

Request for Tender (RFT)

Name of work. House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-22.



IIT Madras Research Park.

No.1FA,First Floor, Kanagam road, Taramani Chennai – 600113.



IIT Madras Research Park.
No.1FA, First Floor, Kanagam road, Taramani Chennai – 600113.

NOTICE INVITING TENDER.

Tender No. 1/food/2020

dated 09-03-2020

The IIT Madras Research park Chennai 600113 invites item rate tenders for the following work from reputed contractors who have met the eligibility criteria as stipulated in the tender document. The eligibility criteria and other details are available in the tender document available in the website www.respark.iitm.ac.in. The last date of receipt of bids is 23-03-2020

Name of Work: **House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the years 2020-2022.**

Chief operating officer.
IITM Research Park.

DISCLAIMER

This document has been prepared by IIT Madras Research Park, Chennai – 600113 (IITMRP). The information is provided to prospective Bidders, who are interested to Bid for providing **House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-2022.**

Also the information is provided to bidder on the terms of conditions set out in this document and any other terms and conditions subject to which information is provided.

This document is not an agreement, is not an offer or invitation to any other party. The purpose of this document is to provide interested parties with information to assist the formulation of their bid. The information is not intended to be exhaustive. Bidders are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely solely on the information in this document.

The information is provided on the basis that it is non-binding on IITMRP, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

IITMRP reserves the right not to proceed with the project or to change the configuration of the project, to alter the timetable reflected in this document or to change the process or procedure to be applied.

While due care has been taken in the preparation of information contained herein and believe it to be accurate, neither IITMRP nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

No reimbursement of cost of any type will be paid to persons or entities submitting their bid.

SECTION – I

NOTICE INVITING TENDERS.

1. Sealed Item rate Tenders in are invited from reputed contractors for the following work:

Name of work:

1.1 Tender Details:

Estimated cost put to tender	Rs.4,00,000 per month
Time allowed for completion of work	Twenty Four...Months.
Pre bid meeting (Date, time and venue)	13-03-2020 1500 Hrs IITMRP office.
Last date & Time of submission of Tender	23-03-2020 up to 1500 Hrs.
Address for submission of Bid	Chief Operating Officer IITMRP, No 1FA, First floor, Kanagam Road, Chennai - 600113

- 1.2. Applicants who fulfill the following minimum eligibility criteria, with the following “Factors to be considered” (indicated at B) shall be eligible to apply:

- i) The applicant(s) may be individual or firm.
- ii) The firm shall have minimum 3 years of experience.
- iii) The contractor shall have enlistment in the appropriate class commensurate to the value of work as prescribed by the concerned Registering Authorities of central/State/ public sector undertaking of state or central Governments/ central Government Autonomous Institutions.
- iv) The contractors who have successfully completed
 - a) one similar work costing not less than 80 % or
 - b) Two similar works costing not less than 60% or
 - c) Three similar works costing not less than 40%Of the estimated cost put to tender during last 7 years ending one month prior to the date of tender out of which at least one work shall be in Central Govt./state government/Central autonomous bodies/Central public sector undertaking..

B) Factors to be considered to assess similar nature of work.

The similar nature of work shall have the meaning for the works carried out in the following

1. General up keep of Hotels and restaurant, educational institution mess halls attached with Kitchen to serve at least 500 persons per time .

SECTION II

INSTRUCTION TO BIDDERS

1. **VALIDITY OF THE TENDER**

- 1.1. The Tender shall be valid for a period of 90 days from the date of opening of bid.
- 1.2. Extension of Tender validity, if any shall be decided by IITMRP.
- 1.3. Prior to the expiry of the original Tender, IITMRP may request bidders to extend the bid validity period for a specified additional period.

2. **POINTS TO BE NOTED**

3.1. The bidder shall submit a power of attorney authorizing the signatory / (ies) to submit the tender / bid.

3.2. The authorized signatory of the bidder shall sign on each page of the tender / bid.

3.3. Cancellation or change of document such as power of attorney, partnership deed, constitution of firm etc which may have bearing on the tender/bid shall be communicated forthwith writing by the tenderer / bidder to IITMRP.

3.4 The tender documents can be downloaded from the Institute website www.respark.iitm.ac.in

3.5. Any change/modification in this tender document as submitted by the applicant shall be liable for rejection.

3.6. The application shall be submitted only as per the enclosed format(s). Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.

3.7. The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this tender document. It is therefore essential that all the details are submitted by the applicants accurately and specifically as per requirement of this tender. However, IITMRP reserves the right to ask any clarification from the applicants for details submitted if it is so desired during evaluation.

3.8. Experience should be in the name of the bidding company and not in subsidiary / associate company / Group Company etc.

3.9. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders, in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.

A tenderer is deemed to have full knowledge of site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that the tenderer has read this notice and all other contract documents and has made himself aware of the conditions, specification of the work to be done and of conditions and rates at which , tools and plants etc if any will be issued to him by the Institute and local conditions and other factors having a bearing on the execution of work.

3.10 The tender for the works shall remain open for acceptance for a period of ninety days from the date of opening of tender. Any tenderer who withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute. Further the tenderer who withdraws or

makes modifications which are not acceptable shall not be allowed to participate in the future tenders of IITMRP

4. TENDER DOCUMENTS

4.1. The applicant shall submit their offer in a sealed envelope duly super-scribed "Tender for providing **House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-22.**

5. IITMRP'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS:

IITMRP reserves the right to accept or reject any offer, and to annul the process and reject all offers, at any time prior to award of contract without thereby incurring any liability to the affected applicants. IITMRP has no obligation to inform the affected applicant(s) of the grounds for rejection of RFT.

6 AWARD OF CONTRACT – criteria

Subject to the requirement, IITMRP will award, the contract to the Contractor, whose bid is found responsive, complete and in accordance with the Tender document.

7 NOTIFICATION OF AWARD:

7.1. Prior to the expiry of period of validity/extended validity of the offer, as prescribed in this bid document and as subsequently extended by the bidder IITMRP will notify the successful applicant by Tele-fax or e-mail and confirm in writing by registered post / speed post / courier that his offer has been accepted.

7.2. The letter of award shall constitute a part of the contract.

8 SIGNING OF AGREEMENT:

IITMRP shall prepare the agreement in the Proforma (Form D) included in this Document, duly incorporating Notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation and acceptance thereof together with any correspondence there to and General Conditions of contract for CPWD works (Standard CPWD form 8) duly modified to suit IITMRP. Successful applicant will be required to execute the contract agreement within 10 days from the date of issue of the Letter of Award.

One copy of the agreement duly signed by IITMRP and the contractor through their authorized signatories will be supplied by IITMRP to the contractor.

9. PERFORMANCE SECURITY:

The successful applicant shall furnish to IITMRP a security in the form of a **Bank Guarantee @ 5% of the accepted value of the Tender** from a scheduled Commercial bank based in India in the format given in Form-B, valid for a period of (24+6) 30 months from the date of start of work which includes, 6 months defect liability period. The Performance Security shall be furnished within the time limit specified.

The performance guarantee should be submitted immediately after issue of letter of award but not later than 10 days of issue of letter of award.

Failure of the successful applicant to submit the required Performance Security by due date, shall constitute sufficient grounds for the annulment of the award of contract.

TECHNICAL BID

Name of work. House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-22.



SECTION – III

PROJECT BRIEF AND SCOPE OF WORK .

A. **PROJECT BACKGROUND:**

IIT Madras Research Park a Section 25 company established by the IITM, Chennai is operating from 1st Floor, Kanagam Road, Taramani, Chennai – 600 113. It operates as an interface between academia and industry for transfer of new technology by way of research findings. The campus houses various leading National and multinational companies R&D wings in addition to the Startups and IIT madras incubated companies numbering at present around 108 companies. The campus is a self sustaining campus with all internal and external services.

The research park is housed in 11.46 Acres of land with Two buildings named as Phase -I block with GF + 11 upper floors + 2 basements structure with a total plinth area of about 4.5 Lakhs Sq.Ft. The phase-II structure with height ranging from G+6 to G+9 consisting of block A,B,C,D and a Multi level car parking of G+ 5 stories with a total built up area of 7.08 Lakhs sq Ft and MLCP with 2.7 lakhs Sq.Ft thus houses 15.75 lakhs sq.ft built up area with self sustaining services of internal and external bulk services with all internal / external electrical supply, water supply and sanitary arrangements air-conditioning works (HVAC), Fire protection system, lifts, External façade works comprising of structural glazing, site development including Roads and paths, Architectural finishing, provision of pavement and drain, rain water harvesting arrangements, UPS, Solar PV, Solar hot water, IBMS, CCTV, Access control, Fire alarm, Water treatment plant, sewage treatment plants, R.O treatment, IT network with switches etc.

The block D and MLCP are provided with a Basement.

As a sustaining facility to occupants a food court is functioning in Ground floor of Phase –II block D. It is housed in a carpet area of 18000 sq.ft with facilities to dine 800 persons in one sitting and has facilities to run 5 food stalls and are presently functioning.

B. **Scope of Work:**

The scope of work covered in this tender will consist of the following.

It is mainly to take care of the hygiene of the food court environment by carrying out the following tasks .

- a) **Maintenance of the entire eating area including clearance of plates.**
- b) **Cleaning leftover food into designated bins and THEN dishwashing.**
- c) **Maintenance of the hand washes and ALL the back of the house areas EXCEPT the individual stall.**
- d) **Garbage management and clearing and transporting and disposing.**
- e) **Return of clean plates and utensils to respective stalls.**
- f) **Washing the dining area floor with detergent to remove grease every week.**
- g) **Deep cleaning the furniture every week.**
- h) **Cleaning of the open gutters in hand wash area and kitchen area.**
- i) **Removing the trapped food wastes in dish wash area , Hand wash area.**
- j) **Any other general cleaning required to keep the entire food court with clean and hygiene environment.**

SECTION – IV

TERMS AND CONDITIONS

- 1.0 **FINANCIAL BID:** Financial Bid to be submitted by the bidder as per Documents of this bid. The Rate and Amount should be written both in figures and words and signed by the bidders. The rate quoted should be inclusive of all taxes including VAT and services tax etc in vogue on the date of opening of bids and all incidental travelling expenses in execution of the work.
- 2.0 **ACCEPTANCE CRITERIA:** , the financial bids of only those applicants shall be considered whose bids are found responsive/acceptable as per eligibility criteria state above.
- 3.0 **LETTER OF AWARD (LOA):** A letter of award shall be issued in favour of bidder whose bid is accepted by the competent authority intimating the value of the bid accepted i.e. contract price with request to deposit performance guarantee as per Form –B.
- 4.0 **PERFORMANCE GUARANTEE:** Performance Guarantee @ 5% of the contract price shall be deposited within 10 days of issue of the LOA. The Bank Guarantee shall be from any Nationalized Bank and shall be valid for a period of 18 months from date of issue of letter of award (LOA) and the same shall be suitably extended till the end of defect liability period. Performance Guarantee deposited by the contractor against the work shall be released within one month of defect liability period.
- 5.0 **CONTRACT AGREEMENT:** Contract agreement on a stamp paper, of appropriate value, shall be signed between the IITMRP and the successful bidder as per the Formstandard agreement format of IITMRP.
- 6.0 **DATE OF START (DOS):** Date of start of the work shall be reckoned from 10th day of Date of issue of LOA.
- 7.0 **COMPLETION PERIOD:**
The time allowed for this work shall be 24 Months.
- 8.0 **EXTENSION OF TIME & LIQUIDATED DAMAGES:**
The validity of Agreement can be extended on mutual consent of the parties.
- 9.0 **Liquidated Damages:**
The work shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default of the contractor to adhere to the agreed time schedule, functional requirement, the IITMRP shall have right to recover the liquidated damages from the contractor at the rate specified in the Agreement. Decision of IITMRP shall be final and binding in this regard.
- 10.0 **OTHER TERMS & CONDITIONS**
- 10.1 The tender must be signed by the person / persons competent to sign as indicated in the document. Same stipulations will also apply in the case of Receipt for payments made on account of work when executed by a firm.
- 10.2 Any person who submits a tender shall fill up the form, stating at what rate he is willing to undertake each item of the work. Only one rate shall be given in words & figures for each item. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other condition of any sort including conditional rebates, will be summarily rejected. Tender shall have the name and number of the work to which they refer, written on the envelopes. Amount must be quoted in full rupees by ignoring fifty paise and below and considering more than fifty paise as rupee one.

- 10.3 The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
- 10.4 In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the tenderer in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the tenderers shall, unless otherwise proved, be taken as correct. If the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, then the rates quoted by the tenderer in words shall be taken as correct. Where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer, will, unless otherwise proved, be taken as correct and not the amount.
- 10.5 In the case of any tender where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
- 10.6 All rates shall be quoted on the tender form. The amount for each item should be worked out and the requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs' should be written before the figure of 'Rupees' and the word ' P ' after the decimal figures, eg. ' Rs.2.15P' and in case of words, the word, "Rupees" should precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only', it should invariably be up to two decimal places. While quoting each rate in schedule of tender, the word 'only' should be written closely following the rate and it should not be written in the next line.
- 10.7 The tenderer shall be required to deposit 5% of the tendered value of work (as mentioned in the letter of acceptance) as performance guarantee in the form of irrevocable bank guarantee bond of any scheduled bank or State Bank of India in accordance with the form prescribed or in cash or in the form of Government Security or fixed deposit receipt, within 10 days of the issue of letter of acceptance.
- 10.8 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.
- 10.9 GST, service tax, purchase tax, turnover tax, works contract tax or any other tax on material, labour and works in respect of this contract shall be payable by the contractor and IITMRP will not entertain any claim whatsoever in respect of the same.
- 10.10 The contractor shall give a list of officers and staff of IITMRP who are related to him.
- 10.11 The contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under from time of time. If he fails to do so, his failure will be a breach of the contract and the Engineer-in-charge may in his discretion, without prejudice to any other right or remedy available in law, cancel the contract. The contractor shall also be liable for any pecuniary liability on account of any violation by him of the provisions of the said Act.

11.0 ADDITIONAL CONDITIONS

- 11.1 Some restrictions may be imposed by the security staff etc., on the working and on movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account. Necessary entry passes have to be obtained for entry of labour and materials. Contractor should take advance action for obtaining such passes and no claim on this account shall be entertained.

11.2 A prospective Tenderer requiring any clarification on the Tender Document may notify the Infrastructure section of IITMRP at Chennai. The office will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of Tenders.

11.3 Before the deadline for submission of Tenders, the Tender Document may be modified by IITMRP by issue of Addenda. Any Addendum issued shall be part of the Tender Documents and shall be communicated in writing to all who have purchased the tender documents. The prospective Tenderers shall acknowledge receipt of each Addendum in writing to the C.O.O. IITMRP. To give prospective Tenderers reasonable time in which to take the Addenda into account in preparing their tenders, extension of the deadline for submission of Tenders may be given as necessary.

11.4 AUTHORITY TO SIGN

11.4.1 If the tenderer is an individual, he should sign above his full type written name and current address.

11.4.2 If the tenderer is a proprietary firm, the Proprietor should sign above his full type written name and the full name of his firm with its current address.

11.4.3 If the tenderer is a firm in partnership, the Documents should be signed by all the partners of the firm above their full type written names and current addresses. Alternatively the Documents should be signed by a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power of Attorney should accompany the Documents. In both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.

11.4.4 If the tenderer is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by a copy of the Power of Attorney. The tenderer should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

11.5 Tenders must be received by the Employer at the following address not later than 3.00 PM of the receipt date mentioned. In the event of the specified date for the submission of the tender being declared as a holiday by the Employer, the Tenders will be received up to the appointed time on the next working day.

11.6 Address for Submission of Tender

The Chief Operating Officer, IIT Madras Research Park, No. 1FA, First Floor Kanagam road, Taramani, Chennai 600113.

The Employer may extend the deadline for submission of Tenders by issuing an amendment .Any Tender received after the deadline prescribed will be returned unopened to the Tenderer.

11.7 Evaluation of tenders wherein tenderers has not quoted rate(s) for one or more items

In the case of item Rate Tenders, only rates quoted shall, be considered. Any tender containing percentage below / above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However 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 contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will, unless otherwise proved, be taken as correct and not the amount. In event no rate has been quoted for any item(s), leaving space both in figure(s), words(s) and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such items(s) will be considered as zero and work will be required to be executed accordingly.

12.0 SPECIAL CONDITIONS

- 12.1 No labour camps shall be permitted inside the IITMRP Campus. Workers should be made to confine themselves to the work areas and should not wander in to the near by areas / buildings/ forests.
- 12.2 If night work is required to be carried out to fulfill the obligation under contract, all arrangement shall be made by the Contractor, To the extent possible engaging women labour in the night shift should be avoided.
- 12.3 Child Labour is strictly prohibited.
- 12.4 **Protection for Environment**
 - 12.4.1 The debris / waste and other waste generated from the work spot should not be thrown in the campus outside the designated area. All waste and debris material should be taken out of the campus and disposed off in a legal and environmental friendly way.
 - 12.4.2 All consumables material should be stored only at places earmarked by the engineer-in-charge. Material should not be stored in buildings that are in use. If any material is stored in an unauthorized location the same will be removed at cost to the contractor
 - 12.4.3 A Suggestion box should be kept near the work spot.
 - 12.4.4 No vegetation inside the campus should be damaged.
 - 12.4.5 All labour should be dressed properly attending to work. Wearing loose cloths like dhotis, Lungies should be avoided . They shall compulsorily wear uniform .

**FORM OF RFT
(ON THE LETTER HEAD OF THE COMPANY)**

- Note: i. The Appendix forms part of the RFT
ii. Applicant(s) are required to fill up all the blank spaces in this form of Tender and Appendix

To
The Chief Operating Officer
IITMRP , No 1FA, First Floor,
Kanagam Road, Taramani.
Chennai – 600113.

Having examined the Terms of Reference and the terms of the RFT for House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-22 we the undersigned offer to perform the work mentioned. As per the terms & conditions of the RFT document.

1. I/We undertake, if our offer is accepted, I / We shall commence the work immediately on receipt of Letter of Award and to complete the whole of the work comprised in the Contract within the **Time Schedules mentioned therein** from the date of issue of the Letter of Award.
2. I / We have read and examined the notice inviting tender, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the tender documents for the work.
3. I / We hereby tender for the execution of the work specified for the IIT Madras Research park, No.1FA, First Floor, Kanagam Road, Taramani, Chennai 600113.
4. I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate the information derived there from to any person other than a person to whom I/we am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.
5. If my / our offer is accepted, I/We will furnish a Bank Guarantee for Performance as security for the due performance of the contract @ of 5% of the contract amount.
6. I / We agree to abide by this offer for a minimum period of 90 days from the last date fixed for receiving the same and it shall remain binding upon us and offer may be accepted at any time before the expiry this period or any extended period mutually agreed to.
7. I / We declare and confirm that no agent, middleman or any intermediary has been, or will be engaged to provide any services, related to the award of this contract. I / We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been or will be paid and that the offer price does not include any such amount. I / We acknowledge the right of IITMRP that if it finds our declaration to the contrary, it can declare our offer to be non-compliant and if the contract has been awarded to us then declare the same as null and void.

8. If my / our offer is accepted I / We understand that I / we, am / are to be held solely responsible for the due performance of the contract.

Dated this.....day of2018

Signature.....

Name.....in the capacity of.....

Duly authorized to sign documents for and on behalf of.....

Address

Witness.....

Signature.....

Name

Address

Occupation

FORM – B
(FORM OF PERFORMANCE GUARANTEE (BANK GUARANTEE))

In consideration of the IIT Madras research park chennai 600113. (hereinafter called "IITMRP") having offered to accept the terms and conditions of the proposed agreement between IITMRP and (hereinafter called "the said consultant(s)") for the work..... (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees..... only) as a security/guarantee from the consultant(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the IITMRP an amount not exceeding Rs. (Rupees..... Only) on demand by the IITMRP

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the IITMRP stating that the amount claimed as required to meet the recoveries due or likely to be due from the said consultant(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupeesonly)

3. We, the said bank further undertake to pay the IITMRP any money so demanded notwithstanding any dispute or disputes raised by the consultant(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the consultant(s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the IITMRP under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineerin- Charge on behalf of the IITMRP certified that the terms and conditions of the said agreement have been fully and properly carried out by the said consultant(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with the IIDM that the IITMRP shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said consultant(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by IITMRP against the said consultant(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant(s) or for any forbearance, act of omission on the part of the IITMRP or any indulgence by IITMRP to the said Consultant(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of IITMRP in writing.

8. This guarantee shall be valid up tounless extended on demand by the IITMRP. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.(Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

GENERAL INFORMATION – STRUCTURE & ORGANIZATION

01.	Name & Address of the applicant	
02.	Telephone No. / Telex / Fax No.	
03.	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) An Individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A limited company or corporation	
04.	Contact person, Designation & Address including e-mail ID	
05.	Number of years in business	
06.	Particulars of registration with various departments	
07.	No of works completed with similar nature	
08.	State if In-house expertise available for all services / sub systems	

Note: All the relevant supporting documents duly sealed and signed by the vendor to be submitted with respect to the above details.

- 09 Was the applicant ever required to suspend work for a period of more than three months continuously after the work was commenced? If so, give the name of the project and give reasons thereof.
- 10 Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.
- 11 Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details.
- 12 Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details
- 13 .Any other information considered necessary but not included above.

Signature of Applicant

FORM – T –II(a)

DETAILS OF PROJECTS OF SIMILAR NATURE COMPLETED

Sl. No.	Name and Location of the project	Name and address of the client	Details of the project		Date of start of the project	Details of litigation/Arbitration cases pending /in progress with details	Date completion of project		Details of Name , Address Telephone Number of officer to whom reference may be made
			Built up area	Costt			Schedule	Actual	
1									
2									
3									
4									
5									

Note: All the relevant supporting documents duly sealed & signed by consultant to be submitted w.r.t above details.

FORM – T –II(b)

DETAILS OF PROJECTS IN HAND OR AWARDED

Sl. No.	Name and Location of the project	Name and address of the client	Details of the project		Date of start of the project	Upto date progress	Slow progress if any and reasons there of	Scheduled date of completion of project	Details of Name , Address Telephone Number of officer to whom reference may be made
			Built up area	Costt					
1									
2									
3									
4									
5									

Note: All the relevant supporting documents duly sealed & signed by consultant to be submitted w.r.t above details

FORM – T –III

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM /COMPANY							
Sl.No	Designation	Total numbers	Names	Qualification	Professional Experience	Length of continuous service with employer	Remarks
1	2	3	4	5	6	7	8

Note: Additional information about technical personnel, if any, may be submitted on separate sheet.

Signature of Applicant(s)

FORM – T –IV

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance sheet/ Pr4ofit& loss account for the last Five years duly certified by a Chartered Accountant as submitted by the Applicant to the Income tax department.

SI No	Description	Yr 2013-14 (Rs In Lakhs)	Yr2013-14 (Rs In Lakhs)	Yr2014-15 (Rs In Lakhs)	Yr2015-16 (Rs In Lakhs)	Yr2016-17 (Rs In Lakhs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Gross Annual Turn Over					
2.	Profit/loss					

FORM – T –V

PERFORMANCE REPORT OF WORKS
(On clients Letter Head)

01.	Name of work / Project & Location	
02.	Agreement No.	
03.	Nature of work	
04.	Estimated Cost	
05.	Built up area (sqmtr)	
06.	Date of start	
07.	Date of completion	
	i) Stipulated date of completion	
	ii) Actual date of completion	
08.	Compensation levied for delayed completion	
	Amount of Reduced rate items	
09.	Performance Report:	
	a) Quality of services provided	Outstanding/Very Good / Good / Poor
	b) Financial soundness	Outstanding/Very Good / Good / Poor
	c) Technical Proeficiency	Outstanding/Very Good / Good / Poor
	d) Resourcefulness	Outstanding/Very Good / Good / Poor
	e) General Behaviour	Outstanding/Very Good / Good / Poor

Dated : _____

Signature of authorized signatory
(with stamp)
Name

Designation.....

Contact No.....

Email ID.....

Note: The bidder / tenderer should sign all documents submitted by them in self-attestation.

Cost bid

Name of work. House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-22.



IIT Madras Research Park.

No.1FA,First Floor, Kanagam road, Taramani Chennai – 600113.

Bill of Quantities.

Name of work.: House keeping, maintenance & up keep of Food court Area including collection and cleaning of plates, utensils and cutleries, up keep and cleaning of furniture and disposal of food waste and Garbage for IIT Madras research park for the year 2020-22.

The total carpet area of Food court to be maintained 18,000 sq.ft

Item No.	Description	Qty.	unit	Rate in Fig.	Rate in words	amount
1.	Removing used plates , cutleries from the dining tables as soon as the diner completes and transporting the same in trolleys and dumping the same in wash area and cleaning the table by removing spillovers and making it dry for the next usage etc complete. 1. Man power 2. Machinery charges		Person /month Per month			
2.	Removing food waste from the used plates, and other sources and neatly storing in the food waste Bins and transporting the food waste minimum twice in a day and disposing of the same in corporation approved yards or approved bio-digestor plants etc complete. 1. Man power 2. Machinery charges 3. Transportation		Person /month Per Month Per month			
3.	Washing the plates, cutleries, other utensils without food waste (after removal of food waste as per item No.2) in hot water , rinsing and deep cleaning with detergents and or other cleaning agents and cleaning in normal water and disinfecting the same by suitable method or at least by rinsing the same with potassium permanganate solution and finally washing the same with clean water and draining and drying and sorting as per the owners and transporting and placing in the racks of respective food courts etc complete, For maximum 2000 plates/day and associated cutleries.					

	<p>1. Man power</p> <p>2. Machinery charges</p>		<p>Person /month</p> <p>Per month</p>			
4	<p>Removing the furniture temporarily and storing in a suitable location for facilitating the washing of floors with detergents/ cleaning agents in the dining area and other common area to remove grease ,oil, food crump etc and giving wash to the plastic chirs with wet cloth soaked with detergents and drying the same with dry cloths including cleaning the rexine sofa surfaces every week etc as per the direction.</p> <p>1. Man power</p> <p>2. Machinery charges</p>		<p>Person /month</p> <p>Per month</p>			
5	<p>Cleaning all the rest rooms with necessary consumables and replacing the deodorants and refilling soap, paper napkins and checking all the fittings , and mopping the floor every two hours etc complete For 4 Nos rest rooms.</p> <p>1. Man power</p> <p>2. Machinery charges</p>		<p>Person /month</p> <p>Per month</p>			
6	<p>Cleaning the open drain inside the kitchen and hand wash area free from algae etc complete including disinfecting the same with suitable chemicals etc complete once in a day minimum and required intervals incase blocks.</p> <p>1. Man power</p> <p>2. Machinery charges</p>		<p>Person /month</p> <p>Per month</p>			
7	<p>Cleaning all the Glass partitions inside the food court using cleaning agents twice a day. And cleaning floor in the dining and common area twice daily and making deep cleaning including removal of cob-webs etc once in a week and removal of carbage from from bins and depositing in garbage collection room and cleaning the hand</p>					

	wash area twice in a day and mobbing floor near hand wash every hour etc complete. 1. Man power 2. machinery		Person /month Per month			
8	Deployment of supervisory staff with minimum 10 years experience and with educational qualification of catering technology.	1	Per month			
Total (A)						

The vendors are requested to assess the man power and machinery requirements of all the operations and quote item wise with rates of monthly salary, and monthly charges for machinery if any required.

The vendors will be paid every month the cost, on production of proof of having paid the man power at the rate quoted above. In addition for the total of man power, charges on machinery, cost of consumables, the Overheads and profit at fixed percentage will be paid.

The overheads and vendors profit (in Fig).....% (in words.....percent)

(Vendor to quote the percentage. If left blank it will be construed that the percentage quoted as ZERO)

The monthly charges for the man power shall be CTC of the company including EPF, ESIC etc. The breakup of CTC may be clearly indicated.

In addition the vendor shall supply every month beginning the consumables required for the month at the rate quoted as below and the same shall be reimbursed to them on the bona fide use of the same in the work.

Item No.	Material description	brand	Qty For one month	Unit per	Rate In fig	Rate in words	Amount
	TOTAL (B)						

The rates of consumables shall be inclusive all taxes, loading, transportation, unloading and storing in the IITMRP.

Grand Total (A + B) Rs. (Rupeesonly)

The vendors may please note that the CTC quoted shall commensurate to the minimum wages Act provision. Any quote violating the same will summarily be rejected.

The vendors shall bear in mind the fact that in the Agreement clause exists for imposing of fine for default of the duties.

Signature and address of the bidder.

**C.O.O
IIT Madras Research Park.**

END OF DOCUMENT.