to provide the required quantity of resources in proper serviceable condition as agreed in clause 16, Section-II with operational staff	Rs.5000 per resource that is short in requirement as per Section-V Scope of Work
9	Failure to provide satisfactory services as mentioned in Scope of work under Section II & Section V	Penalty will be imposed as per the discretion of Deputy Registrar (Admin)

**SIGNATURE OF TENDERER**  
**NAME AND ADDRESS OF TENDERER**  
**RUBBER STAMP OF PROP. OF FIRM OR COMPANY**

**SECTION-VII**  
**FORMS**

**1. FORM OF TENDER**

**To**  
**THE DIRECTOR**  
**INDIAN MARITIME UNIVERSITY,**  
**CHENNAI CAMPUS,**  
**EAST COAST ROAD,UTHANDI,**  
**CHENNAI - 600119**

Sir,

1. Having perused the Scope of tender for Providing House Keeping & Manpower Services at IMU Chennai campus and we, the undersigned submit our offer to IMU and hereby specifically undertake to do the following should our tender-bid be accepted.
2. We hereby undertake to furnish an Initial security deposit in the manner set-forth in the "Instruction to Tenderers" and to commence the work at site within 10 days from the date of issue of the work order.
3. We undertake to enter into and execute an agreement with IMU in the prescribed format in accordance with the conditions of Contract within 30 days from the date of issue of the work order.
4. Unless and until a formal agreement is prepared and executed, our tender-bid together with work order issued by IMU-Chennai Campus shall constitute a binding Contract between us.
5. We shall and hereby undertake to abide by the terms and conditions of this tender for a period of 90 days from the day of opening of the Tender-Bids. We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.

6. We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU or in the event of our failing to furnish the Performance Security, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 30 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU.
7. We are aware and acknowledge that IMU is not bound to accept the lowest or any tender that IMU may have received.
8. Should our tender-bid be accepted, we find ourselves to be wholly and solely responsible for the due performance of the Contract.
9. Should our tender-bid be accepted, we undertake to perform the work of tender for the Providing House Keeping & Manpower services at IMU Chennai Campus at the price quoted in the Tender-bid during the stipulated Contractual period of six months from the date of the execution of the Contract and shall strictly abide by the conditions of the Tender.

Dated at Chennai this .....day of 2017.

Signature in the capacity of duly authorized to sign the tender-bid for and on behalf of .....

**(IN BLOCK CAPITALS)**

**WITNESS**

**(1)**

**(2)**

**Address**

**2. FORM OF POWER OF ATTORNEY**

Dated: .....

**POWER OF ATTORNEY**  
**To whom so ever it may concern**

Mr. .... (Name of the person along with father/husband's name, residing at ..... (address), acting as ..... (Designation and name of the Firm/Company), and whose specimen signature is attested below, is hereby authorized on behalf of ..... (Name of the Firm/Company) to provide information and respond to enquiries etc. for Providing House Keeping services at IMU Chennai campus. The said Mr./Ms. .... is hereby further authorized to sign and submit relevant documents on behalf of the Firm/Company in respect of the above.

(Attested signature of Mr./Ms. ....)

For.....(Name of the Firm/Company)

Attested by Notary Public

**3. FORM OF AGREEMENT**

STAMP PAPER  
(VALUE Rs.100)

**AGREEMENT NO. ....OF 2017**

CONTRACTOR AGREEMENT for the work of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Article of agreement made at

\_\_\_\_\_ this \_\_\_\_\_ day of the

Two Thousand \_\_\_\_\_, between INDIAN MARITIME UNIVERSITY, Chennai Campus, A central University a body established by an Act of Parliament (Indian Maritime University Act – 22 of 2008) acting through its Director or any other Officer nominated by the IMU(Chennai Campus), (hereinafter called the IMU-CC) of the one part and

\_\_\_\_\_ whose Registered Office

is situated at \_\_\_\_\_

(herein after called "the contractor") of the other part.

**WHEREAS**

The IMU, CC being desirous of having provided and executed certain works mentioned enumerated or referred to in the Volume –I [IMU TENDER DOCUMENTS] which interalia consists of eight sections (Section I-VIII) to be annexed and are designed to form part of this contract and are included in the term "CONTRACT" herein used.

**AND WHEREAS**

The IMU –CC accepted the tender of the contractor for the provisions and the execution of the said work at the rate stated in the schedule of quantities of works (Herein after called "Schedule of Rates") upon the terms and subject to the conditions of contract.

**NOW THIS AGREEMENT WITNESS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AND AS FOLLOWS**

1. In this Agreement, the words and expressions shall have the same meaning as are respectively assigned to them in the conditions of Contract hereinafter referred to.

2. The documents which form part of the contract will be the **Volume-I**

**[IMU TENDER DOCUMENTS]** which interalia consists of eight sections (Section I-VIII) and **Volume-II [CONTRACTOR'S PRICE BID DOCUMENT]** which consists schedule of quantities of work and other documents constituting the Tender and acceptance thereof. It is further agreed that the work order No. \_\_\_\_\_ dated \_\_\_\_\_ shall constitute the contract between the parties.

3. In consideration of the payments to be made to the contractor for the works to be executed by him, the contractor shall and will duly provide, execute and complete the work as per the time limit mentioned in the tender documents and shall maintain the same thereafter, perform all such acts and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said work and at the times and the manner and subject to the terms and conditions or stipulations mentioned in the contract.

4. In consideration of the due provision, execution and completion of the said work, the IMU do hereby agree with the contractor that IMU-CC, will pay to the contractor in the respective amount for the work actually done by him at the "schedule rate" quoted and accepted by IMU-CC such other sums as may become payable to the contractor under the provisions of the contract such payment to be made at such time and in such manner as provided for in the agreement.

5. In consideration of the due provision, execution and completion of the said work and contractor does hereby agree to pay to the IMU the sum as may be due to the IMU for the services if any rendered by the IMU to the contractor and such other sum or sums as may become payable to the IMU-CC towards loss, damaged to the IMU equipment, material, plant and machinery including these hired to the contractor if any as set forth in the said conditions of contract, such payment to be made at such time and in such manner as provided in the contract.

6. The contractor has to deposit with the IMU-CC the sum of 5% equal value of financial limit as Initial Contract Deposit (ICD) and remaining part will be recovered from contractor by allowing the IMU-CC to deduct from the bills payable to them at the rate of 5% of amount payable to the contractor. This security deposit will be retained until the expiry of the contract and refunded after 2 month form the payment of final bill for the due observance and performance of this contract.

7. All disputes arising out of or any in connection with this agreement or concerning thereto shall be deemed to have arisen in Chennai and the same will be referred to this sole arbitrator of Director or anybody nominated by the Director, IMU -CC for his decision and his decision will be final.

8. The several parts of this contract have been read by me/us and fully understood by me/us & shall be a binding on our firm till the completion of contract period.

IN WITNESS WHEREAS THE PARTIES HAVE ACCEPTED THESE PRESENT IN DUPLICATE THE DAY AND THE YEAR FIRST AS MENTIONED ABOVE.

SIGNED AND DELIVERED FOR AND ON BEHALF OF THE

INDIAN MARITIME UNIVERSITY, Chennai Campus  
SIGNATURE:

\_\_\_\_\_

DESIGNATION: \_\_\_\_\_

In the presence of witness

1) \_\_\_\_\_ (Address)

2) \_\_\_\_\_ (Address)

SIGNED AND DELIVERED FOR ON BEHALF OF

\_\_\_\_\_

(Signature) \_\_\_\_\_

In the presence of witness

1) \_\_\_\_\_ (Address)

2) \_\_\_\_\_ (Address)



**Section-VIII**  
**TECHNICAL BID**

*(First sheet shall be on the letter head and  
All pages have to be authenticated at the bottom)*

- (1) Labour license issued by CLC/RLC for engagement of minimum 50 nos. of labours per day

Yes/No.

(a) Available at which page number of Bid Document: \_\_\_\_\_

- (2) E.P.F & ESIC registration with copies of Payment Challans for the last 6 months.

Yes/No.

(a) Available at which page number of Bid Document: \_\_\_\_\_

- (3) Latest Solvency certificate for Rs.50,00,000 form any Nationalized bank /scheduled bank

Yes/No.

(a) Available at which page number of Bid Document: \_\_\_\_\_

- (4) GSTIN of the firm \_\_\_\_\_

(a) Available at which page number of Bid Document: \_\_\_\_\_

- (5) Whether the bidder has carried out and completed similar works in in Central Government/ Central Autonomous Bodies/ Central Public Sector Undertakings/ Central Universities during last 03 years (PERIOD ENDING 31.03.2017).

Sl. No.	Description of the work	Name of the client	Name, Address & Contact No. of the Client for whom	value of the work	Period of the work	Mode of Proof	Available at which page of the document

			the work was carried out				
1.							
2.							
3.							

- (6) Average annual turnover for the last 03 financial years i.e. 2014-15, 2015-16 and 2016-17.

Financial Year	Turnover in Rupees (Rs. In Lakhs)	Page number of document
2014-15		
2015-16		
2016-17		

- (7) Whether the Bidder has been debarred or black listed by any Government Department / agency in the past 03 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance?

Yes / No

### Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IMU for at least 3 years.

**Date:**

**Signature with Seal of Authorized Signatory**

**Place:**