



INDIAN INSTITUTE OF GEOMAGNETISM

(An Autonomous Scientific Research Organization

under the Department of Science and Technology, Govt. of India)

Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai - 410218

Website : www.iigm.res.in

Open Tender No. IIG/EM/MP/HQ-Colaba/2018-19/15 dated 01.03.2019

**Open Tender for Providing Housekeeping & Cosmetic Maintenance, Horticulture
(garden
& potted plants), Pest Control Treatment and supply of Manpower at IIG Panvel and
Colaba campuses**

Tender Estimated Value : Rs. 94.00 Lakhs approx per year (Exclusive of applicable taxes)

Price of Bid Document : NIL

For Tender Query : In-charge, EM Section, IIG : 022-2748 4113, 2748 4196

Email : iigem.iigs.iigm.res.in

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Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai-410218

Tender No: IIG/EM/MP/HQ-Colaba/2018-19/15

Date : 01 March, 2019

NOTICE INVITING TENDER

Subject: Tender notice for providing Housekeeping & Cosmetic Maintenance, Horticulture (garden & potted plants), Pest Control Treatment and supply of Manpower at IIG Panvel and Colaba campuses”.

Sealed tenders are invited in two bid system i.e. Technical and Financial bid, from reputed, experienced and financially sound Manpower firms/contractors/competent Agencies, registered with Appropriate Authorities of State or Central Government, for the captioned work for a period of one year from the date of contract. The eligibility criteria and experience shall be as per the terms and conditions of the Tender document.

Schedule of Tender

Sr. No.	Description	Schedule
1.	Tender No	IIG/EM/MP/HQ-Colaba/2018-19/15
2.	Download of Tender Document	01.03.2019 to 22.03.2019 (14:30 hrs.), The tender document can be downloaded from the IIG website http://www.iigm.res.in or the E-Procurement portal http://eprocure.gov.in
3.	Pre-Bid Meeting	08.03.2019 at 15:30 hrs at IIG, Panvel
4.	Last Date & Time of Submission of bids	22.03.2019, 14:30 hrs To the Office of Registrar, Indian Institute of Geomagnetism, New Panvel, Navi Mumbai-410 218
5.	Date & Time of opening of Technical Bid	22.03.2019, 15:00 hrs Indian Institute of Geomagnetism, New Panvel, Navi Mumbai – 410 218
6.	Minimum Validity of tender offer	120 days from the date of Opening

8.	Estimated cost of tender	Rs. 94,00,000/- approx Per annum (exclusive of applicable taxes)
9.	EMD to be deposited	Rs.1,88,000/-
10.	Duration of contract	One Year from the date of award of contract.

The tender document is available on the Institute website www.iigm.res.in and www.eprocure.gov.in. The tender document will not be issued by post. Tenders send by FAX will not be entertained.

Interested bidders may submit their bids as per the tender format. Bidders are requested to follow the instructions carefully as per the tender document. Any corrigendum/addendum regarding this tender will be available on the above said website only.

The applicant has to deposit Earnest Money (EMD) of Rs. 1,88,000/- (Rupees One Lakh Eighty Eight Thousand only) in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favor of Indian Institute of Geomagnetism payable at Panvel.

IIG reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Note: For tender document and other details, please contact EM Section, or **call- 02227484000 or 27484113 / 4196**. Queries can also be forwarded to email iigem@iigs.iigm.res.in

Sd
/- Registrar
Indian Institute of Geomagnetism
Navi Mumbai-410 218

2) **Instructions to Bidders**

2.1. **Bid Document:** The Bid Documents includes:

- o Notice Inviting Tender
- o Instructions to Bidders
- o Terms and Conditions
- o Scope of work
- o Bid Forms
- o Bidders Profile & certificates
- o Check list for Bidders
- o Financial Bid Form
- o Agreement Format
- o Letter of Authorization

- a) Bidders are expected to examine all instructions, forms, terms and conditions in the Bid documents. Failure to furnish all information required as per the Bid documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.
- b) Responsive Bid is one that confirms to all the terms, conditions and specification of the Bidding Document, without material deviation or reservation. A material deviation or reservation is one:-
- i) Which affects in any substantial way the scope, quality or performance of the Works;
 - ii) Which limits in any substantial way, the Employer's rights or the Bidder's obligations under the Contract; or
 - iii) Whose rectification would affect unfairly the competitive position of other Bidders presenting responsive Bids?
 - iv) The technical bids will be scrutinized on the basis of eligibility criteria.
 - v) If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of then on-conforming deviation or reservation.

2.2. **Submission and opening of bids:**

Tenders are invited in two bid system (technical and financial). The Bid should be submitted in two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids". The two envelopes must be enclosed in another big envelope sealed and submitted on or before the tender due date. All the envelopes must be superscribed with the following details,

Tender for providing "Housekeeping & Cosmetic Maintenance, Horticulture (garden & potted plants), Pest Control Treatment and supply of Manpower at IIG Panvel and Colaba

campus”

Tender No. IIG/EM/MP/HQ-Colaba/2018-19/15 dated: 01 March, 2019

Name & Address of the Bidder

Date & time for Bid Opening

If the envelopes are not sealed and marked as above, Institute will assume no responsibility for the misplacement or premature opening of Bid.

The bids should be addressed to the following,

The Registrar
Indian Institute of Geomagnetism (IIG)
Plot No.5, Sector 18, Near Kalamboli Highway,
New Panvel, Navi Mumbai 400218.

a) **Technical Bid (Envelope No. 1)** : Shall contain the Tender Document downloaded from the website duly signed with seal on each page and other documents viz., certificates, balance sheet, bank details, any other certificates as required for fulfilling the eligibility criteria of bidder etc., required to submit as mentioned in this tender document. It should be complete in all respects with relevant documents. On the top of the envelope must be superscribed "Technical Bid".

Price and commercial information should not be provided in the Technical Bid.

The Earnest Money Deposit (EMD) must be enclosed with the Technical Bid, failing which the bid shall not be entertained.

b) **Financial/price Bid (Envelope No. 2)** : Price Bid should be quoted as per the format provided in Annexure F1. The price bid must furnish complete rates/prices duly filled in (Schedule of rates) signed and stamped and should not contradict the technical offer in any manner. No cutting or over-writing in the price bid is allowed. The unit price and amount against each item with grand total at the end in figures and in words should be stated on the Firm's Letter Head. On the top of the envelope must be superscribed "Financial/Price Bid".

c) Bidders are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

d) The Technical bids received on or before due date will be opened by the duly constituted tender committee in presence of the bidders or their representatives who choose to attend. In the event of the specified date for bid opening being declared holiday, the Bid will be opened at the appointed time and location on the next working day.

- e) If any bid contains any deviation from the Bid Document, then the Bid will be rejected and bidder will be informed accordingly. Upon evaluation of technical bid as per the tender criteria the financial bids of only such bidders shall be fit to be opened who meet the technical requirement. All financial bids which are to be opened after technical evaluation shall be opened at later date for which all concerned bidders shall be notified in advance.
- f) The financial bid will be evaluated only for technically qualified bidders.
- g) Financial Bids of the technically qualified bidders shall be opened on the notified date and time.

2.3. Earnest Money Deposit (EMD):

- a. Earnest Money of Rs. 1,88,000/- (Rupees One Lakh Eighty Eight Thousand only/-) shall be paid by Demand Draft drawn on any Nationalized or Scheduled Bank drawn in favour of the Indian Institute of Geomagnetism payable at Panvel as mentioned in the notice inviting tender. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
- b. Tender without EMD shall be summarily rejected as being non responsive at the bid opening stage itself.
- c. EMD of the unsuccessful bidders will be returned to them without any interest, after completion of awarding of contract.

2.4. General Instructions:

- a) In respect of the matters pertaining to this contract, bidder shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organisation. All disputes, differences, clarifications etc. arising out of this contract will be represented by bidder himself or by his legal representative at PANVEL only.
- b) It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.
- c) Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders.
- d) It is implied that the bidder has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before

making the offer. Unexpected problems or expenses shall NOT be considered excuses for difficulties in performing the contract. The rates quoted should take all factors into consideration.

- e) The bidder acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the bidder performing more or less work than that originally anticipated.
- f) The tender shall contain the name, address of residence and place of business of bidder and shall be signed by the bidder with his usual signature. Partnership firms shall furnish full names and addresses, in case the authorized representative signs it in that behalf shall accompany the tender, "Power of Attorney" duly attested by public notary must be submitted. In case of the partnership firm, Self Attested true copy of the partnership deed must be submitted along with the tender. Similarly in case of company the Self Attested copy of Memorandum of Article & Association.

2.5. Cost of Bidding:

Bidders shall bear all costs associated with the preparation and submission of the bid. IIG will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.6. Clarification of Bid Documents:

For any details please contact EM Section on the above address or call- 2224784000 or 27484113 / 4196. Queries can be also forwarded to email iigem@iigs.iigm.res.in

2.7. Amendment of Bid Documents:

- a. At any time prior to the date of submission of Bids, IIG may, for any reason, whether on its own initiative or in response to any clarification received from a bidder, shall modify bid documents by amendments and the same will be uploaded on the portal and these amendments will be binding on them.
- b. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, IIG may, at its discretion, shall extend the deadline for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made.

2.8. Period of validity of Bid:

The tender submitted by bidder will remain valid for acceptance for a period of 120 (One hundred and twenty) days from the date of opening of the tender.

2.9. Default

The EMD of the successful bidder will be forfeited and the acceptance of the tender will be re-considered or revoked or cancelled at the discretion of IIG which in case of default of any or all of the following:

- i) If the bidder withdraws his bid after the bids have been opened.
- ii) If the bidder fails to execute the Agreement or fails to remit the required security deposit within seven working days of being called upon to do so.
- iii) Furnishing of wrong/ambiguous information in the tender may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the tender was given with a malafide/fraculent intent.

2.10. Terms and conditions

The terms and conditions for prospective bidders are specified later in the document under "Terms and Conditions". These terms and conditions are binding on all the bidders and will be a part of the work order.

2.11. Clarification on Maintaining Required Standard:

- a) When deemed necessary, IIG may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted.
- b) If the employer is of the view that any rate quoted, on any part therefore, is too low for the bidder to be able to reasonably meet required standards of service, the employer may ask the bidder to justify how the services will be provided at the quoted price while maintaining required standards of service.

2.12. Conditions for tender submission:

- a) The bidder shall give a list of employees in the institute, who are related to him. The contractor shall not be permitted to tender for works in the Institute (responsible for award and execution of contracts) in which his near relative is posted as equivalent to Accounts Officer or Establishment officer and officer in the capacity of Technical officer I and above. He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any officer in the Institute. Any breach of this condition by the contractor would render him liable to be barred from tendering in this Institute.
- b) No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Institute of India is allowed to work as contract or for a period of one year after his retirement from the Institute Service, without the previous permission of the Institute of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any

time to be such a person who had not obtained the permission of the Institute of India as a foresaid before submission of the tender or engagement in the contractor's service.

2.13. Late Bids

Tenders will not be received after the specified date and time of closing of the tender and the same shall be rejected. It is the sole responsibility of the bidder that he should ensure timely submission of tender.

2.14. Modification and withdrawal of Bids

The Bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is done prior to the deadline prescribed for submission of bid.

2.15. Language of Bids

The Bids prepared by the bidder and documents relating to the bids exchanged by the bidders and the Purchaser, shall be written in the English language.

2.16. Bid Evaluation

A duly constituted Technical Evaluation Committee will shortlist Technical Bids on the basis of the prescribed technical parameters i.e. Eligibility of Bidders and other parameters mentioned in the tender document. The names of only technically shortlisted vendors will be informed whose bids will qualify for opening the Financial Bids.

If necessary, the Technical Evaluation Committee may visit the Principal employers to verify the performance of the Prospective Bidders.

The financial bids of those bidders whose technical bid has been satisfactorily evaluated and found substantially responsive, will be opened subsequently after due notice.

The work will be awarded to such bidder whose bid is found to be responsive and who possess requisite experience and has offered over all lowest rates in the bid form. In case if it is found that the rates offered are ambiguous, arbitrary the same are liable to be rejected.

2.17. Rejection of Bids

The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:

- a) If the requisite Earnest Money Deposit is not enclosed.
- b) If the tender is not duly signed, or not found proper or complete to the

satisfaction of IIG in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the bidder(s).

c) If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid.

d) If the bidder seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.

e) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.

f) If prices are not filled properly in the prescribed format of Financial Bid.

g) Without assigning any reason thereof.

2.18. Contacting IIG

No bidder shall try to influence the IIG authorities on any matter relating to his bid from the time of bid opening till the time of award of contract. Any effort by any bidder to modify his bid or influence the bid process shall result in rejection of his bid without any notice. The decision of IIG will be final in this regard.

2.19. Right to reject Bids

Tender will be accepted and contract will be finalized only with the bidder, who in the opinion of IIG shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

IIG reserves its right to accept or reject any bid and to annul the bidding process and reject all or any bid at any time prior to award of contract without assigning any reason whatsoever. IIG does not bind to accept the lowest tender and reserve the right (i) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and it can also reduce or extend the period of contract without assigning any reason.

2.20. Signing of Contract Agreement

The successful Bidder shall be required to execute an Agreement within 30 days (Thirty) working days of being called upon on a non-judicial stamp paper of Rs. 100/- (One hundred only) at his own cost and in the format at Annexure I to the effect that the bidder and IIG are bound by the terms and conditions of agreement which in turn, will be the same terms and conditions of tender document.

Submission of the Tender document duly signed on all pages shall bind the bidder to all the terms and conditions of this Tender document and as well as the Agreement to be signed by him. A copy of the complete set of this Tender

document shall also become enclosure to the agreement as an annexure.

The IIG reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of IIG under this clause shall not construe the breach of contract.

After the selection of a bidder by the competent authority, the successful bidder will be formally notified of the award by order prior to expiration of validity period. The letter called “Award of Contract” (AOC) will state the contract price that the Tender Inviting Authority (TIA) will have to pay to the bidder towards the execution/completion of the tender, subject to furnishing a performance security within the stipulated date.

2.21. Annulment of Award

Failure of the successful bidder to comply with the tender requirement shall constitute sufficient ground for the annulment of the contract and the forfeiture of the Bid Security in which event the IIG may award the contract to any other bidder at its discretion or call for new Tender.

2.22. Duration/Period of Contract:

Normally contract will be for period of 1 (one) year. However, extension will be considered at the same rates keeping in view of satisfactory performance of the firm and on mutual agreement.

2.23. Price Escalation

IIG shall not be responsible for any escalation in prices of labour or materials, machinery, equipment etc. what-so-ever or any increase in any duties, levies, or taxes in respect thereof whatsoever and the Contractor rates and Contractor’s obligation shall remain unaffected by such escalation and/or increase.

However during the period of contract, as and when the minimum wages are revised the rates payable for each category of manpower shall be revised to the new minimum wages. These revisions are applicable only in case when the approved rates are lower than the new revised minimum wages fixed from time to time by the authorities.

This revised rates shall be applicable only from the month, the contractor submits the revised minimum wages letter from the authorities.

2.24. Format for Technical Bid

The technical bid should be submitted as follows,

1. Details of Bidder.
2. Technical information as per formats provided in Annexure T1 – T5

3. Bidders should provide copies of all the supporting documents asked in Eligibility Criteria (3.1: point nos. 1 to 9) of this tender document.
4. EMD of Rs. 1,88,000/- in the form of Demand Draft

2.25. Format for Financial bid:

- a) Rates should be quoted clearly in the financial bid as per the format provided in **Annexure F1.**

b) Filling-up of Financial Bid

- i. Bid Price shall be quoted excluding applicable statutory taxes, duties, and levies etc. which are to be borne by the Institute. However at the time of claiming taxes, duties, levies etc. applicable should be specifically indicated in the bills. These taxes/charges will be reimbursed to the contractor on production of satisfactory proof/evidence/challans and its verification that these charges or taxes have been genuinely paid by the contractor.
- ii. Unless otherwise called for, any tender containing percentage below /above the estimated cost put to tender is liable to be rejected. All rates shall be quoted on the tender form by the bidders in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. The amount for each item should be worked out and requisite totals given.
- iii. The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.
- iv. If a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall, unless otherwise proved, be taken as correct. If the amount of an item is not worked out by the bidder, or it does not correspond with the rate written either in figures or in words, then the rates quoted by the bidder in words shall be taken as correct.
- v. Where the rate quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder will, unless otherwise proved, be taken as correct and not the amount.
- vi. In event no rate has been quoted for any item(s),leaving space both in figure(s),word(s),and amount blank, it will be presumed that the contract or has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

c) Action in case of unrealistic rates:

- i) In the case of any tender where unit rate of any item(s) appear unrealistic, such tender will be considered as unbalanced and in case the bidder is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.

3) TERMS AND CONDITIONS

3.1) Eligibility Criteria

1. The bidder may be a proprietary/partnership firm/agency/company and should possess a valid license under appropriate act.
2. The firm should possess minimum 5 years experience of providing / execution of the captioned work with any Central, State, public undertakings, Autonomous Institutes /Private institutes of repute having campus area of about 15 acres approximately.
3. The bidder should have successfully completed similar works during last 5 years ending 31st December, 2018 should be either of the following:-

Three similar works each of value not less than 40% of the estimated cost put to Tender

Or

Two similar works each of value not less than 60% of the estimated cost put to Tender

Or

One similar work of value not less than 80% of the estimated cost, put to tender.

Note: Similar work refers to the captioned work as mentioned in the NIT.

4. All pages of the tender form and questionnaire must be signed and sealed by bidders.
5. The firm should have an average financial turnover of minimum 94 Lakhs during last 3 years. A turnover certificate and profit and loss statement (last 3 years) in this regard duly certified by Chartered Accountant may be attached.
6. There should be no case pending with the police against the proprietor/firm/partner or the company/agency.
7. Bidders have to submit details along with documentary evidences for the following with the technical bid:
 - a. Registration under Shops and Establishment Act.
 - b. Self Attested copy of Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm/ Memorandum of Association / Articles as applicable.
 - c. Bidder must be a firm/ agency/ company that should be registered at least five years back with appropriate authorities and attested copy of registration may be

attached.

- d. Bidder must have GST registration certificate issued by competent authority.
- e. Bidder must have EPF and ESI registration with competent authority.
- f. Bidder must have PAN/TAN/GIR card.
- g. Registration with Govt. Labour Dept. under Contract Labour (Regulation and Abolition) Act
- h. Registration with Income Tax Dept. for allotment of permanent Income Tax code number.
- i. Registration/exemption certificate/Notification under Maharashtra Security & Manpower.
- j. Regulation of Employment and Welfare Act, 1981 for providing manpower services.
- k. Solvency certificate of Rupees not less than Thirty Eight lakhs and not older than one year.
- l. Performance certificate from at least 3 immediate previous/existing principal employers.

8. Firm should enclose the income tax return of the last three years with the technical bid.

9. The agency or any of its partners/directors etc should not have been black listed/ debarred by any Central/State Government organizations or Institutes or PSUs or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.

10. The Agency should inform, if they have been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. at any stage after the award of work order, which may result in termination of contract in 90 days.

3.2) General terms and condition

1. Canvassing in connection with the tender in any form is strictly prohibited. Tenders submitted by party who resort to canvassing will be liable for rejection.
2. The bidders are requested to submit the bids to the Tender Inviting Authority (TIA) well before the bid submission end date & time. The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders at the eleventh hour.
3. In case of any unscheduled holiday falling on the prescribed closing or opening

day of the Tender, the next working day will be treated as scheduled for opening or closing day of the Tender as the case may be.

4. If the bidders give wrong information deliberately to create conditions for acceptance of the Tender, IIG reserves the right to reject such Tenders without assigning any reason.
5. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium submit more than one bid, the bids are liable to be rejected.
6. The workmen and other persons to be engaged by the contractor for providing manpower services will be the employees of the contractor. This shall not create nor shall it be deemed to create any employer-employee relationship between IIG and such workmen and the persons engaged by the contractor. The workmen, guards shall not claim any right for employment in IIG. This fact should be made known to them in clear terms.
7. Quality of work: IIG shall be the final judge of the quality of the work and the satisfaction of the standards in respect thereof set forth in the contract documents. Laxity or failure to enforce compliance with the contract documents by the IIG and/or its representative shall not manifest a change or intent of waiver, the intention being that, notwithstanding the same, the Contractor shall be and remain responsible for complete and proper compliance with the contract documents and the specification therein. IIG has the right to prohibit the use of men/women and any tools, materials or equipment's which in his opinion do not produce work or performance meeting the requirement of the Contract Documents.
8. Guarantee: In addition to any and all other guarantee and warranty mentioned in the contract documents the Contractor guarantees that the entire work will be done in a satisfactory manner.
9. Insurance: Without limiting any of his other obligations or liabilities, the Contractor shall, at his own expense, take and keep comprehensive insurance including third party risk for the plant, machinery, materials, etc. brought to the site and for all the work during the execution. The Contractor shall also take out workmen's compensation insurance as required by law and undertaken to indemnify and keep indemnified the IIG from and against all manner of claims and demands and losses and damages and cost (including between attorney and clients) charges and expenses that may arise in regard to the same or that the Department may suffer or incur with respect to and/or incidental to the same. The Contractor shall have to furnish originals and/or attested copies of the policies of insurance taken within

seven days of being called upon to do so together with all premium receipts and other papers related thereto.

10. Sub-contracts: The Contractor shall not assign, sub-contract or sublet the whole or any part of the work covered by the contract.
11. IIG reserves the right to refuse or permit any person to participate in the works covered by the contract. Contractor shall be and remain primarily and principally liable to IIG in terms hereof and for the due fulfillment of the contracted works.
12. Inferior quality of work: For inferior quality or incorrect execution of work, IIG will be empowered to deduct from bills 5% amount of Work Order in addition to excess payment made to rectify/reconstruct or replace any defective work. No payment will be made for such execution.
13. The person deployed shall be required to report for work on scheduled time & place to the designated controlling officer. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
14. If the work is not performed by any or all the manpower on any day in a month deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ Rs 300/- per working day for each manpower shall be imposed.
15. The accountability and responsibility for maintaining secrecy of the data will be with the contractor.
16. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
17. IIG does not bind itself to accept the lowest tender and reserve the right (i) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. IIG can also reduce or extend the period of contract without assigning any reason.
18. IIG will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful bidder withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions act out above, IIG reserve the right's to forfeit Earnest Money /Security Deposit.

19. The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like EPF, ESI etc, as applicable. During the contract period, ESI, EPF (employer contribution, as applicable, if any) and GST will be reimbursed as per actual along with the monthly bill on producing the original receipts.
20. The manpower engaged by the contractor for executing jobs is purely responsibility of the contractor and they will not have any claim/liability on IIG. The contractor will intimate to the local police station regarding identity and permanent address of the persons employed. A copy of the acknowledgement received from local police station should be submitted to this office.
21. Services shall be normally for eight duty hours/as per labour law for six days in a week with compensatory week off day. The duties may be rotational (24X7 days pattern) as per requirement of the office.
22. The contractor 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 in this office and utmost secrecy and confidentiality must be maintained.
23. It will be the responsibilities of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard.
24. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower Operator so employed and deployed in this office. The manpower deployed by the contractor in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIG.
25. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.
26. The manpower deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the contract period or after expiry of the contract.
27. Labour Welfare Measures And Workman Compensation: The contractor shall obtain a valid labour license as per requirement under the contract labour(R&A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971

before commencement of the work. The contractor shall also abide by the provisions of the Child labour (prohibition and regulation) Act 1986. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of work.

28. Working hours: All contractual staff will work for 8 hours in a day and 6 days in a week and they are allowed to take ½ hour for rest of interval/lunch. They will avail national holidays on (26th January, 15th August, 02nd October Gandhi Jayanti) and 01st May as Labour Day.

29. Labour Records

The contractor shall maintain a Register of Persons employed on work on contract in form XIII of the Contract Labour(R & A) Central Rules 1971 and same shall be submitted along with monthly bills to be submitted by contractor. The contractor shall maintain a muster roll register in respect of all workmen employed by him on the work under contract in form XVI of the CL(R & A) Rules. The contractor shall maintain a Wage Register in respect of all work men employed by him on the work under contract in form XVII of the CL (R & a) Rules 1971. The manpower deployed by the contractor for providing the services to do specific work will have no claim whatsoever for absorption in IIG. The contractor shall maintain a Register of Fines in the form XII of the CL(R & A) rules 1971 the contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omission for which fines can be imposed. The contractor shall maintain a Register of deductions for damage or loss in form XX of the CL(R & A) Rules 1971. The contractor shall maintain a register of Overtime in form XXIII of the CL(R & A) rules 1971.

30. Compliance with Laws and Regulations:

- a) During the performance of the works the contractor shall at his own cost and initiative fully comply with all applicable laws of the land and with any and all applicable by laws rules., regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government, Governmental agency or IIG, municipal boards, Government of other regulatory or authorized body or persons and shall provide all certificates of compliance therewith as may be required by such applicable law. By- laws, Rules, Regulations, orders and /or provisions. The contractor shall assume full responsibility for the payment of all contributions and pay rolls taxes, as to its employees, servants or agents engaged in the performance of the work specified in the contractor documents.
- b) The Agency shall ensure and is required to comply with the provisions of the Contract Labour (Regulation and Abolition) Act 1970 which includes maintenance of Attendance Register, maintenance of Payment Register, etc. The Agency has to deposit the wages and bonus of his employees in any Nationalized Bank in the account of the employees, as per Act and to comply with the provisions of ESI/PF,

etc. He is required to produce copies of all challans/documents of having deposited the amount, every month along with his monthly bill with complete details of name of the employee, his PF, ESIC no. employee and employer's contribution.

- c) The Agency shall be responsible for the payments to employees employed for the performance or carrying out the said work and that IIG, Navi Mumbai, shall in no event be liable and he shall keep IIG, Navi Mumbai, indemnified against the same and from all proceedings in respect thereof.
- d) The Agency shall be responsible and shall pay all compensation to its employees payable under the provisions of the Workmen's Compensation Act and amendments thereto. He shall be responsible for and pay the expenses for providing medical treatment to its employees who may suffer any bodily injury during the course of their service as a result of any accident or otherwise while in the premises. The manpower deployed shall be deemed to be Contractor's employees for the purpose of the Shops & Establishments Act (Maharashtra State), Payment of Wages Act, Minimum Wages Act and all other Labour Laws, Rules and Regulations there under. IIG, Navi Mumbai, reserves the right to check the actual payment of the wages register maintained by him and also the connected documents in respect of the above.
- e) The Agency shall duly introduce the Contributory insurance Scheme for its employees under him, if so required by law as envisaged by the provisions of the Employees' State Insurance Act, 1948.
- f) The Agency shall duly introduce the provident fund scheme for its employees if so required by law as envisaged under the provisions of Employees' Provident Fund. The Agency should see that the recoveries of Provident Fund in respect of his employees are made regularly from the wages of his employees as per the terms of the Provident Fund Act / Scheme, and the same is deposited regularly with the concerned authority.
- g) The Agency shall observe and implement all the laws of the land and the rules framed there under such as Workmen's Compensation Act, Industrial Disputes Act, Minimum Wages Act, Factories Act Payment of the Bonus Act and Central Labour Act. And that IIG, Navi Mumbai, shall in no event be liable or responsible for any default that will arise out of non observance of such laws/rules on his part and that he shall indemnify and keep indemnified IIG, Navi Mumbai, against any damage and/or injury caused to the premises, or to the properties.
- h) Any acquiescence or waiver by IIG, Navi Mumbai, of any delay, breach or default committed by him shall not be deemed to be or considered as estoppels against IIG, Navi Mumbai, or prevent HQ, Navi Mumbai, from exercising any of its rights under any of the provisions mentioned in this documents.

3.3) Payment of Wages

- a) The Contractor shall fix wage periods in respect of which wages shall be payable.
- b) No wage period shall exceed one month.
- c) Agency will maintain a Muster Roll to record the presence on duty of staff of the duty. Payment of the bills will be as per the Muster Roll, which

should be countersigned by In-Charge, IIG.

d) Each claim bill of the contractor must accompany details of labourers/employees engaged, duration of their engagement/wage register /amount of wages paid/amount of EPF/ESI contributions and declaration from the contractor regarding compliance of the condition of EPF Act 1952.

e) The contractor shall be responsible for providing all statutory benefits to the personnel employed by him including off day(s) after 6 days & national holidays, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill.

f) The contractor shall liable to make disbursement of payment among the manpower as per the approved final rates of this contract and has to submit the documentary proof of said disbursement of previous month along with the bill of next month.

g) The contractor shall deposit the wages of its manpower personnel in their account in any nationalized bank latest by 7th of following month.

h) The contractor shall raise bills on 5th day of each month for the services rendered in the previous month duly certified by the concern In-Charge. He should attach ESIC, EPF Challan, and previous month's bank statement with the bill every month.

3.4) Cancellation/Termination of Contract or part thereof

- a) IIG, Navi Mumbai shall be at liberty at its entire discretion to terminate this contract forthwith upon or at any time a breach or default of any of the terms and conditions contained herein or any other circular and/or rules framed subsequently, is committed by him and/or by his employees, employed by it.
- b) Insolvency or dissolution of the partnership firm or death or adjudication as insolvent of any partner of the Agency.
- c) Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.
- d) If any attachment is levied and continues to be levied for a period of seven days upon Agency effects or any individual/ partner for the time being of its firm or any member of its co-operative society.
- e) If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.
- f) If the Agency, either by itself or by its employee commit or suffer to be committed any act which, in the opinion of the Director, IIG, whose decision in that behalf shall be final, is prejudicial to the interest or good name of the Institute.
- g) If the period of this contract lapses and the service is continued, it shall be deemed to be an agreement to continue the service on month to month basis. In such event, either party must give one month's notice for termination of the service if they choose to discontinue.
- h) Violation of the provisions of Contract Labour (R & A) Act 1970, and other acts,

rules schemes, statutes or notifications issued by the appropriate Government from time to time, as applicable.

- i) On termination/expiry of the contract, the Agency will immediately remove all its personnel from the premises of the IIG.
- j) Contract can be terminated by IIG without assigning any reason thereof by giving minimum three months notice.
- k) The Contractor stops work for 03 days when no stoppage of work is shown on schedule and the stoppage has not been authorized by the Employer.
- l) The Employer or his nominee gives Notice that failure to correct a particular defect/unsatisfactory services is a fundamental breach of Contract and the Contractor fails to correct it within a period of time determined by the Employer.
- m) The Contractor does not maintain a security which is required.
- n) The Contractor has delayed the completion of works by the number of days for which the maximum amount of liquidated damages can be imposed/or delay/stop the execution of services which affects the services or reputation of the Centre.
- o) If the contractor, in the judgment of the employer has engaged in corrupt or fraudulent practices in competing for or in the executing the contract.
“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice. Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition”.
- p) The failure to deploy adequate services personnel resulting in substandard work will be considered as breach of the terms and conditions under the agreement.
- q) In the event of termination by the employer, the Security Deposit of the contractor shall be forfeited and balance period of services contract shall be under taken at the risk and cost of the agency, till the new contract will be executed.
- r) In case of non-compliance or breach of any terms of contract, unsatisfactory or inefficient servicing on the part of the Contractor, IIG will be at liberty to revoke the contract without giving any notice of payment in lieu of notice.

3.5) Payment Terms

- i) The Contractor shall submit details of Bank A/c and IFSC code for electronic transfer of fund.
- ii) The bills shall be submitted in DUPLICATE and in the manner and form prescribed by IIG.
- iii) Payments will be made only by Account payee cheques or through ECS. IIG will have the right to recover liquidated damages for delay or slow progress of the work from the bills submitted for payment.
- iv) Income Tax and such other Taxes applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature.

Necessary Income Tax deduction certificate will be issued by the Accounts Officer detailing the amount so deducted as tax at source at the time of payment of each bill.

- v) The final settlement of the bills and refund/ adjustment/ appropriation of any amount retained from the bills of the Contractor shall be made fully after IIG is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Contractor on any account.
- vi) Contractor shall pay to third parties all expenditure incurred for restoring services which are damaged by Contractor while carrying out the work. Such expenditure shall be intimated to Contractor either by IIG or concerned third parties in writing. If contractor fails to pay to the concerned third parties such amount within fifteen days from the date of notice, IIG shall recover such amount from the contractor and will make the payment to concerned third parties at the risk and cost of the contractor.
- vii) The contractor shall not be justified in abandoning the contract because IIG has delayed making payment(s).
- viii) Bills raised by the Agency will be paid on obtaining all relevant documents and complete in all respects to the Establishment Section of IIG, H.Q. Navi Mumbai.

3.6) Security Deposit

- a) The successful bidder will have to furnish Demand Draft / Bank Guarantee 10% of the of the contract value valid for a period of 90 days over and above the validity period of the contract in favour of Indian Institute of Geomagnetism towards performance Security Deposit within 7 days from the date of acceptance of the tender.
- b) The Security Deposit will be forfeited by IIG in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. Bank Guarantee shall be retained until the final audit report on the account of firm's bill has been received and examined to cover any incorrect or excess payments made on the bills to the firm.
- c) The Security Deposit will not bear any interest.

3.7) Disputes and Arbitration

In case of any dispute arising out of or connected with or incidental to this contract, the Institute and the Contractor will address the dispute for a mutual resolution and failing which the matter shall be referred for arbitration to an arbitrator appointed by the Director, IIG. The arbitration proceedings will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. The venue of arbitration shall be Navi Mumbai.

3.8) Scope of Work

(A) House Keeping & Cosmetic Maintenance works

(I) House Keeping & Cosmetic Maintenance works at IIG Panvel

Scope, Specifications, & Approximate schedule of quantities for housekeeping & cosmetic maintenance works

1. Areas of operation and maintenance for Cosmetic maintenance / housekeeping works are as follow:

IIG Panvel Campus = 7.0 acres of land, building, road, horticulture, parking, approach road, parking shed, storm water drains and drainage etc. (layout plan for both IIG Panvel and IIG Colaba Campus for which maintenance is required is enclosed)

IIG Panvel Campus:

Sr. No.	Buildings	Schedule of Cleaning
1.	Main Functional Building	Daily Cleaning
2.	Main Electrical Receiving	Weekly Cleaning
3.	Station, Substation DG room, Pump House	Weekly Cleaning
4.	Guest House	Daily Cleaning
5.	Hostel Building	Daily Cleaning
6.	Auditorium & Canteen	Daily Cleaning
7.	Road & Storm Drain Line	Weekly Cleaning
8.	External portion of the functional building / Hostel /Guest House / Auditorium & Canteen	Once in a month
9.	Common Passages, Stairs, Terrace, Parking etc. of Director's Bungalow and Staff Quarters (Total 25 Nos. of Residential units)	
10.	Terrace of all Buildings in the campus	

IIG Colaba Campus:

Sr. No.	Buildings	Schedule of Cleaning
1.	Record room	Daily Cleaning
2.	WDC Center	Daily Cleaning
3.	Colaba Observatory complex (Ground + 1 Structure)	Daily Cleaning
4.	Internal road and toilets	Daily Cleaning
5.	Common areas and passages and road in the residential premises	Once in a week or as may be required
6.	Storm water drain etc.	Once in a quarter
7.	Old electronics lab and store room	Once in a week
8.	Director's Residence and office	Daily Cleaning

- The contractor shall pay his workers the wages not less than the minimum wages, fixed by Office of Deputy Labor Commissioner, CLC (Central sphere) for all the categories of lab or for the respective schedule of employments from time-to-time, throughout the tenure of contract through RTGS in their bank account only and shall raise the bill within the first week of every

month showing the evidence for bank transfer of their salaries and statutory payment like PF, ESIC, bonus etc. paid to the labors for the previous month without failure.

3. In the event of local problems arising while discharging the functions at IIG the contractor Will deal with them appropriately and he will not bring IIG on the scene for such matters.
4. The Contractor will provide
 - a) Consumable Materials: All sanitary material including, Stick brooms, Soft brooms, Dust pans, Garbage bags (Small & Large size), Floor mops, Dusters, Glass dusters, Glass wipers, Wet & Dry mops, Rubber squeezers, Toilet scrubber brush, Buckets, Sink suckers, Nylon Scrubber, Toilet rolls, Tall brush, Squeeze, Toilet air freshener, Scotch brite, Yellow duster, Shine it/Vim powder, Mop stick, Hand gloves (Red & White), Road brush, Glass Kit, Mop refill (Wet & Dry Disinfectants, Deodorants, Detergents, soap, Antiseptics, Odorex, Sodium hypochlorite, Colin glass spray, Steel polish, Naphthalene balls, Floor cleaners, Stain removers, Fresheners, Hand washes, Toilet bowl cleaners, Sanitary cubes [urinal cakes] Hospital disinfectants & cleaners, Acid, Bleaching powder, Dettol, Hit spray, Odonil sticks, Liquid soap etc. as prescribed in the chart for the requirements of sanitation materialper month will be supplied by the contractor including all taxes and levies and CGST / SGST etc. for which the contractor has to quote separately in the financial bid.
 - b) Non-Consumables, tools and plants : Floor Scrubbing & Dryer (01 no.), Floor Scrubber (01 no.), jet pressure machine (01 no.), light duty vacuum cleaner (01 no.), Compact Spray and Extraction Machine (01 no.), Aluminum ladders (03 no's), Compact Spray and Extraction Machine (01 no.), Dry-Wet vacuum machine (02 no's), pans, etc. will be required to be supplied by the contractor at no extra cost .He has to consider the same in his service charges/profit and overheads etc. for carrying out the maintenance works satisfactorily. Also baskets, buckets, drums, wheel barrows Trolleys, Vans, Carts, Spades, Bamboo's Ladders, Dusters, Mops, Brushes, Brooms, Vacuum Cleaners, scrubbers etc will have to be provided by the contractor at his own cost.
 - c) Manpower: The Contractor will keep the desired manpower + one supervisor per day per month during the tenure of the Contract.

Note: All consumable, non-consumable materials and deployment of manpower should be approved by Cosmetic Supervisor, IIG, before actual use.

5. REPORT

- a) The contractor or his representative shall daily report to Care Taker, IIG to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same if and when required.
- b) The contractor/his representative should approach the Care Taker/ In-charge, if he needs any instructions help or has any difficulties.
- c) IIG shall provide instructions when ever required.

6. GENERAL SCOPE OF WORK

- a) In brief the job function is to maintain the aesthetic looks in the IIG premise (inside and

outside premises of the buildings and the campus) by maintaining pleasant odor and cleanliness, keeping the building & the surrounding area under contract neat, clean & tidy every day keeping them in hygienic & sanitary conditions of high standard.

- b) The morning shift of effective cleaning has to be ensured two hour, before the working Hours of the Institute starts
- c) The guidelines of cleaning process are as under –

7. DAILY

- a) Proper sweeping & mopping of all floors in the building twice daily. Cleaning of walls, railings, corridors & lifts, entry roads of various buildings etc. covering the entire constructed areas, no betel stains or cob webs etc. should be visible anywhere.
- b) Proper sweeping and mopping cleaning of lifts. Cleaning of main staircases at least three times. Cleaning entrance lobby area frequently.
- c) Cleaning of Waste Paper Baskets, Sanitation Bin & Spittoon set & disposing of garbage/refuse as directed.
- d) Dusting Office furniture, Almirahs, Cupboards, phones, Partition walls Doors Windows, Notice Boards, Flower Vases & other pieces of decoration etc.
- e) Cleaning glasses of windows, doors, partitions etc.
- f) Toilets & urinals including floors to be the cleaned regularly and continuously at every two hours throughout the day with phenyl and other disinfectants & porcelain fixtures to be cleaned with Vim. To provide Naphthalene balls, Toilet rolls & Liquid soap etc.
- g) To spray space with room fresheners/perfume to maintain pleasant odor as & when required at cabins and the premises of the buildings.
- h) Spray of Gammexine, Bleaching Powder & Finit/Hit or good insecticide on regular basis to prevent breeding of flies/mosquitoes, cockroaches, lizards and big ants all kinds of pests.
- i) To attend & clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes & sewer lines, whenever required for smooth functioning and as directed by Officer-in-charge.
- j) To clean the vertical Marble & Mosaic surfaces wherever required or as instructed by the cosmetic supervisor / in-charge.
- k) Thorough cleaning of rooms with, odorex, dettol / carbolic acid / disinfectant etc. as required and as directed by Care Taker / Officer-in-Charge.
- l) Thorough cleaning of dirty passages, approach road, entrances of buildings.

8. WEEKLY

- a) Cleaning of Carpets, Curtains, venation/vertical blinds, Phones and Electrical fittings on walls in room, passage, corridors in the building.
- b) Cleaning of fans, tube-lights, false ceiling, walls etc.
- c) Cleaning of lifts, false ceiling sheets, polishing of steel body.
- d) Cleaning of terraces in all buildings.

9. FORTNIGHTLY

- a) Cleaning of ceiling with electrical fitting & roofs.
- b) Washing & Scrubbing of floor with automatic (as described earlier) machines with required cleaning material.

10. MONTHLY

- a) Sweeping & cleaning of service ducts, Service Rooms all drainage pipes including those of toilets.
- b) Cleaning of drains and machine lines connected from all types of building to the main drains and sewer line.
- c) Washing of building from outside with prior permission from Officer-in-charge.
- d) Carpet shampooing on quarterly basis.
- e) Cleaning storm water drains & water pipes.
- f) Cleaning of glazed façade/glazed curtain walls of auditorium and canteen building, guest house, hostel and main building by providing zoolah or any other means of access for cleaning.
- g) Cleaning and washing the FRP shed roofs of corridor passage and parking roof s and floorings etc as may be directed.
- h) Disposal of debris from the campus and cleaning the terraces of the buildings in the campus.

11. Occasionally:

The existing manpower will be utilized for rearranging of the Institute material or furniture during working hours for which no extra payment shall be made. This task will have to be managed by the unskilled manpower deputed for housekeeping and horticulture maintenance.

The manpower deputed at Panvel campus will also be required to be posted at Institute's Belpur and Colaba premises for taking up of occasional housekeeping & cosmetic maintenance / horticulture maintenance works, whenever required /asked for, at no extra cost. No extra payment will be made for this purpose. Contractor will have to manage these work from the existing manpower (housekeeping and horticultural maintenance) deputed at Panvel / Colaba. Appropriate conveyance will be reimbursed by IIG towards the conveyance charges of labor in this regard.

The contractor shall ensure hygienic atmosphere and maintain clean environment in the Institute premises as per schedule and description.

12. GENRAL DUTIES AND RESPONSIBILITY OF THE CONTRACTOR:

a) CLEANING AND SWEEPING:

Cleaning of floor areas, vertical finishes (walls), vertical (dado) Glazed tiling in toilets, wash areas , marble and granite cladding in the corridors and passages etc., Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminum grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bath-rooms and toilets of Office on all floors and balconies area, paved areas and terrace, if any. Washing and cleaning and maintenance of indoor and outdoor decorative plants and flower plants Sanitation of bathrooms and toilets which includes refilling of items like liquid soap, naphthalene balls, room fresheners, etc. as and when required to maintain hygienic atmosphere including cleaning materials. Adequate numbers of dustbins and trolleys will be provided by the contractor. Cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated wet and dry waste as per the prescribed norms will be responsibility of Contractor. Cleaning of all equipments and appliances such as furniture and fixtures etc. with dusting or wet mopping or vacuum cleaning. Cleaning of all miscellaneous equipments as available or being

provided from time to time. The cleaning of door mats, etc. Cleaning of Institute's premises with the help of Single Disk Machine for shining, automatic scrubber driers, Vacuum cleaners, High pressure hot water jet cleaners or any other equipment or manually once a TWO week or as and when required as per directions of Officer In-charge. All the equipments related to this work including modern machines shall be arranged by the contractor at its own cost. Any other duty as advised by the Institute Authorities. The same shall also be binding on the contractor i.e. shifting of furniture's, materials, equipments, machines etc. Disposal of dead animals if any i.e. pigeons, reptiles etc.

The following machines/equipments (new)/accessories/tools and equipments at IIG Panvel campus is to be provided by Contractor under the contract at no extra cost for Housekeeping Services and minor civil maintenance by deputing contingent personnel as may be directed of the institute.

Sr. No.	Description	No. of Machines
01.	Floor Scrubbing Machine Major	1 No.
02.	Vacuum Cleaners	2 Nos.
03.	Temporary Bamboo or tabular scaffolding for carrying out housekeeping / civil maintenance works through contingent Labors	Apprx.150 meters
04.	Zoola and shidi (ladder) for cleaning the glazed facades	As per actual
05.	All necessary tools and equipments as required by the carpenter, plumber, mason and painter for carrying out and fulfillment of specific job	As per actual depending on the scope of work under consideration

All the consumable items likely to be used in housekeeping services of the Institute will have to be provided by the contractor and should be duly handed over to the Officer-In-Charge. Contractor shall submit list of items required for Housekeeping services of wards and ward services well in advance to enable the Institute to keep the stock. No extra payment for the above machine /equipments and accessories will be made. Contractor may consider the same in his charges/profit/overheads.

b) Details of the Deployment of Personnel for housekeeping and cosmetic maintenance:

Sr. No.	Category	Schedule of Employment	Nos.	Location
01.	Unskilled : Unskilled labors 11+01 supervisor for supervising and monitoring housekeeping and horticultural maintenance activities	Sweeping and cleaning / MTS (CLC order)	12.0	IIG Panvel Campus
02.	Unskilled Labour	Sweeping and cleaning / MTS (CLC order)	3.0	IIG Colaba

Note: The contractors are advised to adopt wages of labors not less than the prevailing current minimum Wages as notified by the Officer of the Deputy Chief Labour Commissioner

(Central) Mumbai.

It shall be responsibility of contractor to provide additional nos. of and when required and demanded in the exigency of work within 2 days from the date of written communication by the Officer-In-Charge. The payment of additional nos. of Personnel will be made on pro-rata basis for the days they have worked.

As such their employment under this contract shall be subject to the exigencies of the work and sole discretion of Officer-In-Charge.

c) Schedule of quantities for Housekeeping and Cosmetic Maintenance works at IIG Panvel Campus

The contractor shall provide the housekeeping services in all the following buildings / areas (internal and external) admeasuring approximately to the extent as stated below

Total area of IIG campus at New Panvel is 7.0 Acres:

Contractor is bound to maintain 7.0 Acres of area in all respect as per the scope and in general scope of work prescribed below. However the scope and extent i.e. building, roads, drains etc. to be maintained under the scope is also shown/earmarked in the attached layout plan of IIG Panvel campus.

Sr. No.	Description of Item	Unit	Areas
01.	Main Functional Building Approx. Area 4378.18 Sqr. mtrs.: Maintaining the cleanliness of the building at IIG from inside and outside i.e. sweeping, moping vacuuming and cleaning the floor with disinfectant like phenol etc. as per given schedule. The areas that cannot be cleaned by brooming are to be cleaned with the cloth etc. cleaning the toilet and replacing / refilling, consumables in toilets (toilets to be cleaned at every two hours), daily refilling liquid soap (to all washbasin and sinks put naphthalene balls in all urine pots etc.) Dusting the walls, windows, glasses, doors, removing the cob webs, cleaning of fans, tube-lights and other electrical fittings / appliances all as per schedule given or as and when required. After brooming / sweeping, collecting the scrap or dust in bags and disposal of garbage. Cleaning the tiling in dados of toilet and corridors. Brushing and cleaning of carpets (if any). Spot cleaning of any area as and when required. Bidders must visit the site and see the scope of work and then quote.	Sq. meters	4378.18

02.	Main Receiving Station, substation, DG Room, Pump House : Approx Area: 250.50m² Cleaning weekly basis. The work also includes removing plants / bushes on the external wall once in a month.	Sq. meters	250.50
03.	Guard Houses: Approx Area 38.27m : Cleaning daily basis including surrounding area. Inside& outside.	Sq. meters	38.27
04.	Road & Storm Drainage line: Cleaning of road once in a week and storm drain lines once in a quarter / as and when requested.	LS	
05.	Research Scholar's Hostel: Approx Area: 1222.38m² Cleaning of each room, the staircase & the surrounding area should be cleaned on daily basis. Garbage / dustbins from the room's toilet & bathroom, dining room etc. should be disposed of every day	Sq. meters	1222.38
06.	Guest House Approx. Area : 1577.69 m² Cleaning of each room, the staircase & the surrounding area should be cleaned on daily basis. Garbage / dustbins from the rooms, toilet & bathroom, dining room etc. should be disposed of every day.	Sq. meters	1577.69
07.	Auditorium & Canteen Building Approx. Area: 2205.74 m² Cleaning of each room, the staircase & the surrounding area should be cleaned on daily basis. Garbage / dustbins from the rooms, toilet & bathroom, dining room etc. should be disposed of every day. Auditorium should be cleaned daily and the mat/carpet to be cleaned by shampoo and vacuum cleaning monthly.	Sq. meters	2205.74
08.	Functional Building External Portion Once in a month. The work includes removing of plants, bushes etc.	Lump sum	As per actual
09.	Staff Quarters: Roof terraces, staircase, hand rails, parking, corridors, lobbies, balconies, and open terraces of all staff quarter buildings. And any vacant staff quarter, when asked for. Cleaning the surrounding areas on daily basis(external).	Lump sum	As per actual
10.	Director's Bungalow Internal and external cleaning as and when requested	Lump sum	As per actual

(II) Schedule of quantities for Housekeeping and Cosmetic Maintenance works at IIG Colaba campus

Total area of IIG Colaba campus is: office campus = 5722.59 sq. Meters and residential

Campus = 2173.69 sq. meters, as shown in attached sketch.

However the scope and extent i.e. building, roads, drains etc. to be maintained under the scope of work is as shown/earmarked in the attached layout plan of IIG Colaba campus.

Sr. No.	Description of Item	Unit	Areas
01.	IIG Colaba Observatory complex Approx. Area 538.649 sqr. Mtrs. Maintaining cleanliness of the building at from inside and outside i.e. sweeping, moping vacuuming and cleaning the floor with disinfectant like phenol etc. as per given schedule. The areas that cannot be cleaned by brooming are to be cleaned with the cloth etc. cleaning the toilet and replacing / refilling, consumables in toilets (toilets to be cleaned at every two hours), daily refilling liquid Soap (to all washbasin and sinks put naphthalene balls in all urine pots etc.) Dusting the walls, windows, glasses, doors, removing the cob webs, cleaning of fans, tube-lights and other electrical fittings/appliances all as per schedule given or as and when required. After brooming / sweeping, collecting the scrap or dust in bags and disposal of garbage. Cleaning the tiling in dados of toilet and corridors. Brushing and cleaning of carpets (if any). Spot cleaning of any area as and when required. Bidders must visit the site and see the scope of work and then quote.	Sq. meters	538.295
02.	Old electronic lab and store :Approx Area:223.82m² Cleaning weekly basis as per the scope mentioned for observatory complex building. The work also includes removing plants / bushes on the external wall once in a month.	Sq. meters	223.82
03.	Record room : Approx Area55.65 sq. meter : Cleaning daily basis as per the scope of work mentioned above for colaba observatory complex building including surrounding area. Inside & outside.	Sq. meters	55.65
04.	WDC center :97.12 sq. meters Cleaning daily basis as per the scope of work mentioned above for colaba observatory complex building.	L.S.	97.12
05.	Road and storm drainage : in residential as well as official premises Approx Area: as per actual sq. meter of area and as shown in the plan Cleaning of drains, removal of choke up once in three month.	Sq. meters	As shown in the plan / as per actual
06.	Guest House Approx. Area : 50 m² Cleaning of each room, the staircase & the surrounding area should be cleaned on daily basis. Garbage / dustbins from the rooms, toilet & bathroom, dining room etc. should be disposed of every day.	Sq. meters	50.0
07.	Staff quarters, common areas and roads: total no. of staff	L.S.	As per

	quarters = 08.0 total carpet area of all staff quarter = 355.0 m² Occasional cleaning of vacant quarters when requested, daily cleaning of common corridors, passages , stairs, courtyards, parking spaces, daily cleaning of road areas as per actual.		actual
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(B) Requirement of sanitation materials and consumables per month to be supplied by the contractor at his own cost per month including all taxes, GST (State and Central), Cess and Levis as applicable.

Sr No	Items	unit	Qty
1	Phenyl (sunny or equivalent make)	ltr	30
2	Liquid soap (lifebuoy / Dettol / of equivalent make)	ltr	18
3	Refill mop	nos.	28
4	Refill sticks	nos.	5
5	Odopic Powder	kgs	2
6	Wheel powder	kgs	10
7	Napthaline balls	kgs	4
8	Color cubes	packets	25
9	Dry mop set	nos.	5
10	Toilet brush	nos.	9
11	Soft broom	nos.	10
12	Hard broom	nos.	10
13	Glass cleaner (colline / of equivalent make)	ltrs	5
14	Chex cotton duster cloth	nos.	35
15	White duster	nos.	5
16	Floor duster	nos.	5
17	Glass wiper	nos.	10
18	Floor wiper	nos.	10
19	Cobs sticks (ceiling broom)	nos.	5
20	Paper roll	nos.	40
21	Tissue paper	box	5
22	Room freshener	nos.	6
23	Spray bottles	nos.	5
24	Dettol / equivalent antifungal (200ml)	bottles	4
25	Buckets (20 ltrs)	nos.	2
26	Buckets (5 / 7 litres)	nos	2
27	Dettol / equivalent hand wash	nos.	1
28	Odonil toilet freshener	nos.	35
29	Bleaching powder	kgs.	1
30	Pump	nos.	5
31	Garbage Bag	Pkts.	5
32	Mop Clip	nos.	2

33	Katha		Pkts.	2
34	Harpic		Nos.	15
35	Supli		Nos.	2
36	Chuna Lime powder		kgs	3

(C) HORTICULTURAL MAINTENANCE WORKS

Scope, Specifications for Annual Maintenance of horticulture works (gardens, trees and potted plants)

1. GENERAL

The work shall consist of maintaining the already established gardens including lawns, hedges, trees, flower beds, shrubberies, etc. by watering, hoeing, manuring, mowing, weeding, rolling, sweeping, etc. and keeping the gardens in perfect and lively condition and up to the standards stipulated by the Institute from time to time. The potted plants will also be maintained in good shape and condition at all the times. No escalation or price adjustment is applicable for this work.

The contractor shall provide and maintain all tools, lawn mowers, hose pipes, sprayers, dusters, rollers, insecticides, fungicides, fertilizers, accessories and any other tools, equipment, etc. required for satisfactory maintenance during the period of the contract. The contractor will be provided with open space at the site of work for storage of tools, equipment etc. and has to make his own security arrangements for storing the same.

The contractor shall carry out the work expeditiously, judiciously, economically and according to the instructions given to the satisfaction of the Officer-in- Charge.

The measurements of the work shall be taken in respect of the actual areas under the operation each time during the month of the period of contract. However, any increase or decrease of garden areas by 5% of the area to be maintained of the Schedule of Quantities will not affect the bill amount and therefore the strength of labours will not be varied.

2. WATERING:

Water lines with suitable outlets for watering the gardens are provided to cover all area. The water shall be made available free of cost at the above outlets. The maintenance contractor shall draw water for watering of lawn, plants, trees, hedge, flower beds, shrubberies, potted plants and plants in plastic bags etc., every day during the prescribed hours. Care shall be taken to avoid excessive watering waste of water and damage to the tender plants and flower beds. At places where garden water supply outlets are not provided, the contractor shall make his own arrangement to pump out the water from the nearby wells and carry water to required sites with hose pipes / tankers etc. at his own cost.

3. LAWN MOVING:

The lawns provided on different, slopes and areas are to be periodically mowed by lawn mowers or grass cutting scissors as instructed by the Nodal Officer or his authorized representative. The mowing shall be done evenly and smoothly to the satisfaction of Nodal Officer or his authorized representative.

All unwanted plants out of place are to be weeded out along with roots. All the weeds hidden under grass or otherwise shall be removed to ensure that no more weeds are left which may come up within a fortnight of the weeding. All to the satisfaction of the Nodal Officer or his authorized representative.

4. TRIMMING OF HEDGES:

The hedges should be trimmed periodically and maintained in good shape as per instructions of Officer-in-Charge or his authorized representative.

5. HOEING:

The soil near the plants shall have to be loosened, by breaking the clods, removing unwanted vegetation, dressing up the areas to the required slopes and shapes as per instruction of Officer-in-Charge or his authorized representative.

6. APPLICATION OF FERTILIZERS:

The contractor shall supply and apply the fertilizers to the lawns, shrubs, trees, flower beds etc. as per dose recommended by the Officer-in-Charge or his authorized representative as per the site requirement during contract period. Name of the fertilizers shall be informed to the contractor by Officer-in-Charge. No extra payment shall be made for application of the same.

7. FLOWER BEDS:

The contractor shall execute the approved plan of planting and maintaining seasonal flowerbeds as directed by concerned In-Charge. Once the season is over the beds should be replanted with new seasonal plants after cleaning the bed. All as instructed by the Officer-in-Charge or his authorized representative.

8. TAKING CARE OF PLANTS:

The contractor shall take care of the plants, flowers, lawns, hedges, trees and all other garden features in the areas to keep them free from insects, pests, and diseases. The contractor shall protect the plants from the diseases, attack of insects, pests by application of the effective available methods of eradication of such diseases. The contractor shall carry out any change in design of the gardens or replacement of the dead plant without any extra cost. All unwanted plants, mowed grass and dry leaves, etc. are to be removed and dumped in the place provided for the purpose at the sites shown by the Nodal Officer or his authorized representative beyond 200 Meters from buildings. The unwanted branches of shrubs, trees etc. should be clipped removed and disposed off as and when instructed by the Officer-in-Charge or his authorized representative.

9. ROLLING:

The contractor shall ensure that rolling over the lawns periodically by hand driven roller of about 500 kg weight as directed by the Nodal Officer or his authorized representative.

No extra cost will be paid by the Institute for rolling the lawn.

10. SUPPLY OF SEASONAL FLOWER SEEDS, INSECTICIDES AND FUNGICIDES:

Contractor has to supply packed flower seeds, insecticides and fungicides as per site requirement during the contractual period. Quantity of flower seeds, insecticides, fungicides shall be decided by Officer-in-Charge.

11. DISPOSAL:

All excavated materials; rubbish generated from lawn and garden and from any other sources viz. office and site etc. shall be disposed off on the same day by manual labour within 200 meters distance from work site.

12. MAINTENANCE OF PERMANENT FIXTURES:

Paths, garden water drains, manhole covers or drain slab covers and any other permanent fixtures forming a part of the garden areas will be considered as part of gardens and will not be deducted from the garden areas for the purpose of payment. The contractor has to keep these permanent fixtures neat and clean by sweeping, removing any vegetation growing on them and washing them with water to keep them clean, so as not to spoil the general appearance of the garden areas.

13. MAINTENANCE OF POTTED PLANTS:

The contractor will maintain the potted plants by watering, weeding, hoeing, cleaning of pots and will replace the plants kept indoor or outdoor at different floors timely and apply soil and manure (will be taken from the supply of relevant items), fertilizers and insecticides and fungicides as directed by the Officer-in-Charge or his authorized representative.

14. PREPARATION AND MAINTENANCE OF NEW PLANTS:

The contractor will propagate the plants from the existing available plants in the garden in plastic bags of U.V. resistance plastic and maintain them during the period of contract or till they are utilized by the Institute, all as directed by the Officer-in-Charge or his authorized representative.

15. Electricity required to use the equipments run on power i.e. lawn mowers, sprayers, extra pumps etc. will be provided by the Institute free of cost. The contractor has to make his own arrangement to draw the electricity from the Institute's electricity points.

16. The contractor will have to keep minimum labor strength as prescribed and one supervisor per day per month for both the house keeping and horticultural maintenance jointly. If the required strength of labor is not maintained at the month end then an amount equal to the daily wages of labor + Rs. 300/- per labor per day will be deducted from his bill due for payment for the month.

17. Propagation of plants:

The contractor will have to carry out propagation of plants as and when asked for by the Officer-

officer-In charge / the Horticulture consultant.

18. Details for manpower deployment for horticultural maintenance works :

Sr. No.	Labour	Schedule of Employment CLC order	Nos.	Location
1	Semiskilled (Malis)	Agriculture	6.0	IIG Panvel

19. Minimum requirement of tools and equipments for Annual Maintenance at IIG Panvel campus to be supplied by the contractor at no extra cost.

Sr. No.	Tools and Equipments	Quantity
01.	Powered Lawn Mower	01 No.
02.	Lawn Mower- Manual	01 No.
03.	Spade	6.0 Nos.
04.	Pickaxe	04 Nos.
05.	Hedge Shear	02 Nos.
06.	Secateur	02 Nos.
07.	Sickles	04 Nos.
08.	Weeding Hook	04 Nos.
09.	Bill Hook	02 Nos.
10.	Hand Cart/Trolley	02 Nos.
11.	Iron Pans	06 Nos.
12.	Coconut Brooms	06 KG / Month
13.	Axe	03 No.
14.	Sprayer For Spraying Insecticide	01 No.
15.	Hose Pipes of ¾” Dia or 1” Dia	12 Nos. (30 M. Length each)
16.	Water Sprinkler With Connecting Pipes	As per the site requirement
17.	Water Supply Pipe 1” Dia.	As per site requirement

20. Minimum requirement of tools for annual maintenance at IIG Colaba campus

The required tools and plants at IIG Colaba campus will be supplied by the Institute. The contractor will have to use it properly during the currency of contract and will have to be handed over back to the institute in working and appropriate condition Contractor will have to supply new tools or equipments to the institute in case of loss or damage to the same if any free of cost.

(C) a) Requirement for pesticides and fungicides per month to be supplied by the contractor at his own cost including all taxes, vat and levis as applicable.

Sr No	Items	unit	Qty
1	Rogar	Ltr.	2
2	Termex	Ltr.	2
3	Blitox	Kgs.	2
4	Babestin	Kgs.	2
5	Borax	Kgs.	2

(C) b) Requirements for other materials per year to be supplied by the contractor at his own cost including all taxes, vat and levies as applicable

Sr. No.	Items of materials	Per annum quantity
01.	Good quality red garden earth free from stones and pebbles	1500.0 Cu. Feet
02.	Well decomposed dry farm yard manure free from grasses and rubbish.	1000.0 Cu. Feet
03.	Urea fertilizer	600.0 Kgs.

(III) Scope for maintenance of gardens & potted plants at IIG Panvel Campus

Approximate Schedule of quantities at IIG Panvel Campus (Also kindly refer the attached sketch of campus layout showing the scope for horticultural maintenance)

Sr. No.	Description of Item	Quantity	Unit
01.	Maintenance of gardens comprising of lawns, shrubs, trees, hedges, edges, flower beds etc. by watering, weeding, hoeing, lawn mowing, trimming of plants, application of fertilizers to lawns and plants three times in a year with proper doses. Application of red garden soil and manure, spraying of insecticides and fungicides as and when required, Keeping the gardens clean and Disposal of rubbish and unwanted materials within the lead of 200 meter, making the small changes in the design. All as directed by the Officer-in-Charge or his authorized representative. Soil and manure required will be taken from serial No. 2&3 supplies.	13500.0 sq.mt. per month for 12 months	Sq. meters.
02.	Supply of good quality red garden earth free from stones and pebbles. Note: No voids will be deducted	1500 Cu.feet	Cu. feet
03.	Supply of well decomposed dry farm yard manure free from grasses and rubbish.	1000 Cu.feet.	Cu. feet.
04.	Supply of urea fertilizer at site	600 Kg.	Per Kg.

05.	Maintenance of potted plants by watering, weeding, hoeing, trimming, application of insecticides and fungicides, application of red garden soil and manure (to be taken from serial No.2&3 for use), place the pots on different floors and keep changing the pots periodically. All as directed by the Officer-in-Charge or his authorized representative.	200 Nos. per month for 12 months	Each No. per month
06.	Propagation of plants by cuttings, suckers, layering etc. from the existing plants of the campus gardens in plastic bags of U.V. resistance plastic and their maintenance during the period of contract or till they are utilized by the Institute. All as directed by the Officer-in-Charge or his authorized representative. <i>Note: Soil and manure required to fill in plastic bags will be taken from serial No.2&3 supplies.</i>	1000 Nos.	Each No.
07.	Maintenance of trees planted in the campus and the space adjoining to the front entrance boundary of the campus and other areas in and around the Institute as may be Directed by watering, weeding, hoeing, staking, application of insecticides and fungicides. Application of soil and manure (to be supplied from serial No.2&3 supplies). All as directed by the Officer-in-Charge or his authorized representative.	50 Nos. per month for 12 months	Each No. Per month

(IV) Scope for maintenance of gardens & potted plants at IIG Colaba campus:

Approximate schedule of quantities at IIG Colaba campus (refer the attached layout sketch showing the area of horticulture works under the scope of the tender)

Sr. No.	Description of Item	Qty.	Unit
01.	Maintenance of gardens comprising of lawns, shrubs, trees, hedges, edges, flower beds etc. by watering, weeding, hoeing, lawn mowing, trimming of plants, application of fertilizers To lawns and plants three times in a year with proper doses. Application of red garden soil and manure, spraying of insecticides and fungicides as and when required, keeping the gardens clean and disposal of rubbish and unwanted materials within the lead of 200 meter, making the small changes in the design. All as directed by the Officer-in-Charge or his authorized representative.	4250 sq.mt. Per office area month for 12 Months for office area only	Sq. mt. Per month
02.	Maintenance of potted plants by watering, weeding, hoeing, trimming, application of insecticides and fungicides, application of red garden soil and manure (to be supplied by the Institute for use), place the pots on different floors and keep changing the pots periodically. All as directed by the Officer-in-Charge or	Apprx. 150 Nos. per Month for 12 months	Each No. per month

	his authorized representative.		
03.	Propagation of plants by cuttings, suckers, layering etc. from the existing plants of the campus gardens in plastic bags of U.V. resistance plastic and their maintenance during the period of contract or till they are utilized by the Institute. All as directed by the Officer-in-Charge Or his authorized representative.	Apprx.300 Nos.	Each No.
04.	Maintenance of trees planted in the office and residential campus by watering, weeding, hoeing, staking, application of insecticides and fungicides. Application of soil and manure (to be supplied from serial No.2&3 supplies). All as directed by the Officer-in-Charge or his authorized representative.	Appx. Nos. month for 12 months/as per actual	Each No. Per month

Note: Urea, soil, manure and tools and equipments will be supplied by the Institute at IIG Colaba for horticulture maintenance.

3.9) Eligibility for Manpower:

1. Supply of Manpower

Supply of following contingent personnel at Panvel and Colaba, is required as per the following details:

Post and schedule of employment: of road (Construction and runways and in building operation CLC order)	Minimum qualification	Number of posts	Location
Skilled (Data Entry Operator)	Graduation with Typing and computer knowledge, with at least two years of experience in relevant field.	04	IIG Panvel
Office Helpers/Peon (Unskilled Multi tasked)	8th Pass	02 or more as and when Required	IIG Panvel
Office Helpers/Peon (Unskilled Multi tasked)	8th Pass	01	IIG Colaba

i) Duties and Responsibilities

(A) **Skilled (Data Entry Operator):** Maintenance of files, noting, drafting, correspondence, typing letters, preparing various data, monitoring data, maintaining registers, maintaining inward and outward dak register etc. as directed by the superiors.

(B) Unskilled Multi tasked (Office Helpers/Peon)

- Making arrangements for tea, coffee, water etc. during the meetings and routinely to the officers and other official visitors/ representatives.
- Photocopying, making sets of reports and other general office documents.
- The semi-skilled personnel should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include carrying out all the

functions generally performed in the Government Offices by attendants and such other duties as may be assigned to him/her.

- d. Storage of fresh drinking water and serving to staff and visitors.
- e. Making arrangements for tea, coffee (preparing and serving) and arranging snacks etc. during the meetings and routinely to the officers and other official visitors/representatives.
- f. Transmission of office documents on fax machine.
- g. Writing addresses on the envelopes, putting official letters / documents therein and dispatch and delivery of the same to Service Providers, Security Agencies, and Banks.
- h. Dispatch and delivery of official letters by messenger, ordinary post and registered post.
- i. Distribution of office work & files of general nature among the officers.
- j. Opening of envelopes of dak/post and distributing the letters so received to the concerned officers of TERM Office.
- k. Handling of documents including sorting, storing properly in the racks / storage space.
- l. To assist for local purchase of petty items from the market.
- m. Movement and maintenance of files etc.
- n. Any other physical work that may be assigned from time to time

2. SUPPLY OF CONTINGENT PERSONNEL AT IIG PANVEL GUEST HOUSE /COLABA OBSERVATORY COMPLEX

Post and schedule of employment: (Construction of road and runways and in building operation)	Minimum qualification	Number of posts	Location
Cook cum Attendant (skilled)	10 th Pass with at least two years of experience in relevant field.	2.0	IIG Panvel
Cook cum Attendant (skilled)	10 th Pass with at least two years of experience in relevant field.	1.0	IIG Colaba
Unskilled (Multitask)	8 th pass	2.0	IIG Panvel

Cook cum Attendants should have the minimum experience of three years of working in a reputed Guest House / Canteen.

3. Supply of contingent driver at IIG Panvel/Colaba Office:

Post	Minimum qualification	Number of posts	Location
Semiskilled (should be able to read and write English and Hindi and having basic knowledge of LMV maintenance)	10 th passed	1.0	IIG Panvel.

(D) Supply of contingent labours at IIG Panvel/Colaba/Belapur, campuses on prorata/daily basis as and when required.

Post	Minimum qualification	Number of posts	Location
Painter	Having experience of not less than 5.0 years in the said skill works	1.0	IIG Panvel / IIG Colaba / Belapur Campus
Carpenter (skilled, first class)	Trade pass / having experience of not less than 5.0 years in the said skill works	1.0	IIG Panvel / IIG Colaba / Belapur Campus
Plumber	Trade pass / having experience of not less than 5.0 years in the said skill works	1.0	IIG Panvel / IIG Colaba / Belapur Campus
Mason (first class)	Having experience of not less than 5.0 years in the said skill works	1.0	IIG Panvel / IIG Colaba / Belapur Campus
Belder /Helper (unskilled) Multitask	Having experience of not less than 5.0 years in the said skill works	1.0	IIG Panvel / IIG Colaba / Belapur Campus
Driver (light motor vehicle)	Possessing valid LMV license and having experience of not less than 5.0 years in the said skill work	1.0	IIG Panvel / IIG Colaba / Belapur Campus

The contractor will have to depute the above manpower as and when required on prorata basis / daily basis and will have to quote for the same in the financial bid. The approximate frequency for deployment of these labors are shown in the financial bid and may be vary as per actual requirement. Contractor has to depute these labors as and when requested at IIG Panvel, Belapur and Colaba campuses. The following tools and plants and sundries / accessories/will be provided by the contractor for carrying out minor civil maintenance works with the aid of above contingent labors at IIG Panvel, Colaba and Belapur campuses **at no extra** as may be directed by the Officer In Charge.

Sr. No.	Description	Tools and plants /sundries
01.	Temporary Bamboo or tabular scaffolding for carrying out housekeeping / civil maintenance works through contingent labors	Apprx.150 sq. meters
02.	Zoola and shidi (ladder) for cleaning the glazed Facades	As per actual
03.	All necessary tools and equipments as required by the carpenter, plumber, mason and painter for carrying out and fulfillment of specific job	As per actual depending on the scope of work under consideration

All the consumable items or materials likely to be used in carrying out minor civil maintenance works will be supplied by the Institute and handed over the contractor. Contractor shall submit list of items required for such works in advance to the Officer In charge to enable the Institute to procure the same in advance. No extra payment for the above machine /equipments and accessories will be made. Contractor may consider the same in his charges/profit/overheads. Conveyance charges to the labors will be reimbursed for attending theses minor civil works taken at belapur and colaba campuses per office norms.

Contractor will be penalized at the rate of Rs.500/-per day if he has not deputed the required contingent labors within a five days after the receipt the request/complaints.

CONDUCT

- (A) The personnel employed by the contractor should be courteous and polite in behavior towards all officers/ officials working in the Office. The personnel are bound to observe all instructions issued by Officer In Charge.
- (B) Equipment like TV, A/C in rooms etc. should not be used by the contractor or his personnel.
- (C) The penalty clause will apply if the personnel engaged are found/ reported to be demanding tips in cash/ kind. This may also lead to cancellation of contract.
- (D) The contractor will ensure that the personnel employed are not loitering in the corridors chewing pan or smoking. The personnel shall not indulge in playing cards, consuming liquor or narcotics or indulging in gossip with any outsider while on duty within the premises of office and the campus.

(E) Pest Control

Pest control treatment at IIG Panvel & Colaba campus

The contractor will have to provide pest control service in the buildings and campuses at (i) IIG Panvel (the scope of work provides mainly for office premises which includes buildings, parking areas, garden, road and only for common areas, roads, parking, garden staircases, lobbies etc. in the residential premises etc. as mentioned in the scope of work for housekeeping and cosmetic maintenance) and IIG Colaba campus (the scope provides mainly for office premises, buildings, parking areas, garden, road and only for only for common areas, roads, parking, garden etc. in the residential premises etc.as prescribed in the scope for housekeeping and cosmetic maintenance). The scope of work includes cost of materials and consumables for the following scope of work including all taxes, vat, overheads and profits, charges and Levis as applicable.

The said treatment includes:

- a) Anti-Termite, white ant treatment to the infested exposed wood works and Silver Fish Treatment.
- b) Wood Borer Treatment
- c) Rodent Control Treatment: By fumigating all burrows and applying poison baits internally and through out the compound area.
- d) Mosquito control (larvicide): By spraying the chemicals at potential mosquito breeding sites / plantations to control the same.
- e) Snake control treatment
- f) General Disinfestations: For controlling cockroaches, red ants and all other insects breeding inside the premises. Treatment to be given by spraying chemicals or by applying herbal pest in common areas and drainage chambers.

The Contractor shall have the requisite valid license for providing the pest control services issued by the competent authorities and copy of the same to be enclosed along with the quotation. If the main contractor is not expert / do not possess the valid license for pest control works then he may enter into Joint venture with other agency (expert in pest control works) and may put his expertise for carrying out the pest control work under his control .However the Institute will deal with only the main contractor/vendor.

Note: Please visit the sites at Panvel & Colaba campuses of the Institute before forwarding the quotation

Pest Control

Schedule Of Quantities For Pest Control At IIG Panvel And Colaba Campuses			
Sr. No.	Description of treatment	Qty.	Treatment
01.	Anti-Termite, white ant treatment to the infested exposed wood works and Silver Fish Treatment	Lump sum	Once in Month
02.	Wood Borer Treatment.	Lump sum	Once in Month
03.	Rodent Control Treatment. By fumigating all burrows and applying poison baits internally and through out the compound area or wherever necessary	Lump sum	Once in Month
04.	Mosquito Control Treatment. By spraying the chemicals and also fogging the campus at potential mosquito breeding sites/plantations to control the same.	Lump sum	Once in a Week
05.	Snake Control Treatment (by spreading carbolic acid powder or insecticides to prevent the entry of snakes from the areas and also to catch the snakes with the help of snake catch sticks as and when required)	Lump sum	Once in Month
06.	General Disinfestations: For controlling cockroaches, red ants and all other insects breeding inside the premises. Treatment to be given by spraying chemicals or by applying herbal pest in common areas and drainage chambers. Supply and spreading of lime powder at site	Lump sum	Once in Month

(F) Hiring Of Vehicles for miscellaneous works at IIG Panvel Campus On Call Basis as and when required:

Sr No	Particulars	Quantity.
1	Hire charges for supply of trucks for debris disposal	2.0 trips per year approximately
2	Hire Charges for extraction and disposal of night soil from septic tank (outside the campus at IIG panvel (cleaning of septic tank) by carbonation unit– apprx. 2000 ltrs capacity	15.0 trips per year approximately
3	Hire charges for supply of small tempos for debris disposal	
	Total cost p.a. including profit and overhead charges	

The contractor shall supply the above said vehicle and take up the work of disposal of rabbit and effluents of septic tank as and when requested at IIG Colaba campus and should quote for the same separately in financial bid including all taxes and levies. The quantum as project above is approximate and may vary as per actual.

(G) Estimate for Overhead and Underground water tank cleaning in the campuses of the Institute at IIG Colaba, Panvel and Alibag on occasion

Sr. No.	Items of work	Unit	Frequency	Qty
1	Cleaning of under ground sump, Over Head R.C.C. Tank (independent staging) including disposal of slit and rubbish, all as per direction of Engineer-in-Charge. The cleaning shall consist following operations:- (i) Tank shall be emptied of water by pumping & bottom shall be cleaned of slit and other deposits. (ii) Entire surface area of the sump shall then scrubbed thoroughly with wire brush etc. and pressure washed with water. (iii) Chlorination of RCC internal surface by liquid chlorine. (iv) The treated surface shall be dried using air jetting by compresor etc. and all loose particles shall be removal from the surface. (v) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Engineer-in-Charge	Ltr	Twice in a year	
	Panvel campus :U.G. Tank : 2,00,000 ltrs - 1 no.	Ltr		200000
	: 100000 ltr - 1 no.	Ltr		100000
	Overhead tank : 11.0 nos of 10000 ltrs each	Ltr		110000
2	Cleaning of terrace/loft water storage tank (inside surface area) upto 2000 litre capacity at all heights with coconut brushes, duster etc., removal of silt, rubbish from the tank and cleaning the tank with fresh water disinfecting with bleaching powder @ 0.5gm per litre capacity of tank, including marking the date of cleaning on the side of tank body with the help of stencil and paint and		Twice in a year	

BID FORM
(Required for Technical Bid)

Ref.

Dated:

To
Registrar
Indian Institute of Geomagnetism
Navi Mumbai

Sub : Acceptance of terms and conditions of Tender
Tender No.

Dear Sir/Madam,

1. Having examined the conditions of contract and specifications which is hereby duly acknowledged, we, undersigned, offer to bid for the captioned work of the above referred tender in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, we will execute the work/ services/ supply in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. If our Bid is accepted, we will submit the Security deposit @ 10% of the contract value.
4. We agree to abide by this Bid for a period of 120 days from the date of Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. We understand that you are not bound to accept the lowest or any bid, you may receive.
6. We have enclosed herewith a DD for a sum of Rs. _____ towards EMD.

EMD particulars

D.D.No.

dated

Name of the Bank: Branch:

Dated thisday of.....(the year)

Signature of Authorized Signatory.....

Bidders Profile & Certificates

(Required for Technical Bid)

I)

S.No.	Particulars	
1.	Name of Tendering Company/ Firm / Agency (Attach certificate of registration) Type of Firm i.e. Proprietorship /Partnership or company registered under company Act 1956	
2.	Type of firm i.e. Proprietorship / partnership or company registered under company act 1956	
3.	Name of proprietor / Director of Company/Firm/agency	
4.	Full Address of Reg. Office with Telephone No., FAX No. & E-Mail	
5.	Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail	
6.	PAN / GIR/TAN No (Attach Self Attested copy)	
7.	GST Registration No. (Attach Self Attested copy)	
8.	E.P.F. Registration No. (Attach Self Attested copy)	
9.	E.S.I. Registration No (Attach Self Attested copy)	
10	Documentary evidence for having contributed PF in r/o. your staff	
11	EMD details	DD No. Date Drawn on Bank For Rs.
12	Proof of financial status in form of balance sheet for the last three years	
13	Documentary evidences for having registration/exemption if any, issued by the Appropriate Authorities of Maharashtra, in	

	respect of engagement of Manpower	
14	Performance certificate from at least 3 immediate previous/existing principal employers.	
15	Name and addresses of two persons of standing from whom credentials of the agencies can be verified	
16	Have you/your representative physically inspected /surveyed the Institutes premises before submitting the Tender.	
17	Details of your reputed clients to whom you are providing services for last five years (Enclose a copy of work order / contract)	
18	Enclose the details of the workforce with infrastructure facilities	
19	Details pertaining to deployment of manpower personnel with reputed clients as below : a) Ex-servicemen personnel b) Ex-paramilitary personnel	
20	Details of the contract with any Govt./Public sector etc. with contact person's name & tel./cell No. etc	
21	Details pertaining to the training imparted regarding handling of fire fighting systems, industrial safety, disaster management etc	
22	Specify your turnover with documentary support	
24	Do you accept that the charges quoted by you shall be firm during the currency of the contract	
25	Valid Bank Solvency Certificate	
26	Reports on the financial standing of the bidder: a) Profit and Loss Statements for last 3 years. b) A average financial turnover of minimum 94 Lakhs during last 3 years. (Statements should be certified by Chartered Accountant)	

II) Self Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in providing services or job of similar nature to Central/State Government/ Public Sector/ Banks during last three years. The summary of that can be tabulated in the given format in chronological order

Sr. No.	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. lakhs)	Experience certificate for the period from and to	
			From	To
1				
2				
3				

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

Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

DECLARATION

(FOR EPF & Misc provisions Act 1952)
(Required for Technical Bid)

I(name of the contractor/agency) hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952 and authorize IIG to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, EPF, ESI etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

Place :

Signature of bidder/Authorized Signatory

Date :

Name of the
Bidder Seal of
the Bidder

DECLARATION
(Required for Technical Bid)

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING

FROM TAKING PART IN GOVT.TENDER BY IIG/GOVT. DEPT

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the firm/company namely M/S.----- --
-----has
not been blacklisted or debarred in the past by IIG or any other Government
organization from taking part in Government tenders.

Seal and Signature: -----

Name: -----

Name & address of the firm: -----

Date: -----

CHECK LIST FOR BIDDERS

(Required for Technical Bid)

Sr.No.	Documents	Yes/No or /NA)
1.	Cost of Tender documents. DD No. Amt. Date	
2.	EMD DD No. Amt. Date	
3.	Whether all the Pages are stamped and signed & properly tagged with all documents?	
4.	Whether Bid Form is filled up? (Section-II)	
5.	Whether Bidder's Profile is filled up? (Section-III)	
6.	Whether Self Attested copy of Registration of the firm is attached?	
7.	Self Attested copy of Partnership Deed or proprietorship deed / Memorandum of Association / Articles as applicable.	
8.	Self Attested copy of latest two years Income Tax returns.	
9.	Self Attested copy of PAN card.	
10.	Self Attested copy of GST certificate.	
11.	Self Attested copy of EPF certificate.	
12.	Self Attested copy of ESI certificate.	
13.	Self Attested copy of Experience certificate (Minimum two year of similar nature of work).	
14.	Declaration regarding no relative working in DOT on Rs. 10/- Stamp Paper & notarized	
15.	Declaration towards Non – Tampering of tender document.	
16.	Power of Attorney in original, in case tender document is signed by person other than bidder or tendering company.	
17.	Annexures from T1 to T5	

AGREEMENT

The agreement made on this..... day of (month) (year)..... between M/S herein after called “The Contractor” (which expression shall unless excluded by or repugnant to the context, include its successors, heir, executors, administrative representative and assignee) of the one part & Registrar, Indian Institute of Geomagnetism, New Panvel, Navi Mumbai – 410218, herein after referred to as the IIG, of other part.

Whereas the contractor has offered to enter into contract with the said IIG for providing Housekeeping & Cosmetic Maintenance, Horticulture (garden & potted plants), Pest Control Treatment and supply of Manpower at IIG Panvel and Colaba campus on the terms and conditions herein contained and the rates approved by IIG (At the rates Rs. ----- per month inclusive of all taxes, levies, duties and cess etc. for each type of manpower have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the Bid document and whereas no interest will be claimed on the security deposits.

It is hereby agreed and declared by and between the parties to these presents as follows.

1. The contractor shall, during the period of this contact that is to say from (Date) To (Date)..... or completion of work for Rs. (In words) whichever is earlier or until this contract shall be determined by such notice as is hereinafter mentioned, safely carryout, by means of manpower employed at his own expenses and by means of tools, implements and equipment etc. at his own expense, all other associated works as described in Bid documents, when IIG or any other person authorized by IIG in that behalf require.
2. The NIT (notice inviting tender), Bid documents (Technical and Financial), approved rates and such other additional particulars, instructions, drawings, work orders as may be found requisite to be given during execution of the work shall be deemed to be included in the expression “The Agreement” or “The Contract” wherever herein used.
3. The contractor hereby declares that nobody connected with or in the employment of IIG is not/shall not ever be admitted as partner in the contract.
4. The contractor shall abide by the terms and conditions, rules, guidelines, construction practices, safety precautions etc, stipulated in the Bid document including any correspondence between the contractor and IIG having bearing on execution of

work and payments of work to be done under the contract.

In witness whereof the parties present have here into set their respective hands and seals the day, year in.....

Above written:

()

()

Signature on behalf of IIG

Signature on behalf of Contractor

Name:

Name:

Designation:

Designation:

Seal:

Seal:

Agreement signed in the presence of

Witness 1:

Witness 1:

Signature:

Signature:

Name:

Name:

Witness 2:

Witness 2:

Signature:

Signature:

Name:

Name:

Letter of Authorization

Letter of Authorization for attending the office for tender meeting

To,
Registrar
Indian Institute of Geomagnetism
Navi Mumbai

Sub: Authorisation for attending the office on____(date) in the Tender of _____

Following person is authorised to attend the office for the tender mentioned above on behalf of _____(Bidder).

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

(Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorisation as prescribed above is not received.)