

# **Request for Tender (RFT)**

**(TWO BID SYSTEM)**

**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 2018-20.**



**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/2018

dated 20-01-2018.

The IIT Madras Research park Chennai 600113 invites item rate tenders in Two Bid system (Technical and Cost Bids) 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](http://www.respark.iitm.ac.in). The last date of receipt of bids is 02-02-2018

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 2018-20.**

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 2018-20.**

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 two Bid system (Cost Bid and technical Bid) are invited from reputed contractors for the following work:

Name of work:

#### 1.1 Tender Details:

Estimated cost put to tender	Rs.60,00,000
Earnest Money Deposit (EMD)	Rs. 1,80,000
Time allowed for completion of work	Twenty Four...Months.
Pre bid meeting (Date, time and venue)	29-01-2018
Last date & Time of submission of Tender	02-02-2018 up to 1500 Hrs.
Date & Time of opening of Technical Bid	02-02-2018 at 1600 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 300 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 technical 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. EARNEST MONEY DEPOSIT:

Tenders should be accompanied by an EMD for an amount of Rs.1,80,000. in the form of demand draft drawn in the name of IIT Madras research park chennai 600113.on any scheduled bank and payable at Chennai. The EMD & tender cost in the above form and the technical bid shall be put in a cover super scribed with the name of the work and wording 'EMD + technical bid' (cover 1).

#### 2. 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.

#### 3. 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](http://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, as to the nature of the ground and sub soil, the form and nature of site, the means of access to the site, the availability of space for storage of materials etc and 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. The area that shall be made available for storage of materials etc is indicated in the drawing enclosed. The tenderer shall study the same and satisfy himself the quantum of material that can be stored and area available for other activities. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools, water, electricity, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. 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 stores, 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 tenderer shall not be permitted to tender for works in IITMRP if his near relative is posted as Accountant, or as an officer in any capacity in the grades of all Engineers (All inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him who are near relatives to any officer in IITMRP. Any violation of this by the tenderer would render him liable to be removed from the approved list of tenderers and the tender is liable to be rejected

3.11 No Engineer or other officers employed in IITMRP or other Gazetted officers employed in Engineering or Administrative duties in any Engineering establishment of Government of India shall be allowed to work as a tenderer or employee of the tenderer in IITMRP for a period of two years after his/her retirement from service, without previous permission of IITMRP / Government of India. Any violation by the tenderer would render the tenderer liable to be removed from the approved list of tenderer and the tender is liable to be rejected.

3.12 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, then the tenderer will forfeit 50 % of the said Earnest Money aforesaid to IITMRP without prejudice to any other right or remedy. 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 2018-20.**"

4.2. The sealed envelope shall contain two separate sealed cover envelopes marked as under:

4.2.1. ENVELOPE-I

THIS ENVELOPE SHALL CONTAIN THE FOLLOWING:

- a. Acceptance letter for unconditional acceptance of the tender conditions on letter head of the firm.
- b. Copies of all pre-qualifying eligibility criteria documents as per NIT/NIB. This envelope shall be super-scribed as “**Envelope-I**”, and the cover shall have the following details:

Name of work .....

**“TECHNICAL BID”**

From (Name of the Bidder)

4.2.2. ENVELOPE – II

- a. Price bid  
This envelope shall be super-scribed as “**Envelope II**”, and the cover shall have the following details:

Name of work: “ .....”

**“FINANCIAL BID”**

From (Name of the Bidder)

5. Tender/ Bid receipt & Opening.

5.1. The Bid/ tender comprising the Technical bid (Part-I in ENVELOPE-I), and Price Bid (Part-II in ENVELOPE-II) shall be submitted upto 1500 hrs on 02-02-2018. and will be opened at the office of the IITMRP ,No 1FA, First Floor, kanagam Road,Chennai – 600113. on the same day at 1600 hrs on 02-02-2018

5.2. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of consultants qualifying the technical bid shall be communicated to them at a later date.

6. Tender/ Bid Evaluation

6.1. The technical bids shall be evaluated as per eligibility criteria and responsiveness to the bid documents. Based on the information supplied in the technical bid in respect of eligibility criteria, the firms shall be shortlisted and the price bid of the shortlisted forms shall only be opened.

6.2. Evaluation Criteria for applicants.

	Marks	
1. Experience in completed works	=	30 (Max)
• Minimum eligibility	=	10
• Twice the minimum eligibility or more	=	30
• In between on pro-rata basis		
2. Financial strength :	=	20 (Max)

• Minimum 30% of estimated cost put to tender during the last 3 consecutive financial years.	=	12
• Twice the minimum as above or more	=	20
• In between on pro-rata basis		
 3. Performance on quality of works done	=	30 (Max)
• Very good	=	30
• Good	=	20
• Fair	=	10
• Poor	=	0
 4. In house personnel and establishment	=	20 (Max)

To qualify, the applicant must secure at least 50% (Fifty percent) marks mentioned in each one of the above criteria and 60% (Sixty percent) marks in aggregate.

However, IITMRP reserves the right to modify the above considering the number of applications that will be received

The IITMRP, Chennai reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

6.3. IITMRP does not bind themselves to accept the lowest bid and in such case the bidder(s) shall not have any claim on IITMRP. IITMRP reserve the rights to accept or reject any or all the bids in part or full, without assigning any reasons thereof.

6.4. The successful bidder shall be required to execute the contract agreement within 10 days of issue of letter of award, failing which the offer shall be treated as withdrawn.

**7. 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.

**8. 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.

**9. NOTIFICATION OF AWARD:**

9.1. 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.

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

**10. 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.

# 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 2018-20.**



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

**SECTION III**  
**DATA SHEET.**  
**(SCHEDULES)**

**SCHEDULE – ‘A’**

The Bill of Quantities:- vide page Nos. 1 to 27 (vol.II) as Price Bid

**SCHEDULE – ‘B’**

Schedule of materials proposed to be issued to the tenderer

**NO MATERIAL SHALL BE ISSUED TO THE TENDERER BY IITMRP**

**SCHEDULE – ‘C’**

Schedule of tools and plants proposed to be hired to the tenderer

**NO TOOLS AND PLANTS SHALL BE HIRED TO THE CONTRATOR BY IITMRP**

**SCHEDULE – ‘D’**

Extra schedules for specific requirements / documents for the work, if any.

1. No labour shall be permitted to stay in the campus
2. The activities should be restricted within the area earmarked around the proposed work.

**SCHEDULE – ‘E’**

Reference to General conditions of contract

**Name of work :** .....

i) Estimated cost put to tender	.....	Rs. 60,00,000
ii). Earnest money		Rs. 1,80,000
ii). Security Deposit		5% of tendered value
iii) Performance Guarantee		5% of tendered value

**SCHEDULE – ‘F’**

**General Rules and Directions:**

- Officer inviting tender C.O.O ,IITMRP
- Maximum percentage for quantity of items work to be executed beyond which rates are to be determined in accordance with clause 12.2 and 12.3. See below

**Definitions under clauses of general conditions of Contract.**

2 (v).	Engineer in charge	Engineer/Consultant of IITMRP/Head- Infra.
2(viii) .	Accepting authority	C.O.O, IITMRP/..
2 (x).	Percentage on cost of material and labour to cover all overheads and profits.	15 %
2 (xi).	Standard schedule of rates	CPWD DSR 2012
2 (xii).	Department	IITMRP . Chennai.
9(ii)	Standard CPWD contract form	CPWD form 8 with modification and correction Upto last date of receipt of tender.

**Clause 1**

- i) Time allowed for submission of performance bank Guarantee from the date of issue of acceptance letter 10 Days
- ii) Maximum allowable extension on i) above 10 days.

**Clause 2**

- Authority for fixing compensation under clause 2. C.O.O IITMRP . Chennai.

**Clause 2a**

- Whether clause 2a shall be applicable Not applicable

**Clause 5**

- Number of days from the date of issue of letter of acceptance for reckoning date of start 15 Days
- Time allowed for execution of work 24 Months
- Authority to give fair and reasonable Extension of work for completion of work C.O.O IITMRP . Chennai.

**Clause 6**

- Clause Applicable .....6-A.

**Clause 7**

- Gross work to be done together with net Payment / adjustment of advances for material collected, if any, since the last such payments for being eligible to interim payment.....Rs 1.5 Lakhs.

**Clause 10 CA and 10C**

**10CA** Not applicable, 10C Applicable.

**Clause 10CC**

Not applicable

**Clause 11**

Specification to be followed for execution of work

- Particular specifications
- Inspectorate of Food safety
- IS codes,
- Manufacturer's specifications,
- General Engineering Practice.

(The specification mentioned earlier will prevail over the one mentioned later unless decided other wise by the Engineer in Charge)

**Clause 12**

- Deviation limit beyond which clauses 12.2 & 12.3 shall Apply.....100%

**Clause 16**

- Competent Authority for Deciding reduced rates..... Head Infrastructure, IITMRP.

**Clause 36(i)**

**Requirement of Technical Representative and recovery rate.**

Sl.No	Minimum qualification	Discipline	Designation	Minimum experience	Number required	Rate of recovery per month for not fulfilling the provision of clause 36(j)	
						In FIG	In Words
1	Diploma /Certificate	Catering technology	supervisor	10 yrs	1	Rs. 40,000	

## SECTION – IV

### 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 1<sup>st</sup> 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 4 food courts 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 – V

### TERMS AND CONDITIONS

- 1.0 **TWO BID OFFERS:** The bids shall be in two envelopes system, the applicant shall submit Technical & Financial bids in two separate envelopes clearly specifying the “Technical bid” and “Financial Bid” mentioned on top of sealed envelopes shall then be placed in single envelope mentioning name of work and agency on top of envelope.
- 2.0 **TECHNICAL BID:** Technical Bid shall contain general information and Profile of the Bidder as per Form T-I, Details of similar works in For T-II (a & b). Details of experts associated with the bidder in Form T-III and Financial Data of bidders in Form T-IV Performance Reports by their clients in case of works completed or in progress in Form T-V and other documents confirming their fulfillment of the eligibility criteria. All the tender documents and supporting certificates shall be signed by the bidders as token of their correctness.
- 3.0 **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.
- 4.0 **ACCEPTANCE CRITERIA:** Technical bids shall be evaluated first, the financial bids of only those applicants shall be opened, whose technical bids are found responsive/acceptable as per eligibility criteria state above. The lowest financial bid shall be processed further for acceptance.
- 5.0 **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.
- 6.0 **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.
- 7.0 **CONTRACT AGREEMENT:** Contract agreement on a stamp paper, of appropriate value, shall be signed between the IITMRP and the successful bidder as per the Form standard agreement format of IITMRP.
- 8.0 **DATE OF START (DOS):** Date of start of the work shall be reckoned from 10<sup>th</sup> day of Date of issue of LOA.
- 9.0 **COMPLETION PERIOD:**  
The time allowed for this work shall be 24 Months.
- 10.0 **EXTENSION OF TIME & LIQUIDATED DAMAGES:**
- 10.1 No extension of time for completion be considered owing to any variations made in the works by the orders of the IITMRP, unless IITMRP in consequences for such variations extends the time allowed to the contractor for the completion of the works, in which case IITMRP may extend the time of completion under this agreement for a proportionate period as the case may be, for the completion of the whole works.
- 10.2 If at any stage, project has been delayed by the acts of IITDM or by the consultant deployed for the work, nothing extra shall be payable to the contractor. However suitable extension of time for completion of work shall be granted accordingly.

10.3 If the contractor requires extension of time, he / they shall intimate in writing to IITMRP, giving reasons and justifications for extension in period. IITMRP after satisfying them self about the reasonableness of grounds, may grant extension of time as found to be justified and communicate the same in writing. The decision of IITMRP shall be final and binding. Whenever such extension of time is granted, it would be without prejudice to the rights of IITMRP to recover the liquidated damages from the consultant. Any extension of time granted as stated above shall neither entitle the contractor to any claim for increase in their rates nor shall it release him from any of the obligations under the said agreement.

**11.0 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, 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.

**12.0 OTHER TERMS & CONDITIONS**

12.1 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.

12.2 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.

12.3 The officer inviting tender or his duly authorized assistant will open the tenders in the presence of any intending tenderers or their authorized agents who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the Earnest Money forwarded therewith shall thereupon be given to the tenderers. In the event of a tender being rejected, the Earnest Money forwarded with such unaccepted tender shall thereupon be returned to the tenderers remitting the same, without any interest.

12.4 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.

12.5 The memorandum of work tendered for and the schedule of materials to be supplied by the IITMRP and their issue-rates, shall be filled and completed in the office of the officer inviting tender before the tender form is sold. If a form issued to an intending tenderer is without these details the tenderer shall request the officer to have this done before he completes and delivers his tender.

12.6 The tenderers shall sign a declaration under the Official Secret Act, 1923, for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them.

12.7 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.

- 12.8 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.
- 12.9 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.
- 12.10 12.10 a) 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 15 days of the issue of letter of acceptance.
- 12.10.b) The tenderer whose tender is accepted, will be required to furnish by way of Security Deposit for the fulfillment of his contract, an amount equal to 5 % of the tendered value of the work. The Security deposit will be collected by deductions from the running bill of the contractor at the rates mentioned above and the earnest money deposited at the time of tender, will be treated as a part of this Security Deposit. The SD amount will also be accepted in cash or in the shape of Government securities. Fixed deposit receipt of a scheduled bank or State bank of India will also be accepted for this purpose provided confirmatory advice is enclosed.
- 12.11 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.
- 12.12 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.
- 12.13 The contractor shall give a list of officers and staff of IITMRP who are related to him.
- 12.14 The tender for the work shall not be witnessed by a contractor or contractor who himself /themselves has/have tendered for the same work. Failure to observe this condition would render tenders of the contractor tendering, as well as witnessing the tender, liable to summary rejection.
- 12.15 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.

### **13.0 ADDITIONAL CONDITIONS**

- 13.1 The Electrical power shall be made available at a near by location of the proposed site. Contractor shall make arrangement for laying cables etc to the site of work and make necessary payments for the electrical consumptions at the rate of Rs.15.00 per unit.



- 13.2 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 entreated.
- 13.3 The contractor shall give a performance test of the installation(s) as per standing specifications before the work is finally accepted and nothing extra whatsoever shall be payable to the contractor for the test.
- 13.4 Sample of all materials (consumables) to be used in this work shall be got approved in advance from the Engineer-in-Charge before taking up the work. The contractor shall produce all the materials in advance so that there is sufficient time for testing and approving the material and clearance of the same before use in work.
- 13.5 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.
- 13.6 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.
- 13.7 The Tender should be accompanied by Earnest Money for an amount of **Rs. 1,80,000.** (Rupees one lakh eighty thousands only). The EMD documents should be enclosed in cover – 1. Any Tender not accompanied by Earnest Money in an acceptable form shall be rejected by the employer as non-responsive.
- 13.8 The Earnest Money of the Tenderers whose tender is found not acceptable will be returned as soon as scrutiny of tender has been completed by the Employer.
- 13.9 The Earnest Money of the successful Tenderer will be taken as part of the Security Deposit as stipulated in Clause 1A of “General conditions of Contract” . The Earnest Money will be forfeited to the extent of 50%, if during the period of Tender Validity, the tenderer
- 13.9.1 Withdraws his Tender  
Or
- 13.9.2 Makes any modifications in the terms and conditions of the Tender which are not acceptable to the Employer.
- 13.9.3 if the successful Tenderer. Fails to commence the work on 16th day after the date on which the Employer issues written order to commence the work/ handing over the site which ever is later. .

The Earnest Money will be forfeited in full

- 13.10** The Tenderers shall submit offers, which comply strictly with the requirements of the Tender Document. Alternatives or any modification shall render the Tender invalid. The tender shall be submitted in the covers containing **Cover 1** shall contain the EMD and Technical Bid. This shall be marked as “EMD + Technical Bid”. Each page of the document shall be signed and affixed with the seal of the contractor. **Cover 2** shall contain BOQ and shall be marked as “Price Bid”. Each page of the document shall be signed and affixed with the seal of the contractor. **Cover 3** shall contain cover 1 & Cover 2

**13.11 AUTHORITY TO SIGN**

- 13.11.1 If the tenderer is an individual, he should sign above his full type written name and current address.
- 13.11.2 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.
- 13.11.3 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.

13.11.4 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.

13.12 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.

**13.13 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.

**13.14 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.

**13.16 Contractor Superintendence, Supervision, Technical Staff & Employees**

The contractor shall provide all necessary superintendence during execution of the work and as long thereafter as may be necessary for proper fulfilling of the obligations under the contract. The contractor shall immediately after receiving letter of acceptance of the tender and before commencement of the work, intimate in writing to the Engineer-in-Charge the name(s), qualifications, experience, age, address(s) and other particulars along with certificates, of the principal technical representative to be in charge of the work and other technical representative(s) who will be supervising the work. Minimum requirement of such technical representative(s) and their qualifications and experience shall not be lower than that specified in Schedule 'F'. The Engineer-in-Charge shall within 3 days of receipt of such communication, intimate in writing his approval or otherwise of such representative(s) to the contractor. Any such approval may at any time be withdrawn and in case of such a withdrawal, the contractor shall appoint another such representative(s) according to the provisions of this clause. Decision of the tender accepting authority shall be final and binding on the contractor in this respect. Such a principal technical representative and other technical representative(s) shall be appointed by the contractor soon after receipt of the approval from Engineer-in-Charge and shall be available at site before start of work. All the provisions applicable to the principal technical representative under the Clause will also be applicable to other technical representative(s). The principal technical representative and other technical representative(s) shall be present at the site of work for supervision at all times when any construction activity is in progress and also present himself /themselves, as required, to the Engineer-in-Charge and/or his designated representative to take instructions. Instructions given to the principal technical representative and other technical representative(s) shall deem to have the same force as if these have been given of the contractor. The principal technical representative(s) and other representatives shall be actually available full time during all stages of execution of work, recording/checking/ test checking of measurement of work and wherever so required by Engineer-in-Charge and shall also note instructions conveyed by the Engineer-in- Charge or his designated representative(s) in the site order book and shall affix his/their signature in token of noting down the instructions and in of acceptance of measurements/ checked measurements/test checked measurements. The representative(s) shall not look after other works in addition to the work covered under

this contract. Substitutes, duly approved by Engineer-in-Charge of the work in manner as aforesaid shall be provided of absence of any of the representative for more than two days. If the Engineer-in-Charge, whose decision in this respect is final and binding on the contractor, is convinced that no such technical representation is/are effectively appointed or is/are effectively attending or fulfilling the provision of this clause, a recovery (non-refundable) shall be effected from the contractor as specified in Schedule 'F' and the decision of the Engineer-in-Charge as recorded in the site order book and measurements checked/test checked in Measurement books shall be final and binding on the contractor. Further if the contractor fails to appoint suitable Principal technical representative and other technical representative(s) or if such appointed persons are not effectively present or absent by more than two days without duly approved substitute or do not discharge their responsibility satisfactorily, the Engineer-in-Charge shall have powers to suspend the execution of the work until such date as suitable other representative(s) is/are appointed and the contractor shall be held responsible for the delay so caused to the work. The contractor should submit a certificate of employment of the technical representatives(s) along with every on account of bill / final bill and shall produce evidence at any time if required by the Engineer-in-charge.

### **13.17 INSURANCE TO BE TAKEN BY THE TENDERER AND EMPLOYER TO BE INDEMNIFIED**

#### **13.17.1 Insurance of Works**

The contractor shall effect contractor's all risk insurance policy (CAR policy) in the joint names of the Employer and the contractor, the name of the former being placed first in the policy, covering the following:

13.17.1.1 The Works at the contract price together with the materials for incorporation in the works at their replacement value.

13.17.1.2 All plants, machinery and equipment and other things brought to the site by the contractor at their replacement value. The insurance shall be against all losses or damages from whatever causes, other than excepted risks, as defined in Clause 2 of Conditions of Contract, for which the contractor is responsible under the Contract. The insurance cover shall be for the period of contract and also for the period of maintenance, for loss or damage arising from a cause prior to commencement of the period of maintenance, and for any loss or damage, occasioned by the contractor in the course of any operations carried out for the purpose of complying with his obligations during maintenance period under Clause 17 of Clauses of Contract. Such insurance shall be effected with an insurer and with terms approved by the Employer. The contractor shall produce the policy or policies and the receipts for payment of the current premiums.

#### **13.17.2 Third Party Insurance**

Before commencing the execution of the Works, the contractor shall insure against the liability for any material or physical damage, loss or injury which may occur to any property or life including that of the Employer or to any person, including any employee of the Employer, by or arising out of the execution of the works or in the carrying out of the Contract. The sum insured will be for Rs.5.00 lakhs, Such insurance shall be effected with an insurer and in terms approved by the Employer. The contractor shall produce before the Engineer-in-charge the policy or policies of insurance and the receipts of payment of the current premiums. This thirty party insurance can either be included in the CAR policy or taken separately.

#### **13.17.3 Workmen's Insurance**

IITMRP shall not be liable for any payment in respect of any damages or compensation payable according to law in respect or in consequence of any accident or injury or loss of life to any workman or other person in the employment of the contractor or any sub-contractor.

#### **13.17.4 Recovery from the contractor**

Without prejudice to the other rights of the Employer against the contractor in respect of such default, the Employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the Employer and which are payable by the contractor under this clause.

#### **13.17.5 Extension of time**

The contractor, in case of rebuilding or reinstatement, shall be entitled to such extension of time for completion as the Engineer-in-charge may deem fit, but shall, however not be entitled to reimbursement by the Employer of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

#### **13.17.6 Period of Policies**

All the insurance covers mentioned above shall be kept alive during the complete period of the contract including maintenance period.

#### **13.17.7 Remedy on Contractor's Failure to Insure**

If the contractor fails to effect and keep in force the insurance referred to above, or any other insurance which he may be required to effect under the terms of the Contract, then and in any such case the Employer on advice of the Engineer-in-Charge may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Employer as aforesaid from any moneys due or which may become due to the contractor, or recover the same as debt due from the contractor.

**13.17.8 Damage to Persons and Property – Employer to be Indemnify** The contractor shall indemnify the Employer against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto, except any compensation or damages for or with respect to:

13.17.8.1 The permanent use or occupation of land by the works or any part thereof.

13.17.8.2 The right of the Employer to execute the works or any part thereof on, over, under, in or Through any land.

13.17.8.3 Injuries or damage to persons or property resulting from any act or neglect of the employer, his agents, servants or other contractors, not being employed by the contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents, such part of the compensations as may be just and equitable having regard to the extent of the responsibility of the Employer, his servant or agent or other contractor, for the damage or injury.

## 14.0 SPECIAL CONDITIONS

14.1 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.

14.2 If night work is required to be carried out to fulfill the obligation under contract, all arrangement shall be made by the Contractor, inclusive of lighting the area without any claim for extra rate. To the extent possible engaging women labour in the night shift should be avoided.

14.3 The works shall be carried as per C.P.W.D specifications with Addenda and Corrigenda issued up to last date receipt of tender and as per best Engineering practice.

14.4 No variations from, additions to and omissions from in the items of work shall vitiate the contract. All such variations, additions, substitutions etc shall be decided as per the terms of the contract agreement.

14.5 Child Labour is strictly prohibited.

### 14.6 Protection for Environment

14.7.1 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.

14.7.2 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.

14.7.3 Necessary display boards indicating the following shall be displayed in a conspicuous place near the work spot.

Name of the work, Name of the contractor and Contact Number, Tendered cost, Date of start and stipulated date of completion, AEE and JE in charge for the work and Contact number

14.7.4 A Suggestion box should be kept near the above said board.

14.7.5 For intercarting of various materials animal drawn vehicles are strictly prohibited.

14.7.6 Preparation of concrete and mortars on the roads, pavements, under the building bare floors is strictly prohibited.

14.7.7 No vegetation inside the campus should be damaged.

14.7.8 Drinking water requirement of the labour should be arranged by the contractor and they should be instructed not to misuse the facilities available in the various buildings.

14.7.9 All labour should be dressed properly attending to work. Wearing loose cloths like dhotis, Lungies should be avoided to the extent possible.

14.7.10 No labour camps shall be permitted inside the IITM campus. Workers should be made to

Confine themselves to the work areas and should not wander in to the near by areas / buildings/ forests.

- 14.7.11 While transporting the materials along the road, spillage of material should be avoided. If any spillage occurs the same should be got cleaned immediately.
- 14.7.12 Toilets facilities for the workers should be provided within the designated construction area. Any violation of above will attract levy of compensation by the engineer-in-charge on the contractor.

#### **14.8. Safety at the Site**

The contractor must appoint a full time qualified person as safety-in-charge for taking care of implementation of the safety system. The contractor shall submit the Project Safety Plan stating the methodology of implementation of systems to ensure the safe and environment friendly work place.

The Safety Plan must include the following:

##### **14.8.1 Organisation Chart**

Reporting relationship of the safety function in a flow chart

##### **14.8.2 Safety Committee**

Structure – Chairman, secretary and committee members – Roles & Responsibilities Applicable Statutory requirements, standards and codes related to safety and its adherence

##### **14.8.3 General safety rules and regulations concerning**

Use of personal protective equipment and safety devices relevant to site activities Awareness and Training Programs Motivational schemes and programs Access, Egress and workstation safety Safe use of construction power supply and upkeep / maintenance of installations Work permit systems Use, maintenance and inspection of Plant & machinery Scaffold & formwork norms Use, maintenance and inspection of Lifting Tools Fire Protection and prevention Emergency preparedness Status of Safety implementation at site shall be discussed in the Weekly Review meeting. Tenderer must submit the safety statistics every month in the enclosed format. Merit Certificate will be issued for the achievement of safety mile stones like 0.5 million safe man hours, one million safe man hours, 1.5 million safe man hours and so on The General Guidelines governing the safety implementation shall include the following Rules, while preparing the safety plan.

- 14.8.3.1 No child labour shall be employed in the work
- 14.8.3.2 All the workmen shall undergo Safety Induction, screening before engaging them on the job. Physical fitness of the person to certain critical jobs like working at height or other dangerous locations should be ensured before engaging the person on work.
- 14.8.3.3 Smoking is strictly prohibited at workplace.
- 14.8.3.4 Sub-contractors shall ensure adequate supervision at workplace. They shall ensure that all persons working under them shall not create any hazard to self or to coworkers.
- 14.8.3.5 Nobody is allowed to work without wearing safety helmet. Chinstrap of safety helmet shall be always on. Drivers, helpers and operators are no exception.
- 14.8.3.6 No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level.
- 14.8.3.7 No one is allowed to enter into workplace and work at site without adequate foot protection.
- 14.8.3.8 Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.
- 14.8.3.9 All PPE like Safety shoes, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.
- 14.8.3.10 All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.
- 14.8.3.11 Adequate illumination at workplace shall be ensured before starting the job at night.
- 14.8.3.12 All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.
- 14.8.3.13 Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
- 14.8.3.14 Erection zone and dismantling zone shall be barricaded and nobody will be allowed to stand under suspended loads.
- 14.8.3.15 Contractors should spray water using Water browser periodically in the site to reduce the dust rising due to wind.
- 14.8.3.16 Horseplay is completely prohibited at workplace. Running at the site is completely prohibited, except in the case of emergency.
- 14.8.3.17 Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the trespassers from entering the area.

- 14.8.3.18 Other than electricians, with red helmet, no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
- 14.8.3.19. All electrical connections shall be made using 3 or 4 core cables, having a earth wire.
- 14.8.3.20. Proper Earthing pits at site to be constructed and the sensitivity must be maintained at less than 1 ohm
- 14.8.3.21 Main panel boards should have MCBs and RCCB / ELCBs ( 30 mA sensitivity).
- 14.8.3.22 Inserting of bare wires for tapping the power from electrical sockets is completely prohibited.
- 14.8.3.23 All major, minor accidents and near misses to be recorded and reported to the IITMRP and the contractor must take necessary steps to avoid the recurrence.
- 14.8.3.24 Scaffoldings used should be of proper construction. No Casuarina pole / bamboo scaffolding is permitted. It should be inspected by competent person(s) before use.
- 14.8.3.25 All tools and tackles shall be inspected before use. Defects to be rectified immediately. No lifting tackle to be used unless it is certified by the competent authority.
- 14.8.3.26 All tools and tackles shall be tested and have a Identification no., SWL and date of next test marked on them.
- 14.8.3.27 A tools and tackles inspection register must be maintained and updated regularly.
- 14.8.3.28 Good housekeeping to be maintained. Passages shall not be blocked with materials. Materials like bricks shall not be stacked to the dangerous height at workplace.
- 14.8.3.29 All the Earth moving vehicles and Equipments used at site should have reverse horn.
- 14.8.3.30 Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work everyday.
- 14.8.3.31. Adequate fire fighting equipment shall be made available at workplace and persons are to be trained in fire fighting techniques with the co-ordination of site safety coordinator.
- 14.8.3.32 All unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
- 14.8.3.33 No children shall be allowed to enter the workplace.
- 14.8.3.34 Other than the Driver / operator, no one shall travel in a tractor / tough rider etc.
- 14.8.3.35 All the lifting tools and tackles shall be stored properly when not in use.
- 14.8.3.36 Clamps shall be used on Return cables to ensure proper earthing for welding works.
- 14.8.3.37 Return cables shall be used for earthing.
- 14.8.3.38 All the pressure gauges used in gas cutting apparatus shall be in good working condition.
- 14.8.3.39 Proper eye washing facilities shall be made in areas where chemicals are handled.
- 14.8.3.40 Connectors and hose clamps shall be used for making welding hose connections.
- 14.8.3.41 Proper warning boards and caution notices to be displayed at required areas inside the site.
- 14.8.3.42 All cranes must have a trained signal man for signaling.
- 14.8.3.43 All underground cables for supplying construction power shall be routed using conduit pipes.
- 14.8.3.44 Spill trays shall be used to contain the oil spills while transferring / storing them.
- 14.8.3.45 Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.
- 14.8.3.46 A monthly site safety statistics shall be submitted by the tenderer on the first week of succeeding month to the Engineer in charge, in the performa given below.

**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 2018-20. 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, schedules A, B, C, D, E & F, specifications applicable, drawings, 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. within the time specified in Schedule – 'F' and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Rules and Directions and in Clause 11 of form 8 (General conditions of contract) and with such materials as are provided for, by, and in all respects in accordance with such conditions so far as applicable.

4. A sum of Rs.1,80,000/- is enclosed in the form of demand draft towards EMD.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 of .....2018

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..... (Rupees .....only)

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 to .....unless 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 the .....day of .....for.....(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 construction for a period of more than three months continuously after the construction 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)

**FINANCIAL INFORMATION**

Details to be furnished duly supported by figures in Balance sheet/ Profit & 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					

Attach self-attested copies of the audited financial statements of the last Five financial years.

**II. Financial arrangement for carrying out the proposed work.**

**III. Income Tax PAN details**

**IV. Solvency certificate from Bankers of Applicant.**

**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 Proficiency	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 2018-20.**



**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 2018-20.

**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			
<b>Total (A)</b>						

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
	<b>TOTAL (B)</b>						

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

Grand Total (A + B) Rs. .... (Rupees .....only)

**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.**