

INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION  
P-16, TARATALA ROAD, KOLKATA – 700 088

Ref. No: CT/Ad-16(8)/20/

Dated August 28, 2020

**TENDER NOTIFICATION PERTAINING TO OUTSOURCING OF MANPOWER FOR CLEANING AND HOUSEKEEPING JOBS INCLUDING SUPPLY OF CLEANING MATERIALS AT IHM, KOLKATA ON YEARLY CONTRACT BASIS DURING THE SESSION 2020-2021**

Tenders [manual /online] are invited from experienced, reputed, financially sound and licensed private Agencies for outsourcing of manpower in regard to Cleaning and Housekeeping jobs including supply of cleaning materials at IHM, Kolkata, during the Session 2020-2021.

All related documents of the tender are available at Institute's website [www.ihmkolkata.org](http://www.ihmkolkata.org) which may be downloaded for submission, as per instructions/guidelines given.

The schedule of the Tender is furnished hereunder:

Start of downloading of tender document	30 <sup>th</sup> August, 2020
Closure of downloading of tender document	15 <sup>th</sup> September, 2020 at 5 PM
Last date of online submission of Technical and Financial bids	23 <sup>rd</sup> September, 2020 at 5 PM
Last date of submission of hard copies of Technical Bid, DD for tender cost / EMD and other related Documents as prescribed]	23 <sup>rd</sup> September, 2020 at 5 PM
Tender Opening [Technical Bid]	Will be notified later
Tender Opening [Financial Bid]	Notified to the successful Technical Bid tenderers only
Tender Cost [to be paid to IHM, Kolkata for manual and online submission for both the cases]	Rs.1,000/- to be paid by DD
E-tender Cost [for online tender submission]	Available in e-tender Website

Detailed informations of tenders and notifications regarding date and time of opening of Technical / Financial Bids will be published in the Institute's website [www.ihmkolkata.org](http://www.ihmkolkata.org)

The Management reserves the right to reject any or all applications without assigning any reasons thereof.

(Nisheeth Srivastava)  
Principal/Secretary

.....  
Prepared by Office Superintendent

## **Procedure for submission of E-tender**

Interested tenderers who wish to participate should visit website [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website [www.tenderwizard.com/CTANIHM](http://www.tenderwizard.com/CTANIHM) for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through DD and upload the scan copy in website.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
6. Tenderer can change quoted rates any time before of closing date & time.

Tenderer must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 9073677150/151/152 For Support: For e-tendering queries kindly contact Mr.Bishal Roy (helpline19tenderwizard@gmail.com) Mob-09674758719, Mr.RISHI S C (helpline8tenderwizard@gmail.com) Mob-09674758726, Mr Siddhartha .S.Mondal (helpline1tenderwizard@gmail.com) Mob-09674758723, Mr.Binod Shaw (helpline17tenderwizard@gmail.com) Mob-09674758506

## **General Guidelines**

1. Each and every page of the bid must be signed by the Tenderer himself, if the tenderer is a proprietorship firm and in case of a partnership firm, by a partner. However, in such case, there must be an authorization from all the partners to the effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
2. If the tenderer is a Company, there must be a valid authorization from the Competent Authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
3. Any tender if found not signed on each page and without authorization may be rejected.
4. Any overwriting or cutting in the bid document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
5. The tenderer is not allowed to make addition /alteration in the tender paper. Such addition and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
6. The tenderer shall give his/her full permanent as well as temporary address and shall also furnish/attach proof thereof.
7. Financial Bids in Annexure-II must be quoted in Indian rupees and must be inclusive of GST.
8. The bids shall be submitted in two parts i.e Technical Bid and the Financial Bid in the following manner:
  - a) For manual submission of tender, Technical Bid should be supported by all relevant documents, DD for EMD and Tender Cost etc. in one separate envelope and Financial Bid in another envelope which together should be kept in a single envelope, super scribing name of tender item on top and name, address, mobile number of the Tenderer and to be submitted at IHM, Kolkata, P-16, Taratala Road, Kolkata – 700 088, on any working days [Monday to Friday between 9.30 AM to 5.00 PM] within the stipulated time as mentioned above.
  - b) For e-tender, the hard copies of Technical Bids along with supportive documents, DD for EMD and Tender Cost (for IHM, Kolkata) should reach to this office as per address mentioned above. But, E-Tender Cost and Financial Bid should be submitted through online only.

9. The tenderer must have all the requisite statutory registrations, documents, Tax registration including GST/GSTN , PAN, ESI, EPF etc. as applicable.
10. Any bid received after the furnished date and time shall be summarily rejected and will not be considered under any circumstances, whatsoever and no explanation to the effect that delay in submission has been caused due to postal lapse etc., shall be entertained.
11. The Technical Bids should be supported by following enclosures:
  - a. Income Tax Registration Certificate
  - b. PAN No.
  - c. Firm/Company Registration Certificate.
  - d. GST Registration Certificate and Number
  - e. Other Statutory Registrations/Licenses, if any.
  - f. Bank Solvency Certificate.
  - g. Details/particulars of the firm submitting the bid in Annexure-I.
  - h. Total number of outlets and details of outlets not exceeding five presently being run by the tenderer.
  - j. Audited balance sheet and profit and loss accounts along with gross turnover and profit for the last three financial years.
  - k. Authority/Resolution in favour of the person signing the bid on behalf of the firm submitting the tender.
  - l. Tender Cost of Rs.1,000/- and DD of Rs.50,000 (Rupees fifty thousand) only towards EMD.
  - m. Address proof.
  - n. Copy of Aadhar Card of individual applicant/person signing the bid.
  - o. Declaration in Annexure III, IV and V
  - p. Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.
12. The tender will remain valid for maximum 30 days [may be extended under unavoidable circumstances] from the date of opening. After submission of the bid, it shall be deemed that the tenderer has undertaken to keep its tender open for acceptance for the entire period of 30 days and will have no right to withdraw the same before expiry of the said period.
13. First of all, the Technical bids will be opened as per notification for date of opening of tenders to be published at Institute's website [www.ihmkolkata.org](http://www.ihmkolkata.org). The bids will be opened in front of bidding parties or their representatives and the Members of Tender Committee of the Institute. Thereafter, financial bids will be opened only those tenderers who qualified in Technical bids.
14. The contract will be awarded to the tenderer who will fulfil all criteria.

15. The tenders that do not fulfil any of the above conditions or are incomplete in any respect, not duly signed etc. are liable to be rejected.
16. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the tenderer shall have no right, whatsoever, to challenge the same.

\_\_\_\_\_  
Signature of the Tenderer

Name\_\_\_\_\_

Name of the firm\_\_\_\_\_

Full Address & Telephone/Mobile No. \_\_\_\_\_

Official Seal

## Terms & Conditions

The Institute desires to invite agency for outsourcing of manpower in regard to Cleaning and Housekeeping job including supply of cleaning materials at IHM, Kolkata on yearly contract on following terms and conditions.

1. The cost of the tender documents [for both manual submission & e-tender] for the Institute is Rs. 1000/= [Rupees one thousand] only to be submitted through DD in favour of Institute of Hotel Management, Kolkata payable at Kolkata along with Technical Bid.

For online submission of tender, in addition to tender cost of Rs.1000/- towards IHM, Kolkata, e-tender cost, as applicable, is also to be paid through online.

2. Each tender [both manual submission and e-tender] shall be accompanied by a bank draft covering the amount of Earnest Money of Rs.50,000/- (Rupees Fifty Thousand) only in favour of INSTITUTE OF HOTEL MANAGEMENT, KOLKATA or IHMCTAN, Kolkata, payable at Kolkata. Cheques will not be accepted on any circumstances. The earnest money of unsuccessful tenderers shall be refunded within 30 days from the date of opening of the financial bid. The EMD of successful tenderer will be returned after receiving Security Deposit. In case the tenderer refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the EMD shall be forfeited.
3. Exemption from payment of Tender Cost and EMD will be considered for MSEs as per Rules.
4. The successful tenderer after receiving the work order should pay a sum of Rs. 4,00,000.00 (Rupees Four Lakhs) only through Demand Draft in favour of Institute of Hotel Management, Kolkata, payable at Kolkata, being the Security Deposit for the entire contract period. The same will be refunded after successful completion of the contract without any interest. Exemption of Security Deposit will not be considered under any circumstance including for MSMEs/SSI/NSI/NGOs etc.
5. Tenders from Contractors with sound financial standing and capacity will only be considered.
6. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.
7. The Institute reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.

## **Area of work**

8. The following areas will be covered under the terms of the Job Contract –
- a. The Institute building (main & annexe) – all public areas, administrative block with all the departments, offices, laboratories, practical classrooms (viz. kitchens, restaurant, laundry, computer room etc.) all lecture halls [class rooms], students' dining hall, stores & receiving area, cafeteria, locker rooms, all toilets, the front and the back areas of the Institute, the main gate and the adjoining areas and other areas within the premises of the main building.
  - b. Gentlemen's Hostel (two blocks) – all public areas, all rooms, toilets, kitchens and wash-up areas, backyard, the front courtyard and tarmac.
  - c. Ladies' Hostel (including flats in Type I, II and III Qtrs converted for hostel accommodations) – all public areas, all rooms, toilets, kitchens and wash-up areas, backyard, the front courtyard and tarmac.
  - d. Staff Quarters – all common areas, public areas, the backyard, the front courtyard and tarmac.

## **Job description**

9. The areas as mentioned above, needs following actions:

- Daily cleaning and upkeep – floors, staircases, toilets, wooden and glass doors and windows, window sills, counters, different handles, etc. and similar area as required.
- Fortnightly cleaning and upkeep – walls, ceilings, wall-fittings, electrical fittings, etc. and similar area as required.
- Periodic cleaning – carpets, boundary fencings, main gate, etc. and similar area as required.
- Garbage disposal – daily disposal of garbage from the kitchens and the food service areas, etc. and similar area as required.

## **Timings & other obligations**

- i) On all working days [as per duty entrusted]
- ii) One day weekly off as decided by the Competent Authority of the Institute and three National Holidays [26 January, 15 August and 02 October]
- iii) Duty will be on rotation for three months
- iv) A normal working day shall consist of 8½ hours of work including interval of half an hour for rest.

- v) The agency should ensure that all staff on his pay roll placed in IHM, Kolkata, must attend duty on time (as per duty roster). There will be no late arrival or early departure without appropriate reason and approval of the Nodal Officer of the Institute. As per biometric report if any person is found joining duty late or leaving duty early, the Institute will be free to deduct proportionate amount from the monthly bill of the Contractor.
  - vi) Overtime, as per Rules, will be applicable for working beyond normal duty hours, after prior approval of the Competent Authority of the Institute.
10. The manpower will be deputed on need base only as per decision of the Competent Authority of the Institute.
11. Before deployment of the workers the same should be approved by the Competent Authority
12. For additional requirement of manpower, the contractor shall have to respond immediately on receipt of intimation from the Institute (verbally or in writing).
13. The age of the deployed manpower should be above 18 years and in conformity to Labour Act/Rules of the State.
14. The workers engaged under the contract agency should make daily attendance on a separate register as well on bio metric machine, which will be monitored by the designated officer of the Institute.

#### **Disciplines and other criteria**

15. Since all the staff are the impression of the Institute to any visitors as well as to the stakeholders of the Institute such as students etc. hence, highest grooming standard is expected to be maintained by each outsourced employees placed in IHM, Kolkata, by wearing clean and ironed uniform, shoe, proper haircut and well shaved [male], and with Identity Card. If it is not maintained by any outsourced employee the same will be informed to the agency and even after three reminders, if there is no improvement, then the Institute shall not place him/her in the campus for future duty.
16. Each Worker should wear uniform to be provided by the contractor [two summer sets and one winter set] including shoes and the cost of the uniform to be borne by the Contractor.
17. The Contractor should also provide Identity Card to each outsourced employee on their pay roll. It is mandatory for each outsourced manpower to wear the Identity Card during duty hours.
18. Conduct and discipline of the deployed manpower shall have to be maintained during duty. Any disobedience or indiscipline shall not be tolerated and will be viewed seriously which may tantamount to removal from duty.



19. In case of pilferage/damage, or any kind of loss due to the lapse of the manpower deployed in the Institute, the value of the loss of the Institute will be either paid by the Contractor or be deducted from monthly bill of the concerned person.
20. Total responsibility for the Institute's properties, assets and documents are to be taken care by the Contractor and his personnel on duty. Any of the workers is found sleeping or not alert on duty or not at his duty place as directed by the Institute Authority, Institute may ask the agency to take appropriate action against the concerned person. If, even after three reminders there is no improvement, then the Institute shall not place him/her in the campus for future duty.
21. The Contractor shall not be provided with any residential accommodation at the work place(s), transportation to work place, the Institute shall have no other liability whatsoever, except expressly provided under the contract.
22. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard.

#### **Financial and other liabilities / obligations**

23. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance etc. of the contract labour and any other applicable law in respect of the persons deployed by them in IHM, Kolkata. This office shall have no liability in this regard. Payment will be made only after successful submission of bill with all documentary proof of statutory payment receipts attached with the bill of each month, inclusive of all statutory taxes as applicable.
24. The manpower deployed by the contractor shall not claim nor shall be entitled to any pay, perks and other facilities admissible to regular / confirmed employees of this office during the currency or after the expiry of the contract.
25. IHM, Kolkata shall not be responsible for any escalation in prices of labour or materials, machinery, equipment, etc. whatsoever or increase in any duties, levies, or taxes in respect thereof whatsoever and the Contractor rates and Contractor's obligation shall remain unaffected by such escalation and/or increase. However, during the period of the contract, as and when the minimum wages are revised by the labour commissioner, then the rates payable for each category of manpower shall be revised to the new minimum wages.
26. If the work is not performed by any or all the manpower on any day in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor.

27. The manpower engaged by the contractor for executing jobs is purely the responsibility of the contractor and they will not have any claim/liability on the IHM, Kolkata. The contractor will intimate at the local police station regarding the identity and permanent address of the manpower employed. A copy of the acknowledgment received from the local police station should be submitted to this office. Police verification of each manpower deployed by the Contractor at IHM, Kolkata, is mandatory to submit.
28. The Contractor must comply with all the provision of labour laws, rules and all statutory obligations as required by the law of land. Institute will not take any Liability in this matter and in case of breach of any/whole of the same; the sole responsibility will be on Contractor only. The Contractor shall be responsible for settlement of any/all claims/dues in case of any of his employee sustaining injury or damages within the premises of the Institute.
29. The Contractor shall be liable for non-compliance of the provisions of any acts, laws, rules & regulations, any tax or other existing act or status not here-in-specifically mentioned, but having direct or indirect application for persons engaged under this contract.
30. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower operator so employed and deployed at this office. The manpower deployed by the contractor at this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IHM, Kolkata.

### **Criteria of deployed outsourced manpower**

31. All Workers should possess good health & physique and a minimum qualification/skill as required for the respective area of work/job, according to Rules of Labour Commissioner, Government of West Bengal. Detailed particulars including all authenticate supporting documents of the individual deployed in our Institute by the agency should be submitted to our office along with passport size photographs, within one month after receiving the new contract.
- |                             |   |                                               |
|-----------------------------|---|-----------------------------------------------|
| i. Name                     | : |                                               |
| ii. Date of Birth           | : |                                               |
| iii. Present Address        | : |                                               |
| iv. Permanent Address       | : |                                               |
| v. Marital Status           | : |                                               |
| vi. Height and Weight       | : |                                               |
| vii. Age                    | : |                                               |
| viii. Qualification/Skill   | : |                                               |
| ix. Number of years working | : | Name of Agency, Place of Posting and duration |

32. The Contractor must ensure the personnel engaged by him bears a good moral character and high degree of integrity, in case of breach of any discipline and decorum of the Institute by any worker engaged by him, the entire responsibility would be of the Contractor, and any expenditure out of such indiscipline behaviour by his employee is to be borne by the Contractor.

33. The Contractor shall maintain First Aid facility for his employees.

### **Supply of cleaning agents & other necessary requirements**

34. A maximum amount of **Rs.15,000/- [Rupees Fifteen Thousand] per month** will be provided to the Agency being the cost of cleaning agents required by the Institute per month against the actual bill and as per indent placed by the Competent Authority of the Institute. The Competent Authority of the Institute shall also certify the requirements during supply of the materials. The bills for supply of cleaning agents duly certified by the Competent Authority of the Institute should be submitted by the Contractor at the time of raising the monthly bill.

35. All necessary cleaning equipment viz. vacuum cleaner, floor polishing and buffing machine and any other tools required for cleaning purposes, should be arranged by the agency.

36. Entry of chemicals/ materials to be verified by the officials of the Institute nominated, as and when entered into the premises.

### **Payment & related information**

37. Payment will be made on monthly basis after submission of the bill within 30 (thirty) days [except under unavoidable circumstances] supported by:

- i) A copy of the attendance sheet / Shift Report date-wise duly authenticated by the Institute's authority.
- ii) The Contractor must furnish a copy of disbursement of minimum wages to the personnel(s) employed by the agency after satisfactorily completion of job in the specific area of the manpower deployed for the month and maintenance of all statutory requirements along with the certified copies of challan e.g. ESI, Provident Fund, and other relevant documents thereof.
- iii) Any over payment of the Contractor's bills for the job under these terms and conditions shall be recovered from the Contractor's bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the Contractor, the amount so recovered will be refunded to the Contractor. The Institute shall have the right to recover the overcharges, from the security deposit as well.

38. TDS (Income Tax) would be applicable from the gross value of the bills as per Act.

39. All the persons engaged by the Contractor shall be on the Contractor's payroll and be paid by him only. The Institute shall have no liability whatsoever in this regard. Nothing under the contract shall confer any right or lien on the personnel of the contractor to claim any direct employment under the Institute or to be treated at any time as an employee of the Institute. All administrative and financial responsibilities/liabilities including those arising out of the acts/rules framed/to be framed by the State Government or any other administrative notification of competent authority shall be borne by the Contractor.

### **Termination & other Clauses**

40. The Institute reserves absolute right to terminate the contract if -

- i) The Contractor fails to provide the services as envisaged herein within the period (s) specified in the contract or any extension thereof as may be granted by the Institute.
- ii) If fails to perform any of the obligations under the contract.
- iii) If at later date found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the Security Deposit issued to the Institute by the Contractor shall be forfeited without any claim whatsoever on Institute and the Contractor shall be liable for action as appropriate under the extant laws.

41. In the event of failure on the part of the 'Contractor' to complete the Job in accordance with the conditions entered herein, the Institute shall have the right to make alternative arrangement at the cost and risk of the Contractor. The Contractor shall reimburse the extra cost to the institute and in case of his failure to do so, the institute shall have the right to recover the amount from the security deposit of the Contractor or any other dues owed to the institute by the Contractor. It should be clearly understood that the institute's right and the Contractor's obligation for compensation is not limited to the extent of security deposit and/or the dues owed. The Institute shall have the right to proceed against the Contractor for the recovery of its claim in excess of the security deposit and/or the dues available with the institute. The Institute has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the Contractor are fully settled.

42. In case of breach of any of the conditions stipulated herein the institute shall be at liberty to terminate the contract without prejudice to the right of the institute to claim damages on account of breaches thereof. The Institute in its sole judgment may terminate the contract by giving one month notice without assigning any reason thereof and the contractor and his personnel shall vacate the area of operation for this purpose on the expiry of such period, in the event of such termination of the contract, the refund of earnest deposit would be subject to deduction of any dues, penalties, other recoveries etc.
43. The Contractor shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the Institute in making the contract hereby/contracted for, nor shall be the Contractor either directly or indirectly, give or promise to pay or give, or permitted to be given to any person or persons or in any department under the institute, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
44. The Contractor shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the Institute.
45. Maximum period for each tender that will hold well must be mentioned. The tender must hold good for at least one year after opening of the financial bid. In the event of the agreement being extended, the Management reserves the right to call upon the Contractor to continue the Contract for a further period of one year in excess of the contracted period at the rates of the immediately preceding month, provided such an extension is made before next year's tenders are accepted by the Institute and communicated to the concerned Contractor. Similarly, the Management reserves the right to defer the commencement of the contract for a period of three months.
46. The contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injuries to any manpower deployed by the contractor in the course of their performing the functions/duties, or for payment towards any compensation.

47. During the performance of the works the contractor shall at his own cost and initiative fully comply with all applicable laws of the land and with any and all applicable by-laws rules., regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government, Governmental agency or municipal boards, Government of other regulatory or authorized body or persons and shall provide all certificates of compliance therewith as may be required by such applicable law, Bylaws, Rules, Regulations, orders and /or provisions. The contractor shall assume full responsibility for the payment of all contributions and payrolls taxes, as to its employees, servants or agents engaged in the performance of the work specified in the contract documents.
48. The tenderer must indemnify the Institute for any Employment or Labour related activities for the employees deployed by him, as well as the Employees State Insurance Act & Employees Provident Fund Act from the Kolkata offices of the concerned departments
49. If any firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by Government. In the case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected.

### **Jurisdiction**

50. All matters and disputes under this contract shall be subject to the jurisdiction of Honourable High Court, Kolkata only.

### **Force Majeure**

51. Neither IHM, Kolkata nor the agency shall be considered in breach of this Contract to the extent that the performance of their respective obligations is prevented by an ACT / EVENT of Force Majeure (Natural calamities, Earth quake, Act of God etc) that arises after the effective date.

### **Agreement**

52. The tenderer whose bid is accepted, shall submit a contract agreement on stamp paper [Rs.100/-] at its own cost, embodying all terms and conditions of the tender within **15 (fifteen) days** after receipt of acceptance letter from the institute.

### **Mandatory Visit**

53. Before submission of Financial Bids it is mandatory for the agency to pay a visit to the Institute to have clear ideas and submit the duly filled in form furnished in Annexure III.

### **Mandatory submission**

54. Annexure I, III, IV and V along with the Earnest Money, Tender Cost and photocopies of all related documents should be submitted with Tender Document in a sealed envelope. Annexure II, which is financial bid, should be submitted in a separate envelope (for manual submission of tender), but for e-tender, financial bids should be submitted through online (manual submission of Financial Bid for e-tender will not be accepted). The tender is liable to be rejected if submitted without any of the above mentioned documents or non compliance of as per guidelines.

Signature & Seal of Contractor

## ANNEXURE I

### TECHNICAL BID

(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of the Tenderer  
Son/Wife/Daughter of Shri  
Age /D.O.B
2. Name of the Firm/ Company  
Permanent Address  
Registered Office (if any)  
Telephone No. (Office)  
(Residence)  
(Mobile)
3. Address of Co/Establishment/Unit
4. Yearly turn-over of Business  
(Should not be less than 75 lakhs)
5. Status of Tenderer (Whether Sole Proprietor/HUF Business/ Partnership/Limited Company)
6. Status of the Signatory of this Tender in case of HUF Business/ Partnership/Limited Company
7. Names and Address of the Bankers with Account No.
8. Details of licenses: Tender should be submitted along with photocopies of the following documents:
  - a. Valid Trade license.
  - b. Valid Professional Tax Registration certificate with No.
  - c. Valid Provident Fund Registration certificate with No.
  - d. Valid E.S.I. Registration certificate with No.
  - e. Valid GST Registration No.
  - f. Valid Labour License Registration with No.
  - g. Tender Cost of Rs.1,000/- by Demand Draft / Cash for manual submission only



h. Earnest deposit Rs. 50,000/= (Rupees Fifty Thousand) by D.D. only in favour of "INSTITUTE OF HOTEL MANAGEMENT,KOLKATA", payable at Kolkata.

9. Past Experience in the Trade (minimum 5 years)  
(A brief and certified copy of the credentials to be enclosed) : YES / NO
10. Particulars of Income Tax, last assessment with permanent  
AccountNumber (photocopy of ITReturn to be enclosed) : YES / NO
11. Balance Sheet of last three years. The Company/firm is  
required to annex the financial turn over not less than  
Rs.75.00 lakhs) : YES / NO
12. Particulars of Earnest Money Deposit (DD No. & Date and  
Bank Name) : YES / NO
13. Particulars of cost of tender documents, if downloaded from  
Website (DD No, Date& Name of Bank) : YES / NO
14. Form of the site observation report duly signed jointly by the  
tenderer and Institute Authority,Vide Annexure III : YES / NO
15. Declaration Certificate as per Annexure IV & V : YES / NO

NOTE:

- a) In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b) In case of Partnership Concern, the attested photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) is to be enclosed.
- c) In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d) In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.

SIGNATURE OF THE TENDERERSEAL

## **ANNEXURE II**

FINANCIAL BID FOR DEPLOYMENT OF MANPOWER FOR CLEANING AND HOUSEKEEPING JOBS OF THE INSTITUTE:

SL	Description of the rates in details	Sweeper	Supervisor
1	Minimum wages as per Govt. of West Bengal Labour Department Notification		
2	Employees Provident Fund as per rules		
3	ESI as per rules		
4	Service Charges / Establishment Charges / Administrative Charges		

Our existing utility workers are:-

Sweepers – 18 (eighteen) including 04 lady sweepers + 01 (one) Lady Supervisor

**ANNEXURE III**

On the letter head of the tenderer

Certified that I/We Sh. ....on behalf of M/s. ....has visited the Institute of Hotel Management, at P-16, Taratala Road, Kolkata – 700088, on dated .....to understand the duty and responsibility of the outsourced manpower for cleaning and housekeeping job and the work place.

I/We fully understand the entire responsibility regarding deployment of manpower for cleaning and housekeeping job and supply of cleaning agents for the Institute. I/we do not have any doubt in this matter.

Signature of the Contractor with seal

Signature of the Institute's authority with seal.

**ANNEXURE IV**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

1. I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely

M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely

M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm / company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by Principal, IHM, Kolkata and EMD / Security Deposit shall be forfeited.

In addition to the above, Principal, IHM, Kolkata will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

## **ANNEXURE V**

### **List of Major Clients, including Govt. Organizations / Academic Institutions.**

Sl	Name of Client with contact details	Category / Nature of Manpower supplied	Duration for which Manpower Supplied [Year]	Number of Manpower supplied
1.				
2.				
3.				
4.				
5.				

**Note:-** Please furnish at least two references of senior executives as under:-

Sl	Name & Designation	Name of Company/ Firm	Address	Landline No.	Mobile No.	E-mail ID
1.						
2.						

Copies of relevant documents are to be enclosed in support of above information.

Also provide list of ongoing projects along with copies of work orders /completion certificates.

### **Turnover during the last three years**

Sl	Years	Turnover in Rupees (in figure and words)	Copy Enclosed/Not Enclosed
1			
2			
3			

Please enclose documentary evidence for above facts, dully verified by the Chartered Accountant (CA).

Copies of relevant documents are to be enclosed in support of above information.

### **Undertaking**

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.

(c) I also certify that, all employees enrolled are police verified.

Seal & Signature of the authorized signatory of the agency

