



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road
Lucknow 226013

CORRIGENDUM-I

Dated: 29/06/2020

Reference to E-tender NIT No. – IIML/PUR/GEN/04/2020-21 dated 27/05/2020 for providing housekeeping, sanitation, cleaning and conservancy services at Indian Institute of Management, Lucknow.

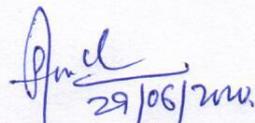
• Technical and Financial Corrigendum:

Please refer to Note-6 in Annexure-F (Financial Bid) of the tender document will be read as under: The Institute will pay the amount arrived at Total of (1)+(2)+(3)+ Service Charge (to be quoted by the bidder)+ Material cost. GST will be extra as applicable. No other payment shall be made by the Institute. No service charge will be paid on the material cost. Also refer to para 11 of terms and conditions, which refers to the payment of Bonus "if applicable". It is confirmed that the same is not applicable to us.

• Extension for last date of tender submission:

Last date of Submission of tender	20 th July, 2020 on or before 12:00 Noon
Date of opening of Tender	The Tender documents shall be opened on the 23 rd July, 2020 at 11:00 AM in the presence of authorized representative of the bidders, if any

Rest terms & conditions of the tender document shall be remains unchanged.


29/06/2020
Administrative Officer
Purchase & Stores



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013 (UP)

**NOTICE INVITING TENDER (NIT) FOR HIRING OF SERVICES HOUSEKEEPING,
SANITATION, CLEANING AND CONSERVANCY SERVICES**

NIT No. – IIML/PUR/GEN/04/2020-21

date 27/05/2020

IMPORTANT DATES

Last date and time for submission of tender : 26/06/2020– 12:00 PM
Date and time for Opening of Technical bid : 01/07/2020 - 3:00 P.M.
Date of opening of financial bid will be intimated to eligible vendors later on.

E-tenders are invited for providing housekeeping, sanitation, cleaning and conservancy services. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender documents comprises of technical and financial bid. It is requested to download the tender on acceptance of terms and conditions. The technical and financial bid duly filled may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in> using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed ahead shall be uploaded online.

GUIDELINES FOR BIDDERS

1. Indian Institute of Management Lucknow, an autonomous body, set up by the Ministry of Human Resources Development, Government of India, having its office at Prabandh Nagar, IIM Road, Lucknow-226013 invites offers in prescribed BOQ from reputed firms with the specified specification in enclosed proforma.
2. Institute invites the quotations in two bid system i.e. Technical and Financial
3. The details of terms and conditions and scope of work are given in the tender document. Schedule area-as Annexure C, D&E and their consumable items as annexure C-1, D-1 & E-1.
4. The “Technical Bid” should consist of the following documents :
 - a) Company/Firm Registration Certificate (upload filled & signed **Annexure-A** with self-attested copy of supporting documents)
 - b) Labour License, EPF and ESI Certificate, as applicable – (upload self-attested copy of supporting certificates)
 - c) Experience Certificate/Work Done in Last 5 years Certificate – (upload filled & signed **Annexure-B** with self-attested copy of supporting documents)
 - d) Certificate that the Firm is “**Not Blacklisted**” by a Government Agency – (Upload with Technical Bid)
 - e) PAN number (enclose PAN card).
 - f) GST Registration Certificate (Enclose GST Registration Certificate)
 - g) The bidder must have a minimum average annual turnover of minimum Rs.1,10,00,000/- (Rupees One Core and Ten Lacs)for similar works during last three years, along with relevant Certificates. (Please enclose audited Balance-sheet or certificate from the Chartered Accountant with clear mention of your annual turnover for similar services)
 - h) The **Earnest Money Deposit (EMD) of Rs. 4,00,000/- (Rupees Four Lakh only)** shall be deposited in the below mentioned Institute Bank Account and share the UTR / Transaction number and date of Transaction in the Technical bid and the copy of transaction receipt must be uploaded online on portal with other documents. Those bidders, who are exempted from the deposit of Tender Fee & EMD (Earnest Money Deposit) must submit the relevant certificate to claim the exemption and mention ‘Exempted’ in the Technical Bid where UTR number has been asked. In case the enclosed certificate is not valid or not acceptable to the Institute, the submitted bid will be treated as bid without Tender fee/EMD and will be rejected.

Bank Account No.	07231450000294
IFSC Code	HDFC0000723
Name of Bank & Type of Account	HDFC/Savings

5. The “Financial Bid” is to filled as per **Annexure ‘F’**



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013 (UP)

TECHNICAL BID – ‘A’

Eligibility Criteria: IIM, Lucknow has laid down certain basic Eligibility Criteria for the bidders, who want to participate in the tendering process. To technically qualify the bidders must fulfill the under mentioned criteria:

1. The bidder should be a reputed and registered Company/Firm/Society/ Agency (Enclosed the registration certificate)
2. The bidder must have at least 5 years of experience in providing housekeeping, cleaning, sanitation and conservancy services to known Educational/Scientific Institutions, Government Organizations or PSUs.
3. The bidder must have a minimum average annual turnover of Rs.1,10,00,000/- (Rupees One Core and Ten Lacs) for similar works during last three years, along with relevant Certificates. (Please enclose audited Balance-sheet or certificate from the Chartered Accountant)
4. The bidder should be registered with all statutory bodies as per laid down rules of the Government and should be in possession of valid Registration Certificate, Labour License, EPF and ESI Certificate, as applicable.
5. The bidder should have valid Registration with GST and Income Tax Dept. (Enclose GST Registration certificate and PAN card)
6. The bidder should render a certificate that his firm is not blacklisted by any Government Agency (an undertaking in this regard shall be submitted).
7. All bidders are to note that the estimated cost of the total work is **Rs.2,50,00,000/-** (Rupees Two Crores fifty Lacs Only) approximately, which include all the three categories of specified areas of work. (The bidder can apply only for any 2 categories and can only be awarded contract for one area, subject to the conditions of the contract)
8. IIM, Lucknow reserves the right to reject unreasonable and unviable rates. The EMD of Bidders, who attempt to spoil the tendering process by quoting unviable/unfeasible rates, may be forfeited.
9. Technical Bids or Financial Bids, which are incomplete in terms of Certificates/Documents/EMD, etc., are liable to be rejected.
10. Once the sealed tenders have been submitted, no changes will be permitted.
11. Tenders received after due date/time shall be rejected.
12. No bidder to contact IIM Lucknow on any matter relating to its bid, from time of opening of bids till the contract is awarded.
13. Any efforts by the bidder to influence any IIML Official regarding the tendering process may result in rejection of his bid.
14. IIM Lucknow reserves the right either to accept or reject any or all the tenders at any time prior to award of contract, without citing any reasons.
15. The successful bidder, who would be awarded the contract, would be responsible for providing the Stamp Paper and Signing the Agreement within seven days from the issue of Work Order. Any delay, may render the Work Order null and void.
16. In the Financial Bid, the bidder is required to quote the percentage of service charge. The Institute reserves the right to decide the number of manpower (number of male workers and female workers) to be engaged for particular area.



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013 (UP)

Terms and Conditions

1. The three specified areas viz Category-A, B & C, will be given to three different successful bidders in the following manner:
 - (a) The Lowest Bidder (L1) will be awarded the area mentioned Category-C.
 - (b) Balance 2 areas will be awarded to 2 other bidders on the rate rates quoted (% of service charge) by Lowest Bidder (L1).
 - (c) In case the same rate is quoted by more than one bidder and that rate is found to be the Lowest (L1), the work will be awarded on the basis of turnover of the firm for the FY 2018-19 i.e. the bidder with higher turnover will be L1 & other will be L2. Same analogy will be followed for L3, L4 and so on.
 - (d) The L2 (2nd Lowest Bidder) and L3 (3rd Lowest Bidder) will considered for award of work on the rate (% of service charge) quoted by L1 for the Area mentioned at Category-B & A respectively. If L2 and / or L3 do not agree to work on rate quoted by the L1, the work will be offered to L4, L5, L6.....on the rate (% of service charge) quoted by L1.
 - (e) In case, no other bidder accepts the award of work at the rate quoted by L1, L1 bidder may be considered for award of work for all the 3 Areas mentioned at Category-A, B & C.
2. The bidders, who are given the **Work Order, will start their operation the date specified in the work order**, consequent to signing of agreement with IIM, Lucknow.
3. All statutory requirements/obligations like licenses, state approvals, NOCs, Tax payments, etc., will be the responsibility of the contractor. The contract will be initially **valid for one year, which can be extended for a further period of two year (yearly basis) on mutual consent and on the same terms & conditions**. Either party reserves the right to terminate the contract by giving three months written notice.
4. During the continuance of the agreement, the contractor shall, at his/her cost, employ, pay for such number of staff to provide specified services at IIM Lucknow and shall be solely responsible for the payment of all salaries, remuneration and/or other dues including bonus or other emoluments, whatsoever to which such staff are or will be entitled or otherwise under any law for the time being in force or which may come in force during the period of the Contract.
5. The contractor shall undertake to provide the services set out above efficiently. He/she will appoint at his/her own cost specified number of supervisors to look after the proper execution and rendering of the services specified.
6. **The contractor shall not employ any of his/her blood relation in the IIM premises for said work.**
7. The staff employed by the contractor for rendering the services as specified in the contract/agreement will be the employees of the contractor and will be on his/her pay-roll, and shall receive instructions from the contractor for their duties to be carried out by them and for the effective discharge of aforesaid duties and for the obligation to the contract.
8. The contractor shall provide identity cards to the staff employed by him/her, which his employees shall wear while on duty or shall be produced on demand by the authority of the Institute designated for this purpose.
9. That the contractor shall disburse the wages of employees, employed by him/her and deputed in the Institute on or before every 7th day of the month. Wages are subject to change as per Govt. notification issued from time to time. Service charges of the contractor will also change accordingly.

10. The contractor shall provide necessary **insurance cover** in respect of the staff and other personnel employed or engaged by him/her at his/her. The cost for this insurance shall be borne by the contractor. The contractor must be registered with **EPF and ESI**. The employer's contribution of PF and ESI will be reimbursed on month-to-month basis on production of voucher along with receipt and list of beneficiaries indicating their code number. He/she shall also comply with the provisions of Labour Law/Act, Contract Labour (Regulation and Abolition) Act, **Employees State Insurance Act, Workman's Compensation Act, Payment of Wages Act, the Employees Provident Fund (and Family Pension Fund) Act, 1952** and all other Labour laws for the time being in force or may come in force during the contract/period.
11. The Payment under Bonus Act, if applicable, will be paid to the labours by the Contractor. It is primary responsibility of the contractor to ensure compliance of all Central/State/Local Bodies Statutory requirements covered under all the relevant Acts/Regulations/Rules. He /She shall keep the IIM Lucknow indemnified from the provisions of these Acts and Regulations, and omission, fault, breaches and/or any claims, demands, loss, injury and expenses to which the Institute may be put or involved as a result of the contractor's failure to fulfill any of the above obligations and/or under the said Acts, enactments, rules and regulations framed there under and/or status and/or any bylaws or rules any of them, IIM Lucknow shall be entitled to recover, any of such losses or expenses, which it may have to suffer or incur on account of such claims, demands, losses or injury, from the contractor's monthly payment or from the security deposits without prejudice to its any other right under law.
12. All the employees to be so engaged by the contractor for the purpose of this contract, will be engaged by the contractor at his/her sole and own risk only after thorough medical examination. If any of such staff, employees or other persons is not found to be medically fit prior to or during the course of contract including extension, if any, by the contractor, the contractor shall not depute them and IIM Lucknow shall have the right to refuse entry of such employees into the IIM Lucknow premises.
13. The Contractor will not be permitted to engage any labour below the age of 18 years (minor) and above 60 years.
14. That the services to be rendered under this contract shall be available to IIM, Lucknow during the hours to be specified by the IIM, Lucknow.
15. While the workers of the contractor perform their duties (Scope of Work), it is to be ensured by contractor that no damage to any immovable or movable property is inflicted. That the contractor shall be responsible for any loss or damage to the properties of IIM, Lucknow caused by any of the contractor's employees, or staff by theft or otherwise and for that the contractor shall reimburse to IIM, Lucknow the value of such property plus 10% service charges on demand in this behalf.
16. **Performance Security Deposit:** On issue of the work order, the contractor shall Deposit Security for an amount equivalent to **10% of contract value** (including GST) in the form of **DD/FD/BG** from any nationalized bank in favour of 'Indian Institute of Management Lucknow' payable at Lucknow. This Security Deposit may, at the option of the IIM Lucknow be forfeited in the event of the contractor's failure to fulfill any of the obligations under the contract / agreement. The security deposit shall be refunded by IIM Lucknow to the contractor after 60 days of the expiry or termination of the contract. The security deposit shall not carry any interest. It is distinctly understood that the IIM Lucknow shall be entitled to appropriate all dues and/or expenses that will be due and payable by the contractor to IIM Lucknow under the items hereof, and/or result of IIM Lucknow suffering or incurring any damages and/or extra expenses by employing any services to IIM Lucknow consequent to the failure of the contractor to discharge the said services and/or any part or parts thereof to the satisfaction of

IIM Lucknow without prejudice to its right against the contractor for damages under the Law, and that shall be recovered from contractor's monthly bill and/or security deposits.

17. The cost of all tools and plants, materials and chemicals, etc. to be used in dusting, sweeping and cleaning the premises and also the cost of soap cakes, liquid soap, toilet paper rolls, odonil purifiers and sufficient number of plastic mugs, etc., for use in the toilets is included in the contractual payments (As per annexure(s) will be paid by IIM Lucknow on monthly basis as lump sum amount.
18. That no other costs, charges, wages, dues and compensation whatsoever to staff, employees or other persons employed by the contractor shall be payable by IIM Lucknow or shall be claimed by the contractor from IIM Lucknow for the services rendered or to be rendered under the agreement with the contractor in the IIM, Lucknow over and above the said contractual payment.
19. That the agreement/contract shall remain in force for a period of one year extendable for another 2 years (on yearly basis) on mutual consent of both the parties i.e. the Institute and the Contractor, on the same rate, terms and conditions. The contract can be terminated on the circumstances indicated below:
 - a. The contractor can terminate the agreement by giving three months' notice to IIML.
 - b. If the contractor fails, or if neglects to render any of the said services to the satisfaction of IIM Lucknow or if the contractor commits any breach of any obligations hereunder this agreement, the agreement / contract can be terminated by IIM Lucknow without any notice to the Contractor. IIM Lucknow will be free to hire any other contractor at the RISK and COST of the Contractor/ Agency.
 - c. If the business of the contractor is wound up or dissolved or if any receiver is appointed or attachment is levied in respect of any affairs of its properties and assets.
20. That all disputes, differences and other questions arising out of or relating to this agreement shall be referred to arbitration, irrespective of which seeks arbitration. The Director, Indian Institute of Management, Lucknow will be sole Arbitrator or any other person appointed by her with mutual agreement of both the parties shall be final, conclusive and binding on all parties to this contract. The venue of Arbitral proceeding shall be at Lucknow only. In Court Case, if any, the territorial jurisdiction will be at Lucknow only.
21. That the contractor shall not use iron buckets, which may damage floors and glazed tiles, and use only plastic buckets for cleaning purposes.
22. That all the material used for the work shall be of approved for its quality. IIM, Lucknow reserves the right to check the materials brought for cleaning at any time and reject them, if not found suitable.
23. That irrespective of any contrary provisions herein contained this contract may further be renewed after one year at the option of IIM, Lucknow for a period mentioned above or less on the same terms and conditions as herein contained and on the exercise of such option by the IIM, Lucknow. The contractor shall immediately enter into a renewed agreement with IIM Lucknow in writing.
24. That the rights hereunder and/or this contract cannot be assigned or otherwise transferred by the contractor to any person or persons, firm or company, or corporation whatsoever without the written and prior approval of IIM Lucknow.
25. That in the event of failure on the part of contractor to render services as contracted for on any day, proportionate amount of quoted value or the actual expenditure which IIM, Lucknow may occur by way of engaging labour and cost of materials for rendering such services plus 10% service charges whichever is greater will be deducted from the payment(s), which becomes due to the contractor. The above clause shall not be applicable in case of natural calamities.

26. The contractor shall not engage any worker beyond the working hours prescribed in the relevant labour laws applicable from time to time **for each Area “A” “B” & “C”**.
27. **The contractor(s) must visit the Campus personally before submitting the quotation and get themselves acquainted with the nature and the quality of work to be done.**
28. The contractor(s) will be required to engage sufficient number of workers/supervisor(s)/cleaning machines/equipment to deliver efficient services, as necessary from time to time. Proper record of the labourers engaged will be maintained by the contractor, which may be summoned any time before Officer-In-Charge (Sanitation Services) or any other officer authorized by the Institute, for verification.
29. Services will be available on all working days including Saturday and Sunday. The entire jobs except otherwise scattered over specific days/periods are required to be carried out on all days including Saturday, Sunday, Gazetted Holidays as well as Festival Days, it will be the responsibility of the contractor(s) to engage workers in such a way that they are provided weekly-off and other holidays in a scattered manner so that all the service requirements are met throughout the year. The contractor will make all payments to his/her labours on or before every 7th day of month in their bank accounts through electronic transfer.
30. In case of sudden absenteeism of contractor’s employee without prior notice the contractor will be liable for damages at the rate of 10% of amount for one month as given in “Abstract of Cost” apart from the actual cost of cleaning incurred by the Institute in getting the job done through others. The security money shall stand forfeited in case the contractor does not stick to the terms of the agreement or otherwise commits any breach of the contract.
31. If the contractor fails to bring the cleaning and other materials like detergents, disinfectant and antiseptic, etc., as envisaged in the contract the Institute shall purchase the materials from the open market and debit the same with 10% service charges to the account of the contractor.
32. The contractor(s) will be required to provide all basic infrastructure including tools, instruments and equipment etc. of his/her own or arrange them on rental from the sources other than IIM Lucknow.
33. Labours/ workers deputed by the contractor has to mark attendance (in & out) on biometric machine installed at main gate daily. If any labour is found absent without any valid reason/ prior permission of the concerned officer for six days continuously, s/he should be replaced by the contractor.
34. The labour/worker deputed by the contractor shall not be allowed to stay inside the campus beyond specified working hours. In case they are required beyond the specified working hours, the concerned officer of the Institute will intimate the same to Contractor in advance.
35. All the workers deployed by the contractor must be covered under ESI and EPF from the day one and they must be provided the ESI and EFP card/ registration papers with a copy to the concerned officer of the Institute.
36. The workers must be provided appropriate Hand Gloves and Masks for their protection.
37. The workers shall be provided with uniform (yearly one uniform / worker). The uniform must contain name of the Contractor and name of worker.
38. Covered trolley should be used for carrying waste material.
39. The payment to the contractor will be released within 30 working days on submission of monthly bill i.e. on completion of the month, the contractor will submit the valid invoice with details of manpower

engaged and supplies made as per the tender document / work order. The invoice must be accompanied by the ESI and EPF Challan of the previous (Employee wise details of deductions made and deposited), attendance of labours/ workers, material supplied etc. Further, at the time of submission of bill for the last month of the contract, the date of exit must be entered at appropriate place on EPF & ESI account of all the labours and payment will be released on submission of document evidence in this regard.



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013 (UP)

Scope of Work (Task Specifications and Standards):

Schedule of Housekeeping, Sanitation and Cleaning Services to be provided by the Contractor to Indian Institute of Management Lucknow, includes all parts of IIM, Lucknow Campus at Prabandh Nagar, IIM Road, Lucknow-226013 (UP) encompassing halls, rooms, cabins kitchen/pantries, telephone-exchange, stair cases, sheds, corridors, approaches, floors, toilets, roads, open space, rain water drains, etc.

Sewer cleaning is also part of cleaning.

1. Daily Cleaning:

- b. Proper and effective cleaning, washing and swabbing of the floors and walls of toilets, with brush including sanitary fittings and reception areas etc., before opening of the Office, i.e., 09:00 a.m. It is also required to apply sanitary cubes, air purifiers, toilet paper rolls, liquid soap as and when required at all places.
- c. No betel stains or cobwebs etc. should be visible anywhere in the premises/buildings.
- d. Dusting of all items of Office, class rooms and hostel furniture (Wooden, Steel and Upholster) fixtures, partition walls, doors, windows, glass pans, notice boards, pictures and machines in the premises before opening of the office and dusting of all the items of furniture in the reception areas.
- e. Proper and efficient cleaning of brick roads in the residential area with water.
- f. Lifting of unwanted materials, which will be disposed-off from the campus at the designated place.
- g. Disposal of garbage from residential quarters, hostels and mess. Removal of mud, dry leaves, unwanted plants and grass from all the roads, brick roads, footpaths and nallah, etc.
- h. Toilets and urinals including floors to be maintained in tidy condition regularly and continuously throughout the day with branded phenyl (Lamp Brand – Bengal Chemical or equivalent) and other disinfectants and porcelains fixtures to be maintained with Vim.
- i. Spraying regularly with good quality room's freshener in the office premises and classrooms.
- j. Thorough maintenance of Health Centre and Student Mess with Dettol/Carbolic Acid/Disinfectants, etc., as may be required.

1. Weekly Cleaning and on Special Occasions Class Rooms, Meeting Rooms:

- a. Proper and efficient cleaning of floors and walls as and when necessary during the training programs/functions, etc.
- b. Proper dusting and cleaning with wet cloth all items of furniture and their proper positioning as and when necessary during rainy season/functions/conferences, etc.
- c. Dusting and proper cleaning of floor carpets by vacuum cleaner.
- d. Dusting and effective cleaning of rolling shutters, bars, light, carpets, curtains of window, glass panes etc., on walls and roof in the spaces.
- e. Shifting and arrangement of materials, boarding-cum-loading of office equipment/materials and household goods.

2. Monthly Cleaning:

- a. Proper and efficient cleaning of electrical fittings, all type of fans, regulators, etc.
- b. Proper and effective cleaning of ceiling and dusting, cleaning of cobwebs and beehives.
- c. Proper and efficient cleaning of windows, ventilators and door glass panes.

- d. Cleaning of choked drains and manhole lines connected with all buildings, main drains and sewer line open and closed rainwater drains, etc.
- e. Dust free maintenance of service of all drainage pipes including of toilets.

3. Quarterly and as and when Required:

- a. Proper and efficient cleaning of water tanks, storm water drains, rain pipes and roof of all buildings.
 - b. Removal of blockades in sewer lines within the Campus as and when required.
4. All the above services or any other work of similar nature as may be entrusted to the Contractor from time-to-time by IIM, Lucknow. The Contractor shall render the service without causing any hindrance or disturbance to the IIM, Lucknow staff working during the normal working hours. The work shall be carried out effectively in consonance and conformity with the standards of neatly maintained institution premises. The Schedule/Description of Area as per the specified **Category-“A”, “B” and “C”** are given as **Annexure-I, II, and III**, and Schedule for Area wise Consumable Materials is given as **Annexure-IV (A, B & C)**.

NIT No. – IIML/PUR/GEN/04/2020-21 date 27/05/2020

TECHNICAL BID (Part-I)

1.	Name of the Company/Firm (Enclose registration certificate)	
2.	Full Address	
3.	Name of Proprietor	
4.	Labour License No. (enclose certificate)	No. _____ valid upto _____
5.	GST Registration No. (enclose certificate)	
6.	PAN Number (Enclose PAN card)	
7.	Financial Limit upto which registered	
8.	Trade/Services for which the Firm Registered	
9.	EPF Registration No.	
10.	ESI Registration No.	
11.	Existing Manpower as per payroll of the Company	
12.	Average turnover of the Last 3 financial Year (Enclose Audited Balance / Accounts or Certificate from the Chartered Accountant clearing showing Bidder's Annual Turn Over for similar services)	2016-17: Rs. _____ 2017-18: Rs. _____ 2018-19: Rs. _____
13.	Enclose filled & signed Annexure-B (DETAILS OF EXPERIENCE BY THE BIDDER) with supporting certificates	Enclosed: Yes / No
14.	Details of EMD (Please enclose screen shot of transfer of EMD)	Transaction/ UTR No. _____ Date: _____

DATE:**SIGNATURE OF BIDDER WITH SEAL**

**DETAILS OF EXPERIENCE BY THE BIDDER
(Last 5 years)
Experience Certificate**

List of works completed satisfactorily in last four years (in similar jobs) for which quotation is being given to this Institute by the Bidder

Sl. No.	Description of Work	Location of Site	Value of Work (In Rs.)	Name of the Organization with contract number & email id	Enclose work order/ completion certificate (yes / no)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SIGNATURE OF BIDDER WITH SEAL

SCHEDULE/DESCRIPTION OF AREA (Category-A)**Name of Work: Housekeeping, Sanitation, Cleaning and Conservancy Services at IIM, Lucknow**

Sl. No.	Descriptions of Work	Area in Sqmt. (Approx.)
Sweeping, Swabbing, Polishing of Floors, Cleaning of Windows and Doors Glass Pane, Removal of Cobwebs and Disposal of Waste Materials within or Outside the Campus as directed:		
1.	Faculty Block (Chintan Building)	2,800
2.	Administrative Block (Samadhan)	2,290
3.	Car Parking (Office)	200
4.	Technician Room	400
5.	AMC New Building	1,094
6.	Shopping Complex, Multipurpose Hall, Health Centre	2,768
7.	Students Affair Office (New)	465
8.	Director Residence (Full Time)	270
9.	Lawn Tennis, Basket Ball Ground for Staff	950
10.	Main Road Open Area	2,500
11.	Campus ½ Road	80
12.	New Type-III Road	90
13.	New Type-V to Old Type-V	200
14.	535 to 101 Road	400
15.	AMC to Parking	1,000
16.	Type-IV	200
17.	Rain Water Drain and Manholes, etc.	-
18.	Main Road/Brick Road and 2 meters Grass Cutting	-
19.	Road from Samadhan Parking to Shopping Complex	2163
Area in Sqmt. (Approx.)		17870.00

Bidders are requested to verify the covered area/quantity by themselves and accordingly they may estimate the covered area/quantity for the calculation of amount.

Note:

1. The bidder will be required to provide one Supervisor for 8 hours on payment basis.
2. At least one person with LMV/Tractor License holder among the labourers.
3. In case, there is any increase/decrease in the area, the number of workers to be deployed will be decided mutually by the Institute and the Contractor.
4. Sewer cleaning is also part of cleaning.
5. For the required quality of work, at present 29 workers and 1 supervisor have been deployed by the present contractor.

SCHEDULE/DESCRIPTION OF AREA (Category-B)**Name of Work: Housekeeping, Sanitation, Cleaning and Conservancy Services at IIM, Lucknow**

Sl. No.	Descriptions of Work	Area in Sqmt. (Approx.)
Sweeping, Swabbing, Polishing of Floors, Cleaning of Windows and Doors Glass Pane, Removal of Cobwebs and Disposal of Waste Materials within of Outside the Campus as directed:		
1.	PGP Block-I&II	5,469
2.	Library	2,762
3.	Computer Centre	1,180
4.	Car Garage (Type-IV)	250
5.	Service Station and Garage	376
6.	Main Gate Plus Fountain	198
7.	Old Project Office	384
8.	Hostel No.: 1 to 10	11,046
9.	Rain Water Drain and Manholes, etc.	-
10.	Main/Brick Road and 2 meter Grass Cutting	-
11.	Hostel No.: 7/8 Road	
12.	Hostel No.: 4/5 Road	380
13.	Hostel No.: 1 Road	
14.	Mess	
15.	Faculty Block to Shopping Complex Area	190
16.	Basket Ball Plus Lawn Tennis Students	950
17.	Manthan (Front Road)	2,428
18.	Out side campus, main gate to near Pulia	193.80
19.	SCIFI	562.99
20.	Post Office	248.50
Total Area (Sq. mt)		26618.29

Bidders are requested to verify the covered area/quantity by themselves and accordingly they may estimate the covered area/quantity for the calculation of amount.

Note:

1. The bidder will be required to provide one Supervisor for 8 hours on payment basis.
2. At least one person with LMV/Tractor License holder among the labourers.
3. In case, there is any increase/decrease in the area, the number of workers to be deployed will be decided mutually by the Institute and the Contractor.
4. Sewer cleaning is also part of cleaning.
5. For the required quality of work, at present 34 workers and 1 supervisor have been deployed by the present contractor.

SCHEDULE/DESCRIPTION OF AREA(Category-C)**Name of Work: Housekeeping, Sanitation, Cleaning and Conservancy Services at IIM, Lucknow**

Sl. No.	Descriptions of Work	Area in Sqmt. (Approx.)
Sweeping, Swabbing, Polishing of Floors, Cleaning of Windows and Doors Glass Pane, Removal of Cobwebs and Disposal of Waste Materials within of Outside the Campus as directed:		
1.	Students Hostel No.: 11-16	26,201
2.	Students Mess	1,440
3.	Sub-Station Building 1, 2, and 3	401
4.	STP	929
5.	Pump House	440
6.	Security Barrack	651
7.	Road/Brick Road and 2 meter Grass Cutting	
8.	Rain Water Drain and Manholes, etc.	
9.	Samanjasya	681
10.	FPM Hostel	2,160
11.	Hostel No.: 14, 15 Roads	240
12.	Hostel No.: 13 Roads	240
13	Hostel-17	1708.83
Total Area (In Sq. mt)		35091.83

Bidders are requested to verify the covered area/quantity by themselves and accordingly they may estimate the covered area/quantity for the calculation of amount.

Note:

1. The bidder will be required to provide one Supervisor for 8 hours on payment basis.
2. At least one person with LMV/Tractor License holder among the labourers.
3. In case, there is any increase/decrease in the area, the number of workers to be deployed will be decided mutually by the Institute and the Contractor.
4. Sewer cleaning is also part of cleaning
5. For the required quality of work, at present 34 workers and 1 supervisor have been deployed by the present contractor.

SCHEDULE OF CONSUMABLE MATERIALS (Category-A)

Sl. No.	Name of Consumable Materials	Qty Reqd Per Month For Area "A"	Rate of Each Item (Rs.)	Amount (Rs.)
1.	Acid	50 Liter	20	1000
2.	Harpic/Sanifresh (ReckillBenchisa)	10 Nos.	70	700
3.	Naphthalene Balls (Good Quality and Brand) Odonil	5 Kg.	130	650
4.	Phenyl (Good Quality and Brand) D. Dot Magic, Hospital Brand / Sanfexo	15 Liter	450/- for 5 ltrs	1350
5.	Flower Broom Maharaja	20 Nos.	58	1160
6.	Stick Broom Gala	30 Nos.	26	780
7.	Table Duster Gala	10 Nos.	19.50	195
8.	Mopping Material Colin	6 Nos.	82	492
9.	Floor Duster Scotch Brite	30 Nos.	33	990
10.	Kerosene Oil	5 Liter	30	150
11.	Soap Cake (Good Quality and Brand) Lux/Dettol	10 Nos.	21.80	218
12.	Liquid Soap (Good Quality and Brand) Lux/Dettol	2.5 Liter	84	210
13.	Room Freshener (Good Quality and Brand) P&G/Equabeta/ Godrej	7 Nos.	130	910
14.	Odonil Dabur	25 Nos.	45	1125
15.	Finite/Baygon Spray Johnsons	2 Liter	310	620
16.	Toilet Paper Roll Mistique	2 Nos.	32	64
17.	Vim HUL	20 Kg.	25	500
18.	Turpentine/Termite	5 Liter	45	225
		Grand total		11339

Note:

- 1.** A lump sum amount mentioned at Grant Total above will be paid towards cost of material for first year, which will be increased by 5% for each subsequent year.
- 2.** In case, there is any increase/decrease in the area, quantity required will be decided mutually by the Institute and the Contractor and the quantity of items mentioned above may be revised accordingly.

SCHEDULE OF CONSUMABLE MATERIALS (Category-B)

Sl. No.	Name of Consumable Materials	Quantity Required Per Month For Area "B"	Rate of Each Item (Rs.)	Amount (Rs.)
1.	Acid	65 Liter	20	1300
2.	Harpic/Sanifresh (ReckillBenchisa)	15 Nos.	70	1050
3.	Naphthalene Balls (Good Quality and Brand) Odonil	10 Kg.	130	1300
4.	Phenyl (Good Quality and Brand) D. Dot Magic, Hospital Brand / Sanfexo	30 Liter	450/- for 5 ltrs	1350
5.	Flower Broom Maharaja	50 Nos.	58	2900
6.	Stick Broom Gala	50 Nos.	26	1300
7.	Table Duster Gala	25 Nos.	19.50	488
8.	Mopping Material Colin	5 Nos.	82	410
9.	Floor Duster Scotch Brite	60 Nos.	33	1980
10.	Kerosene Oil	5 Liter	30	150
11.	Soap Cake (Good Quality and Brand) Lux/Dettol			00
12.	Liquid Soap (Good Quality and Brand) Lux/Dettol	10 Liter	84	840
13.	Room Freshener (Good Quality and Brand) P&G/Equabeta/ Godrej	5 Nos.	130	650
14.	Odonil Dabur	25 Nos.	45	1125
15.	Finite/Baygon Spray Johnsons	5 Liter	310	1550
16.	Toilet Paper Roll Mistique			00
17.	Vim HUL	40 Kg.	25	1000
18.	Turpentine/Termite	5 Liter	45	225
Grand total				17618

Note:

1. A lump sum amount mentioned at Grant Total above will be paid towards cost of material for first year, which will be increased by 5% for each subsequent year.
2. In case, there is any increase/decrease in the area, quantity required will be decided mutually by the Institute and the Contractor and the quantity of items mentioned above may be revised accordingly.

SCHEDULE OF CONSUMABLE MATERIALS (Category-C)

Sl. No.	Name of Consumable Materials	Quantity Required Per Month For Area "C"	Rate of Each Item (Rs.)	Amount (Rs.)
1.	Acid	65 Liter	20	1300
2.	Harpic/Sanifresh (ReckillBenchisa)	15 Nos.	70	1050
3.	Naphthalene Balls (Good Quality and Brand) Odonil	7 Kg.	130	910
4.	Phenyl (Good Quality and Brand) D. Dot Magic, Hospital Brand / Sanfexo	25 Liter	450/- for 5 ltrs	1350
5.	Flower Broom Maharaja	35 Nos.	58	2030
6.	Stick Broom Gala	40 Nos.	26	1040
7.	Table Duster Gala	24 Nos.	19.50	468
8.	Mopping Material Colin	6 Nos.	82	492
9.	Floor Duster Scotch Brite	60 Nos.	33	1980
10.	Kerosene Oil	5 Liter	30	150
11.	Soap Cake (Good Quality and Brand) Lux/Dettol	--		00
12.	Liquid Soap (Good Quality and Brand) Lux/Dettol	10 Liter	84	840
13.	Room Freshener (Good Quality and Brand) P&G/Equabeta/ Godrej	--		00
14.	Odonil Dabur	25 Nos.	45	1125
15.	Finite/Baygon Spray Johnsons	5 Liter	310	1550
16.	Toilet Paper Roll Mistique	--		00
17.	Vim HUL	25 Kg.	25	625
18.	Turpentine/Termite	5 Liter	45	225
Grand total				15135

Note:

- 1.** A lump sum amount mentioned at Grant Total above will be paid towards cost of material for first year, which will be increased by 5% for each subsequent year.
- 2.** In case, there is any increase/decrease in the area, quantity required will be decided mutually by the Institute and the Contractor and the quantity of items mentioned above may be revised accordingly.



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013 (UP)

NIT No. – IIML/PUR/GEN/04/2020-21date 27/05/2020

FINANCIAL BID (Bill of Quantity)

Description of Work: Providing Housekeeping, Sanitation, Cleaning and Conservancy Services at IIM, Lucknow Campus, Lucknow.

1.	Daily Wages Full Time a. Worker b. Supervisor	Minimum Wages for UNSKILLED^ Minimum Wages for SEMI-SKILLED^
2.	EPF Charges in %age (Employer contribution)	As prescribed by the Govt.of India
3.	ESI Charges in %age (Employer contribution)	As prescribed by the Govt.of India
	Total	(1) + (2) + (3)
4.	Service Charges in % (Percentage) of 'Total' (to be filled by the Bidder)	-----

^Minimum wages as declared by the Office of the Chief Labour Commissioner(C), New Delhi from time to time for "Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993"

Note:

1. GST, as applicable, will be paid on the billing amount
2. The Institute will be at liberty to increase or decrease the manpower required as per its own assessment.
3. At least one person with LMV License holder among the labourers.
4. One supervisor for each area.
5. Lowest bidder will be decided based on rate quoted at 'Service Charges in %age of 'Total'.
6. The Institute will only pay the amount arrived at Total of (1) + (2) + (3) +Service Charge (to be quoted by the bidder) +Material Cost. GST, as applicable will be paid extra. No other payment shall be made by the Institute. Service charge will not be paid on the material cost. The bidder shall quote the service charge in such a way that the service charges quoted will include the cost towards the bonus, uniform, ID cards, other requirements as per the labour laws etc.

SIGNATURE OF THE BIDDER WITH SEAL

DATE: _____