

**TENDER FOR HOUSEKEEPING AND HORTICULTURAL SERVICES**  
**TO**  
**VISAKHAPATNAM CAMPUS**  
**OF**  
**INDIAN MARITIME UNIVERSITY**



**Tender No. IMUV/2024/2021-2022//HKS002**

**Dated 08.10.2021**

**INDIAN MARITIME UNIVERSITY**  
**(A Central University, Govt. of India) VISAKHAPATNAM CAMPUS**  
**VANGALI, SABBAVARAM VISAKHAPATNAM-531 035**

**Telephone: 0891-2890600**  
**Website: [www.imuv.edu.in](http://www.imuv.edu.in)**

**SECTION - 1**

**NOTICE INVITING TENDER ENQUIRY**

1. Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem Post Near: Rayavarapu Agraharam, Sabbavaram Mandal, Visakhapatnam - 531035 invites Tender Enquiries from the experienced agencies in Housekeeping including Horticulture Services to the Visakhapatnam Campus of the Indian Maritime University for a period of (2) two years.
2. Sealed Tender Enquiries prepared in accordance with the general conditions are enumerated in this tender, complete in all respects and are required to be submitted to the Director, Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem Post Near: Rayavarapu Agraharam, Sabbavaram Mandal, Visakhapatnam - 531035, not later than the date and time mentioned.
3. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of **Rs.2,07,447 (Rupees Two Lakh Seven Thousand Four Hundred and Forty Seven only)**.
4. The Tender Enquiry Document is not transferable.
5. **Schedules for Invitation to Tender Enquiry:**
  - a) Place of issue of Tender Enquiry Document and address at which the Tender Enquiry Documents are to be submitted

Director  
Indian Maritime University  
Visakhapatnam Campus  
Vangali Village, Tekkalipalem P.O.  
Near: Rayavarapu Agraharam,  
Sabbavaram Mandal,  
Visakhapatnam - 531035  
Phone: 0891- 2890600  
Fax : 0891- 2890609

**Tender Enquiry for “Housekeeping & Horticulture Services to Visakhapatnam  
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**b) Date from which the Tender Enquiry Document issued**

From 08.10.2021 onwards (only on working days)

**c) Last Date for submission of the Tender Enquiry Document**

On or before **14 30** Hrs. on 29.10.2021

**d) Date of opening of Tender Enquiry Document (Technical)**

At 15.00 Hrs. on 29.10.2021

**e) Date of opening of Tender Enquiry Document (Financial)**

The opening of the financial bid shall be intimated to the technically qualified tenderers.

**f) Pre-bid meeting scheduled on 21.10.2021 11.00 hrs 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.**

**g) The Tender Enquiry shall be valid for 90 days.**

6. Tender Enquiry Document (Technical) shall be opened on the day and time as indicated in this document. The Tender Enquiry Document (Financial) shall be opened only in respect of tenderers who were qualified in the Technical Bid. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry, both for Technical and Financial. Representatives without such authorization not permitted to be present at the time of opening the bid.

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7. Definitions used in this Document:

**Tenderer:** Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued

**IMUV** Refers to Indian Maritime University, Visakhapatnam Campus at Vangali Village, Tekkalipalem (PO) near Rayavarapu Agraharam, Sabbavaram Mandal ,Visakhapatnam - 531 035

**Contract:** Refers to the Agreement entered into between IMUV and the successful tenderer including all attachments and annexes thereto and all documents incorporated by reference therein

**Contractor:** Refers to the successful tenderers who have entered into a contract with IMUV for rendering the services.

**Service:** Refers to various services indicated in this Tender Enquiry

8. **Clarification of Tender Documents:** A bidder requiring any clarification regarding the tender documents may notify in writing to the address mentioned in the invitation of tenders or E-mail to [director.vizag@imu.ac.in](mailto:director.vizag@imu.ac.in). Vizag Campus will respond to any request for clarification, received one week prior to the deadline for submission of tenders.

9. **Changes / Updation:** Any changes and updation in the tender document will be displayed in the website only.

**SECTION-2**

**GENERAL CONDITIONS**

1. The tender enquiry should be complete in all respects and if the tender is in-complete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
  
2. The Tender enquiry should be submitted in a sealed cover containing covers (I) and (II) separately and to be super scribed as “Tender for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University”. **The tenderer shall clearly write on cover-I as “Technical Bid - Housekeeping Services to Visakhapatnam Campus of Indian Maritime University “and on cover II as “Financial Bid - Housekeeping Services to Visakhapatnam Campus of Indian Maritime University” and shall be addressed to**  
**THE DIRECTOR**  
**Indian Maritime University**  
**Visakhapatnam Campus**  
**Vangali Village, Tekkalipalem P.O.**  
**Near: Rayavarapu Agraharam,**  
**Sabbavaram Mandal,**  
**Visakhapatnam - 531035**  
  
The tenderer should also indicate **Name and address on all the covers.**
  
3. The amount of Earnest Money Deposit is **Rs.2,07,447 (Rupees two lakhs seven thousand four hundred and forty seven only)** and shall be submitted in the form of **Demand Draft** drawn on any Nationalised / Scheduled Bank in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the Tender Enquiry (Technical) submitted and should not be sent separately. **However, the firms having valid NSIC/MSME**

**certificates may be exempted from payment of EMD & Tender fee upon production of valid certificate mentioning the exemption.**

4. The Earnest Money Deposit (EMD) of the unsuccessful tenderers shall be refunded without any interest on acceptance of the Order by the successful tenderer. The EMD of the successful tenderer be refunded on signing of the Contract.
5. EMD of the tenderers forfeited if -
  - i) The tenderer is not willing to abide by the terms and conditions after submission of tender
  - ii) The tenderer does not honour the services required by IMU
  - iii) Withdraws the tender enquiry before receipt of final acceptance
  - iv) Fails to execute an agreement.
6. **Eligibility / Evaluation Criteria:**
  - 6.1 A well-established agency.
  - 6.2 The Agency must have “**Experience**” of providing Housekeeping including Horticulture Services for at least preceding **3 (Three)** Years i.e. 2018-2019, 2019-2020 and 2020-2021) from the bid due date and out of which bidder must have executed at least one (1) such work, having a minimum value of **Rs.40.00 Lakhs** in any one of the preceding 03 three years .
  - 6.3 The bidder should have a minimum turnover of **Rs.120.00 Lakhs** in similar activities in any one of the 3 (Three) preceding Audited Financial Years.
  - 6.4 **The tenderers should enclose copies of the following documents or otherwise the offer will be summarily rejected.**
    - i) Certificate of Registration

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- ii) PF Registration
  - iii) ESI Registration
  - iv) Permanent Account Number
  - v) GSTIN Registration Certificate
  - vi) Agreements / Work orders in respect of similar services carried out during years 2018-2019, 2019-2020 and 2020-2021 showing the value of work.
  - vii) Performance / Completion certificate in respect of the similar works carried out during the years 2018-2019, 2019-2020 and 2020-2021.
  - viii) Audited Balance Sheet and Profit and Loss Account for the years 2018-2019, 2019-2020 and 2020-2021.
  - ix) The bidder should submit self-declaration letter stating that they have not been blacklisted / debarred by any government department/agency.
- 6.5 Bidders must furnish all relevant certificates / documents / information in support of their credentials to the above eligibility / evaluation criteria along the bid, failing which the bid may be summarily rejected.
- 6.6 IMU reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- 6.7 Bids received after the due date and time is liable to be rejected.
- 6.8 Tenderers are advised to visit office acquaint themselves with requirement and quantum of Work, facilities available to understand the tender requirement fully before submission of their tender/bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderer/contractor has satisfied himself with the information and the knowledge required before tendering.
- 6.9 The contract will be initially for a period of two (2) years, extendable by another one (1) years, subject to the satisfactory performance of the

Housekeeping Agency at the same rate, terms and conditions and at the sole discretion of IMU Visakhapatnam Campus.

**SECTION-3**

**7. Services/Scope of work :**

**7.1 Admin & Academic Building / Workshops/Labs/Substation/STP/Security Office.**

- 7.1.1 Sweeping and moping of the entire office (Admin & Academic block substation, STP, Security office)) on every day including dust proof brushing/ cleaning of coir mats / sweeping the floor area, removal of cobwebs etc. Weekly twice of workshops/Labs by manual or any other mechanical means.
- 7.1.2 Cleaning and Scrubbing of the Urinals and Sinks of all Toilets and toilet floor and wash basins with detergent, phenyl and acid thrice a day.
- 7.1.3 Wiping of windows, window panes and glass partitions, Venetian blinds and painted doors with suitable cleaning agents once in a week or as frequently as required.
- 7.1.4 Moping of floors, corridors, lounges and entire office with floor cleaner and disinfectant daily.
- 7.1.5 Providing of Naphthalene balls in all toilets, urinal and washbasins and commodes as required.
- 7.1.6 Manual dusting and mechanized suction of dust in respect of units, walls, office furniture and curtains.
- 7.1.7 Daily collection of waste papers from waste paper basket and dumping at the centralized premises.
- 7.1.8 Daily cleaning of all roads and pavements inside the compound
- 7.1.9 Providing soap /hand wash near all washbasins at all the times. Providing re-fill RO water bottles where ever necessary.

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7.1.10 Daily cleaning of the carpets in the Directors Chamber, Visitors room, Board Room and Weekly once in the Auditorium with Vacuum cleaner. Cleaning with suitable Washing / cleaning liquids to remove the embedded dust and stains once at the beginning on award of the contract and every Six (6) months thereafter.

7.1.11 Building Terrace, Parking area, Roads and building surrounding area to be cleaned with Bleaching powder as required especially rainy season.

7.1.12 shifting of furniture, books and computers etc. inside the office, hostels or anywhere in the Campus premises as and when required.

7.1.13 Cleaning and moping of all staircases, veranda and corridors once in every alternative days.

7.1.14 Washing and scrubbing of floor with required cleaning material fortnightly.

**7.2 Students Hostels:**

7.2.1 Daily cleaning of Roads.

7.2.2 Daily cleaning of parking area.

7.2.3 Daily cleaning of staircases in the two Hostels (Boys and Girls).

7.2.4 Cleaning of each and every room and bath rooms/Toilets every day in all hostels and Mess dining Hall toilets..

7.2.5 Cleaning of terrace (roof) of the Hostels once in a week.

7.2.6 Cutting and disposing of grass grown in the surrounding area of the Hostels every week.

7.2.7 Daily collecting and disposing off debris in the surrounding area of Hostels.

7.2.8 Daily collection of garbage from Hostels and disposal.

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7.2.9 Daily Cleaning and Scrubbing of the Urinals, Commodes, washbasins, sinks of toilets and bathrooms in the Hostel Blocks thrice a day.

7.2.9 Sweeping of Hostel Verandah to be carried out daily and moping to be carried out on alternate days with floor cleaners and disinfectant.

7.2.10 The Contractor is not allowed to store or stack the garbage /debris in the premises of IMUV and has to clear/remove the garbage, debris etc., from the premises from time to time. If it is noticed by the Management that the garbage/debris is stored or stacked in the premises of IMU and not cleared/removed the Management shall impose a penalty of Rs.500/- per day, till the garbage / debris is cleared/removed.

**7.3 Garden:**

7.3.1 The maintenance shall include watering, manuring, fertilizing, plant protection from pests and diseases, sweeping, weeding, mowing and disposal of garden refuse, cultivation and cutting of edges, pruning and clipping of hedges etc. and minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance which includes replacement of indoor and potted plants time to time. Eradication of wild and rank vegetation within the entire campus area. Removal of bushes / unwanted vegetation growth nearby and surroundings of the buildings, such as substation, STP room, Main Sump, Main Over Head Tank.

7.3.2 Daily adequate watering of all garden features with hose pipe or sprinkler system in different areas should be done regularly. Manure and Fertilizers specified shall be applied by contractor as required. Manure, Fertilizers and chemicals shall be provided by contractor during the season and whenever required.

7.3.3 Trimming and grooming of creepers /climbers, hedge plants / Trees on regular basis/as and when required.

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- 7.3.4 Lawn moving (Grass cutting) and removal of wild weeds from the lawns / garden regularly.
- 7.3.5 Maintenance of garden in the hostels including watering, manuring etc.,
- 7.3.6 Maintenance of flowers/plants pots and garden on day to day basis.
- 7.3.7 Soil and manure required to setup new pots / garden / lawn/ etc. shall be provided by the contractor as and when required.
- 7.3.8 Cutting of grass in lawns, pruning of plants/trees/hedges etc. at required intervals and removing the waste to the proper place. The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above. All tools, tackles and lawn cutting equipment's has to be arranged by Contractor only.
- 7.3.9 Periodic checks to be carried out for pests and disease. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required or eradication of the same. Pesticides, insecticides and fungicides will be supplied by the contractor.
- 7.3.10 Regular up-gradation of garden by keep changing the flowers, plants in garden area as well as in pots (outdoor and indoor). Contractor shall also be responsible for maintenance for indoor plants. To prepare and maintain garden with seasonal plants, flowers, herbs as per seasonal plan.
- 7.3.11 Cleaning and removal of chock-up of toilets, 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 / unblocking, it should be done immediately after the notice of such blockages .

**7.4 Miscellaneous:**

- 7.4.1 Cleanliness will be the essence of the contract. Besides, the Contractor is required to undertake any kind of Housekeeping / Horticultural activities as informed by IMUV from time to time.
- 7.4.2 The Contractor shall ensure the regular supervision and control by himself or by his Supervisor on the personnel deployed for the purpose. Necessary directions should stream from the Supervisor to his workforce for undertaking the contractual obligations. The workforce shall not be assigned to any other works except with prior permission from the management. If found violating, the Contractor shall be liable for penalty as deemed fit.
- 7.4.3 The personnel engaged by the contractor shall have no claim or right whatsoever, with regard to employment with IMU.
- 7.4.4 The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by IMUV and decision of the IMUV in this regard shall be final and binding on the Contractor without any questioning.
- 7.4.5 All the cleaning personnel to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at least 07.15 hrs to start cleaning work. The working hours of housekeeping is **07.30 Hrs. to 16.30 Hrs. including intervals for lunch break of 13.00 Hrs. to 14.00 Hrs.**
- 7.4.6 The contractor shall indemnify IMUV from all statutory and general obligations.
- 7.4.7 The Contractor shall strictly observe and follow the below mentioned points from their deployed housekeeping personnel:
- They are always smartly turned out and vigilant.

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- Are punctual and arrive at least 15 minutes before start of their duty time.
- Take charge of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Shall not consume any intoxicating substances, including but not limited to tobacco and alcohol during working hours or come intoxicated or inebriated condition.
- Shall not interact with students.
- Will never sleep while on duty post.
- Immediately report to the administration any untoward incident/ misconduct or misbehavior of housekeeping staff.

7.4.8 If housekeeping personnel deployed by the contractor comes late or proceeds on leave or absents himself / herself or falls sick on duty, it will be the prime responsibility of the contractor to provide a suitable substitute.

7.4.9 In case of requirement, the Contractor shall deploy the personnel as required in any other location of the Campus of the University as per the scheduled rates quoted by the lowest Tenderer.

7.4.10 The contractor shall ensure that unqualified / disobedient personnel according to IMUV, are not working in the campus from the side of Contractor.

**7.5 Material and Consumables:**

7.5.1 All the cleaning and consumable items shall be of standard brands as per **Annexure** to be provided by the Contractor as per the requirement. The cost of material provided for Housekeeping and Horticultural as specified above, shall be reimbursed on the basis of actual supply / usage based on the certification.

If the standard brands mentioned are not provided, a penalty of Rs.500/- on the monthly bill shall be levied. In case the Contractor supplies the

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items other than the mentioned branded items, prior permission of the Management has to be obtained.

7.5.2 The following items required for Horticulture activity shall be provided as per the requirement from time to time, for which the cost shall be reimbursed on production of bills. In addition, Red Soils and Manure of two (2) loads each has to be provided for once in a year. The same also shall be reimbursed on production of bills.

Gamaxine/Ants powder	Petrol for Grass Cutting Machine
Urea	Sevin
Potash	Rose mix
Phosphorus10% granules	Coco mix
Oil Cake	Gunny Rope
Nimkalena	Coconut Rope
Rogar/ Monocrotophos	Zinc Phosphate
Malathian	Other pesticides, Chemicals
Hand sanitizer (5 kgs Can) (Preferably Godrej. Appolo pharmacy products)	

7.5.3 The materials for the housekeeping requirements should be handed-over on or before 5<sup>th</sup> of each month failing which a penalty of 2% will be levied on the monthly bills.

## **8 Personnel and Wages**

8.1 The successful tenderer shall deploy 23 (Twenty three) personnel in all as detailed below.

(i)	Supervisor with knowledge and experience in Housekeeping and Horticulture	1 No.
(ii)	Attendants (Semi-Skilled)	3 Nos.
(iii)	Laborers / Gardeners (Un-Skilled)	19 Nos.
<b>Total</b>		<b>23 Nos.</b>

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- 8.1.1 The Contractor has to ensure that, the personnel engaged should be provided with uniform and a Photo Identity Card.
- 8.2 The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.
- 8.3 The Contractor (successful tenderer) shall ensure strict discipline and decorum amongst his personnel during work period at IMU.
- 8.4 As and when required for any other works related to IMUV, the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the management of IMU shall reimburse separately on submission of the bills, on successful completion of the jobs/ works by the contractor. While the jobs / works are being executed by the contractor and in the event of any accident/ untoward incident, the management of IMU is in no way connected and it shall be the sole responsibility of the contractor only, and for all practical purposes, the labour /workers engaged for the above works / jobs shall be the workers of the contractor.
- 8.5 The Management reserves the right to reduce the number of personnel shown under clause 8.1 above or increase the number of personnel over and above the personnel engaged as and when needed for a shorter duration or till the end of the contract.
- 8.6 Wages to the Personnel so engaged by the contractor shall not be less than the rates notified in the “**Gazette Notification**” issued by the **Central Government of India** from time to time with regard to minimum wages applicable to the respective categories and adopt the latest revisions with regard to Provident Fund and ESI etc. Overtime has to be paid as per Government norms in respect of personnel engaged for beyond stipulated working hours.

- 8.7 The payments to the Housekeeping personnel should be made on or before 7<sup>th</sup> of each month. Failure to comply with the requirements may invite a penalty of 2% on the monthly bills.
- 8.8 Wage slips to be provided to the housekeeping personnel for each month of payment of salary.
- 8.9 The statutory requirements such as Provident Fund and ESI are to be paid to the respective authorities on or before 15<sup>th</sup> of each month failing which a penalty of 2% shall be levied on the monthly bills.
- 8.11 The contractor shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases. And also the contractor shall get the antecedent of his workmen verified and the certificate to that effect should be submitted before their deployment to IMUV.

**9. Termination of the Contract**

In the event Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect IMUV reserves the right for termination of the contract at any time by giving **one month written notice**, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder. *Similarly the contractor may terminate the contract by giving one month notice by assigning reasons.*

**10. Penalties**

- 10.1 The contractor shall execute the assigned work as per the contract and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If there is no improvement despite issue of warning notice, penalty will be imposed at the rate of 1% of the contract value per month.

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10.2 The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

<b>Sl. No.</b>	<b>Description of Irregularities</b>	<b>Penalty</b>
1.	If the required workers are less than the minimum required on any given day	Rs.500 per day per worker
2.	If the garbage is not lifted as per schedule	Rs.500 per day
3.	Staff not wearing Uniform/without ID Card / not wearing safety tools i.e. gloves, gumboots etc.	Rs.100 per worker/day
4.	If it is found that no action is being taken within one hour after the complaint of Unclean premises and improper Housekeeping.	Rs.1000 per day
5.	Misbehavior by the housekeeping staff to IMUV Officials or they fight among themselves.	Rs.500 per incident
6.	Consumables not available in the Office block and Students Hostel blocks as required for cleaning / maintaining such as Soaps, Brooms, soft brush, chock removers, Disinfectants, , Naphthalene balls and Hand sanitizer	Rs.200 per incident

10.3 The Financial bid of tender enquiry document open only in respect of tenderers who were qualified in the technical bid after complete evaluation of the technical bids, IMUV would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement / a Contract covering the entire scope of services with IMUV within **01 (One)** week from the date of award of the work.

10.4 An amount equivalent to 10% of the Contract Value shall be retained from the monthly bills of the Contractor towards Performance Security and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations.

- 10.5 The contractor shall indemnify IMU for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Personnel so deployed.
- 10.6 The contractor shall not subcontract the assigned work to any other agencies.
- 10.7 Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMUV, the performance security will be returned to the Contractor.
- 10.8 The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IMUV from any claims in this regard.

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**TECHNICAL BID**

1. Name of Tenderer : \_\_\_\_\_
2. Status : \_\_\_\_\_  
(Proprietary / Partnership : **Indicate whether documentary proof enclosed**  
Society / Company) : **Yes / No**  
(Enclose documentary Proof)
3. Address of Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone No : \_\_\_\_\_  
Fax no. : \_\_\_\_\_  
Email : \_\_\_\_\_
4. Address of Local Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone No : \_\_\_\_\_  
Fax no. : \_\_\_\_\_  
Email : \_\_\_\_\_
5. PF Code No. : \_\_\_\_\_  
(Attach documentary proof) : **Indicate whether documentary proof enclosed**  
  
Yes / No

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6. ESI Code No. : \_\_\_\_\_  
**(Attach Documentary proof)** : **Indicate whether documentary proof enclosed**  
Yes / No
7. GST IN : \_\_\_\_\_  
**(Attach Proof of Registration)** : **Indicate whether documentary proof enclosed**  
Yes / No
8. HAN/SAC CODE for the service : \_\_\_\_\_
9. Permanent Account Number : \_\_\_\_\_  
Issued by the Income Tax Authorities : **Indicate whether documentary proof enclosed**  
**(Attach copy of the PAN Card)** : Yes / No
10. Turnover of agency for last three: Year Turn Over  
Years (attach audited balance : 2017-2018 Rs. \_\_\_\_\_  
Sheet and profit and loss :  
Account for last three financial : 2018-2019 Rs. \_\_\_\_\_  
Years i.e., 2017-2018, :  
2018-2019 and 2019-2020 : 2019-2020 Rs. \_\_\_\_\_
11. Income Tax Returns for the : **Indicate whether documentary proof enclosed,**  
Financial Years 2017-2018 :  
2018-2019 and 2019-2020 : Yes / No
12. Details of Housekeeping Jobs: : **Indicate whether documentary proof enclosed**  
carried out during last three :  
years i.e.,2018-2019, 2019-2020: :  
and 2020 -2021 including value :  
of each job with a consolidated :  
statement as per Annexure :  
**(Attach documentary Proof)**
13. Satisfactory Performance : **Indicate whether documentary proof enclosed**  
Certificates from the organisations : **enclosed**  
During the last three years i.e. : Yes / No  
2018-2019, 2019-2020 and  
2020-2021  
**(Attach documentary Proof)**

**SIGNATURE OF THE TENDERER WITH SEAL**

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

**Annexure to the SI.No.12 of the Technical Bid**

**Details of Housekeeping including Horticulture jobs carried out**

Sl. No.	Organisation	Period		Details of Jobs Carried out	Order Value Rs.
		From	To		

**SIGNATURE OF THE TENDERER WITH SEAL**

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

**Annexure to the SI.No.13 of the Technical Bid**

**Details of Performance Certificates in respect of  
Housekeeping Services (including Horticulture) Jobs Performed**

SI No.	Organisation	Period		Reference of Performance Certificate
		From	To	

Place: **SIGNATURE OF THE TENDERER WITH SEAL**

Date:

**Tender Enquiry for “Housekeeping & Horticulture Services to Visakhapatnam  
Campus of Indian Maritime University”**

**Tender No. IMUV/2024/2021-2022/HKS/002/ dated 08.10.2021**

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**SCHEDULE OF RATES FOR HOUSEKEEPING SERVICES  
(PRICE BID - BREAK-UP FOR MANPOWER RATE)**

Sl. No	Particulars	Supervisor (Skilled) (Rate per Person per Month) (In Rs.)	Attendant (Semi-Skilled) (Rate per Person per Month)	Labourers/ Gardeners (Un skilled) (Rate per Person per Month) (In Rs.)
1	Basic Rate (*) (Minimum Wage)			
2	Provident Fund @ 13%			
3	ESI @ 4.75%			
4	Leave Wages			
5	Bonus (* *)			
6	<b>Total per month (in Figures)</b>			
7	<b>Total per month (in Words)</b>			

**Note: Copy of the Latest Gazette Notification / Order of the Labour Commissioner (Central), Ministry of Labour & Employment should be enclosed in support of the above**

(\*) The last amendment of 2021 was notified on 23<sup>rd</sup> April 2021 and is effective from 1<sup>st</sup> April 2021

(\*\*) The copy of the latest notification with respect to bonus to be enclosed in support of the above.

**Tender Enquiry for “Housekeeping & Horticulture Services to Visakhapatnam  
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**PRICE BID**

Sl. No	Particulars	No. of Personnel	Rate per month (In Rupees)	Total Per month (Rs. in Figures)	Total Per month (Rs. in Words)
1	Supervisor	1			
2	Attendants (Semi-Skilled)	3			
3	Labourers/Gardeners (Un-Skilled)	19			
4	<b>Total (Col.1 to 3)</b>				
5	Cost of Material				
6	<b>Total (Col. 4 +5)</b>				
7	Service Charges	(%)			
		(Amount)			
8	<b>Total (Col.6 + 7)</b>				
9	GST	(%)			
		(Amount)			
10	<b>Grand Total with GST (in Figures) (Col. 8+9)</b>				
	<b>Grand Total with GST (In Words)</b>				

**Place:**

**Date :**

**SIGNATURE OF THE TENDERER WITH SEAL**

**Tender Enquiry for “Housekeeping & Horticulture Services to Visakhapatnam  
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**Tender No. IMUV/2024/2021-2022/HKS/002/ dated 08.10.2021**

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**Undertaking for Non-Black Listing and Non Banning**

(On non-judicial stamp paper worth Rs.50)

(A) I/We

\_\_\_\_\_ (Name of firm) do hereby undertake that our company / firm has not been black listed / banned by any Government (Government of India / State Government) & their subordinate Departments for participation / submission of tenders.

Place :

Date :

Signature of Authorized Signatory

\_\_\_\_\_  
Name of Signatory  
Designation with seal

(B) I/We \_\_\_\_\_ (Name of firm) do hereby undertake that our company / firm has been black listed / banned by \_\_\_\_\_ (Name of Government / Department) & required information as below :

- (i) Cause of black listing / banning
- (ii) For which item \_\_\_\_\_
- (iii) Period of black listing / banning.
- (iv) Latest Status of black listing / banning

Place:

Date:

Signature of Authorized Signatory

\_\_\_\_\_  
Name of Signatory  
Designation with seal

**Tender Enquiry for “Housekeeping & Horticulture Services to Visakhapatnam  
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Tender No. IMUV/2024/2021-2022/HKS/002/ dated 08.10.2021**

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**ANNEXURE**

LIST OF ITEMS REQUIRED FOR EACH MONTH FOR HOUSEKEEPING SERVICES AS INDICATED BELOW.

Sl. No.	Description of the item	Brand	Unit	Quantity
1	White Scented Phenyl	More/Spark/ Dr/Jesi	Liters	60
2	Hand Washing Liquid	Dettol/Lifebuoy/Santoor	Liters	20
3	Cleaning Acid	Quality Brand	Liters	20
4	Naphthalene Balls	More	Kg	04
5	Odonil (50/75gms)	Odonil	Nos.	40
6	Detergent Powder	Rin/Mr. White/Tide	Kg	10
7	Toilet Cleaner (700ml/1 ltr)	Harpic	bottles	20
8	Colin (500 ml)	Colin	bottles	10
9	Polish Cloth (2'x2' size)	Good quality	Nos.	25
10	Mop cloth (2'x2' size)	Good quality	Nos.	25
11	Mop Sticks (cotton) - Flat 2m long	Good quality	Nos.	08
12	Mop Sticks (cotton)- Round 2m long	Good quality	Nos.	20
13	Soft Brooms (Big size)	Good quality	Nos.	30
14	Hard Brooms (Big size)	Good quality	Nos.	20
15	Bleaching Powder	Good quality	Kgs.	05
16	Steel Scrubbers (25g/15g)	Good quality	Nos.	20
17	Green scrubbers	Good quality	Nos.	10
18	Lizol 5 Lts	Lemon/3inlemon(dettol)	Nos.	5
19	Soaps (Cloth) 250g	Rin/Ariel/Surf Excel	Nos.	05
20	Liquid (Dish) 500ml	Sabina / Vim	Nos.	05
21	Gamaxin Powder	Good quality	Kgs.	05
22	Sponges	Good quality	Nos.	10
23	Black phenyl	Lamp/Germisol/Dr.	liters	10
24	Room Spray( Good Quality)	Jasmin Flavour	Bottle	15
25	Bathroom cleaner 700ml	Red Harpic	bottles	05
26	Soap Oil	Medimix / Himalaya	Ltrs.	20
27	Tissue papers good quality	Each packet 100 sheets	4 pkts	200 sheets
28	Toilet Cubes	A1 company	Packts.	10