

**TENDER DOCUMENT FOR HOUSE KEEPING SERVICES ON CONTRACT BASIS AT
INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**

Ref.No: IITH/103/Tender/Admin/HK/2019

Date: 24.06.2019

NOTICE INVITING TENDERS

1. Sealed Tenders are invited by the Director, IIT Hyderabad from experienced registered Contractors/firms/Cooperative Societies having a valid license under Contract Labour (Regulation and Abolition) Act, 1970 for providing 'Housekeeping services at IITH campus, hostel buildings, guest houses, workshop and other locations'. The Institute presently functions from two locations viz., temporary Campus located in Ordnance Factory Estate at Yeddumailaram and Permanent Campus at Kandi. In due course of time, the activities in the temporary Campus may get shifted to Permanent Campus in one or more phases.

01	Download of tender document	24.06.2019 - 15:30 hours to 15.07.2019 - 17:00 hours
02	Last date for receipt of tender	22.07.2019 - 14:30 hours
03	Opening of Part I of the tenders	22.07.2019 - 15:00 hours

2. **Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from the Institute's website www.iith.ac.in as mentioned above and also from <https://eprocure.gov.in/eprocure/app>
3. **Visit of the Campus:** Tenderers are advised to visit the IITH premises and ascertain the nature and quantum of work before tendering.
4. **Last date for receipt:** The tenders are to be submitted in sealed envelopes superscribing the name of the work clearly so as to reach on or before 14:30 hours on 22.07.2019.
5. **Opening of Part-I of the bid:** Only Part-I (Technical Bid) will be opened at 15:00 hrs on 22.07.2019 in the presence of tenderers or their authorized representatives, who are present.
6. The Tenders received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will not be opened.
7. Details of tender fee, EMD, submission of tender, etc. are indicated elaborately in the tender document.
8. **Opening of Part II of the Bid**
- a) After verification of Part-I (Technical Bid), price bid of only those tenderers who satisfy all the eligibility criteria laid down in part-I and this notification will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
- b) **Evaluation of tender:** 70% weightage will be assigned to the price bid and 30% weightage will be assigned to 'Quality Assessment'.

- c) **Quality Assessment:** Proforma has been prescribed (part of this NIT) and all the tenderers have to obtain Certificates from the Clients, separately for each of the contracts. Contracts for which Quality Assessment Certificates are not produced by the tenderer; such contracts will not be considered for any purpose. **If no Certificate is produced no marks will be assigned for Quality Assessment.**
- d) **Marks for Quality Assessment:** Maximum possible score is 50 i.e. 5 mark each for the 10 factors. Arithmetic average of the total marks scored in all the contracts will be worked out and marks will be assigned in proportion to maximum marks. For example, if the average marks for a tenderer is 40, score for Quality Assessment will be $40 \times 30 / 50 = 24$ marks.
- e) **Marks for price bid:** Price bid carries 70% weightage. The tenderer who quotes the lowest price; (a) subject to compliance with Minimum Wages, ESI and EPF contributions, Bonus; will be given a score of 100 for price bid. The bids that are not compliant with (a) stand automatically disqualified and therefore consideration will be based on Service Charge. The tenderers will be allotted score relative to the score of the lowest tenderer, as below:

$$FS = (100 \times L1) / L$$

Where:

FS = Marks for the price bid.

L1 = Service Charge of the lowest tenderer.

L = the Service Charge quoted by the tenderer under evaluation.

This will be normalized to 70% which is the maximum marks for price bid.

- f) **Total marks** scored will be marks for price bid and marks for Quality Assessment. After assignment of weightage, in case two or more tenders are equal, work will be awarded to the contractor who has executed contracts of higher values.
- g) **Uniform, etc.:** For each year, the workers must be provided with [a] two sets of uniform, [b] two pairs of footwear. Entire expenditure towards [a] and [b] should be borne by the contractor from his service charges.
- h) **Quoting unduly lower rate of Service Charge:** The contractor has to quote service charge that takes care of TDS, expenditure towards items stated in para (g), expenditure towards identity card, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.
- i) **Details of expenditure vis-à-vis service charges:** With a view to prevent instances briefly stated in para (h) above, the contractor has to submit details of expenditure in **Annexure-IV** along with documentary evidence like Estimates in support of expenditure, along with the price bid.
- j) **Decision on reasonability of service charge:** Institute reserves right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding. No representation will be entertained and replied to.