

**भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम**
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN and MANUFACTURING KANCHEEPURAM**
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.

**GeM – NOTICE FOR INVITING TENDER FOR PROVIDING SANITATION
CONSERVANCY SERVICES AT IIITDM KANCHEEPURAM**

1.	Tender Enquiry No	:	IIITDMK/2025-26/GSS/ Sanitation Services /02
2.	Tender Issue Date	:	05 May 2025
3.	Tender Mode	:	E-tender through the GeM Portal
4.	Closing date	:	Date: 26 May 2025 Time: 14:00 Hrs.
5.	Pre-bid Meeting	:	Date: 14 May 2025 Time: 11:00 Hrs.
6.	EMD amount in INR	:	All participating vendors have to submit an EMD of Rs. 5,00,000/-

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INSTRUCTION TO BIDDERS

Tender Document for “SANITATION CONSERVANCY SERVICES”

The Director, IIITDM Kancheepuram invites tenders for providing Sanitation Conservancy Services in the Institute Campus located at Melakottaiyur, Chennai 600127.

The Tender Document can be downloaded from GEM <https://gem.gov.in/> (OR) the Institute website- <https://iiitdm.ac.in/tender>.

The bid must be submitted online only through the E-procurement portal at <https://gem.gov.in/> up to the last date and time of tender submission.

1.	Work	:	Providing Sanitation Conservancy Services at IIITDM, Kancheepuram [Scope of work is provided in Annexure 1]
2.	Estimated Cost	:	Rs. 2.2 crores
3.	Tender Enquiry No	:	IIITDMK/2025-26/GSS/ Sanitation Services /02 dated 05.05.2025
4.	Eligibility Criteria	:	<p>(a) The contracting company should have at least a minimum of five years of experience in providing Sanitation Conservancy services in Central / State Government departments / Public Sector Undertakings / Autonomous Bodies / Large Industrial / Educational campuses / reputed Private companies.</p> <p>(b) They must have an average turnover of at least Rs 5.00 crore for the FY 2020-21, 2021-22 and 2022-23.</p> <p>(c) Should have carried out one work for an annual value of Rs. 1.75 Crs excluding Taxes (OR) two works each for an annual value of Rs. 1.20 Crs (excluding taxes) executed on or after 01.04.2020 in a single campus/Place/Unit (Multi-location deployment of labour are not eligible).</p> <p>(d) The firms are also required to submit Customer Satisfactory Performance Report (s) from the organisation (s) claimed for eligibility in Point (c) above.</p> <p>(e) The firm should have registration with EPFO, ESI, GST, etc.</p> <p>(f) EMD of Rs. 5,00,000/- (Micro & Small Enterprises vendors and start-ups (2024-25) recognised by DPIIT are exempted from submission of EMD).</p> <p>(g) Notary certificate mentioning that No Litigation/ Not Blacklisting if any, is in connection with Sanitation Conservancy work (A notary affidavit should be dated after the release of this tender document).</p> <p>Failure to meet the eligibility conditions will make the tender liable for rejection.</p>
5.	EMD Amount in INR	:	Rs. 5,00,000/- (Micro & Small Enterprises vendors and start-ups (2024-25) recognised by DPIIT are exempted from submission of EMD).
6.	Submission of Offer	:	GEM portal only
7.	Pre bid meeting	:	Date: 14 May 2025 Time: 11:00 Hrs.

8.	Last Date for submission of bids	:	Date: 26 May 2025 Time: 13:00 Hrs.
9.	Opening of Technical bid	:	Date: 26 May 2025 Time: 13:30 Hrs.
10.	Technical bid evaluation	:	Technical Bids will be evaluated as given in Annexure 4. Only bids scoring 60 and above marks will be considered for opening Commercial Bids.
11.	Opening of Commercial Bid	:	After scrutiny of technical bids by the committee of IIITDM, the Shortlisted firms/agencies will be intimated through GEM regarding the commercial bid opening schedule.
12.	Commencement of Operation	:	The selected agency should commence the Sanitation Conservancy Services from 01 July 2025 .

TERMS AND CONDITIONS OF CONTRACT

1. Intending tenderers are advised to visit and inspect the IIITDM Kancheepuram Campus before submission of their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

A pre-bid meeting is scheduled on 14.05.2025 at 11:00 Hrs. and interested tenderers at their own cost can attend to inspect, examine the site, and seek any clarification on the scope of work.

2. Contract Period:

The contract is initially for a period of ONE YEAR, which may be extended ANNUALLY for a further period of TWO years' subject to satisfactory performance of the work, under the mutual agreement.

3. Preparation and submission of tender document:

Tenders that are submitted without following the two-bid offer system will summarily be rejected through the online mode. The instructions regarding online bidding are enclosed as **Annexure 6.**

- | | | | | |
|-----------|---|----------------|---|------------|
| (a) Bid-1 | : | Technical Bid | : | Annexure 2 |
| (b) Bid-2 | : | Commercial Bid | : | Annexure 3 |

Bid-1: Technical Bid

The online Technical bids should be submitted containing the scanned copy of the following documents in a (.pdf file) (SINGLE PDF FILE ONLY)

All the documents are to be indexed and numbered.

- (i) Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable, on or before 01.04.2020.
- (ii) Proof of having worked after 01.04.2020 for providing Sanitation Conservancy services.
- (iii) Chartered Accountant Certificate for average turnover of at least Rs 5.00 crore for the FY 2020-21, 2021-22, and 2022-23
- (iv) **Work Order and Satisfactory Certificate** for successful completion of to a single campus.
 - a. ONE WORK of annual value Rs 1.75 Crores (excluding taxes) OR
 - b. TWO WORKS of annual value Rs 1.20 crores (excluding taxes)
- (v) Registration copies of EPFO, ESIC, and GST.

(vi) **EMD Payment**

- a) Payment of EMD **Rs. 5,00,000/-** OR Certificate of Startups / Micro & Small Enterprises 2024-25 for exemption of EMD.
- b) The Technical Bid without EMD/or with a valid Startup / MSME certificate issued during 2024-25 will be rejected.
- c) Please find below the steps for submission of Earnest Money Deposit (EMD) payments through **SBI E-collect** or **GeM Portal**

Option-1:

- d) Visit the following link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- e) From the drop-down list, select the category “IIITDM-KANCHEEPURAM A/C”.
- f) Choose the payment category: Earnest Money Deposit (EMD) and proceed with the payment.

Option-2:

- g) Submission of EMD may also be done through GeM portal (steps indicated in the portal itself).
- h) However, the scanned copy of the EMD payment along with the Bid must be uploaded electronically on the GeM portal. No other mode of payment is accepted.
- i) In the case of payment failure/ mismatch of particulars leads to rejection of bid.
- j) The E.M.D. of unsuccessful bidders will be returned after finalisation of the contract without any interest as per the Rules. In case of a successful bidder, the amount paid as E.M.D. will be refunded without any interest after receiving the performance security deposit.

“Micro & Small Enterprises are exempted from depositing EMD, on submission of an attested copy of valid registration certificate as MSE from the authority defined in the MSME Act and uploaded/registered on the GeM Portal”.

(vii) A notary affidavit for not black listed / debarred for providing the Sanitation Conservancy Services from any organisation (**Notary affidavit should be dated after the release of this tender document**) **Format is placed at Annexure – 05.**

(viii) The tender shall be signed by the authorised person and his / her full name and status be indicated below the signature along with the official stamp of the firm.

(ix) Duly signed and witnessed Integrity pact (on Rs. 100/- Non-judicial stamp paper).

Bid-2: Commercial Bid

- a. The bidder should quote the total price in financial bid on GeM portal as per the details mentioned at Annexure ‘3’. The total price for providing Sanitation / Housekeeping Services at IIITDM Kancheepuram premises in accordance with Scope of Work will include following components: -
 - i. Wages of manpower as per central minimum wage act, EPF, ESIC, Bonus.
 - ii. Minimum Consumable Items on Monthly Basis as per the Annexure ‘1’.
- b. Cost of deployment and operation of Machinery / Equipments for mechanized cleaning

in the institute premises.

- c. Other terms & conditions defined in the tender document including worker uniforms, all overhead and incidental expenses from fulfillment of the agency's obligation defined in the tender document shall be quoted in the Financial Bid.
- d. If the amount / service charges in Commercial Bid at Annexure '3' as quoted on GeM portal are not found justified/reasonable or below the prevailing Minimum Wages & Statutory allowances as notified by the Labour Department, the Institute may reject the bid of the bidder. Bidder should follow the OM No. F.61. /2023 – PPD dated 06.01.2023 while quoting service charges for manpower outsourcing services. The decision of the Institute shall be final and binding upon all.
- e. This should contain only the price information along with commercial terms & conditions and shall be submitted in electronic form through the **GeM** portal only.
- f. Bidders should not make any changes to the amount mentioned in Sl. No. 1 of a commercial bid (Annexure-3).
- g. Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.
- h. Online submission of the bid will not be permitted on the portal after the expiry of submission time, and the bidder shall not be permitted to submit the same by any other mode.

4. **Successful Bidder shall:**

- a. **Execution of Agreement:** The successful tender will have to execute an agreement with IIITDM Kancheepuram on Rs. 100/- stamp paper, the cost of which will be borne by the contracting agency/firm/company.
- b. **Performance security deposit.** The successful bidder is required to deposit **3% of the total contract value** as a Performance Security Deposit with the Institute. This shall cover the entire period of the contract and shall remain valid for a period of 60 days beyond the period of the contract. If a contract is further extended beyond the initial period, the Performance guarantee shall have to be renewed for the extended period.

5. **Service and Manpower Deployment:**

Manpower deployment:

- (a) The minimum number of employees deployed shall be commensurate to the quantum of work to be carried out. However, at any point in time, a minimum of 60 employees shall be available on duty. On this, at least 6 persons shall have experience in operating automatic mopping machines.
- (b) The tenderer shall ensure that the persons deployed are punctual, disciplined and vigilant in the performance of their duty. The tenderer shall engage medically and physically fit persons and they shall be duty-bound to display the same at the time of providing the service. The tenderer must employ adult labour only. Employment of child labour will lead to the termination of contract.
- (c) All the employees shall wear uniform with identification badge issued by the Contractor.
- (d) Police Verification of the antecedents of the persons to be engaged at IIITDM Kancheepuram

shall be obtained by the tenderer in advance and made available to IIITDM Kancheepuram within 3 months from the award of contract.

- (e) The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out surprise checks on the persons deployed by the tenderer in order to ensure that required numbers of persons are deployed and that they are providing the service properly.
- (f) The persons deployed by the tenderer for the work shall be the employees of the tenderer for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the IIITDM Kancheepuram accrue implicitly or explicitly.
- (g) The persons so deployed shall remain under the control and supervision of the tenderer and he shall be liable for payment for their wages etc. and all other dues which the tenderer is liable to pay under various labour regulations and other statutory provisions.
- (h) The Tenderer shall ensure that all the employees get **minimum wages [Zone A]** as per the Central Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953 and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.
- (i) The Tenderer shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of the
- (j) Minimum Wages Act, and such other Acts as applicable. The tenderer shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the tenderer committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar of the Institute a sum as may be claimed by the Institute.
- (k) The Contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the aforementioned services personnel by services to be rendered.
- (l) The tenderer shall maintain a “Work Schedule” of cleaning of premises and the in charge shall verify and sign for having inspected the premises. Such schedules shall contain the name of the employee responsible for the cleanliness of that area.
- (m) The tenderer shall depute a co-coordinator who shall be responsible for interaction with IIITDM Kancheepuram.

6. **Statutory Compliance:**

- a. The tenderer shall be responsible for compliance of all statutory provisions relating to Minimum Wages, etc. in respect of the employees engaged by it at IIITDM Kancheepuram.
- b. The tenderer shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IIITDM Kancheepuram to concerned tax collection authorities

from time to time as per extant rules and regulations on the matter.

c. The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall produce the same, on demand, to the concerned authority of IIITDM Kancheepuram or any other authority under Law.

d. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by IIITDM Kancheepuram.

e. In case, the tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIITDM Kancheepuram is put to any loss / obligation, monetary or otherwise, IIITDM Kancheepuram shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

f. The tenderer shall abide by the Rules and Regulations of the Ministry of Labour, Govt. of India regarding engagement of Contract labour services.

7. Payment Terms:

(a) IIITDM Kancheepuram shall pay the agreed amount on production of monthly bills (in duplicate) for the amount due towards services rendered during the preceding one month.

(b) The monthly bill shall include supporting documents for receipt of payment by the persons employed. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period. The income tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.

(c) The tenderer shall also submit proof of having deposited the amount on account of ESI, EPF, and Bonus towards the persons deployed in their respective names before submitting the bill to the institute. In case the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor.

(d) GST is applicable as per the norms (extra).

(e) The monthly bills shall be submitted along with the log sheets of various works as prescribed in the scope of work (Annexure 1), having been attended to at the required periodicity and manner.

(f) The contractor shall not recover any amount other than the statutory levies, and any complaint/notice regarding the unscheduled recovery is liable for action, and the institute may levy any fine as deemed proper.

8. Right of IIITDM Kancheepuram:

a. The Director, IIITDM Kancheepuram reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

- b. The Director, IIITDM Kancheepuram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- c. The Director, IIITDM Kancheepuram reserves the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the tenderer.
- d. IIITDM Kancheepuram reserves the right to suitably increase / reduce the scope of work put to this tender.
- e. In the case of unsatisfactory performance of successful bidders, the contract with them will be terminated and the same will be awarded to the caterers in the wait list on L1 price without floating any fresh tender.

9. Breach of Terms and Conditions:

- a. Serving Quality as per terms of Work is the essence of contract. If the quality of service remains poor in spite of communication from IIITDM Kancheepuram, the contract may be terminated at the discretion of Competent Authority.
- b. In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order / job without assigning any reason thereof and nothing shall be payable by IIITDM Kancheepuram in that event the performance security deposit shall also stand forfeited.

10. Dispute Settlement:

- a. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIITDM Kancheepuram whose decision shall be final and binding on both the parties.
- b. It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Chengalpattu. The resultant contract will be interpreted under Indian Laws.
- c. In case of any ambiguity in the interpretation of any of the clauses in the Tender document or the contract document, interpretation of the clauses by the IIITDM Kancheepuram shall be final and binding on all parties.

11. Penalty and Termination:

In case the contractor fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract the Institute reserves the right to impose the penalty as detailed below:

Sl.#	Offences	Penalties (in rupees)
I.	Worker not in proper Uniform	500/- per instance.
II.	Indulging in smoking/drinking/sleeping or any other misconduct during duty hours	1000/- with removal of the offender
III.	Unsatisfactory performance	Adverse report by ad hoc Committee for inspection 5000/- per instance.
IV.	Complaints are not registered or not	500/- per instance

	redressed	
V.	In case the services remain consistently unsatisfactory for a period of more than 03 weeks	Penalty of 5% of the annual contract value will be imposed

12. Integrity Pact:

- a. The Bidder / Contractor is required to enter into an Integrity Pact with the Employer, in the Format in Annexure – 07.
- b. The Integrity Pact enclosed as Annexure – 07 will be signed by the IIITDM for and on behalf of the Employer as its representative at the time of execution of the Agreement with the successful Bidder. **While submitting the Bid, the Integrity Pact shall be signed by the duly authorized signatory of the Bidder.** In case of failure to submit the Integrity Pact duly signed and witnessed, along with the Bid, the Bid is likely to be rejected. In case of any contradiction between the Terms and Conditions of the Bid Document and the Integrity Pact, the former will prevail.

For monitoring the Integrity Pact, IIITDM has appointed the following officials as

Independent External Monitor(s) (IEM):

1. Shri Umesh Kumar, IPS(Retd.)
House No.60, 2nd Floor, M.G. Road, River Front
Near Vivekananda Kendra, Uzan Bazar
Guwahati 781001
Email: umeshkumar84@rediffmail.com

2. Shri Amrit Lugun, IFS (Retd.)
D-1, External Affairs Hostel,
K.G. Marg, New Delhi
Email: asha74lugun@gmail.com

S/d

कुलसचिव / Registrar

भा सू प्रौ अ ए वं वि सं कांचीपुरम / IIITDM Kancheepuram

SCOPE OF WORK

1. High Standard of Cleanliness is required as in modern buildings by using equipment and materials. Sanitation Conservancy Services should be provided from 8 AM to 5 PM from Monday to Saturday. Working hours should be adjusted in such a manner that the cleaning should be completed well before utilization of buildings/rooms.

2. **Area of Operations and Nature of Sanitation Conservancy work:**

a) **Academic, & Administrative block:**

- Cleaning, sweeping, and mopping, twice a day, of all rooms in Academic, and Administrative Block buildings. The corridor shall be cleaned mechanically by using scrubbing/mopping machines.
- Regular cleaning and dusting of glass doors, windows, light fittings, Roads, Roadsides, Courtyards, Cemented platforms, and Pathways in and around the built-up area once a week.
- Cleaning, scrubbing, and disinfecting toilets and fittings such as Urinals, Water closets, Washbasins, etc., at least twice, once in the morning and once in the afternoon to keep them neat and clean at all times.
- Periodical collection of waste M.S. Scraps, waste materials, empty cardboard boxes, Wastes, etc., around the buildings and storing them in the junk yards.
- Cleaning of dust bins, waste paper baskets, cobwebs etc and disposing off all collected waste at designated places at regular intervals. The dustbins shall be washed and garbage bags need to be placed in all garbage bins to avoid strains.

b) **HOSTEL BLOCK (Aswatha, Ashoka and Jasmine):**

- Cleaning, sweeping, and mopping of the common area of all hostel buildings.
- Regular cleaning and dusting of glass doors, windows, light fittings, Roads, Roadsides, Courtyards, Cemented platforms, and Pathways, in and around the built-up area.
- Cleaning, scrubbing, and disinfecting toilets and fittings such as Urinals, Water closets, Washbasins, etc., at least twice a day (once in the morning and once in the evening) to keep them neat and clean.
- Periodical collection of waste materials, polythene bags, garbage, empty boxes, bottles, cans, wastes etc., in and around the hostel buildings and their disposal.

c) **SPORTS COMPLEX:**

- Cleaning, sweeping and mopping the complex once in a day.
- Regular cleaning and dusting of glass doors, windows, light fittings, roads, road sides, courtyards, Cemented platforms, Pathways, in and around the built up area.
- Cleaning, scrubbing and disinfecting toilets and fittings such as Urinals, Water closets, Wash basins, etc., once in the day and keep them neat and clean.

d) Laboratory Complex (Ground + Four Floors)

- Cleaning, sweeping, and mopping, twice a day, all rooms. The corridor shall be cleaned mechanically by using scrubbing/mopping machines.
- Regular cleaning and dusting of glass doors, windows, light fittings, Roads, Roadsides, Courtyards, Cemented platforms, and Pathways in and around the built-up area once a week.
- Cleaning, scrubbing, and disinfecting toilets and fittings such as Urinals, Water closets, Washbasins, etc., at least twice, once in the morning and once in the afternoon to keep them neat and clean at all times.
- Periodical collection of waste M.S. Scraps, waste materials, empty cardboard boxes, Wastes, etc., around the buildings and storing them in the junk yards.
- Cleaning of dust bins, waste paper baskets, cobwebs, etc., and disposing off all collected waste at designated places at regular intervals. The dustbins shall be wasted and garbage bags need to be placed in all garbage bins to avoid strains.

e) INSTITUTE CAMPUS:

- Picking up garbage, polythene bags, empty cans, bottles, wastes, etc., inside the entire campus area, excluding the construction site Mess/ Cafeteria/ Night Canteen.

f) Disposal of Garbage:

- **The agency is responsible for the proper disposal of garbage at the designated place.**
- Also segregate the compostable and non-compostable waste. Compostable waste to be provided for vermicomposting units on the campus. Non-compostable to be disposed of as per rules with local panchayat authorities.

3. Materials and Consumables required to be supplied by the Tenderer:

The names of consumables and quantities required for carrying out proper cleaning service are provided in the Appendix.

Requirement of Consumable (Monthly)

A. Consumables:

Sl. No.	Name of Articles	Units	Required quantity (per month)		
			Institute	Hostel & Mess	Total
1	Hand Mob (White Std. size)	Nos	25	25	50
2	Hard Brooms	Nos	15	15	30
3	Toilet Brush	Nos	20	22	42
4	Steel Scrubber	Nos	45	40	85
5	Nylon Scrubber	Nos	40	35	75
6	Mugs (6 months once)	Nos	12	12	24
7	Small Brush (for wash basin/urinals cleaning)	Nos	20	20	40
8	Plastic Buckets 15 liter (6 months once)	Nos	25	25	50
9	Hand Gloves (rubber – full size)	Nos	28	28	56
10	Wiper with Handle	Nos	20	20	40
11	Long handled broom for cobweb cleaning	Nos	12	12	24

Sl. No.	Name of Articles	Units	Required quantity (per month)		
			Institute	Hostel & Mess	Total
12	Soft broom	Nos	30	30	60
13	Naphthalene Balls	Kg.	5	5	10
14	Concentrated Liquid Phenyl Black (01 ltr. standard make)	Ltrs.	25	25	50
15	Diluted HCL Acid for cleaning	Ltrs.	10	10	20
16	Urinal cubes	Pkts.	35	45	80
17	Glass cleaner (Colin)	Ltrs.	7	8	15
18	Soap Oil for cleaning tiles	Ltrs.	100	100	200
19	Bleaching powder	Kg.	4	5	9
20	Toilet cleaner (Harpic / Domex)	Ltrs.	30	35	65
21	Toilet Room Air freshener (Odonil / standard make)	Nos	40	50	90
22	Perfume (Industrial)	Ltrs.	7	8	15
23	Liquid Hand Wash (Dettol/ lifebuoy)	Nos	25	35	60
24	Long Brush	Nos	12	12	24
25	Lizol	Ltrs.	12	15	27
26	Easy Mob	Nos	10	10	20
27	Tiles Cleaner	Ltrs.	12	15	27

B. Minimum Manpower requirement:

S. No.	Name of the Article	Institute Zone Personnel		Hostel Zone Personnel	
		No. of Female	No. of Male	No. of Female	No. of Male
1.	Skilled – Supervisor	-	01	-	-
2.	Unskilled – (Housekeeping Worker for various activities)	20	09	24	06
Total		30		30	

C. Requirement of Equipment:

Sl. No.	Equipment	Institute Quantity	Hostel & Mess Quantity
1.	Single Disc Scrubber	04	04
2.	Wet & Dry Vacuum Cleaner with stainless steel tank	02	02
3.	High Pressure Jet Cleaner	03	03
4.	Glass Cleaning Kit	02	02
5.	Folding Aluminum Ladder (24 feet / 12 feet)	03	03

- Sanitation Conservancy materials and consumables provided by the Contractor shall be of branded & standard quality. The stock should be kept in the store provided for the purpose on the Institute campus. The Contractor shall provide these materials at the beginning of each month and get inspected by the in-charge of Sanitation or his nominee before use. The store will be operated by the In-Charge of Sanitation of IIITDM. Key will be with Sanitation in charge, IIITDM.
- The agency should carry out work of Sanitation / Housekeeping using mechanized equipments mentioned above. These machines will be required to be placed / handed over to the sanitation supervisor of the agency deployed in the Campus to conduct mechanized cleaning. The agency shall be responsible for its routine maintenance and wear & tear. In case the same is not provided by the agency within 03 weeks of the commencement of work. The agency shall be charged Rs. 10,000/- per day for failing to meet the obligation to carry out mechanized cleaning in the Campus. Failure to deploy these equipments for a period of two months will lead to termination of contract and forfeiture of Performance Security / Bank Guarantee.

Signature of the Tenderer

Name & Address of the Tenderer with Office Stamp

Place:

Date:

TECHNICAL BID**All documents are to be uploaded as a single PDF file**

Sl. No.	Particulars	Attached? YES/ NO	Page No.
1.	Name and address of the Agency/firm with Phone No. and E-mail ID		
2.	Registration / Establishing Certificate (The contracting agency/firm/company should have at least 5 years' prior experience (i.e., the agency must have been in the business on or before 01.04.2020)		
3.	Turnover Certificate duly certified by a Chartered Accountant (They must have an average turnover of at least Rs 5.00 crore for the FY 2020-21, 2021-22, and 2022-23). A certificate duly signed by the CA is required to be submitted by the agencies, and A copy of GSTR 9 for the FY 2020-21, 2021-22, and 2022-23.		
4.	List of Works Successfully Completed with Work Order, Work Completion, and Performance Certificate with Turnover. The agencies should have successfully carried out (a) at least one work for an annual value of Rs. 1.6 Crore excluding taxes OR (b) Two works each for an annual value of Rs.1.2 Crore each excluding taxes. executed on or after 01.04.2020. Copies of relevant work orders need to be enclosed as proof without fail along with customer satisfactory report. All the value of work should be excluding Tax)		
5.	Proof of EMD of Rs. 5,00,000/- (MSME vendors and start-ups (24-25) recognized by DPIIT are exempted from submission of EMD).		
6.	Notarized affidavit mentioning that No Litigation/ Not Blacklisting if any, in connection with Sanitation Conservancy work obtained on or after the tender date.		
7.	Duly signed and witnessed integrity pact (On Rs. 100 Non-judicial stamp paper as per Annexure – 07)		

Place :

Signature of the Contractor with seal

Date :

Name & Address:

COMMERCIAL BID*(shall be submitted in electronic form (.xls file) through online only)***Name of the work:** Providing Sanitation Conservancy Services at IIITDM Kancheepuram.**(Quotation must be in rupees only)**

Sl. No.	Particulars	Monthly Quote (in Rs.)	Period	Total Price Quote for 12 Months (in Rs.)
1.	Wages of manpower as per the compliances of the Tender Document at prevailing rates (<i>MINIMUM WAGES INCLUSIVE OF EPF, ESIC BONUS FOR UNSKILLED & SKILLED 60 PERSONNEL</i>)	₹ 14,55,869.52	X 12 Months	₹ 1,74,70,434.24
2.	Rental Charges on the Machinery		X 12 Months	
3.	Cost of the Cleaning Materials/ Consumables		X 12 Months	
4.	Service Charges include the cost of deployment, worker uniforms, all overhead, and incidental expenses from fulfillment of the agency's obligation.		X 12 Months	
5.	Total (1+2+3+4) – 'A'		X 12 Months	
6.	GST 18% (on 'A') – 'B'		X 12 Months	
7.	Grand Total Price Quote (in Rupees)			
8.	Total Price in Words (in Rupees)			

*(Service charges quote below 3.85% for manpower outsourcing service will not be accepted)***Note:**

1. The Tenderer shall ensure that all the employees get minimum wages [Zone A] as per the Central Minimum Wages Act, 1948 read with Minimum Wages (Tamil Nadu) Rules, 1953, and such other benefits as are admissible under various labour laws.
2. Bidders should not make any changes to the amount mentioned in Sl. No. 1 of a commercial bid.

Selection of the successful bidder and Award of Work

- a. L-1 will arrive purely based on the Commercial bid alone. No carry forward of marks/ credits of the Technical bid evaluation will be considered.
- b. This should contain only the price information along with commercial terms & conditions and shall be submitted in electronic form through the **GeM** portal only.
- c. Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.

Place:

Signature of the Contractor with Seal

Date:

BID EVALUATION SCHEME

All the technical Bids will be scrutinized by the duly constituted committee and the firm/agency submitted all relevant documents as sought in the Technical bid, meeting the eligibility criteria will be called for a presentation.

Technical bid evaluation process

Sl. No.	Parameter	Maximum
(a)	a. Type of Company i. Corporate / Public Ltd = 20 marks ii. Private Limited Company = 15 Marks iii. Proprietary / Partnership Company = 10 Marks	
(b)	b. Experience in providing Sanitation Conservancy Service (Certificate of Incorporation) i. Service for last 15 Years - 20 Marks ii. Services for the last 10 Years - 15 Marks iii. Service for 5 years – 10 Mark	
(c)	c. Certification for quality i. ISO (above 10 years) =20 Marks ii. ISO (5-10 years) = 15 Marks iii. Any other certification = 10 Marks	
(d)	d. Average Turnover for the FY 2020-21, 2021-22, 2022-23 i. Above 20 Cr = 20 Marks ii. 10-20 Cr = 15 Marks iii. 5-10 Cr = 10 Marks	
(e)	e. Single Contract Value i. More than 5 Cr = 20 Marks ii. 2-5 Cr = 15 Marks iii. Below 2 Cr =10 marks	

Only bids scoring 60 and above marks will be considered for the opening of Commercial Bids.

Place :

Signature of the Contractor with seal

Date :

Name & Address:

AFFIDAVIT

(Document should be made after Tender Issue Date in the Non-Judicial Stamp Paper)

I/We (Name)_____Agency/ Partner/ Sole
Proprietor (strike out which is not applicable) of (Firm) _____ do hereby solemnly affirm
and declare that the individual/firm/companies are not black listed by any Government Department or
an autonomous body.

DEPONENT

DATE, THE

ADDRESS _____

VERIFICATION

Verified that the content of the above affidavit is true and correct to the best of my/our knowledge and
belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE DEPONENT

(NOTE: To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The tender document can be downloaded from <https://gem.gov.in/> and should be submitted ONLY through the same website. The bid will remain valid for 03 months from the date of opening of the financial bid as prescribed by IIITDM Kancheepuram. A bid valid for a shorter period shall be rejected being non-responsive.

More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in/>

Assistance to Bidders:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to the GEM Portal in general may be directed to the 24/7 GEM Portal Helpdesk. The contact details of the helpdesk are +91 0120-4711 508, +91 0120-4200462, +91 0120-4001002, +91 0120 - 4001005 and support-eproc@nic.in.

INTEGRITY PACT

The specimen of the Pre-Contract Integrity Pact which is part of tender documents is as follows:
(to be submitted by the bidder on Rs. 100/- non-judicial paper)

This INTEGRITY PACT is made and executed at _____ on this day of _____ 2025

BY AND BETWEEN

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram (IIITDM Kancheepuram), an autonomous organization under Ministry of Education, Govt of India having its campus at Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127, Tamil Nadu (hereinafter referred to as “The Principal” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

AND

M/s. _____ a company incorporated under the Companies Act through its representative/ authorized signatory _____ (Name and Designation of the Officer) having its office at _____ (hereinafter referred to as “The Bidder/Contractor” which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

PREAMBLE

The Principal intends to award, under laid down organisational procedures, contract/s for _____. The Principal values full compliance with all relevant laws of the land, rules, regulations, and economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal had appointed the Independent External Monitors (IEMs), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1: Commitments of the Principal

1. The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.

- b) The principal will during the tender process treat all Bidder(s) with equity and reason. The principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
 - c) The principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2: Commitments of the Bidder(s)/Contractor(s)

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
 - e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contract

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4: Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other organization/ company in any country or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section 6: Equal treatment of all Bidders / Contractors / Subcontractors.

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
2. The Principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitors/Monitors

1. The Principal appointed competent and credible Independent External Monitors for this Pact after approval of Central Vigilance Commission. The task of the Monitors is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitors is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitors will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Director, IIITDM Kancheepuram.

3. The Bidder(s)/Contractor(s) accepts that the Monitors has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitors, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors.
4. The Monitors is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitors has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform the Director, IIITDM Kancheepuram.
5. The Principal will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitors the option to participate in such meetings.
6. As soon as the Monitors notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitors can in this regard submit non-binding recommendations. Beyond this, the Monitors has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitors will submit a written report to the Director, IIITDM Kancheepuram within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitors has reported to the Director, IIITDM Kancheepuram, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director, IIITDM Kancheepuram has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitors may also transmit this information directly to the Central Vigilance Commissioner.

Section 9: Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Director, IIITDM Kancheepuram.

Section 10: Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the Principal i.e. Chennai, Tamil Nadu.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the Buyer)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place : _____

Date : _____

Witness 1 (Name & Address):

Witness 1 (Name & Address):

Witness 2 (Name & Address):

Witness 2 (Name & Address):
