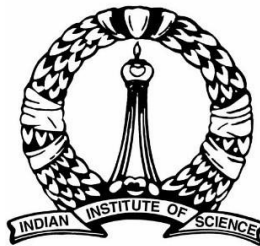


**TENDER FOR
CENTRALIZED HOUSEKEEPING SERVICES**

**Road Cleaning / Garbage Clearance / Door to Door Collection of
Garbage & Cleaning of Rest Rooms attached to all the buildings in the
campus of the Institute at Indian Institute of Science.**

TENDER NO. R(CMC)/CH/2024-1dated 29th Feb 2024

(<https://iisc.ac.in/all-tenders/>)



**CONTRACT MANAGEMENT CELL
Indian Institute of Science
Bangalore-560012**

INDIAN INSTITUTE OF SCIENCE

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BANGALORE-560012**

**BANGALORE-560012
SCHEDULE OF EVENTS & OTHER DETAILS
SCHEDULE A**

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1.	General Definitions
2.	Schedule of Events and Other Details
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GENERAL DEFINITIONS

1. IISc or Institute means, The Indian Institute of Science, Bangalore
2. “Director” means, The Director of IISc or his authorized representative.
3. “Registrar” means The Registrar of IISc or his authorized representative.
4. ‘Areas’ means areas specified in this tender in general and any other areas specified by the Officer in charge / Deputy Registrar / Asst Registrar.
5. Selected agency/service provider means the successful bidder.

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SCHEDULE OF EVENTS & OTHER DETAILS
SCHEDULE A**

Tender No.	R(CMC)/CH/2024-1 dated 29th Feb 2024
Pre-bid Clarification	07/03/2024- 5.00 p.m. (Online MS teams link will be updated in IISc Tenders Website)
Last date for receipt of bids	21/03/2024- 5.00 p.m.
Validity of bid:	180 days from the date of Opening of tenders
Earnest Money Deposit	Rs. 3,00,000/- (Rupees Three Lakhs only) In the form of Demand Draft in favour of THE REGISTRAR, Indian Institute of Science, Bangalore. payable at BANGALORE
Date & Time for opening of Technical Bid:	22/03/2024 -5. 00 p.m. (Tentative)
Name and Address of the Client:	Contract Management Cell, Located in Raman Building, Indian Institute of Science, Bangalore - 560 012 Phone No 080 22932500/22932049 Email: cmc.unit3@iisc.ac.in
Submission of Tender document	e-procurement portal- https://eprocure.gov.in/eprocure/app Helpline no: 0120-4001005
Date and Time of opening of Tender (Financial Bid)	Shall be intimated to technically. Qualified bidders through CPPP portal
Contract Commencement Date:	1st April 2024 (Tentative)
Performance Security Deposit	5% of the annual contract value
FINANCIAL Turn-over of Bidder	Rs. 5, 00, 00,000/- (Rupees Five Crores) per annum for the last 3 FINANCIAL years.
Contract Duration:	3 years (Three Years) (renewable annually after performance review)

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TENDER NOTICE

1. The Registrar, Indian Institute of Science invites tenders in two bid (Technical and Financial) system from reputed, experienced and financially sound registered agencies for

**Providing Centralized Housekeeping Services
(Road Cleaning / Garbage Clearance / Door to Door Collection of
Garbage & Cleaning of Rest Rooms attached to the buildings in the
campus
at the Indian Institute of Science (IISc) Bangalore-560 012**

2. The tender document can be downloaded from the web site: <https://iisc.ac.in/all-tenders/> and can also be downloaded from e-procurement website: <https://eprocure.gov.in/eprocure/app>. It may be noted that all subsequent notifications, changes and amendments in respect of this tender will be posted only on the same website.
3. Interested Companies/ Firms/ Agencies after applying in CPPP portal is advised to enclose and drop the Original Demand Draft for EMD, Uploaded copies of the technical bid along with documents mentioned in Annexure I in the Tender Box kept in the Contract Management Cell, located in Raman Building, Indian Institute of Science, Bangalore-560 012, on or before the deadline indicated in Schedule A. **Financial bid should not be dropped in the tender box as it will be downloaded from the CPPP portal.**

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GENERAL INSTRUCTIONS FOR BIDDERS

1) The bids are invited under **two bid system i.e. Technical Bid and Commercial Bid via CPPP portal as given in Schedule A**. The Earnest Money Deposit (EMD) refundable (without interest), should be necessarily accompanied along with the Technical Bid of the agency in the form of Demand Draft from any of the Nationalized / Scheduled banks drawn in favour of **The Registrar, Indian Institute of Science, Bangalore** payable at Bangalore. The validity of the Bid submitted by a bidder should be not less than 180 days. Bids not accompanied by EMD or without proper validity will be summarily rejected. Micro, Small Enterprises (MSE) if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) with valid certificate duly issued by GOI are exempted for submitting the earnest money deposit (EMD). The bid security may also be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. In terms of the purchase preference policy of Govt of India, as this tender cannot be split or divided, the MSE quoting a price within the band of L1+15% will be awarded complete supply of the total tendered value to MSE, considering the spirit of the policy for enhancing Govt procurement from MSE. For clarity, Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply an entire portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Purchase preference policy to MSE will apply.

2) The successful bidder should deposit the Performance Security Deposit as specified in the Schedule A in a scheduled/nationalized bank, at the time of award of contract within 15 days of the receipt of the formal Work Order. The performance security deposit will have to be furnished in the form of Bank Guarantee/Demand Draft drawn in favor of **The Registrar, Indian Institute of Science, Bangalore** payable at Bangalore. **The bank guarantee should be from a nationalized / scheduled bank only**. The performance security deposit should have 90 days validity beyond the date of completion of all the contractual obligations of the service provider. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India or any State Government of Union of India. (Authorized signatory should provide an undertaking).

3) All Bidders shall provide the required information completely and accurately as per details in Eligibility Criteria. The bidder should drop the Earnest Money Deposit (EMD) mentioning the name of the company on the backside of Demand Draft, along with the Technical bid and documents mentioned in the Annexure IV in the Tender Box kept in the Contract Management Cell, located in Raman building, 1st floor, Indian Institute of Science, Bangalore-12 on or before the last date of submission of tender.

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4) The Tenderer shall upload the valid copies of certificates as mentioned in Annexure IV **failing which the tender will be rejected**. If necessary, bidder shall produce all the original documents for verification.

5) Blacklisted contractors in State / Central Govt. Departments, Central / State PSUs, Autonomous Organizations/ Boards etc., are not eligible to participate in the bid process..

6) The successful Bidder shall execute an Agreement within 30 days from the date of Receipt of intimation of selection from this office, The Tender Document will form the part and parcel of the agreement, failing which the tender will deem to be cancelled.

7) The rates quoted should be as per the financial bid only. The IISc reserves the right to accept /reject any or all the tenders without assigning any reasons.

8) Conditional tenders will not be accepted and is liable for rejection.

9) Bidders who meet the specified minimum qualifying criteria, are be eligible.

10) Even though the Bidders meet the above criteria, they are subject to be disqualified if they have:

- Made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements; and/or
- Record of poor performance such as abandoning the works, not properly completed the contract, inordinate delays in completion, litigation history, or financial failures etc.

11) The Tender document can be downloaded from e-procurement website: <https://eprocure.gov.in/eprocure/app>. It may be noted that all subsequent notifications, changes and amendments on the project/document would be posted only on the same website.

12) Content of Tender documents

The bidders should go through the Tender Document and submit online response through e-procurement portal only.

13) Amendment of Tender documents

Before the deadline for submission of tenders, the IISc may modify the tender documents by issuing corrigendum / addendum.

Such corrigendum/ addendum thus issued shall be part of the tender documents and shall be published online in e-Procurement portal.

The prospective Bidders will be given sufficient time to submit the bids after publishing the corrigendum/ addendum.

14) Documents comprising the Tender

The **Technical Bid** submitted by the Bidder shall contain the following documents:

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- a) Earnest Money Deposit in any of the payment modes specified in e-Procurement platform/GFR.
- b) Technical bid documents and all other documents mentioned in Annexure IV.
- c) Any other documents required to be submitted by Bidders in accordance with the instructions mentioned in the tender document. The bids with incomplete documents will be summarily rejected. **The financial bid** submitted by the Bidder shall contain the following documents:

Priced Bill of Quantities wherein only Contractors monthly service charge/Administrative charge must be mentioned through e-procurement portal, no hard copy of commercial bid should be attached or disclosed.

15) Tender validity

Tenders shall remain valid for a period not less than **180 days** after the deadline date for tender submission. A tender valid for a shorter period will be rejected.

In exceptional circumstances, prior to expiry of the original time limit, the IISc. may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing or by email. A Bidder may refuse the request without forfeiting his earnest money deposit. A Bidder agreeing to the request will not be required or permitted to modify his tender but will be required to extend the validity of his earnest money deposit for a period of the extension, and in compliance with above clauses in all respects.

16) Earnest money deposit

The Bidder shall furnish, as part of his tender, earnest money deposit (EMD).

The Bidder can pay the Earnest Money Deposit (EMD) using the following payment mode:

- i) Demand draft with Beneficiary Details as detailed below

Account Holder Name - The Registrar, IISc Bengaluru

The bidder has to scan the receipt and attach it with Technical Bid Documents for our reference. The bidder should drop the Earnest Money Deposit (EMD) mentioning the name of the company on the backside of Demand Draft, along with the Technical bids and documents mentioned in the Annexure IV in the Tender Box kept in the Contract Management Cell, located in Raman Building, Indian Institute of Science, Bangalore-12 on or before the last date of submission of tender. EMD amount will have to be submitted by the bidder taking into account the following conditions:

- a) If the bidder wish to pay the EMD through demand draft, the entire EMD amount must be paid in a single demand draft

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- b) The earnest money deposit of unsuccessful Bidders will be returned after completing the process of evaluation of the bids and identifying the successful bidder.

The earnest money deposit may be forfeited:

- a) If the Bidder withdraws the Tender after tender opening during the period of tender validity,
- b) If the Bidder fails within the specified time limit to
- i) Sign the Agreement; or
 - ii) Furnish the required Security deposit

17) Format and signing of Tender

Every bidder shall sign all the pages of the tender document as a token of acceptance of all the terms and conditions of the contract.

18) Submission of Tenders

Tenders must be submitted on-line in the e-Procurement portal by the Bidder before the notified date and time.

19) Deadline for submission of the Tenders

The Bidder shall submit a set of hard copies of all the documents in a sealed cover to IISc required as a pre-qualification bid (Technical bid) which were uploaded through e-procurement portal along with original demand draft (EMD). The financial bid should not be enclosed in the said cover. In the event of any discrepancy between them, the original uploaded document in e-procurement will be considered for evaluation..

The IISc may extend the deadline for submission of tenders by issuing an amendment, in which case all rights and obligations of the IISc and the Bidders previously subject to the original deadline will then be subject to the new deadline.

20) Late Tenders

In e-procurement system, Bidder will not be able to submit the bid after the bid submission time and date as the icon or the task in the e-procurement portal will not be available. IISc will not be liable (or) responsible for any delay due to unavailability of the portal and the Internet link.

21) Modification and Withdrawal of Tenders

Bidder will have time to modify and correct or upload any relevant document in the portal, till the last date and time for Bid submission, as published in the e-procurement portal.

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The Bidder may withdraw his tender before the notified last date and time of tender submission. No Tender may be modified after the deadline for submission of Tenders.

Withdrawal or modification of a Tender between the deadline for submission of Tenders and the expiration of the original period of Tender validity specified in Clause with subject "Tender Validity" above may result in the forfeiture of the earnest money deposit.

22) Tender Opening:

The IISc will open all the Tenders received in the presence of the Bidders or their representatives who choose to attend on the specified date, time and place specified. In the event of the specified date of Tender opening being declared a holiday for the IISc, the bids will be opened at the appointed time and location on the next working day.

The IISc will evaluate and determine whether each tender meets the minimum qualification eligibility criteria.

Bidder if required may be needed to submit all the Original Documents, which are submitted in e-procurement portal, to the IISc for verification at the time of opening of Tender. The IISc will record the Tender opening.

23) Process to be confidential

Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a contract will not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

24) Clarification of Tenders

To assist in the examination/evaluation, the IISc may, at its discretion, can seek clarification from the participating bidders. The request for clarification and the response shall be in writing or by e-mail along with the section number, page number and subject of clarification, but no change in the price or substance of the Tender shall be sought, offered, or permitted.

Subject to clause with heading "**Clarification of Tenders**", no Bidder shall contact the IISc on any matter relating to its Tender from the time of the Tender opening to the time the contract is awarded. If the bidder wishes to submit additional information to the IISc., it should done in writing only

Any effort by the Bidder to influence the IISc in the Tender evaluation, or contract award decisions may result in the rejection of the bid

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25) Examination of Tenders and determination of responsiveness

Prior to the detailed evaluation of Tenders, the IISc will determine whether each Tender (a) meets the eligibility criteria (b) is accompanied by the required earnest money deposit and; (c) is substantially responsive to the requirements of the Tender documents.

A substantially responsive Tender is one which conforms to all the terms, conditions, and specifications of the Tender documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the service; (b) which limits in any substantial way, inconsistent with the Tender documents, the IISc's rights or the Bidder's obligations under the Contract;

If a Tender is not substantially responsive, it will be rejected by the IISc, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

26) Correction of errors

No corrections to uploaded bid is permitted by the portal. Tenders determined to be substantially responsive will be checked by IISc.

28) Evaluation and comparison of Tenders

The opening of the financial bid will be preceded by the evaluation of the Pre-qualifying Offer (Technical bid). The evaluation of the Pre-qualifying Offer will be done by the Contract Management Committee constituted for this purpose. After evaluation is completed, all the Bidders who are qualified will be notified and will be intimated at the time of opening of the financial bid. The Financial bid will be opened in the presence of those who choose to be present or even in the absence of any Bidder.

The IISc will evaluate and compare the Tenders as per comparative statement downloaded from e-procurement portal. Only the commercial bids of technically qualified bidders will be considered. The lowest bid (L1) would be considered as the successful bidder. In the case of tie (commercial bids of two or more bidders being equal), bidders having higher average turn-over (in the last 3 financial years) will be offered the contract. By submitting a bid for the tender, the agency implicitly agrees to the above condition.

In terms of the purchase preference policy of Govt of India, as this tender cannot be split or divided, the MSE quoting a price within the band of L1+15% will be awarded complete supply of the total tendered value to MSE, considering the spirit of the policy for enhancing Govt procurement from MSE. For clarity, Participating Micro and Small Enterprises quoting price within price band of L1+15%, will qualify to supply an entire portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Purchase preference policy to MSE will apply.

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Other related General Instructions to bidder

- 1) The bidder is required to enclose photocopies of the necessary documents as listed in Annexure IV along with EMD and uploaded copies of Technical Bid and drop the documents in the Contract management cell, IISc on or before the last date of submission as mentioned in Schedule A.
- 2) Bids submitted after the due date shall not be accepted under any circumstances whatsoever. Any conditional bid is liable to be rejected.
- 3) The bidder shall submit the technical as per the format enclosed in Annexure II and Commercial bids to be submitted online in the portal.
- 4) The Earnest Money will be forfeited if the successful bidder fails to accept the offer.
- 5) The bidder should include in the technical bid, the list of clients where they are providing the aforesaid services as mentioned in this tender for the past last 3 financial years, along with name, phone / fax number of the contact person / email ID's and if required references for their services may be obtained from them.
- 6) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be uploaded along with technical bid.
- 7) The envelope containing Technical Bid only shall be opened on the scheduled date & time as given in Schedule A in the presence of representatives of the agencies/companies/ Firms, who wish to be present.
- 8) Technical Bids will be evaluated by a committee. The evaluation includes verifying the financial turnover, registration certificates, legal, financial, statutory, taxation and other associated compliance of contract conditions. The committee may also evaluate the performance of the agency in any of their existing contracts, which may include obtaining references and visits to the sites of the agencies' existing contracts. Further, the committee may disqualify any bidder based on oral/written references indicating poor quality of service provided during existing or previous contracts. In case the contractor(agency) gets shortlisted as L1 bid in all the tenders floated by IISc, the agency selection will be limited to two tenders at a time.
- 9) Commercial bids of only technically qualified bidders will be opened online on a date & place (to be notified later) in the presence of representatives of technically qualified bidders.

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- 10) IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or reject any or all tenders without giving notice or assigning any reason. The decision of the Director of IISc, in this regard, shall be final and binding on all.

ESSENTIAL REQUIREMENTS OF THE BIDDER
COMPANY / FIRM / AGENCY

The bidder should fulfill the following technical specifications:

1. The bidder/ Company / Firm / Agency should be registered with the appropriate registration authority (labour commissioner etc.).
2. The bidder /Company / Firm / Agency should have at least three years of experience in providing similar services to Public Sector Companies / Banks / Government Departments / Research Organizations / Reputed Private Sector Companies.
3. The bidder /Company / Firm / Agency should be registered with Income Tax and GST departments.
4. The bidder /Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
5. Either the Registered Office or one of the Branch Office of the bidder should be located in Bangalore.
6. The bidder /Company / Firm / Agency should have its own Bank Account;
7. The bidder /Company/Firm/Agency should have a minimum FINANCIAL turnover during the last three financial years as specified in Schedule A.

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ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. Proof of the annual turnover for the previous years in the form of an audited balance sheet or statement of accounts shall be provided, failing which the tender is liable to be rejected.
2. The bidder in its technical bid should include the list of firms/ institutions where they have provided similar services in the last 3 years, along with name, phone and fax number of the contact person, so that references for their services can be obtained.
3. All entries in the technical bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the bid.
4. Technical Bids will be evaluated by a committee. The technical evaluation will include checking the financial turn-over, registration certificates, legal, financial, statutory, taxation and other associated compliances. The committee will evaluate the performance of the agency in their existing contracts, which may include obtaining references and/or visiting the work site to ascertain the quality of service provided by them.
5. Govt of India MSME guidelines will be followed in case of Earnest Money deposit waiver.
6. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director of IISc, in this regard shall be final and binding on all.

OTHER TERMS AND CONDITIONS

1. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.
2. Any conditional bid is liable to be rejected.
3. The Earnest Money will be forfeited if the bidder rescinds from the offer.
4. The Earnest Money Deposit (EMD), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order from any of the Scheduled bank drawn in favour of Registrar, IISc payable at

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Bengaluru should be valid for a period of 90 days. Offers not accompanied by EMD of the requisite amount or without proper validity will be summarily rejected.

5. Bids offering rates which are lower than the minimum wages for the pertinent category, will be rejected.
6. The total period of contract is for the duration specified in Schedule A. However, the contract is awarded initially for one year. The contract will be reviewed annually, and upon satisfactory performance, will be extended by 1 year at a time, until the duration of the contract.
7. The contract may be extended, on same terms and conditions, for further periods, subject to a maximum of 2 year beyond the contract term specified in Schedule A.
8. The selected agency is required to execute an agreement within 30 days of the award of the work.
9. The scope of the contract can be extended with additional manpower, with a proportional increase in contract value, as mutually agreed upon, and approved by the competent authority of IISc.
10. The scope of the contract can be extended to additional facilities in the institute, with a proportional increase in manpower and approved by the competent authority of IISc. Further IISc in its discretion may either increase or decrease the manpower based on the requirement and selected agency must adhere as per the direction of the IISc as the requirement of manpower mentioned in this tender document is only indicative in nature and not exhaustive.
11. The contract may be terminated before the contract period owing to deficiency in service or substandard quality of the service provided by the selected Company / Firm /Agency. Further, IISc reserves the right to terminate this contract at any time after giving two month's notice to the successful bidder.
12. The selected agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of IISc.
13. The agency will be bound by the details furnished by him / her to IISc, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract and the firm is liable for legal action besides termination of contract.

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14. The selected agency shall furnish a Performance Security Deposit in the form a bank guarantee from Scheduled / Nationalized bank, as specified in the Schedule A at the time of placing the work order within 15days of the receipt of the formal order. The performance security will be furnished in the form of the Bank Guarantee/Demand Draft drawn in favour of The Registrar, IISc, Bangalore-12 payable at Bangalore. The performance security should remain valid for a period of 3 years 6 months. The performance security will be returned on termination of the contract and completion of all the contractual obligations of the successful bidder.
15. The agency shall ensure that the manpower deployed at IISc, are physically fit, well trained and are in the age group of 22-58 years. The CMC will do annual verification of all the workers engaged by the Agency. Any worker who is exceeding the age of 58 years shall be replaced by a new worker in the same month.
16. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed at IISc, before the commencement of work:
 - (i) List of Manpower short listed by agency for deployment at IISc, containing full details like date of birth, marital status, address etc;
 - (ii) Bio-data of the persons.
 - (iii) Certificate of verification of antecedents of persons by local police authority(PCC Certificate)
17. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected agency will be liable to take appropriate disciplinary action against such persons, including their removal from work immediately after being brought to their notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract. Such person/staff who had committed an act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks shall not be redeployed in IISc in future. Further staff deployed in IISc should have obtained a police clearance certificate issued by Govt of Karnataka to ensure that staff with criminal background are not deployed by Contractor. Posting of Contract staff having conflict of interest to be avoided and it is to be ensured that they are also not involved/ act in the capacity of vendors for supply of materials/services to IISc
18. The selected agency shall provide identity cards to the personnel deployed at IISc. The identity card shall have the photograph of the personnel and personal information such as name, date of birth, age and identification mark etc.
19. The selected agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed at the Institute.

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20. The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc. The selected agency shall ensure that Blood relatives of the staff already deployed in IISc are not posted/deployed in IISc departments/sections. Field officer will be responsible for coordinating with IISc to enable him to act as per the service requirements of IISc. It is mandatory that the field officer be deployed in IISc campus on all the working days including Saturdays during working hours.
21. The selected agency shall designate a coordinator/Field officer out of the deployed personnel, who would be responsible for immediate interaction with the Asst Registrar /Contract Management Cell at the Institute, so that the services of the persons deployed by the agency could be availed without any disruption.
22. It shall be mandatory for the selected agency to submit the list of staff deployed in IISc along with the requisite details to Asst Registrar/Contract management Cell/ every month.
23. It shall be mandatory for the selected agency to deploy staff with the proper uniforms. All staff posted/deployed in IISc should mandatorily wear uniform.
24. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons.
25. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract work. IISc will have no liability in this regard at any stage. It is the responsibility of the contractor to ensure rotation of the staff and change the staff as and when required periodically once in one/two years.
26. The selected agency undertakes to comply with all statutes, rules, regulations, and bylaws, during the entire period of this contract.
27. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The Director, IISc is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.
28. Biometric recording of attendance has to be provided by the Agency. Biometric attendance report should be provided to CMC on monthly basis and to the Chair of the Department/Unit on daily basis. It is mandatory to attach the biometric attendance report with the bills.

REGISTRAR

TENDERER

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29. The performance of the selected agency will be reviewed for first 6 months and in case there is deficiency in services or not adhering to the statutory norms of Govt of India with respect to labour matters, the contract will be terminated after giving notice of two months.
30. Discrepancy in payment in the bills has to be notified to IISc within 60 days from the date of submission of bill to IISc or 60 days from the corresponding month the bill is claimed.
31. All Staff working under the contractor in IISc are to be rotated/changed once in one/two years in a periodical manner.
32. In the event of tie between the Bidders during selection, it is at the liberty of the institute to award contracts to one or multiple agencies/contractors.

SAFETY

- 1) The Agency shall follow safety procedures in all respects.
- 2) The Agency will adhere to safe work place practices and will take all safety measures necessary for safety of his employees. The agency will remain responsible for the safety of the engaged staff. The agency should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- 3) All necessary Personal Safety Equipment's as considered adequate shall be made available by the Agency for use by personnel employed on the site and maintained in a condition suitable for immediate use. Agency shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on Fire Safety norms and proper operation of Electrical gadgets/instruments & Firefighting equipment etc. placed at the disposal of the respective dept. The Agency shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability / responsibility in case of any Fire Accident or any other accident causing injury/death to workers /inmates or any of his staff shall be that of the Agency. The Institute shall not be responsible for such cases by any means.
- 4) The safety committee of the institute or any such authority assigned with the responsibilities of safety, may inspect the premises and suggest safety mechanism to be followed by the contractor. These instructions are binding on the agency and any noncompliance may lead to cancellation of contract.

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CONTRACT SPECIFIC

1. The staff employed by the agency shall be required to work normally as per the IISc working hours., i.e. from Monday to Saturday from 08.30 hrs. to 17.00 hrs with a lunch break of ½ hour from 1230 hrs. to 1300 hrs. The start and closing time may vary with Department/section of the Institute and the staff should be ready to work for a duration of 8.5 hours including 0.5 hour lunch break per day as per the requirement of the department/section. The staff may also be called upon to perform duties on Sunday and other gazetted holidays, if required, by providing compensatory off. No extra wages will be paid for attending the office on such holidays. The staff, if deputed for any official work outside IISc, shall not be entitled for any other emoluments except the actual bus fare for the purpose.
2. Contract Management Cell will announce of the list of holidays (maximum of 10, including 4 national holidays) for the contract labourers, which is binding.
3. IISc will allow one paid leave per month for each workers engaged in this contract. The unutilized leave up to a maximum of 5 days can be carried forward till the end of the calendar year. The unutilized leave at the end of the calendar year shall lapse and there is no provision to encash the same.
4. The agency should employ personnel who can converse well in Kannada, English and other Indian languages. In particular, the manpower provided should be able to read and write addresses and names in Kannada & English.
5. The person deployed shall be required to report for work as specified at the work spot deputed.
6. The Classification of the category of the contract labours will be based in the Ministry of Labour /Chief Labour Commissioner notifications issued from to time

LEGAL

1. For all intents and purposes, the selected agency shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed at IISc, for contractual services.
2. The Contractor undertakes to obtain any license, permit, consent, sanction etc. as may be required or called for from/by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force. The Contractor undertakes to obtain such permission/license as may be required under the Central Contract Labour (Regulation and Abolition) Act, 1970. The Contractor undertakes to produce the license/permission etc. so obtained to IISc or furnish copies thereof as and when required by IISc. The Contractor also undertakes to keep and get renewed such license, permission etc. from time to time. The Contractor shall be responsible for any contravention of the local, municipal, central, state or any other laws, rules, regulations, etc.

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3. The selected agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. IISc, shall in no way, be responsible for settlement of such issues whatsoever. IISc shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
4. The manpower deployed by the contractor for providing the services shall not have any claims of Master and Servant relationship vis-a-vis IISc nor have any principal and agent relationship with or against the IISc.
5. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of IISc, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the regular / otherwise capacity in IISc. The Contractor should communicate the above to all the manpower deployed in IISc by the contractor.
6. **The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government along with all such other statutory dues like ESI, PF, etc.** The agency will maintain proper record as required under the Law / Acts. The agency shall make available its required records to IISc for periodic inspection at the end of every quarter of every financial year, to ensure statutory compliance to the satisfaction of IISc.
7. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IISc. The Contractor shall ensure that all their personnel deployed under this contract will obtain additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojna and Pradhan Mantri Jeevan Jyothi Bima Yojna and they shall submit the proof of such insurance coverage to the satisfaction of IISc. For manpower staff under the Skilled/Highly Skilled Category, ESIC is not applicable. The contractor shall provide medical/insurance cover to their staff on roll if they are not covered under ESIC. IISc will NOT reimburse the contractor the Insurance premium payment in this regard.
8. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to IISc & income tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

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9. The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of IISc or any other authority under Law.
10. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Income Tax Act 1961 and GST rules, as amended from time to time and a certificate to this effect shall be provided to the agency by IISc.
11. The selected agency shall raise online GST invoice and claim GST at appropriate rates on the invoice amount. The rates quoted for consumables are inclusive of GST and the selected agency shall raise the separate GST invoice for the consumables. The selected agency shall produce the TAX paid receipt on demand.
12. In case, the agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISc is put to any loss / obligation, monetary or otherwise, IISc will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
13. The selected agency will indemnify IISc from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.
- 14. Govt of India issued guidelines on payment of compensation in cases of death / permanent incapacitation of person due to unintended/ unforeseen occurrences during maintenance, operation and provisioning of Public services. Under these guidelines an amount of Rs. 10 Lakhs has to be paid as compensation in the cases where a persons is died and up to Rs. 7.5 Lakhs in the case of disabled based on loss of earning capacity. Institute has the right to recover penalty in the cases where the incidents have happened with the negligence of the agency**
15. All disputes arising out of this Tender document and Award of the contract shall be resolved by mutual consultation and in the event where the parties are unable to resolve their disputes, the courts of Bengaluru shall have the jurisdiction to resolve the dispute.
16. It is mandatory for the selected agency to update the CLRA license as and when there in increase in the no of staff deployed.

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FINANCIAL

1. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) /Commercial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice and the contract will be terminated.**
2. The proof of remittance of statutory deductions of PF, ESI to the appropriate agency, for those employed at IISc, must be provided by the selected agency to IISc every month along with the claim bill, failing which the claim bill shall not be settled.
3. The successful bidder will have to deposit a Performance Security Deposit as specified in Schedule A, within 15days of the receipt of the formal order. The performance security will be furnished in the form of a Demand Draft or Bank Guarantee, from any Nationalized/Schedule bank, drawn in favour of The Registrar, IISc, Bangalore 560 012, payable at Bangalore. The performance security should remain valid for a period of 3 years and 6 months. If the contract is extended, the bank guarantee shall be extended suitably to cover the period of the contract validity plus six months. The performance security will be returned on termination of the contract and completion of all the contractual obligations of the successful bidder.
4. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.
5. The agency shall raise the bill, in triplicate, along with attendance sheet in respect of the persons deployed and submit the same through the respective departments on or before 18th of the subsequent month. As far as possible the payment will be released within two weeks from the date of submission of bills. The following documents must accompany the bill.
 - a. Current month Invoice Copy
 - b. Current month Acquittance (Wage) Register duly signed by the individual contract Laborers
 - c. Current month Attendance Register
 - d. Current month ESI remittance challan with consolidate breakup details
 - e. Current month EPF remittance challan, as applicable, with consolidated breakup details
 - f. In addition Half yearly returns submitted to EPFO & ESIC are also to be submitted whenever due.
7. For the services provided by the Contractor, subject to satisfactory completion as certified by IISc, IISc agrees to pay the Contractor as detailed in Annexure III-A. Further, any

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increase in minimum wages, as per the Central Government Minimum Wages Act, along with proportional increase in the ESI, EPF and agency administrative charges will be borne by IISc. Similarly any increase in the statutory levies (ESI, EPF, GST) will also be applicable automatically and borne by IISc; any decrease in the statutory levies, the benefits will go to IISc. Other than these, during the tenure of the contract, the rates agreed will remain unaltered.

8. The Contractor hereby agrees that Absenteeism must not exceed 5% of the total deployment in any month. Further within each shift the absenteeism should not be more than 10% of the deployment. The above should be achieved without individual contract labour doing more than the maximum shift allowed by the contract (26/27 shift in a month). Each occurrence of such excess absenteeism in a shift shall entail a deduction of 3% of the service/ administrative charges to the agency for the month, subject to maximum penalty of 30%.
9. In case the Contractor or any of his employees fails to fulfill his/their obligations for any day or any number of days to the satisfaction of the Institute for any reason whatsoever, the contractor shall pay, by way of liquidated damages, a sum of Rs. 5000.00 (Rupees Five thousand only) per day for the entire number of such days and IISc shall, without prejudice to its other rights and remedies, be entitled to deduct such damages from the money, if any, payable by it to the Contractor.
10. The contract labourers deployed by the agency shall not involve in any theft/pilferage/damage to Institute property. After necessary investigations, if proved that the Agency/their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs. 50,000/- for each such incident.
11. The Contractor commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during the contract execution.
12. The Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Institute's employees involved in the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the execution of the contract.
13. The Contractor will not commit any offence under the relevant Anti-corruption Laws of India: further the Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Institute as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The Contractor will

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not instigate third persons to commit offences outlined above or be an accessory to such offences. The involvement in any such activity shall entail a penalty of Rs. 10,000/- for each such incident.

14. The claims in bills regarding Good and Services Tax etc., if applicable, should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of IISc.
15. **It has been observed in the earlier tenders that some of the vendors quote an abnormally low administrative charge with a view to obtain the contract, which is practically not workable. Abnormally low administrative charges will affect the quality of service rendered. Therefore, the institute administration has decided to fix a minimum and maximum percentage as administrative charges to the agencies for providing services. The commercial quotes below or above the prescribed minimum/maximum administrative charges will be treated as not qualified and their commercial bid will be disqualified. The service charges shall be between 3.85% to 7.00% of the wages payable to the workers.**
16. The Selected agency agrees and undertakes to pay all GST, taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Selected agency also agrees to furnish such proof of payments or compliance of the obligation including registration certificates, receipts, licenses, clearance certificates etc., as may be required by the IISc from time to time.

MEDICAL EXAMINATION

The agency shall arrange for medical check-up for his employees deployed at IISc. The agency at his own cost has to carryout medical examination before the commencement of the contract and thereafter once in every year in respect of his employees to ensure their fitness to handle and submit certificate of Medical Fitness to IISc. The agency shall withdraw any person who is not found medically fit for the job and arrange for an appropriate substitute immediately.

SOLID WASTE MANAGEMENT

- 1) Responsibility of segregations of waste lies with the Agency/service provider. Dry/Wet waste segregation should be as per the new Solid Waste Management Rules (SWM), 2016 notified by Union Ministry of Environment, Forests and Climate Change (MoEF&CC) or as notified by Union Ministry from time to time.

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- 2) Collection/Transportation and disposal of the segregated municipal solid waste should be done as per the Institute policy/rules without any additional cost.
- 3) The agency should strictly adhere to the solid waste management policy of the Institute as applicable and as amended from time to time.
- 4) Penalty will be imposed for violation and disposing the waste not as per Institute norms. Penalty will be charged as per norms available in force and decision of the Institute will be final and binding on the Agency/Service provider.

TENDER EVALUATION CONDITIONS

1. The bidder shall quote the technical & Commercial bids, in CPPP Portal, as per the format enclosed in Annexure II and III.
2. Only the commercial bids of technically qualified bidders would be considered. The agency whose commercial bid is the lowest would be considered as successful and awarded the contract. In case of tie (commercial bids of two or more bidders being equal), bidders having higher average turn-over (in the last 3 financial years) will be offered the contract. By submitting a bid for the tender, the agency implicitly agrees to the above condition.
3. By submitting a bid for the tender, the agency implicitly agrees to the above condition

ANNEXURE I
CENTRALIZED HOUSEKEEPING SERVICES
Road Cleaning / Garbage Clearance / Door to Door Collection of Garbage & Rest Room Cleaning services

Road Cleaning and Garbage Clearance

Outside the Building Premises:

- Cleaning the porch and landscape area in the immediate periphery of the buildings
- Picking up the dry leaves, paper wastes, plastic wastes, etc. in the periphery of all buildings.

Waste Management:

- Collection and appropriate disposal of dry garbage, wastage materials from all the dust bins on continuous basis. All wastes generated in the campus including the Hostels will be taken and collected by the contractor and deposited with Solid Waste Management Initiative of IISc (SWaMII) for segregation. After segregation, the 'bad waste' should be disposed outside the campus as per norms of BBMP.

Disposal of wastes to the designated place.

- Garbage collected in Vans/Tractor/Suitable Vehicle should be taken outside the Institute and dumped at the Garbage dump yards permitted/authorized by Local authorities like BBMP.(on alternate days – 15 times in a month)

Details of Work Involved

Work includes the following in addition to all other things required.

- The contract is for sweeping the roads, terrace cleaning, restroom cleaning, road side berms, collection of solid waste from the campus areas specified and disposal of the same as per the schedule specified.
- The areas covered or specified could be all roads, roadside berms, paved areas, open surfaces, lawns, verandahs, corridors, interiors, exteriors, etc.

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- While clearing garbage bins, they shall not be rolled down, and they shall not be damaged. They shall be wiped clean every time they are cleared and water washed once every month.
- As directed by the Institute, all dry leaves, twigs, branches, and green leaves shall be dumped in areas designated inside the Institute or shall be disposed off in areas designated by local municipal bodies like Bruhat Bangalore Mahanagara Palike (BBMP) to the satisfaction of such bodies as directed by the officer in charge.
- Other garbage (other than dry leaves, twigs, branches, and green leaves) shall be taken out of campus by loading in Lorry/Van/Truck/tractor belonging to the Contractor and shall be disposed off in areas designated by local municipal bodies like Bruhat Bangalore Mahanagara Palike (BBMP) to the satisfaction of such bodies. Institute shall be indemnified for the same.
- Garbage may contain active and dangerous chemical in the form of disposed bottles and other containers. All such containers shall never be opened and are to be disposed off as they are found and collected.
- Any other areas as directed by officer in Charge.

Schedule of Work

A) Six-days a week (Monday through Saturday)

Cleaning of all roads, footpaths, cycle tracks, drains, open areas, berms on either side of the drains (up to one meter) on all the roads/common areas and around the following places:

- a. Central Office (Main Building) and the surrounding main roads
- b. All Hostels and all Messes
- c. Faculty Club
- d. Kabini Canteen
- e. Nesara Restaurant
- f. SARVAM Complex
- g. Amenities Hall
- h. Visitor's Hostels
- i. New housing colony shopping complex (opposite to TIFR Building)

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- j. New Admin Building and its surroundings
- k. Old academic section building and surroundings of Establishment Section
- l. KV Campus and adjoining areas.
- m. Any other areas as directed by officer in Charge

Garbage clearance from the Dustbins/Garbage huts in and around these must be done on ALL days (Sunday through Saturday)

B) Thrice a Week (Monday, Wednesday, Friday)

Cleaning and garbage clearance of all roads, footpaths, cycle tracks, drains, open areas, berms on either side of the drains (up to one meter) around the following places:

- a. Guest Houses
- b. Director's Bungalow
- c. Registrar's Bungalow
- d. All departments/units/centres
- e. NSSC Areas
- f. CSIC
- g. Clearing and Cleaning of all dust bins in and near all departments (including the new buildings near D-gate)
- h. Any other areas as directed by officer in Charge

C) Twice a Week (Tuesday and Thursdays)

- a. Cleaning and Garbage clearance in all roads in residential, non-residential in the main campus, Gymkhana Areas, KRVH and Amenities hall, Excluding the areas and roads specified earlier under daily schedule.
- b. All roads in Vijnanapura, KV Campus, NSQ Area, Aryabhata area, HMT Road quarters area, Yeshwantapura quarters area and married apartment quarters
- c. Cleaning and clearing dust bins in Vijnanapura, KV Campus, NSQ Area, Aryabhata area, HMT Road quarters area, Yeshwanthapura quarters area
- d. Any other areas as directed by officer in Charge

D) Weekly Once

1. Cleaning the roof-top of apartments in staff and faculty quarters and clearing the garbage.
2. Any other area as directed by officer in Charge

Door to Door collection of Garbage

Collection and segregation of garbage from apartments/Quarters on a Daily basis from the following residential areas:

- a) New Housing Colony – A, B, C, D , ND, E, NE, NNE, High E
- b) Duplex Quarters
- c) New Staff Quarters
- d) HMT Quarters
- e) YPR Quarters
- f) KRVH Quarters
- g) Vijyanpura Quarters
- h) Married apts quarters
- i) Any other residential quarters not listed above

Centralized Rest Room Cleaning

- The work of providing cleaning, sweeping and swabbing services to Toilets, washbasins, urinal posts, EWC's, sinks of various Departments/laboratories/ units/sections of IISc 6-days a week (Monday – Saturday) in the departments/centres/units (list enclosed below). Being a Centre of International Standard, the level of cleanliness maintained in the above premises has to be of a high order.
- Toilets are to be cleaned two times a day with superior quality detergents without leaving behind any residue. Cleaning to be done on all working days of the institute.
- Cleaning, sweeping and up keeping of corridors including those attached toilets and bathrooms etc., in and outside surrounding area, mopping of floors etc., on regular basis, at least once a day before the office hours or working hours, is also a part of the job.
- Toilets and toilet floor should be cleaned with soap and appropriate chemicals
- Glazed tiles, marble stones and walls to be cleaned daily two times with special soaps to maintain shining surface and wiped with cloth.
- Mirrors in the toilets are to be cleaned with appropriate chemicals.
- Toilet fittings, such as taps, faucets, cistern fittings, etc, should be cleaned weekly and the original shining maintained by using appropriate materials.
- The contractor shall provide all consumables/ cleaning materials like brooms, brushes, disinfectant, perfumed chemicals, soap oil, urinal cakes, naphthalene balls, deodorants, sanitizers, cleaning acid, buckets, wiping clothes, glass cleaning liquids etc.
- A pleasing fragrance should be maintained in the toilets by using a good spray.
- In all cases, the chemicals, soaps, urinal cakes, etc that are to be used, should be of an approved/Good quality.
- Grade A quality ISI certified products should only be used. Any products not confirming to the desired quality will be rejected by IISc.

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- All work as directed by officer in charge with respect to cleaning, sweeping and swabbing services has been executed by the selected agency.

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CENTRALIZED REST ROOM CLEANING AT VARIOUS DEPARTMENTS AT IISc

SI No	Department/Centre/Unit	No of Rest Room	No of Commodes I/W	No of Urinal Pans	No of Wash Basin
01	Main Building	9	9	9	14
02	F & A, CSSP & Academic Section	8	14	6	12+2 (Out Side)
03	Main Gate I (Security)	1	1	-	1
04	CSP	3	3	1	3
05	CCMD & Gate office	6	6	4	6
06	ICWAR	6	11	6	8
07	Pump House	2	2	1	1
08	ICER	8	14	8	14
09	Dept of Design and Manufacturing (CPDM)	8	20	16	20
10	Dept of Design and Manufacturing (CPDM Annexe)	5	5	4	5
11	Main Gate II (Security)	2	3	3	2
12	Raman Building	4	8	7	7
13	Tata Memorial Club	5	6	6	5
14	Centre for Continuing Education(CCE)	3	3	2	3
15	Union office	2	2	3	2
16	N M R	3	6	4	5
17	Baby Creche	4	3	-	2
18	Faculty Club	4	8	5	8
19	DST(First floor of Wellness Centre)	1	2	-	2
20	Office of Communications	3	5	3	3
21	Janata Bazaar	10	10	8	12
22	SARVAM Complex	6	9	3	15
23	Hindi Cell	2	2	1	2
24	AFMM	4	4	2	4
25	AFMM Annexe	2	2	1	2
26	Challakere Unit	2	2	2	2
27	Garden & Nursery	1	1	1	1
28	ODAA	3	3	2	3+1

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					(Out Side)
29	Earth Science	4	4	4	6
30	CEaS(Old CEaS building)/MSME building	7	7	7	7
31	Divecha Centre for Climate Change (DCCC)	8	18	12	15
32	CAOS	6	6	7	8
33	Electrical Substation (11kV)	1	1	-	1
34	PRL(Section of CAF)	4	4	3	3
35	Old CAF Building	2	4	2	3
36	CIDR	9	10	8	8
37	BSSE Annexe	5	9	8	9
38	Central Store	1	1	2	1
39	LT Office	2	2	1	2
40	CGPL	5	5	9	7
41	SSCU	4	6	3	5
42	Digits	4	4	4	4
43	Management Studies	5	9	6	5
44	Management Studies Annexe	2	2	2	2
45	Security Gate	2	2	-	2
46	CISTUP	8	11	5	11
47	Medical Science	6	6	1	6
48	K V School	12	62	20	21
49	All gates restrooms	6	7	7	6
50	*Other Dept as directed by the Officer In charge	*	*	*	*

***Other Departments/Restroom/Common areas also will be added/decreased as directed by the Officer in Charge**

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Man power deployed

The bidder must quote for the minimum number of labourers as specified below. Tender which quotes for manpower below these minimum numbers is liable to be rejected. Further the bidder may choose to quote for more than the minimum number, if it feels that is required to ensure the above scope of work is covered to the satisfaction of the user department/Centre/unit. Note that the wages for the manpower in the Commercial Bid (Annexure III) should be based on the actual numbers quoted in Annexure III.

IISc expects 1 supervisor to be deployed roughly for 16 unskilled labourers; If the no. of unskilled labour in a dept. is fewer, then a supervisor may be shared across (adjacent) depts./units.

Name of the Services	Unskilled	Skilled Supervisor	Skilled Driver	Highly Skilled	Total
A. Road Cleaning & Garbage Clearance	56	7	3	1	67
B. Door to Door Collection of Garbage	28				28
C. Centralized Rest Room Cleaning	23				23
Total	107	7	3	1	118*

***The above mentioned no of staff may decrease or increase depending upon requirement during and after deployment.**

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**Annexure II
TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

For providing Road Cleaning / Garbage Clearance / Door to Door Collection of Garbage & Rest Room Cleaning services across the institute at IISc

1. Name of Tendering Company/ Firm / Agency : _____
(Attach certificate of registration)
2. Name of proprietor / Director : _____
of Company/Firm/agency
3. Full Address of Reg. Office with Regn no. _____
4. Telephone No. : _____
5. Fax. No. _____
6. E-Mail Address _____
7. PAN / GIR /TIN No. (Attach Attested Copy) _____
8. Labour Regn. No. (Attach Attested Copy) _____
9. GST Regn. No. (Attach Attested Copy) _____
10. E.P.F. Regn. No. (Attach Attested Copy) _____
11. E.S.I. Regn. No. (Attach Attested Copy) _____
12. Have you quoted for the minimum manpower
As specified in Annexure III (under manpower) Yes / No _____
13. Financial turnover of the tendering **Company / Firm / Agency** for the last 3 Financial Years:
(Attach separate sheet if space provided is insufficient)

COMMERCIAL Year	Amount (Rs. In Crs)	Remarks, if any
2020-21		
2021-22		
2022-23		

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14. Give details of the major contracts handled by the tendering Company/ Firm / Agency on behalf of PSUs /Research Organization /Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.

Sl.No	Details of client along with address, telephone numbers with Email ID	Amount Contract (Rs. in Crs)	Duration of Contract	
			From	To
1				
2				
3				

(if the space provided is insufficient, a separate sheet may be attached)

15. Details of Earnest Money Deposit :

D.D./P.O. No. & Date & Bank _____

16. Additional information, if any _____

(Attach separate sheet, if required)

- 17 Details of MSME certificate issued by

Bodies specified by Ministry of MSME _____

CERTIFICATE OF ETHICAL PRACTICES

I. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.

II. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Institute.

III. I / We will have no conflict of interest in any of our works / contracts at the Institute.

DATE

SIGNATURE OF THE TENDERER

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**ANNEXURE III-A
COMMERCIAL BID**

For providing Road Cleaning / Garbage Clearance / Door to Door Collection of Garbage & Rest Room Cleaning services across the institute at IISc

1. Name of tendering Company / Firm / Agency : _____
2. Rates are to be quoted in accordance with the Minimum Wages Act of Central Government for manpower per month basis. EPF and ESI shall be payable at actuals over and above the quoted rates here.

S.No	Description	No. of Persons (from Annex. III-B)	Daily Wage*(Rs)	Total Amount for per shifts for person in each category (Rs)	Total Amount for 26 shifts for persons in each category(Rs)
1	Unskilled category	107	751	80357	20,89,282
2	Skilled Supervisor Category	7	915	6405	1,66,530
3	Skilled Driver Category	3	915	2745	71,370
4	Highly Skilled	1	992	992	25,792
5	Vehicle Charges (Truck charges clearing Garbage out of Campus) (Quote required on Monthly Basis)				
6	Vehicle Charges (for Door-to-Door Garbage Collection) (Quote required on Monthly Basis)				
7	Vehicle Charges (Tractor charges for moving dry leaves and twigs within the campus)(Quote required on Monthly Basis)				
8	Subtotal (Rs)				
9	Contractors Adm. / Service Charge (as percentage of sub-total in Line 8 above)\$				
10	Cleaning Materials charges (from Annexure III-C #) (Amount excluding GST)				
	Total				

* Wages is as per the Minimum Wages Act of Central Government as on 1st Oct. 2023. The actual payment to the successful bidder will be based on the prevailing Minimum wages rates applicable from time to time.

Submit a detailed list of consumables, unit rates, quantities required, total cost, list of equipment's to be supplied and their rental charges (see Annexure III)

\$ Attention is drawn to the Clause No 15 in Page No 25 of this document.

Signature of the Tenderer

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REGISTRAR

TENDERER

ANNEXURE III-B
COMMERCIAL BID

**Details Of Manpower Deployed for Various Service (Road Cleaning / Garbage Clearance /
Door To Door Collection Of Garbage & Rest Room Cleaning Services)**

Name of the Services	Unskilled	Skilled Supervisor	Skilled Driver	Highly Skilled	Total
D. Road Cleaning & Garbage Clearance	56	7	3	1	67
E. Door to Door Collection of Garbage	28				28
F. Centralized Rest Room Cleaning	23				23
Total	107	7	3	1	118

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**ANNEXURE III-C
COMMERCIAL BID**

The Monthly expected requirement of Consumables of Good Quality to Centralized Road and Rest-room cleaning.

SNo.	PARTICULARS	Unit	Base Price per Unit	GST per Unit	Total price per Unit	No of Units	Amount (excluding GST)	Amount (including GST)
1	Air Freshener 50 gm	Pcs				750		
2	Brush Floor clean 5ft steel hand Nylon teeth	Pcs				35		
3	Brush Toilet Clean (ROUND Plastic HEAVY)	Pcs				35		
4	Checked cloth 12" x 18" big	No.				50		
5	Cleaning Acid	Ltr				50		
6	Garbage Cover 17 x 19" small 30 pc/Roll	Roll				120		
7	Mop Clip & Fit	No.				50		
8	COCONUT BROOMS	No.				350		
9	Mask Round Yellow / Green	Pcs				150		
10	Mop Cloth big 18" X 18" big	Pcs				50		
11	Wiper Rubber 5 feet handle	Pcs				50		
12	Naphthalene Balls	Kg				5		
13	Nylon Scrubber Brush	No.				50		
14	Phenyl Compound Grade-A	Ltr				200		
15	Plastic Bucket 16ltr	No.				15		
16	Plastic Mug 1 Ltr.	Pcs				15		
17	Room Spray-	1 L can				45		
18	Scotch brite BIG 3M	No.				50		
19	Soap Oil (Hand made) Grade-A	Ltr				400		
20	Spanner for Brooms clip	No.				10		
21	SPONGE	No.				50		
22	TOILET CLEANER 1000 ml	No.				30		
23	Toilet Plunger medium	No.				10		
24	Urinal cubes White/Pink	No.				1000		
25	Hand Wash 5 Ltr Can	Can				5		
26	Brooms Clip 3.5"	No.				200		
27	Bamboo Basket Large	No.				20		
28	Bamboo Basket Small	No.				20		
29	Wringer Trolley for Wash Room & Office	No.				10		
30	Signboard (Wet Floor)	No.				40		

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SNo.	PARTICULARS	Unit	Base Price per Unit	GST per Unit	Total price per Unit	No of Units	Amount (excluding GST)	Amount (including GST)
31	Glass Cleaning Applicator	No.				10		
32	Glass cloth 12" x 18" Big	No.				50		
33	Glass Cleaner-1000 ml	No				25		
34	Shovels	No				4		
35	Mummy Wooden handle	No				5		
36	Agriculture sickle	No				20		
37	Hand Saw Tree Cutter	No				10		
38	Leaf rake with wooden handle	No				7		
39	Heavy duty Steel Garden rake with long handle	No				2		
Total Amount								

The above materials and quantities are listed only for the purpose of evaluation of the commercial bids, The actual quantities of materials required may differ from the above. The officer in-charge of dept may assess the actual quantities during the course of the contract. The monthly billing will be done as per the actual quantity supplied. Actual cost-plus GST will be paid on consumables. Further, as per the requirement the officer in-charge of Dept may include additional items/equipment's apart from all the items mentioned above. The amount quoted should be as per the details mentioned above.

.....
REGISTRAR

.....
TENDERER

ANNEXURE IV
CHECK-LIST

(To be enclosed with the Technical Bid)

Technical bid, sealed in a separate envelope super-scribed as “Technical Bid”	
COMMERCIAL bid, sealed in a separate envelope super-scribed as “COMMERCIAL Bid”	
Earnest Money Deposit	
Proof of FINANCIAL Turn-over for previous years	
Copy of Registration certificate with Labour Department	
Copy of PAN/GIR Card	
Copy of the IT return filed for the last FINANCIAL year	
Copies of EPF and ESI certificates	
Copy of GST Registration	
Copy of TIN	
Work Experience of Similar work during the previous years (List of firms where they have provided services and details of contact person(s))	