

Name of work

Upkeeping of New SAC building and it's allied facilities at IIT Kanpur

BID DOCUMENT



**INSTITUTE WORKS DEPARTMENT
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

Indian Institute of Technology Kanpur

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It is certified that this document contains 65 (including index) pages

Superintending Engineer

1. Notice Inviting e-Tenders

2. The Superintending Engineer, IWD on behalf of Board of Governors of Indian Institute of Technology Kanpur invites online item rate tenders on two envelope systems from the eligible firms / agencies satisfying the eligibility criteria mentioned in the document.

NIT No: 27 / Civil/D1/2024-25

1	Name of work	:	Upkeeping of New SAC building and it's allied facilities at IIT Kanpur
2	Estimated cost (exclusive of GST)	:	Rs. 30,56,913 /- for 1 year
3	Earnest Money Deposit (Rs.)	:	Rs. 61,138/-
4	Duration of contract	:	Twelve (12) months & (and extendable yearly up to a period of two more years on satisfactory performance of the work)
5	Last Time & date of submission of bids (Up to)	:	As per CPP portal data (https://eprocure.gov.in/eprocure/app)
6	Opening of bids	:	As per CPP portal data (https://eprocure.gov.in/eprocure/app)
7	Time allowed for sub- mission of requisite documents by lowestbidder	:	Within One week of opening of financialbids

The bid forms and other details may be downloaded from Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>). Aspiring bidders who have not enrolled / registered in e- procurement should enroll / register themselves before participating through web site <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online bid submission."

Bidders can access quotation / tender documents on the website (for searching in the NIC site), kindly go to quotation search option and type 'IIT'. Thereafter, click on "GO" button to view all IIT quotations. Select the appropriate quotation / tender and fill them with all relevant information and submit the completed Quotation / Tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

The bid forms and other details are available on website(s) www.iitk.ac.in/iwd/tenderhall.htm, www.gem.gov.in and www.eprocure.gov.in/eprocure.app. But the bids can only be submitted online on www.eprocure.gov.in/eprocure.app.

Note: No manual bids will be accepted. All bids (both Technical & Financial) should be submitted in the e-procurement portal.

Bidders are advised to keep visiting the above-mentioned websites from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the bidder of his liabilities to submit the bids complete in all respect including updates thereof, if any. An incomplete bid may be liable for rejection.

Superintending Engineer, IWD

3. Information and Instructions for Bidders for E-Tendering

The Superintending Engineer, IWD on behalf of Board of Governors of Indian Institute of Technology Kanpur invites online item rate tenders on two envelope systems from the eligible firms / agencies satisfying the eligibility criteria mentioned in the document.

1	Name of organization	:	Indian Institute of Technology, Kanpur
2	NIT No.	:	27/Civil/D1/2024-25
3	Location	:	Indian Institute of Technology, Kanpur
4	Tender / Quotation type (open/limited /EOI / Auction / Single	:	Open
5	Tender / Quotation category(services / works)	:	Works
6	Type of Contract (work / supply / auction/ service / buy / empanelment / sell	:	Works
7	Form of contract (CPWD-7/8)	:	CPWD-8
8	Work Category (civil / electrical /fleet/management / computer system	:	Civil
9	Is multi-currency allowed?	:	No
10	Date of publishing / issue / start	:	As per CPPP Portal
11	Document download start date	:	As per CPPP Portal
12	Document download end date	:	As per CPPP Portal
13	Date & time of pre-bid meeting	:	As per CPPP Portal
14	Venue of pre-bid meeting	:	Office of Superintending Engineer, IWD, IIT Kanpur
15	Last date & time of uploading of bids	:	As per CPPP Portal
16	Date & time of opening of Technical bids	:	As per CPPP Portal
17	Bid Validity Days	:	90 days after opening of technical bid
18	Earnest Money Deposit (Rs)	:	Rs

19	Non- Refundable Processing Fee (Inclusive of GST @18%) as given in section 5.2	:	Rs. 10,000/-for Non MSME/ NSIC/ Startup and Rs. 1,500/- for MSME/NSIC/Startup to The Registrar, Indian Institute of Technology Kanpur. The proof of submission must be uploaded along with transaction slip with due mention of NIT No. in the CPP portal for valid tender submission as per format given in section 5.2
20	No. of Bids / Covers (1 / 2 / 3/ 4)	:	2
21	Address for communication	:	Office of Superintending Engineer, IWD Central office, IIT Kanpur-208016Contact no. 0512-259-7604
22	Email address	:	seiwd@iitk.ac.in

The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

1. Information and instructions for bidders posted on website shall form part of bid document.
2. The bid document consisting of drawings, specifications, schedule of quantities of items to be executed, schedule of stages for payment as applicable and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded free of cost from www.eprocure.gov.in
3. But the bid can only be submitted after deposition of e processing fee and with the EMD hard copy submission.
4. Those contractors not registered on the website mentioned above, are required to get registered beforehand. Only e-bids shall be accepted in CPPP portal through e-tendering processes.
5. The intending bidder must have valid Class-III digital signature to submit the bid.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
7. Contractor can upload documents in the form of JPG format and PDF format.
8. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

However, if a tenderer quotes nil rates against each item in item rate, the tender shall be treated as invalid and will not be considered as lowest tenderer.

9. The “Eligibility/technical Bid” shall be opened first on due date and time as per the evaluation scheme. The “Financial Bid” of bidders qualifying the technical bid shall be opened on a later date as to be announced in CPP portal.
10. The bidders are advised to visit the site before submission of bids to have more clarity about the site conditions and availability of space for execution of the work.
11. All modifications/addendums/corrigendum’s issued regarding this bidding process shall be uploaded on website only.
12. The department reserves the right to reject any or all bids without assigning any reason thereof and may restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the minimum laid down criteria.
13. The rates for all items of service, shall unless clearly specified otherwise, include cost of all operations and all inputs of labour, material, T&P, scaffolding, wastages, watch and ward, other inputs, all incidental charges, all other taxes, cess, duties, levies, Contractor’s Profit etc., but exclusive of **EPF, EDLI, ESI and GST**, required for execution of the service.
14. The bill must be submitted showing the base amount and GST separately as per the standard practice of IIT Kanpur.
The description of the work is as follows: **“Upkeeping of New SAC building and it’s allied facilities at IIT Kanpur”**
15. The work is estimated to cost **Rs. 30,56,913/-**. However, this estimate given is mere approximation for guide.
16. Agreement shall be drawn with the successful bidders on prescribed Form No. CPWD 7 which is available as a Govt. of India Publication and also available on website www.cpwd.gov.in. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
17. The time allowed for carrying out the entire work will be **Twelve (12)** months (and extendable yearly up to a period of two more years based on satisfactory performance of work) from the date of start as defined in Schedule “F” or from the first date of handing over of the site, whichever is later, in accordance with the phasing as detailed in special conditions of contract in the bid document.

18. The site for the work will be handed over as per the special terms and conditions of the document.
19. The bid document consisting of NIT, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.eprocure.gov.in/eprocure/app free of cost.
20. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
21. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he/she need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
22. The receipt of e-processing fee shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid. The Details of Institute Account for submitting e-processing fees is given in 5.2 under Section Various Forms and Formats.
23. Copy of documents as specified in the bid shall be scanned and uploaded to the e-tendering website within the period of bid submission.
24. The bid submitted shall be opened at as per the details provided in the CPP portal at IWD office. The date of opening of Financial Bid shall be informed through web site after the opening of Technical bid.
25. The bid submitted shall become invalid and e-processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (i) **If the bidder does not deposit original EMD to the office of the Executive Engineer, Div-I, IWD, IIT, Kanpur**
 - (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - (iii) If a tenderer quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
26. The contractor whose bid is accepted will be required to furnish performance guarantee of 5% of tendered value within the specified period. This guarantee shall be in the form of or Deposit at Call receipt of any scheduled bank/ Banker's cheque of any scheduled bank/ Demand Draft of any scheduled bank/ Pay order of any Scheduled Bank of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form.

27. The performance guarantee shall remain valid for a period of 1 year 6 months initially. In case the contract period is extended further, validity of Performance Guarantee shall also be required to be extended by the Agency accordingly and validity should be valid up to the extended period.
28. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F' including the extended period if any, the contractor shall be suspended for two years and shall not be eligible to bid for IITK tenders from the date of issue of suspension order.
29. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/ registrations or proof of applying for obtaining licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. If applicable and also ensure the compliance of afore said provisions by the sub-contractors, if any engaged by the contractor for the said work.
30. Intending Bidders are advised to inspect and examine the sites and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, making proper arrangements to the site for smooth operation, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. Bidder shall be deemed to have full knowledge of the sites whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, 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 bid by a bidder 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 of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Institute and local conditions and other factors having a bearing on the execution of the work.
31. Intending Bidders are advised to get familiarized with the specifications /rules related i.e. ("**Upkeeping of New SAC building and it's allied facilities at IIT Kanpur**") to the work as approved by the competent authority and various policies related to c&d waste and other environmental guidelines of the institute pertaining to the. Bidder shall be deemed to have full knowledge of such rules and regulations whether he has read it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. In case of reduction of scope of work or no work is possible to carry out on account of such issues, no cost shall be payable to them. Submission of a bid

by the bidder implies that he has read this notice and all other documents and has made himself aware of the Institute Regulations and other factors having a bearing on the execution of the work.

32. The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without assigning any reason. Bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
33. The information mentioned in the tender documents is being furnished for general information & guidance only. The Competent Authority in no cases shall be held responsible for the accuracy there of or interpretations or conclusion drawn there from. The Agency shall verify such data to his entire satisfaction before quoting the rates and the interpretation by Institute in respect to fall matters shall be final and binding.
34. The Agency shall not Sub-contract, Sub-let, transfer or assign the contractor any other part thereof. In the event of the agency contravening this condition, Institute shall be entitled to place the contract elsewhere on the agency's risk and cost and the agency shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.
35. Necessary clarifications required by the Institute shall have to be furnished by the tenderer within the given time frame. The tenderer will have to depute his representative to discuss with the officer(s) of the Institute as and when so desired. In case, a tenderer is taking undue long time in furnishing the desired clarifications, his/her bid will be rejected without making any reference.
36. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
37. The competent authority on behalf of the Board of Governors reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
38. The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without assigning any reason. Bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

39. No escalation clause i.e. clause **10C/10CA/10CC** of General Condition of contract of CPWD is applicable in this NIT/Contract.
40. The contractor shall not be permitted to bid for works in the Institute Works Department responsible for award and execution of contracts, in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive) in IWD. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in the Office of IWD/ Institute Works Department. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
41. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government services without the prior permission of the Government of India in writing. This contract is liable to be canceled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's services.
42. The bids for the work shall remain open for acceptance for a period of **Ninety (90)** days from the date of opening of bids. If any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the Institute shall, without prejudice to any other right or remedy, be at liberty to suspend the bidder for one year
43. This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 7 days from the stipulated date of start of the work, will sign the contract.
44. The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
45. Standard C.P.W.D. Form 8 or other Standard C.P.W.D. Form as applicable.
46. The bid document will include the following components:
 - (a) CPWD-8 and CPWD-6 including Schedule A to F for all the components of the work, Standard General Conditions of Contract for

CPWD2023 as amended/modified up to last date of submission of the bid.

- (b) General / specific conditions, specifications applicable to all components of the work.
47. The eligible bidders shall quote item rates after considering all the components of the work.
 48. After acceptance of the bid by competent authority, the Superintending Engineer, IWD shall issue letter of award on behalf of the Board of Governors to the contractor. After the work is awarded, the contractor will have to enter into one agreement with Executive Engineer, IWD. One such signed set of agreement shall be handed over to Engineer-In-Charge as applicable.
 49. Entire work under the scope of bid shall be executed under one agreement.
 50. The running bill may be generated once every month and all bills must be submitted to the Office of Executive Engineer, IWD, Div-I, IIT Kanpur.
 51. The work shall be treated as complete when all the components of the work are complete.
 52. It will be obligatory on the part of bidder to sign the contract document for all components before the first payment is released.
 53. In case of reduction in scope of work no claim on account of reduction in value of work, loss of expected profit, consequential overheads etc. shall be entertained.
 54. A team of officers from Indian Institute of Technology Kanpur may visit the office/site of work of bidders for establishing their credibility and verification of submitted documents
 55. The competent authority on behalf of the Board of Governors reserves the right to terminate the contract if,
 - a)** Any violation of labour law has been observed.
 - b)** Any of the workers engaged in the works under this contract is found also engaged in other Contracts of the Institute at the same time.
 56. The competent authority on behalf of the Board of Governors reserves the right to disqualify an agency for
 - (a)** Non-compliance of Institute orders
 - (b)** Violation of Institute policies as established by the Competent Authority in the best interests of the Institute.

2.1 Instructions for Online BID Submission

This tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit softcopies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal.

More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>

2.1.1 Registration

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link, “click here to enroll”. Enrolment on the CPP portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for the accounts.
3. Bidders are advised to register their valid e-mail address and mobile number as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (class 2 or class 3 certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify / TCS / nCode/ eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID Password and the password of the DSC / eToken.

2.1.2 Searching for tender documents

1. There are various search options built in the CPP portal to facilitate bidders to search active tenders by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as

organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. The tenders can be moved to the respective “My Tenders” folder. This would enable the CPP portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each other; in case they want to obtain any clarification/help from the Helpdesk.

2.1.3 Preparation of bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bids. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bids.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black & white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor’s certificates, etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

2.1.4 Submission of bids

1. Bidder should log into the site well in advance for bid submission so that he /she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BOQ Format has been provided with the tender document to be

filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored [unprotected] cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, financial bids can be submitted in PDF format as well (in lieu of BOQ).

4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. Add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.1.5 Assistance to bidders

1. Any queries relating to 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 CPP portal in general may be directed to the 24 x 7 CPP Portal Help Desk.

2.1.6 General instruction to bidders

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the technical bids, the bidders are required to upload all the documents in PDF format.
2. Possession of a valid class III Digital Signature Certificate (DSC) in the form of smart card / e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

Tenderers are advised to follow the instructions provided in the "Instructions to the tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

Superintending Engineer

2.2 List of documents to be scanned and uploaded within the period of bid submission

The following mandatory documents to be submitted with online bid submission:

The Online bids (complete in all respect) must be uploaded online in two Envelopsas explained here: -

2.2.1 Envelope - 1: Technical Bid

The following mandatory documents to be provided as **a single PDF** file in the same sequence as listed for an eligible bid:

1. EMD scanned copy shall be submitted along with the technical bid**
2. Proof of submission of Processing Fees as per 5.1
3. GST Registration Certificate or GST Undertaking as per 5.2
4. Copy of PAN card
5. EPF & ESI registration
6. Affidavit for not being blacklisted/debarred/restrained As per 5.3
7. Performance report of works executed as per 5.4
8. Structure and Organization of the Agency as per 5.5
9. Declaration on Details of the Bidder(s) as per 5.6
10. Details of Similar Nature of Works Completed as per 5.7
11. Declaration about Site Inspection as per 5.8
12. Letter of Transmittal as per 5.9
13. CPWD form 7/8 for Percentage / Item rate Tender as per 5.10
14. Tender Certificate as per 5.11
15. Tender Acceptance Letter as per 5.12
16. Turnover & Financial Information as per 5.13
17. Solvency certificate as per 5.14 Or Scanned copy of Net Worth Certificate from certified Chartered Accountant as per 5.15
18. Declaration of not quoting service charge/rate less than 3.85 % as per 5.16

**** The hard copy of Earnest money in the form of Demand Draft of pay order or Banker's Cheque or Deposit at Call Receipt or Fix Deposit Receipt drawn in Favor of "The Director, IIT Kanpur" shall be scanned and uploaded to the e-Tendering website by the bidder within the period of bid submission. The hardcopy of earnest deposit receipt (EMD) shall be submitted in the office of Executive Engineer Div-I, central Office IWD, IIT Kanpur before the Date & time of opening of technical bids as specified in the bid document. In absence of the EMD in hardcopy, the bidder shall be not eligible for opening of their technical bid and shall be rejected.**

2.2.2 Envelope - 2: Financial Bid

Price bid should be submitted in BOQ format

3. Eligibility Criteria

3.1 Eligibility criteria for contractors

Contractors who fulfill the following criteria shall be eligible to apply.

Eligible Bidders

Eligible bidders should satisfy the following criteria for evaluation:

3.1.1 Average annual financial turn over :

- i. Average annual financial turnover of works should be at least **50%** of the estimated cost of work put to tender during the last 3 consecutive financial years by the certified Chartered Accountant. Audited turnover statements to be furnished as proof of the same duly certified by chartered accountant along with Profit & Loss Statements.
- ii. Solvency Certificate as per 5.14 (40% of the estimated cost put to tender) Or Net Worth Certificate from certified Chartered Accountant as per 5.15

3.1.2 Experience :

Firms/Contractors must have completed satisfactorily

1. One similar work of 80% value of the estimated cost put to tender or
2. Two similar work of 60% value of the estimated cost put to tender or
3. Three similar work of 40% value of the estimated cost put to tender.

Works completed during last 7 years ending last day of the month previous to the one which applications are invited.

AND

One completed work of any nature costing not less than the amount equal to 40% of the estimated cost put to tender with Central Government Department / Central Autonomous Body / Central Public Sector Undertakings /State Government Department.

Definition of similar work: Similar type of work means “**Upkeeping of building ,it’s allied associated works like Housekeeping, and gardening etc.**” done with any Central Government Department / Central Autonomous Body / Central Public Sector Undertakings /State Government / Establishment of repute in last 7 years.

Eligible bidders must also satisfy the following conditions and ensure submission of all documents mentioned in 2.2

1. **Legal:** Unregistered Partnership Firm and Joint Venture or Consortium are not eligible.
2. **Registration:** Bidder should be registered with the Income Tax Department (PAN), Employees Provident Fund (EPF) Organization, Employees State Insurance (ESI) Corporation & GST. Bidders are not eligible in absence of these documents.
3. **MANPOWER :** Bidders should have had more than 11 people on their rolls on a daily basis, continuously for last three years.
4. **Office:** Bidders have to establish its local accessible office registered with local GSTIN at IIT Kanpur to run the awarded work

4. Financial Bid Evaluation

For financial bids, the following points shall be followed:

- After evaluation of technical bid, a list of short listed agencies will be prepared.
- Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives, if present.
- The bid shall remain valid for Ninety (90) days from date of opening of eligibility bids / Technical bid.
- Bidder with lowest financial bid shall be awarded the

work. NOTE

The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:

- Amend the scope and value of contract to the bidder.
- Reject any or all the bids without assigning any reason.

Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

5. Various Forms and Formats

5.1 Format for submission of processing fees Format for proof of submission to be uploaded along with transaction slip

(Scanned copy of this page to be uploaded at the time of submission of bid)

I/we have submitted the processing fess as per the following details:

NIT No	:	27/Civil/D1/2024-25
Name of Agency	:	
GST Number of Agency	:	
Date of transaction	:	
Total amount Transferred	:	
UTR No.	:	

Signature of Bidder

Details of Institute Account for submitting processing fees are as follows:

Beneficiary Name : The Registrar, IIT
KanpurBank Name : SBI, IIT Kanpur
Account Number : 30632766814
IFSC Code : SBIN0001161

5.2 Undertaking regarding obtaining GST registration Proforma for Undertaking regarding obtaining GST registration Certificate of The State in which work is to be taken up

(Undertaking to be furnished on a 'Non-Judicial' stamp paper worth Rs.100/)

(Scanned copy of this notarized undertaking to be uploaded at the time of submission of bid, if required)

If work is awarded to me, I/we shall obtain GST registration Certificate of the State, in which work is to be taken up within one month from the date of receipt of award letter or before release of any payment by IITK, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IITK or GST department in this regard.

Signature of bidder

OR

(An authorized Officer of the firm with stamp)

Signature of Notary with Seal

5.3 Affidavit for not being blacklisted/debarred/restrained

Proforma for AFFIDAVIT for not being blacklisted/debarred/restrained

(AFFIDAVIT to be submitted on a 'Non-Judicial' stamp paper worth Rs.100/) (Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)

I/we undertake and confirm that our firm/partnership firm has not been blacklisted and/or debarred/restrained by any Central Govt./ State Govt. Agency/ Autonomous body of the Central or State govt./ PSU etc. Further that,if such information comes to the notice of the Institute, then I/we shall be debarred for bidding in the Institute in future forever. Also, if such information comes to the notice of the Institute on any day before date of start of work, the competent authority shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Signature of bidder

OR

(An authorized Officer of the firm with stamp)

Signature of Notary with Seal

5.4 Performance report on work executed Proforma of Performance report on works referred to in Financial Information

(To be printed in Company's Letterhead)

(Scanned copy of the Performance Reports to be uploaded at the time of submission of bid)

1. Name of work/project & location:
2. Agreement no.:
3. Estimated cost:
4. Tendered cost:
5. Date of start:
6. Date of completion:
7. Stipulated date of completion:
8. Actual date of completion:
9. Amount of compensation levied for delayed completion, if any:
10. Amount of reduced rate items, if any:
11. Performance Report:
 - (a) Quality of work: Outstanding / Very Good / Good /Poor
 - (b) Technical Proficiency: Outstanding / Very Good / Good /Poor
 - (c) Resourcefulness: Outstanding / Very Good / Good /Poor
 - (d) General Behavior: Outstanding / Very Good / Good /Poor

Signature of Superintending Engineer

Dated:

5.5 Structure and Organization of the Agency Proforma of providing Structure and Organization of the Bidding Agency
(To be printed in Company's Letterhead)

(Scanned copy of the Structure and Organization Document to be uploaded at the time of submission of bid)

1. Name & address of the bidder:
2. Telephone no./Telex no./Fax no.:
3. Email address for Communication:
4. Legal status of the bidder (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:
5. Particulars of registration with various Government Bodies (attach attested photocopy)

Organization / Place of registration Registration No.

- 1.
- 2.
- 3.
6. Names and titles of Directors & Officers with designation to be concerned with this work.
7. Designation of individuals authorized to act for the organization
8. Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
9. Any other information considered necessary but not included above.

Signature of bidder

5.6 Declaration on Details of the Bidders

Proforma of Declaration on Details of the Bidders (To be printed in Company's Letterhead)

(Scanned copy of the Performance Reports to be uploaded at the time of submission of bid)

DECLARATION

I/We, hereby declare that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I/we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

Particulars of the bidder as per following details:

1.	Name of the firm / organization	:	
2.	Type of the firm / organization: Public Ltd, / Private Ltd./ Registered firm	:	
3	Registered office	:	
4	Address of office	:	
5	Contract people	:	
6	Name & designation	:	
7	Land line & mobile no.	:	
8	Email	:	
9	PAN No.	:	
10	GST No.	:	
11	EPF Registration No.	:	
12	ESI Registration No.	:	
13	Annual Turnover for the last 3 years (Enclose copies of audited balance sheet and P&L A/c.)		
13.1	2023-2024	:	
13.2	2022-2023	:	
13.3	2021-2022	:	
14	EMD hard copy submission.	:	

15	Has the applicant ever been required to suspend any project for a period of more than six months continuously after Commencement of work?	:	If so, give the name of the project and reasons of suspension of project
16	Has the applicant ever been convicted by a court of law?	:	YES / NO, If yes give details of the case
17	Details of any litigation in which the applicant is / was involved.	:	
18	All forms submitted as desired in the bid	:	Yes / No
19	Undertaking regarding no subletting of work.	:	

We further declare that our organization has not been blacklisted /delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years.

Signature of Bidder(s) with seal

Dated:

5.7 Details of Similar Nature of Works Completed

Proforma for submission of Details of Eligible Similar Nature of Works Completed* during the Last Seven Years ending previous day of the last date of submission of tenders (Scanned copy of the Performance Reports to be uploaded)

The bidding capacity of the contractor should be equal to, or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula: Bidding Capacity = $[A \times N \times 2.0] - B$, where

A = Maximum turnover in construction works executed in any one year during the last seven years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of $7N$

N = Number of years prescribed for completion of work for which bids has been invited. B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

The contractor needs to submit the supporting documents for calculation of A & B as above. For calculation of B , information is to be supplied in the following tabular format:

Sr. No	Name of work / project and location	Owner / sponsor organization	Const of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending / in Progress with details*	Name and address / telephone number of officers to whom reference may be made	Whether the work was done on back to back basis Yes/No
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Dated:

Signature of bidder with seal

5.8 Declaration About Site Inspection

Declaration about Site Inspection

(By Bidder)

To

The Executive

Engineer, IWD, IIT,

Kanpur

Subject: Submission of Tender for the work of “Upkeeping of New SAC building and it’s allied facilities at IIT Kanpur”.

Dear Sir/Madam,

It is hereby declared that as per terms and conditions of this tender document, I/ We the bidder inspected and examined the subject site and its surrounding and satisfy myself / ourselves as to the nature of the ground and sub-soil (so far as is practicable), the forms and nature of the site./ ourselves before submitting the bid, the accommodation which may require and all necessary information as to risks, contingencies and other circumstances which may influence or affect our bid have been obtained. I/We the bidder shall have full knowledge of the site and no extra charge consequent upon any misunderstanding or otherwise shall be claimed in later date. I /We bidder shall be responsible for arranging and maintaining at own cost all materials, tools & plants, 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 bid by me/us implies that I / We have read this notice and all other contract documents and has made myself /ourselves 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.

Sincerely

(Duly authorized signatory of the Bidder)

5.9 Letter of Transmittal

To
Superintending Engineer
IWD, IIT,
Kanpur- 208016

Name of Work: Upkeeping of New SAC building and it's allied facilities at IIT Kanpur

Dear Sir/Madam

Having examined details given in Notice and bid document for the above work, I/we hereby submit the relevant information.

5.10.1 I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statement are true and correct.

5.10.2 I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

5.10.3 I/We also authorize Superintending Engineer, IWD, Indian Institute of Technology Kanpur or his representative(s) to approach individuals, employers, firms and corporation to verify our competence, work experience, and general reputation.

5.10.4 I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible completed works:

Sl. No.	Name of work	Amount	Certificate issued by
1			
2			
3			

CERTIFICATE

It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancelation of enlistment in case any information furnished by me/us found to be incorrect.

Signature(s) of Bidder
with seal

Enclosures:

Date:

5.10 CPWD-8

CPWD-8

ITEM RATE TENDER & CONTRACT FOR WORK

Tender for the “Upkeeping of New SAC building and it’s allied facilities at IIT Kanpur”

1. To be uploaded as per details uploaded in CPP portal at www.eprocure.gov.in/eprocure/app
2. To be opened in the presence of tenderers who may be present at the time of opening in the Executive Engineer, IWD, IIT Kanpur.
3. The pre-qualification/Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.

TENDER

(To be signed in Company’s Letterhead)

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F Specifications applicable, Drawings & Designs, General Rules and Directions, General Conditions of Contract (For construction works) 2023, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Board of Governors within the time specified in Schedule ‘F’ viz., schedule of quantities and in accordance in all respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

We agree to keep the tender open for Ninety (90) days from the due date of its opening and not to make any modification in its terms and conditions.

I/We have deposited EMD for the prescribed amount in the office of concerned Executive Engineer as per the bid document.

If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said Board of Governors or his successors, in office shall without prejudice to any other right or remedy, be at liberty to take action as per my/our EMD declaration as per 5.1. Further, if I/We fail to commence

work as specified, I/We agree that Board of Governors or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clauses 12.2 and 12.3 of the tender form.

Further, I/We agree that in case of myself / our self-becoming liable for action as per my/our EMD declaration or forfeiture of Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a **violation comes to the notice of Department, then I/we shall be debarred for tendering in Indian Institute of Technology Kanpur in future forever. Also, if such a violation comes to the notice of Indian Institute of Technology Kanpur before date of start of work, the Executive Engineer, IWD shall be free to forfeit the entire amount of Performance Guarantee.**

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 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 & integrity of IIT Kanpur.

Signature(s) of Contractor(s) with seal

Dated:

Address

Occupation

5.11 Certificate for Tender

(To be given on Company Letter Head)

Date:

To,
Superintending
Engineer, IWD, IIT
Kanpur-208016

Sub: Certificate of compliance as per Rule 144 (xi) GFR's 2017

Tender Reference No:

Name of Tender / Work: **Upkeeping of New SAC building and it's allied facilities at IIT Kanpur.**

5.12.1 I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]

5.12.2 I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all the requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

5.12 Tender Acceptance Letter

(To be given on Company Letter Head)

Date:

To,
Executive Engineer,
IWD, IIT, Kanpur-208016

Sub: Certificate of compliance as per Rule 144 (xi) GFR's 2017
Tender Reference No:

Name of Tender / Work: **Upkeeping of New SAC building and it's allied facilities at IIT Kanpur**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No.....to (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms /conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
- 7.

Yours Faithfully,
(Signature of the Bidder,
with Official Seal)

5.13 Financial Information

Proforma for providing Financial Information

(Scanned copy of the completed information sheet to be uploaded at the time of submission of bid)

Financial Analysis: Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Financial Years	2019-20	2020-21	2021-22	2022-23	2023-24
Gross Annual turnover					
Profit/Loss					

Signature of Chartered Accountant with Seal

Signature of bidder

5.14 Banker's Certificate from a scheduled Bank

Proforma of Banker's Certificate from a Scheduled Bank
(To be printed in Bank's Letterhead)
(Scanned copy of the Certificate to be uploaded at the time of submission of bid)

This is to certify that to the best of our knowledge and information that M/s./Sh.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs (Rupees). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

.....
(Signature for the Bank)

NOTE:

1. Bankers certificates should be on letter head of the Bank, addressed to tendering authority.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

5.15 Net Worth Certificate by certified Chartered Accountant

Proforma of Net Worth Certificate by certified Chartered Accountant

(To be printed in Letterhead of Chartered Accountant)

(Scanned copy of the Certificate to be uploaded at the time of submission of bid)

This is to certify that as per the audited Balance Sheet and Profit & Loss statement of the account during the financial year, the net worth of M/s./Sh.....(Name & Registered Address of individual/firm/company) as on 31.3.2024 is Rs.....(Rupees.....) after considering all liabilities.. It is further certified that the net worth of the company has not eroded by more than 30% in the last three years ending on 31.3.2024.

.....
(Signature of the Chartered Accountant)

.....
(Name of the Chartered Accountant)

.....
(Membership No. of ICAI)

.....
(Date & Seal)

5.16 Declaration of not quoting service charge/rate less than 3.85 % of the estimated cost put to tender (The bidder shall be disqualified in absence of this declaration)

Proforma for Declaration of not quoting service charge/rate less than 3.85 % of the estimated cost put to tender (Scanned copy of this Declaration to be uploaded at the time of submission of bid)

Whereas, I/we (name of agency) have submitted bids for Name of work: - **“Upkeeping of New SAC building and it’s allied facilities at IIT Kanpur”** I/we hereby submit following declaration of not quoting service charge/rate less than 3.85 % of the estimated cost put to tender as per Office Memorandum issued by Department of Expenditure, Ministry of Finance, Government of India vide dated 06.01.2023 as attached at Annexure-II of this tender document:

1. If after the opening of the tender, I/we shall be found to be quoted less than 3.85 % of the estimated cost put to tender. I/we shall be disqualified by IITK as per the tender terms and conditions without any liability of IIT Kanpur to seek any clarification or informing to us.

.....
Signature of the Bidder(s)

6 Proforma of Schedules

Operative schedules shall be supplied separately to each intending tenderer

SCHEDULE "A"	Schedule of Qty	Uploaded separately
SCHEDULE 'B'		

Schedule of materials to be issued to the contractor:

S. No.	Description of item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue
1	2	3	4	5
NIL				

SCHEDULE 'C'

Schedule of Tools and Plants to be hired to the contractor

S. No.	Description	Hire charges per day	Place of issue
1	2	3	4
_____NIL_____			
SCHEDULE "D"	Extra schedule for specific requirements/document for the work, if any:		As attached in tender form.
SCHEDULE "E"	Schedule of component of other Materials, Labour, POL etc. for price escalation		N. A.
SCHEDULE "F"	Reference to General Conditions of contract.		

Name of Work:	Upkeeping of New SAC building and it's allied facilities at IIT Kanpur
Estimated cost of the work:	Rs. 30,56,913/-
Earnest money	Rs. 61,138/-

Performance Guarantee	5% of the tendered value of the work
Security Deposit	2.5% of the tendered value of the work

General rules and direction:

Officer inviting tender	Superintending Engineer, IWD, IIT, Kanpur
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Definitions:

2(vi)	Engineer-in-charge For civil item works	Executive Engineer, IWD, IIT Kanpur
2(vii)	Accepting authority	Superintending Engineer, IWD, IIT Kanpur
2(x)	Percentage on cost of materials and labour to cover all overheads and profits	7.5%
2(xi)	Department	IWD, IIT Kanpur
9(ii)	Standard CPWD contractForm:	GCC 2023, CPWD form-8 as modified & corrected up to 30.11.2024 (Whether correction vide latest circulars are in corporate or not in this document). The following condition pertains to GST of clause 37 & 38 of General Condition of contract and corresponding Amendments should be read as follows: a- The Quoted rates should be exclusive of GST. b- The GST as

		applicable shall be paid extra.
Clause 1	<p>i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance</p> <p>ii) Maximum allowable extension with late fee @0.1% per day of performance guarantee amount beyond the period as provided in i) above</p>	<p>15 Days</p> <p>7 Days</p>
Clause 2	Authority for fixing Compensation under Clause 2	Superintending Engineer, Institute Works Department, IIT, Kanpur Or successor thereof
Clause 2A	Whether Clause 2A shall be applicable	No
Clause 5	<p>i) Number of days from the date of issue of letter of acceptance for reckoning date of start</p> <p>ii) Time allowed for execution of work</p>	<p>22 days</p> <p>12 Months</p>
Authority to decide	Extension of time	Superintending Engineer, Institute Works Department, IIT, Kanpur. Or successor thereof
Clause 6A		APPLICABLE
Clause 7	Payment	Monthly

8. SPECIAL CONDITIONS FOR MATERIALS

1. The contractor shall at his own expense procure and provide all materials
2. The contractor shall procure all the materials in advance so that there is sufficient time to testing and approving of the materials and clearance of the same before use in work.
3. All materials brought by the contractor for use in the work shall be got checked from the Engineer-in-Charge or his authorized representative of the work on receipt of the same at site before use.
4. The contractor shall also employ necessary watch and ward establishment for the safe custody of materials at his own cost.
5. The contractor shall be fully responsible for the safe custody of materials brought by him issued to him even though the materials are under double lock key system.
6. The contractor have to provide all safety gadgets such as ISI marked Shoes, gumboots and gloves, safety belt while working on heights etc. to the workers including two dresses to each worker (one for summer and one for winter) in a year. The contractor is advised to quote his rates accordingly.

9. Special Terms and Conditions:

Upkeeping of New SAC building and it's allied facilities at IIT Kanpur

The contract shall be drawn initially for a period of 12 (Twelve) months (**and extendable yearly up to a period of two years on satisfactory performance of the work**). However the Institute reserves the right to terminate and completely extinguish the service contract within this period from the date of commissioning. It will however issue 1 (one) month advance notice in writing of its intention to do so. The Institute reserves the right to appoint another agency for service contract from the date of termination of contract.

- (a) Similarly the contractor shall be at liberty to seek termination of service contract after the expiry of 1 (one) month from the date of commencement of the contract. It will however issue 1 (one) month advance notice in writing of its intention to do so.

1. Definition of Terms:

In this contract (as hereinafter defined) the following workers and expressions shall have meanings hereby assign to them, except where the context requires otherwise.

- 1.1 The “**INSTITUTE**” shall mean Indian Institute of Technology, Kanpur (IITK) with its premises located at Kalyanpur, Kanpur- 208016 and shall include its authorized representatives, successors and assignees.
- 1.2 The “**CONTRACTOR**” shall mean the person or persons firm or company whose tender has been accepted by the Institute and includes the contractor's legal representatives, his successors and permitted assignees.
- 1.3 The “**TENDER**” shall mean the proposal / offer along with supporting documents submitted by the tenderer for consideration by the Institute.
- 1.4 The “**TENDER DOCUMENTS**” shall mean the documents issued by the Institute to prospective tenderers, containing various terms and conditions, scope of work etc.
- 1.5 The “**TEER OF ACCEPTANCE OF TENDER**” shall mean an official intimation from the Institute to successful tenderer to the effect that his / their tender has been accepted in accordance with the provisions contained therein.
- 1.6 The “**WORK**” shall mean all works and engagement of labour specified in the scope of work and qualified under general and special terms and conditions.
- 1.7 The “**CONTRACT**” shall mean the agreement between the Institute and the contractor, duly signed by the parties to the agreement, through their authorized representatives, for the execution of the work included in the tender document, letter of acceptance of tender, agreed variations to the tender documents if any. Schedule of rate and other relevant documents submitted by the contractor and as accepted by the Institute

2. The contractor shall appoint a skilled supervisor for monitoring the work. He should be at least Graduate.
3. The Supervisor appointed by the contractor shall report to controlling officer of IWD and the authorized person of DoSA Office / Students' Gymkhana on a day-to-day basis and organize the work as per their directions.
4. No part of the contract shall in any manner or degree be transferred, assigned, or sublet by the contractor directly or indirectly to any person or firm. Violation of this condition shall render the contractor liable for panel action including termination of the contract and forfeiture of security deposit.
5. If the contractor does not commence any work in the manner described in the contract document or if at any time in the opinion of the Engineer-in-charge,
 - i) Fails to carry out the work in conformity with the contract document.
OR
 - ii) Substantially suspends the work without authority from the Institute. OR
 - iii) Fails to carry out and execute the works to the satisfaction of the Institute
OR
 - iv) Commits or permits a breach of any other kind or observes or persists in any of the above-mentioned breaches of the contract, after notice in writing shall have been given to the contractor by the Institute requiring such breach to be remedied.
 - v) If the contractor shall abandon the works then in any such case, the Institute shall have the power to enter upon the premises, take possession thereof, to rescind the contract and to carry on with the works by the contractor's workmen the supervisor, as the Institute in its absolute discretion may think proper, without making any payment to the contractor.
6. The contractor shall make its own arrangements for the transportation of the staff to and from the campus and to the site of work.
7. The contractor shall have to work under the overall control of the authorized person of DoSA Office / Students' Gymkhana and in close liaison with the monitoring committee.
8. If the contractor fails to commence the work on any day due to any reasons whatsoever, **a penalty @ one fifteenth** of the monthly contract value per day of default shall be deducted from the monthly bill. However, if the services are disrupted for two consecutive days, the contract will be rescinded without any notice and the security deposit shall be absolutely forfeited.

The contractor shall make all efforts to ensure sufficient labor deployment in each shift if the the manpower is found short due to any reason, the contractor the contractor shall have to redistribute the work amount the reporting staff and continue to maintain the services in normal conditions.

9. The contractor shall furnish to the controlling officer of IWD a bill in respect of the monthly charges for providing services under the contract in the last week of every month. The Institute shall ensure payments within 30 (Thirty) working days from the date of submission of bill. The contractor shall ensure that the wages are paid to its employees on or before 7th of every month.
10. The controlling officer shall endorse the following certificate on the monthly bills before recommending it for payment to the Engineer-in-charge.

“Certified that the contract during the period of the bill have been carried out as per the scope of work, terms & condition of the contract and to his entire satisfaction”
11. The contractor shall submit the bill along with the proof of having paid due wages to all the workmen engaged on the job during the preceding month. The wages shall be disbursed to the workmen through RTGS / ECS in their bank account
12. The employees of the contractor shall carry personal identity cards with EPF & ESIC nos. mentioned on the cards issued by the contractor while on duty. In addition to this, the contractor shall furnish from time to time a complete list of employees, along with passport-size photographs and their residential addresses, to the security officer of the Institute.
13. If and whenever any of the contractor’s employees shall, in the opinion of the officer-in-charge of the Institute, be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that it is undesirable for administrative reasons for such persons to be employed in the work comprised in the contract, the contractor if so directed, shall remove such person from employment within a reasonable time. Any persons so removed from the work shall be immediately replaced at the expense of the contractor by a qualified and competent substitute.
14. The contractor shall be responsible for the proper behavior of all the staff employed on the work and shall exercise a proper degree of control over them. In particular and without prejudice to the said generality, the contractor shall be bound to prohibit and prevent any employee from trespassing/action in any way detrimental or prejudicial to the interests of the community or of the Institute of all consequent claims or actions for damages or injury whatsoever. The decision of the Institute upon any matter arising under this clause shall be final binding on the contractor.
15. Payment of the final bill shall be made to the contractor within 30 days from the expiry/termination of the contract, provided:
 - i) It is accompanied by the wage register for the entire period of the contract, duly authenticated by the controlling officer of IWD or authorized person of DoSA Office / Students’ Gymkhana.

16. No person below the age of 18 (eighteen) years shall be employed on the work. Similarly no women staff shall be employed since the duty involves working in oddhrs.
17. The contractor shall not pay to persons engaged by him on the work, less than minimum wages prescribed by labour commissioner (central), Kanpur from time to time.
18. If the prescribed minimum wages are revised by the Labour Commissioner (Central), the contractor shall revise the wages of the workers accordingly. The difference in minimum wages, with respect to the wages applicable at the time of Submission of bid shall be reimbursed to the contractor in addition to the contract amount. No Contractor profit & overheads shall be paid on an increase in wages.
19. The contractor shall, at their own expense, Comply with all labour laws and keep the Institute indemnified in respect thereof.
20. The contractor shall be registered with the Regional Labour Commissioner (Central) and obtain a license as per the Contract Labour Act. 1976, within 40 days from the award of the work.
21. The contractor shall be solely responsible as regards to payment of wages / salary, service conditions and terms & conditions of employment. In this connection, he shall maintain requisite records and comply with all laws / enactment's, rules, regulations and orders applicable to the contractor's employees in general and in particular laws /enactment's, rules & regulations & orders dealing with employment of contract labour, payment of minimum wages, fire & safety regulations, security arrangements and such other rules & regulations as may be applicable at present or made applicable hereafter.
22. Drinking liquor other intoxication materials within the Institute campus is strictly prohibited. Violation of this rule by the employees of the contractor shall render them liable for prosecution as per law and automatically disqualify them from deployment on the work.
23. The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any person in the employment of the contractor, save and except an accident or injury resulting from any act or default of the Institute. The contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect of or in relation there to.
24. The contractor's staff shall not be treated as the Institute staff for any purpose whatsoever. The contractor shall be responsible for strict compliance of the

statutory provisions of relevant labour laws applicable from time to time in carrying out the service contract. The Institute shall not be liable to any penalty for which the contractor is responsible under the law. However, if the Institute is forced to pay any cost of any nature on account of the contractor's liabilities, the said cost shall be recovered from the payments due to the contractor.

25. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactment's viz minimum wages Act payment of wages Act, Industrial Dispute Act, Contract Labour (Regulation & Abolition) Act and all other labour & industrial enactment's at their own risk and cost in respect of all staff employed by them. The Institute shall be indemnified for any action brought against it for any violation / non-compliance of any of the provisions of any of the Acts etc. The contractor shall maintain all records required to be maintained under the statutory enhancements. The controlling officer shall be entitled to inspect all such records at any time.
26. The workers shall report to the contractor's supervisor and register their daily attendance on the wage card. The monthly attendance sheet of the workers duly verified by the authorized person of DoSA Office / Students' Gymkhana shall be submitted to the controlling officer of IWD for further processing of the bill.
27. The value of work shall be inclusive of the wages of the workers & supervisor, cost of tools and implements i/c contingent expenditure incidental to the work etc. Nothing extra shall be payable in addition to the monthly value of the contract except.
 - 1) The contribution of EPF, EDLI & ESIC by the contractor shall be reimbursed on production of the original challan of deposit of the same in the office of competent authorities along with the list of labours downloaded from the website of EPF & ESIC duly signed by the Contractor. Administrative expenses deposited by the contractor shall not be reimbursed. The photo ID card in hindi shall be issued by the contractor depicting the following details:
 1. Name of the contractor
 2. ID card no.
 3. Full name of the worker with photograph
 4. Date of Birth
 5. Father's /Husband Name
 6. Category (skilled / semi skilled / unskilled)
 7. Full Postal address (permanent)
 8. Workers' EPF code no.
 9. Workers' ESI membership no., if any
 10. Date of issue of ID card
 11. Validity period of ID card
- . The wage slip should also contain, the EPF & ESI nos. and workers ID card no.

28. The contractors must have their ESI & EPF account at the local office at Kanpur.
29. Being an individual work contract no other tax is payable other than GST. The GST as applicable shall be payable along with the monthly bills to the contractor.
30. A Register of details of deposited EPF & ESIC of each worker with attached photograph there in shall be prepared by the agency.

10. Other Terms & Condition

1. The rates for all items of work shall, unless clearly specified otherwise, include cost of all labours, materials and other inputs involved in the execution of the item irrespective of whether they have been specifically mentioned in the tender document or not.
2. In case the same item (s) appear more than once in the schedule of work / BOQ under the same sub head or among the different subhead of works, the lowest rate quoted for that item (s) shall be considered for the particular item(s) wherever appeared in any part of BOQ / Schedule of works for the purpose of tender evaluation although web generated e-price bid may incorporate different quoted rate for same item(s) as per the quoting pattern of the tenderer. The tendered amount thus worked out shall be final & shall be binding on the contractor.
3. The rates quoted by the contractor will be deemed to be inclusive of any extra expenditure of this reason. The contractor has to increase the manpower or other tools etc. to do the work as per requirement of the work at his own expenses. Nothing shall be paid on this account.

9.1 Quality and Workmanship

1. The contractor shall procure all the materials at least in advance so that there is sufficient time to testing and approving of the materials and clearance of the same before use in work.
2. All materials brought by the contractor for use in the work shall be got checked from the Engineer-in-Charge or his authorized representative of the work on receipt of the same at site before use.
3. The contractor shall be fully responsible for the safe custody of the materials issued to him even if the materials are in double lock and key system.

9.2 Natural calamity:

No payment will be made to the contractor for any damage caused by rain, snow fall, floods, dampness, fire, sun or any other natural cause whatsoever during the execution of work. The damage to the work due to above reason, if any, shall have to be made good by the contractor at his own cost and no claim on this account shall be entertained.

9.3 Safety and Security

1. The contractor has to follow all safety norms as laid down in National Building

Code of India. All the workers shall be equipped with the required safety gadgets while working at site such as ISI marked Shoes and boots, gloves etc.

2. The contractor, the authorized representative(s), workmen etc., shall strictly observe orders pertaining to fire precautions prevailing in the area.
3. The contractor shall be fully responsible for the safe custody of materials brought by him/ issued to him even though the materials may be under double lock key system.
4. It shall be ensured by the contractor that no electric live wire is left exposed or unattended to avoid any accidents in this regard.
5. The Institute shall not have any responsibility or liability in case of any accident injury to the personnel to the contractor at work site or to the general public at the work site due to mishandling equipment by the personnel of the contractor or any other similar reason. The responsibilities and liabilities for such accidents and incidents shall be borne by the contractor.

9.4 Water and Flooding

1. In case of flooding of site on account of rain or any other cause and any consequent damage, whatsoever, no claim financially or otherwise shall be entertained notwithstanding any other provisions elsewhere in the contract agreement. Also, the Contractor shall make good, at his own cost, the damages caused, if any.

9.5 Acts and Laws

1. The Contractor shall keep himself fully informed of all acts and laws of the Central & State Governments, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect those engaged or employed and anything related to carrying out the work. All the rules & regulations and bye-laws laid down by Collector / MC etc. and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
2. All statutory taxes, levies, charges (including water and sewerage charges, charges for temporary service connections and / or any other charges, as applicable) payable to such authorities for carrying out the work, shall be borne by the Contractor.
3. The Contractor shall arrange to give all notices as required by any statutory / regulatory authority and shall pay to such authority all the fees that is required to be paid for the execution of work. He shall protect and indemnify the Institute and its officials & employees against any claim and /or liability

arising out of violations of any such laws, ordinances, orders, decrees, by himself / herself or by his/her employees or his / her authorized representatives. Nothing extra shall be payable on these accounts.

4. The fee payable to statutory authorities for obtaining the various permanent service shall be borne by the Institute.

9.6 Labour and Laws

1. The Contractor shall display all permissions, licenses, registration certificates other statements etc. under various labour laws and other regulations applicable to the works, at his site office.
2. Huts for labour are not permitted within the premises of the Institute. No extra cost shall be payable even if the contractor provides such accommodation at a place as is acceptable to the local body.

9.7 Nondisclosure Agreement

1. The Agency shall take all precautions not to disclose, divulge and/or disseminate to any third party any confidential information, proprietary information on the Institute business or security arrangements (including but not limited to the Assignment instructions, Schedules and other subsequent Arrangements) and/or business of the Institute. The obligation is not limited to any Scope and the Agency shall be held responsible in case of breach of the confidentiality of Institute's information.
2. If the Agency receives enquiries from Press/Media/Radio/Television or other bodies/persons, the same shall be referred by the Agency to Institute immediately on receipt of such queries.

9.8 Indemnification:

1. The agency shall be directly responsible to indemnify the Institute against all charges, dues, claims, etc. arising out of the disputes relating to the dues and employment of the personnel deployed and further for any claim/compensation against all damages and accidents caused due to negligence on the part of the agents, employees and other personnel of the agency.
2. That the contractor shall keep the IITK indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the contractor to contest the same. In case IITK is made party and is supposed to contest the case,

IITK will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to IITK on demand. Further, the contractor shall ensure that no financial or Any other liability comes on IITK in this respect of any nature whatsoever and shall keep IITK indemnified in this respect.

9.9 Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosion, epidemics quarantine restriction, strikes, lockouts or acts of god (hereinafter referred to as events) provided notice of happenings of any such event, is served by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof. Provided the Party satisfies Institute adequately of the measures taken by it. Neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Further, the services under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of Institute as to whether the services have to resume or not shall be final and conclusive, provided further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, Institute may at his option, terminate the contract.

9.10 Dispute resolution

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the agency in due course.
2. Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996 and its amendments. Any legal dispute will be subject to jurisdiction of Kanpur Courts only and no other court shall have the jurisdiction.
3. Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions

of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Kanpur Courts only and no other court shall have the jurisdiction.

9.11 Arbitration

1. Except as otherwise provided anywhere in this Agreement, if any dispute, difference, the question of disagreement or matter, whatsoever, arises between the parties, as to the meaning, operation or effect of the Agreement or out of or relating to the Agreement or breach thereof, the same shall be referred to a Sole Arbitrator, to be appointment by the Director of the Institute at the time of the dispute.
2. If the Arbitrator, to whom the matter is originally referred, dies or refuses to act or resigns for any reasons from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by its predecessor, provided both the parties consent to this effect, failing which, the arbitrator shall be entitled to proceed on the matter de- novo.
3. It is a term of the Agreement that the party invoking the arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause.
4. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
5. The place of the arbitration shall be Kanpur Nagar, Uttar Pradesh, India.
6. Subject as aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications, amendments or re-enactment thereof and rules made thereunder and for the time being in force, shall apply to the arbitration proceeding under this clause.
7. Except as otherwise provided anywhere in this Agreement, the Arbitration proceedings shall be conducted in English and the Agreement shall be constructed, interpreted and governed by the law of India, for the time being in force.

9.12 Jurisdiction of Courts

The court(s) at Kanpur Nagar, Uttar Pradesh, shall have the exclusive jurisdiction to try any as all the disputes(s) between the parties arising out this Agreement.

10. Other Terms & Condition

a) **New Student activity center**

- I. Open Air Theatre with seating stairs
- II. Food Court area, washroom, drinking water cooler room & seating benches
- III. All Activity Rooms, senate hall, office, corridors and stairs at all floors levels
- IV. All toilets (Male & Female) at all floors
- V. Surrounding path
- VI. Surrounding Lawn

All the offices, halls, activity rooms, food court, Open air theatre with seating arena and toilet facilities are in good condition at present. The Offices have internal telephone, Internet connection, a few offices have air- conditioners also. There are RO drinking water supply.

11. BROAD SCOPE OF WORK

Work includes providing quality Upkeeping, Operation & General Maintenance services at New SAC building, it's allied facilities at IIT Kanpur the working hours & nature of works are detailed below:

- **Opening hour will be from 8.00 AM onwards till 10 PM** The required manpower shall be deputed as per the following shifts:
 - a) 8.00 AM to 5.00 PM (with one hour lunch break)
 - b) 1.00 PM to 10.00 PM (with one hour break)

S.NO.	Activity												
1.	<p>Indoor Cleaning: Sweeping and mopping of floors in rooms, staircases. Cleaning and wiping of doors, windows, partitions, railings, furniture, fixtures, cupboards (almirahs), drawers, doormats, signboards, and dustbins.</p>												
2.	<p>Glass Cleaning: Glass cleaning includes cleaning of glass window panes, doors, and partitions.</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">1. Main Entrance Glass Door</td> <td style="padding-left: 40px;">Twice in a Week</td> </tr> <tr> <td style="padding-left: 40px;">2. Corridor Window Glasses</td> <td style="padding-left: 40px;">Thrice in a Week</td> </tr> <tr> <td style="padding-left: 40px;">3. Glasses Inside Rooms</td> <td style="padding-left: 40px;">Thrice in a Week</td> </tr> <tr> <td style="padding-left: 40px;">4. Window beading inside and outside</td> <td style="padding-left: 40px;">Once in a Day</td> </tr> <tr> <td style="padding-left: 40px;">5. Bigger Glass on Entrance</td> <td style="padding-left: 40px;">Wet Cleaning fortnightly</td> </tr> <tr> <td style="padding-left: 40px;">6. Dance, G&S, Drams, FMC and Green Room Looking mirrors</td> <td style="padding-left: 40px;">Twice in a Week</td> </tr> </table>	1. Main Entrance Glass Door	Twice in a Week	2. Corridor Window Glasses	Thrice in a Week	3. Glasses Inside Rooms	Thrice in a Week	4. Window beading inside and outside	Once in a Day	5. Bigger Glass on Entrance	Wet Cleaning fortnightly	6. Dance, G&S, Drams, FMC and Green Room Looking mirrors	Twice in a Week
1. Main Entrance Glass Door	Twice in a Week												
2. Corridor Window Glasses	Thrice in a Week												
3. Glasses Inside Rooms	Thrice in a Week												
4. Window beading inside and outside	Once in a Day												
5. Bigger Glass on Entrance	Wet Cleaning fortnightly												
6. Dance, G&S, Drams, FMC and Green Room Looking mirrors	Twice in a Week												
3.	<p>Washroom Cleaning: Washroom cleaning entails the meticulous sweeping, mopping, and wet cleaning of all surfaces including mirrors, WC, basins, and urinals. Floors will be thoroughly cleaned and sanitized, ensuring a hygienic environment. Hand dryers will be cleaned to maintain optimal functionality.</p>												
4.	<p>Gardening Work: Grass-Cutting: Regular trimming of grass areas. Once a month or as per requirements. Hedge-Cutting: Periodic cutting of overgrown vegetation and shrubs. fortnightly or as per requirements. Watering and Maintenance of Pots: 6 days watering and upkeep of potted plants. Trimming of Plants: Pruning and shaping of plants Maintaining of Seasonal and Permanent Plant Growing Areas Soil Work: Tasks related to soil preparation, fertilization, and mulching Weeding Work of Lawn: Regular removal of weeds from lawn areas Making Thalaha for Permanent Trees. Watering Grass Lawn: Ensuring adequate watering of grass lawn</p>												
5.	<p>Garbage Collection and Disposal: Garbage removal includes collection of segregated waste and deposition of the same at the area designated by the Institute for each type of waste.</p>												

6.

Assessment of Performance:

Performance of the agency will be assessed quarterly on the basis of:
Feedback of students/staff with respect to level of cleanliness at all times
etc. Time taken to respond and resolve the complaints etc. Efficiency of
the complaint redressal system etc. Rating given by an internal committee
to assess the performance based on predefined parameters.

Area	Details	Cleaning Guidelines	Frequency
	NEW SAC		
Main Entrance New SAC path		Manually sweeping	Twice in a Day
Ground Floor Open Area	<ol style="list-style-type: none"> 1. Corridors of ground floor and outside of MPR 2. Stairs & Grills 3. Rooms <ul style="list-style-type: none"> A Multi-Purpose Room B Vivekananda summit room C Games and sports room D Adventure club E Book club F Prayas G Green room H Sound room OAT 4. Washrooms (Male, Female and Physically Abled) 5. Main Entrance Glass Door 	<p>Manual sweeping & mopping Wet Cleaning</p> <p>Dusting and Cleaning</p> <p>Manually sweeping, mopping and dusting work</p> <p>Toilet Cleaning</p>	<p>Four times in a Day Once in a Week</p> <p>Twice in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Twice in a Day or as per requirements</p> <p>Twice in a Week</p>
First floor open areas	<ol style="list-style-type: none"> 1. Outside of Senate Hall 2. Senate Hall 3. Corridors 4. Rooms <ul style="list-style-type: none"> A. New Sac office B. Water cooler room C. S&T office D. ANC office E. President SG office F. Convener office G. MNC office H. G& Sports office I. FMC Room J. Music club 5. Washrooms (Male & Female) 6. Water Station 7. Stairs & Grills 	<p>Indoor Cleaning</p> <p>Indoor Cleaning + Equipment Cleaning</p> <p>Cleaning</p> <p>Manually sweeping, mopping and dusting work</p> <p>Toilet Cleaning</p> <p>Wet Cleaning + Tap Cleaning</p> <p>+ Drainage Cleaning</p> <p>Dusting and Cleaning</p>	<p>Once in a Day</p> <p>Once in a Day</p> <p>Twice in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Once in a Day</p> <p>Twice in a Day or as per requirement</p> <p>Four times in a Day or as per requirement</p> <p>Thrice in a day</p>

Second floor open areas	1. Corridors	Cleaning	Twice in a Day
	2. Stairs & Grills	Dusting and Cleaning	Twice in a Day
	3. Rooms A Fine art club B Dramtics club C Literary Society club D Dance club	Manually sweeping, moping and dusting work	Once in a Day Once in a Day Once in a Day Once in a Day
	4. Washrooms (Male & Female)	Toilet Cleaning	Twice in a Day or as per requirement
	5. Lobby	Indoor Cleaning	Four times in a Day
Roof	1. One and Half Roof (Above area outside of Senate Hall)	Cleaning	Once in a Week
	2. Main Roof NEW SAC Building	Cleaning	Once in a Week
	3. Stage Roof	Cleaning	Once in a Week
	4. Club Rooms on Roof A. Astronomy club B. Aeromodling club	Manually sweeping, mopping and dusting work	As per Student requirements
	5. Stairs & Grills	Sweeping and mopping or wet cleaning as required & Dusting	Twice in a Day

Open Air Theatre	1. OAT Stairs	Manual sweeping and moping Wet Cleaning	Twice in a Day
	2. Stage		Twice in a Day
	3. Backstage		Twice in a Day
	4. 3 exits OAT Stairs & Grills	Wet Cleaning + Grit Wash Cleaning	Twice in a Day
	5. 2 Entrance Areas		Twice in a Day
	6. 2 Entrance Stairs & Grills		Twice in a Day
	7. OAT Corridor		Twice in a Day
	8. OAT Stairs and Grit Wash		Once in a Week or as per requirements
Food Court Area			
1. Washroom	Wet Cleaning + Tap Cleaning + Drainage Cleaning	Twice in a Day (8AM to 5PM) & hourly after 5PM	
2. Water Station		For times in a Day or as per requirement	
3. Water Cooler Room	Manual sweeping and moping Wet Cleaning	Once in a Day	
4. Open Area		Thrice in a Day	
5. Sitting Benches		Thrice in a Day	
Surrounding Lawn			
1. Walking Path	Sweeping, watering and cutting grass (as per requirement)	Once in a Day	
2. Front Lawn (in front of NEW SAC)		Once in a Day	
3. Food Court Side Lawn		Once in a Day	
4. Backside (along the path) Wall Climbing Area		Once in a Day	
Surrounding Path			
1. Footpath surrounding NEW SAC	Sweeping, Watering and cutting grass	Twice in a Week	

12. Responsibility of the Contractor /Agency

1. Account management.
2. Upkeeping management.
3. Complaint management for maintenance of allied facilities.
4. Inventory management on a monthly basis and to be submitted to the controlling officer of the IWD Office duly signed by the authorized representative of the DOSA office / Students' Gymkhana.
5. Making and maintaining the Duty Roaster shift-wise.
6. Finally, all information/management reports must reach the controlling officer of the IWD office on a daily basis/shift-wise and as & when required.
7. The Contractor/agency should promptly report to the authorized representative of DOSA Office / Students' Gymkhana for any maintenance to be done through IWD office.
8. Upkeeping Management during several institute events like Antaragni, Techkriti & Udghosh, the New SAC building and it's allied facilities shall be the sole responsibility of Contractor/agency.
9. Maintenance and cleaning as per SOP on daily basis of all the facilities, glass window panes, venetian blinds and all fixtures/furniture/equipment/machinery & other items at the new SAC building including the office/meeting rooms on ground floor/first floor and other rooms belonging to the building, shall be the duty and responsibility of the Contractor/agency and their team. A status report on day-to-day basis shall be maintained by the Contractor/agency as a permanent record and should be sent to Controlling officer of IWD via. representative of DOSA Office & Students' Gymkhana, weekly.
10. A register supported by the consumables/Invoice details for this purpose shall be maintained by the Contractor/agency.
11. Floors of the rooms and corridors, including common areas and outer office areas, shall be cleaned daily with cleaning material (Like floor cleaner/phenyl/brooming); wet cleaning will be done on a quarterly basis for the offices or as per requirement. Cleaning of cushioned chairs and curtains will be done as per the requirement. All material used in this process will be provided by the Contractor/agency, and the Contractor/agency will be responsible to arrange all consumables and cleaning materials, and other consumables as per the annexure "A". (only branded items shall be given).

12. The contractor shall also ensure the following :
 - a. The lights are switched ON and OFF as per requirement.
 - b. Eatables, beetle, pan tobacco, chewing gum should not be allowed inside & outside the complex.
 - c. No chairs & tables are permitted outside the building except in the food court area.
 - d. No plastic bags shall be allowed.
 - e. The complex shall be properly locked and lights are switched OFF after the working hour on all days. The key shall be handed over to the designated officer of the institute.
13. Replacement of any worker/personnel shall be provided within 24 hours from time of intimation as and when required. The decision of the representative of the DOSA Office & Student Gymkhana & Engineer-in-Charge, IWD IIT Kanpur, will be final in the matter.
14. Withdrawal/removal of any of the worker/personnel deployed by the Contractor/ Agency shall be binding on the Contractor/Agency and the Contractor/agency shall replace with such worker/personnel within 24 hours of intimation.
15. The Contractor/agency will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Institute from time to time.
16. In case the property of the IIT Kanpur damaged or defaced due to misuse or mishandling or carelessness by the Contractor/agency or his employees, the Contractor/agency will be liable to replace the item at his own cost.
17. The Contractor/agency personnel deployed by the Contracting Contractor/agency will not be treated as the Institute's staff for any purpose whatsoever. The Contractor/agency shall be sole responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable, to any penalty under relevant rules, enactment or related regulations for which Contractor/agency is responsible under the law.
18. The Contractor/agency shall be responsible for fulfilling the requirements of all provisions of relevant enactments viz. The Central Minimum Wages Act 1948, The Payment of Wages Act 1936, The Contract Labour (Regulation & Abolition) Act, 1970, ESIC act & EPF act or relevant

acts as notified by Govt. of India time to time and all other labour enactment at his own risk and cost in respect of all staff employed by him and keep the Institute indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts etc.

19. The Contractor/agency shall be responsible for quality cleaning and maintenance of rooms/ offices/stores/toilets or other allied facilities such as OAT stage, OAT seating arena, food courts and ground.
20. The Contractor/agency must ensure to maintain the minimum (as required in the given tender) number of manpower to meet the contractual obligation and arrange a pool of standby cleaning staff/supervisor to meet the needs of services during any unwanted situation such as mass absenteeism. In the event of any shortage in the minimum number of manpower or man hours on a particular shift/day, an amount proportionate to a day's salary will be deducted from the monthly bill of the Contractor/agency. Proper record of daily attendance of each worker must be submitted to controlling officer of IWD via. Representative of DOSA office & Students' Gymkhana along with monthly bills.
21. Any theft or damage caused due to negligence of the Contractor/agency shall be borne by the Contractor/agency. An appropriate amount of penalty after due consideration and hearing will be imposed by the Competent Authority, IIT Kanpur, or an officer nominated by him on his behalf, and the same will be deducted from the monthly bill of the Contractor/agency.
22. All type of litter/plastic bottles/waste has to be removed /picked up on a daily basis twice a day to keep the premises neat & clean. The collected waste shall be deposited in the dustbins. The agency has to liaise with the solid waste agency so that all the waste is collected & removed on a daily basis.

13 Materials to be supplied by the Contractor/Agency

All cleaning materials and necessary equipment for regular maintenance will be arranged by the Contractor/Agency itself. An estimated details of the consumables / non consumables are given below in **Annexure “A”**:

13.1 Materials are to be supplied at New SAC on monthly/yearly basis for the cleaning/washing/sweeping/grass cutting etc. :

The contractor has to supply the requirement of the material on monthly basis as per requirement as decided by representative of DOSA office & Students' Gymkhana. The original invoices of purchase materials shall be submitted with monthly bills. The record of monthly statements of brought and consumed materials duly verified by the authorized person of the DOSA office & Students' Gymkhana shall be maintained for the record. The grass cutting machine brought at site shall be new & of reputed brand and the invoice of the same is required to be submitted before starting of the work. No assembled machines shall be accepted. The Lawn Mower machine supplied by the Contractor/agency shall be property of the contractor at the end of the contract. Therefore Contractor/Agency is advised to quote the rental value of the supplied machine.

Annexure 'A'				
Sl. No.	Particulars	Yearly Quantity	Unit	Preferred Brand
	Non Consumable			
1	Lawn Mower Machines (Petrol driven)	1	No's	Honda
	Consumable			
2	24" Size Plastic wiper with rod	6	No's	Gala/Scotch Brite/Cello
3	Broom Ring Iron	6	No's	Approved Make
4	Coconut Brooms	120	No's	Gala/Scotch Brite/Cello
5	Surface Cleaner	60	Ltr.	Collin
6	Plant Cutter of Standard size	2	No's	Sharpex
7	Fertilizer DAP	25	Kg	IFFCO/KRIBHCO/SHAKTIMAN
8	Fertilizer Urea	25	Kg	IFFCO/KRIBHCO/SHAKTIMAN
9	24" wet & dry cotton pad mope with 5 ft. long telescopic handle	12	No's	Gala/Scotch Brite/Cello
10	Plastic Dust Pan	6	No's	Gala/Scotch Brite/Cello
11	Floor Duster 36"x36"	216	No's	Gala/Scotch Brite/Cello
12	Cotton duster blue check	144	No's	Gala/Scotch Brite/Cello

	12"x12"			
13	Gobar khaad	200	Ft.	Standard
14	Toilet cleaner	60	Ltr.	Harpic
15	Lawn mower machines blade kit. Filter & rope	6	Set	Honda
16	Khurpi	6	No's	Approved Make
17	Floor cleaner	60	Ltr.	Dettol/ lizole/ mr. muscle
18	Mobile oil for maintenance purpose of machine lawn mower	4	Ltr.	Castrol /servo
19	Plastic mug for toilets use	24	No's	Approved Make
20	Mosquito repellent refill	24	No's	Good night/ all out
21	Detergent powder	24	Kg.	Nirma /ghadi/ tide
22	Toilet cubes (300 gm)	24	Pkt.	A 1/ Sani fresh
23	Panji	2	No's	Approved Make
24	Petrol	60	Lrt.	Hp / Indian oil
25	Spade (phawada)	2	No's	Approved Make
26	Scissor for haze cutting	1	No's	Approved Make
27	Soaps for toilet use	144	No's	Dettol / Savlon
28	Steel scrubber	72	No's	Gala/Scotch Brite/Cello
29	5 ft. Bamboo stick (Lathi)	12	No's	Standard
30	Gamla paints (Terracota, red)	12	Kg.	Tata pigments
31	Toilet brush	24	No's	Gala/Scotch Brite/Cello
32	Garden rubbner hose pipes 25mm(30 mtr. Length each heavy duty all weather	8	No's	Approved Make
33	Window cleaner wiper for glasses	6	No's	Gala/Scotch Brite/Cello
34	Insect/ cockroach/ mosquito	12	No's	Black hit
35	Floor cleaner (phenol)	120	Ltr.	Dr. brand (white)
36	Soft broom	96	No's	Gala/Scotch Brite/Cello
37	Cantky mope for floor	24	No's	Gala/Scotch Brite/Cello