



**GUWAHATI BIOTECH PARK
TECHNOLOGY COMPLEX,
IIT GUWAHATI, GUWAHATI-781039
Tel:0361-2690228 Fax: 0361-2690227**

Notice Inviting Tender

NIT No. GBP/1.18/2019-20/4142 dated 31.05.2019

Sealed tenders are invited from experienced and resourceful contractors for providing the following services at Guwahati Biotech Park;

- 1. Gardening & Housekeeping services**
- 2. Driver**

For further details, please visit our website www.guwahatibiotechpark.com under the Business/Tender Section. The last date of submission of sealed tenders is 21.06.2019 up to 2 PM. Any corrigendum in this regard will be uploaded only in the mentioned website.

Sd/-
Chief Executive Officer
Guwahati Biotech Park



GBP/1.18/2019-20/4142

Date:31.05.2019

Tender Document

Guwahati Biotech Park invites bids from experienced and resourceful contractors for providing the following services:

1. **Housekeeping and gardening Services** (Maintenance contract of Gardening, cleaning work of office space, laboratories and other common areas (Total approx. area- 17000 sft) of Guwahati Biotech Park office, Technology Complex, IIT Guwahati, Guwahati-781039.

2. Driver

Interested contractors are requested to send their sealed bids as per the details below:

1. Minimum Eligibility Criteria as per **Annexure – I**
2. Scope of Work as per **Annexure – II**
3. Technical Data Sheet as per **Annexure – III (including Form A, Form B, Form C)**
4. Declaration (**Annexure–IV**)
5. General Terms & Conditions (**Annexure-V**) under a Two cover-Bid System.
6. Price bid as per **ANNEXURE – VI** for all the items.

Any Addendum/Corrigendum shall only be published on the Guwahati Biotech Park website.

Interested Contractors are requested to submit two sealed envelopes containing Technical Bid (Envelope -I) and Price Bid (Envelope –II) placed in a larger sealed envelope superscribing with reference number (NIT No. **GBP/1.18/2019-20/4142 dated 31.05.2019**) addressing to the Chief Executive Officer, Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039 on or before 21.06.2019 at 2:00 pm.

The technical proposals submitted by the Contractors will be evaluated first by a Tender committee and the price bids submitted by only the technically qualified vendors will be opened for price comparison.

The Technical bids will be opened on 21.06.2019 at 2.30 pm in the Office of **GBP/1.18/2019-20/4142 dated 31.05.2019**.

Sd/-
(Shri Hemen Das, ACS)
Chief Executive Officer

ANNEXURE - I

MINIMUM ELIGIBILITY CRITERIA

1. The Tenderer/Bidder shall have at least two (2) years of experience in these fields (House Keeping & Gardening/ Horticulture and providing manpower services) and shall submit the self-attested copies of the following documents along with the tender document:
 - a) Copies of at least three Work Orders for similar nature of work carried out in Central/ State Govt. bodies/Department/PSUs/Autonomous bodies/ Industries/ Factories/ or other similar organization in the recent last 2 years ending on 31st March, 2019.
 - b) Copy of the PAN Card
 - c) Copy of the PF Registration certificate
 - d) Copy of the ESI registration certificate
 - e) Copies of PF & ESI challan along with payment acknowledgement receipts of last three months of any three organization whose work order is submitted as per above point a).
 - f) Copy of the Valid Trade License
 - a) Copy of the Labour License/ Registration
 - b) Copy of GST Certificate
 - c) Copy of Income Tax Return for the last two financial years 2017-18 and 2018-19, in case return of F.Y 2018-19 is not yet filed ITR of F.Y - 2016-17 & 2017-18 will also be considered.
 - d) Net Annual Turnover certificate of at least Ten Lakh per annum for the last two financial years 2017-18 and 2018-19 certified by Chartered Accountant duly supported by figures in Balance Sheet/Profit and Loss Account, in case return of F.Y 2018-19 is not yet filed Turnover certificate of F.Y - 2016-17 & 2017-18 will also be considered.
 - e) Tender Fee of 500.00/- (Rupees Five Hundred only) in the form of demand draft in favor of Guwahati Biotech Park payable at S.B.I. ICD Amingaon.
 - f) Earnest Money Deposit of Rs. 5000.00 (Rupees Five Thousand only) in the form of demand draft in favour of Guwahati Biotech Park payable at S.B.I. ICD Amingaon.

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All documentary proof must be listed on the letterhead of the company.

TECHNICAL EVALUATION CRITERIA

Below is the evaluation criteria for technical bids.

A bidder should secure mandatorily a minimum of 70% marks (i.e. 70 marks out of total 100 marks) in Technical Evaluation in order to be a qualified bidder for opening of Financial Bids.

Sl. No	Criteria	Max Marks
1	Firms Experience in years	20
2	Experience of having successfully completed/ongoing similar nature of work in Central/State Govt. Bodies/ Govt. Departments/ PSUs/Autonomous bodies / industries/ factories/ or other similar organization during the last 2(Two) years ending on 31 st March, 2019	20
3	Annual average turnover in Lakh during the two financial years 2017-18 and 2018-19 or 2016-17 and 2017-18	20
4	Tender Fee	10
5	EMD of Rs. 5000.00	10
6	ESIC and EPF Registration	20
Total		100

ANNEXURE – II

SCOPE OF WORK

I. GARDENING AND HOUSEKEEPING SERVICES

The broad scope of work is as outlined below: Though the items of work involved under this contract are detailed out as below, there may be some exigencies/circumstances, where the Contractor has to perform the activities to ensure proper cleanliness in the complex, which may not find express mention herein. As the workers of the Contractor will have accessibility to the general records of the office, it will be incumbent on the part of the Contractor and the employees under him to observe utmost discipline and due care in handling the records so as to avoid damage, theft and leakage of information. Any lapse on this account shall be treated as violation of the contract and consequently invite / invoke punitive clause of the Tender Document. Further, the Contractor shall be responsible for making good the damages, if done. **The workers should always wear the uniforms and name badges**, which should be provided by the vendor.

The House Keeping Services cover the entire cleaning and upkeep of office premises. The scope of work in detail includes: -

1. Daily cleaning, sweeping and mopping of the office premises of Guwahati Biotech Park
2. Cleaning, sweeping and mopping of floors of all the office chambers / conference room / equipment room / laboratories/ corridors / other common areas etc. to be done on daily basis on all working days and as required by the Administrative Department. Cleaning activity shall start at 9.00 A.M.
3. Thorough cleaning of all toilets using required detergent and by putting naphthalene balls and air purifier in all urinals / wash basins and WC area upto the end of office hours.
4. Daily cleaning and dusting of entire furniture / partitions / cabin walls / railings / name plates / doors / windows / ventilators / venetian blinds / racks / computers / telephones / curtains / attachment & fixtures like tube lights, bulbs, fire extinguishers etc. with dry / wet cloth, feather brush and duster.
5. Daily removing of wastage / garbage etc. and dumping it at the place earmarked by the local authority for the purpose from all the rooms / lobbies / corridors / toilets / driveways / drains / roof etc.
6. Daily cleaning and refilling of drinking water in water filters.
7. Removal of cob-webs / bee-hives from the office building and its premises.
8. Taking proper care to avoid blocking of the sewerage system.
9. Maintenance of lawns and surroundings / cutting of hedges / cutting and shaping of plants.
10. Vacuum cleaning as and when required. (Vendor should allot & provide a Vacuum cleaner stationed at GBP.)
11. The Contractor shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides

should be sufficient enough to take care of Mosquitoes, Cockroach, Silver Fish, crawling Insects, snakes and Rats etc.

12. The Contractor shall employ adult and semi-skilled laborers only for gardening and Housekeeping Services and skilled/highly skilled laborer for Driver. Employment of child laborers will lead to the termination of the contract.
13. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Assamese / English.
14. The Contractor shall provide Identity Cards and Uniforms to the workers.
15. GBP reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any doubt about his / her integrity, conduct and character. The decision of GBP in this regard shall be final and binding on the Contractor.
16. **SUPERVISION OF WORK:** The Contractor shall ensure proper supervision of the work on daily basis. The contact number of the person deputed for supervision shall be intimated to the Administrative Department, Guwahati Biotech Park. Proper registers / records for the jobs carried out shall be maintained by the Supervisor on daily basis, which will be signed by the Administrative Department, Guwahati Biotech Park, at regular intervals and finally at the end of each month.
17. The Contractor must possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by Guwahati Biotech Park.

PROVIDING OF WORK FORCE

The Contractor has to provide work force in sufficient numbers to maintain the building as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Administrative Department. Tentative requirement of work force to be deployed is given hereunder: -

SL. NO.	TYPE OF PERSONNEL TO BE DEPLOYED (Under Semi Skilled category)	NO.
1	House Keepers	3
2	Gardener	1

SUPPLY OF MATERIAL AND CONSUMABLES

All materials / consumables and other related items as listed below are to be provided by the Contractor and the same should bear ISI mark or in conformity with the specification / make keeping in view good quality / standard after discussion and finalization with the Administrative Department. The Contractor shall assess the quantity of consumables to be used and supply them in advance and store them at the allotted space on fortnightly basis. The stores are to be replenished at least 5 days in advance.

The following list of materials and consumables are required to be provided periodically for carrying out the housekeeping activities at the office premises of GBP.

Sl. No.	Materials	PROPOSED QUANTITY PER MONTH	PROPOSED QUANTITY PER YEAR (should remain in GBP Campus)
1	Scented Phenyl Concentrated (Black)	5 Litre	
	Scented Phenyl Concentrated (White)	10 Litre	
2	Dettol Hand Wash	10 Piece, 200ml each	
3	Liquid Toilet cleaner/Harpic	5 piece, 500 ml each	
4.	Room Freshner	10 piece, 225 ml each	
5	Colin	6 piece, 500 ml each	
6	Lizol	3 Litre	
7	Bleaching Powder	2 Kg	
8	Naphthalene balls white (Big)	5 packets	
9	Odonil	10 packets	
10	Coconut/Bamboo brooms		8 piece
11	Hill Brooms		8 piece
12	Toilet brush (EWC)		8 piece
13	Hand brush (IWC)		8 piece
14	Mopper with stick		8 piece
15	Floor Wiper		8 piece
16	Dusting Cloth		12 packets (12 piece in each packet)
17	Microfiber duster with microfiber sponge		7 piece
18	Cob web remover (Telescopic 6m long)		8 piece
19	Dust bin		10 piece
20	Plastic Bucket		5 piece
21	Liquid medicine for killing weeds/grass	3 litre	
22	Garden hoe		1 piece
23	Dao		1 piece
24	Vacuum Cleaner		1 piece

WASTE DISPOSAL MANAGEMENT

The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of biodegradable and non-bio-degradable garbage.

II. DRIVER SERVICE

The firm needs to provide two numbers of qualified driver (one under skilled category and one under high skilled category) with valid driving license for light motor vehicle and having at least 5(five) years' experience of driving for driving the official pool vehicle of Guwahati Biotech Park.

Age: Must not be less than 18 years and not more than 44 years
Educational Qualification: 8th Examination passed

ANNEXURE – III
TECHNICAL DATA SHEET

(To be submitted in the organizational letterhead)

FORM 'A'

Details of Contractor/Service Provider
[To be submitted in the organizational letterhead]

Sl. No.	Description	Information
01	Name of the Tenderer/Contractor & Contact Person with complete address, email & Mobile No.	
02	Status of the Tenderer: (attach documents, if registered company/partnership/propriety ship) with Year of Establishment	
03	Trade License Number/Society Regn. Number Copy should be enclosed	
04	Labour License Number/Registration Number Copy should be enclosed	
05	Permanent Account Number Copy should be enclosed	
06	EPF Registration Number with Employer Login Details Copy should be enclosed	
07	ESI Registration Number with Employer Login Details Copy should be enclosed	
08	GST Registration Number Copy should be enclosed	
09	Proof for payment of Income Tax return for the last Two financial years 2017-18, 2018-19.	
10	Copy of the last three months challan in support of the deposit of the contribution made both with the ESIC and the EPFO	

11.	Self-certification that the Agency/Firm has never been blacklisted by any Govt. organization	
12	Bank Details	

Declaration: I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with Guwahati Biotech Park.

Date:

Signature of the tenderer with seal

TECHNICAL DATA SHEET

[To be submitted in the organizational letterhead]

Sl. No	Particulars	Data / Value	Annexure No. for supporting document
1	Firms Experience in years		Annexure B-01
2	Experience of having successfully completed/ongoing similar nature of work in Central/State Govt. Bodies/ Govt. Departments/ PSUs/Autonomous bodies / industries/ factories/ or other similar organization during the last 2(Two) years ending on 31 st March, 2019		Annexure B-02
3	Annual average turnover in Lakh during the two financial years 2017-18 and 2018-19 [Use <u>Form "C" attached</u> for details]		Annexure B-03
4	Number of persons on payroll [Copy of the last three months challan & payment slip (say, for January 2019 to March 2019) in support of the deposit of the contribution made both with the ESIC, and the EPFO]		Annexure B-04

Declaration: I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with Guwahati Biotech Park.

Date:

Signature of the tenderer with seal

FINANCIAL INFORMATION

Financial Analysis—Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for 2(two) years ended on 31st March 2019 in Lakhs and certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl. No	Details	Financial Years	
		(1) 2017 18	(2) 2018-19
i)	Gross annual turnover (Rs. in Lakh)		
ii)	Profit/Loss (Rs. in Lakh)		

Note: Attach additional sheets, if necessary

(Signature of Applicant)

ANNEXURE - IV

DECLARATION

1. I, ----- Son /Daughter of Shri -----
----- Proprietor/Partner/CEO/MD/Director/ Authorized
Signatory of M/s. ----- am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire
documents submitted.

Signature of the Authorized Person

Date : -----

Full Name : -----

Place : -----

Company Seal : -----

ANNEXURE-V

GENERAL TERMS AND CONDITIONS

1. Enhanced minimum labour wages will be paid to the contractor as and when Government of Assam (Department of Labour and Employment) issues notification in this regard.
2. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government
3. The bill of the executing agency / contractor shall be subject to such normal statutory deductions as per existing rules.
4. The contractor shall be solely liable for all payment /dues of the workers employed and deployed by him on or before 7th of every month irrespective of release of payment from Guwahati Biotech Park otherwise a penalty of @1% per week will be levied & deducted accordingly while releasing monthly payment.
5. Contractor shall provide pay slips indicating the details of total wages, deductions and net wages paid shall be given to each Housekeeping personnel & driver along with the wages. The Housekeeping charges bill cycle is from 1st day of a month to 30th /31st day of month. Bill has to be submitted to GBP on 30th /31st day of every month without fail. The pay slip must also mention clearly the name and ID of the contract manpower, all the components for the payment and deductions separately. Besides, PF Account no., ESI Account No. and all other relevant details must also be mentioned on the pay slips.
6. The contractor should have ESI code for deposition of ESI Contributions. The contractor shall cover all his employees under ESI Scheme and shall submit a list of name of employees deployed by him together with ESI number and the name of the ESI Dispensary/Local Office to the Guwahati Biotech Park within 30 days on award of this contract.
7. The contractor shall have PF code for deposition of Provident Fund in respect of his employees. The contractor shall cover all the employees deputed by him under PF scheme and the contractor shall submit the list of names of his employees deputed to GBP who are covered under PF scheme with their PF code/ identification number under which PF subscription has been deposited within 30 days on award of the contract.
8. The contractor is responsible for obtaining PF statement from PF Commissioner's Office and distribute the same to the workers and confirm the same enclosing with the monthly bill to Guwahati Biotech Park.
9. All consumables, gardening tools and tackles required for the above work should be provided by the contractor / agency at no extra cost to the Institute. The contractor at his own expense shall arrange all consumables and cleaning materials for both dry & wet cleaning. Mosquito repellent, anti-mosquito spray/fumigation, rodent and pest control, fly/ultrasonic repellent, etc., shall have to be done whenever required as suggested by Guwahati Biotech Park.
10. Proper care must be taken on safety aspects of the job. Safety measures to be used wherever applicable. The contractor will be solely responsible for any mishap due to

lapse in safety measures. In case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.

11. The contractor must abide by all the prevalent labour rule and minimum wages rule of the Government.
12. The contractor shall visit the work areas indicated in the tender documents. He shall have to report to see the officer dealing with the services under the contract awarded to him, for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any observed in their working. Non-performers would be removed and replaced by competent workers within two working days by the contractor.
13. The personnel deployed shall be healthy and active. Nobody shall have any communicable diseases.
14. It is to be noted that neither you nor your deployed employees shall have any claim on employment with this Institute at any point of time and this arrangement is purely between your company and the Institute for specific services for the specific period.
15. In case of any loss that might be caused to the Institute due to lapse on the part of the personnel deployed by the contractor discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Institute shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Institute besides imposition of penalty. In case of any deficiencies / lapses on the part of the personnel deployed by the contractor, the Institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
16. The contractor shall arrange to maintain the daily attendance record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every week to the Administrative Department of Guwahati Biotech Park with and attested photocopy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the Institute at any other point of time.
17. The contractor shall be solely liable for all payment /dues of the workers employed and deployed by him with reliable evidence provided to the Institute.
18. The contractor should maintain all the records and documents under various labour laws applicable to contract labours.
19. If any of the personnel of the contractor indulges in theft or any illegal /irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
20. Arbitration for all disputes between the agency and the Institute in connection with the works shall be referred to the sole arbitrator as appointed by CEO, Guwahati Biotech Park and that shall be final and binding on the parties.
21. CEO, Guwahati Biotech Park reserves the right of canceling the order without showing any reason thereof.

22. Working hours:

- i. All the housekeeping & Driver services will be provided for six days a week including on intervening holidays.
- ii. Housekeeping staff deployed by the agency shall be required to work in for six days a week from Monday to Saturday from 0900 hrs. to 1730 hrs. with half an hour lunch break. The manpower will also be called upon to perform duties on Sunday and other holidays whenever required. No extra charge will be paid for attending the office on such holidays.
- iii. The duty of the personnel of the contractor for this contract purpose will be as per the Duty Roster prepared in consultation with the Administrative Department of Guwahati Biotech Park.

23. **Payment:** Payment shall be released through bank transfer on monthly basis against bills in triplicate after certification by the Administrative Department, Guwahati Biotech Park, and also after deduction of applicable taxes and other dues, if any. The bill shall be submitted by the service provider by 10th of the succeeding month. The following documents should be submitted along with the bills;

- i. List of consumables/Housekeeping materials along with Original copies of Challan & bills
- ii. Complete attendance details with muster rolls as per the Labour Act.
- iii. Pay slips indicating the details of total wages, deductions and net wages paid to each Housekeeping personnel & driver.
- iv. ESI and PF payment Challan Copies of previous months with statement from respective institute.

24. PERIOD OF CONTRACT

- i. The contract is initially for a period of one year and maybe extended for two more years at the sole discretion of GBP.

25. **TERMINATION OF CONTRACT: GBP** may, without prejudice to any other remedy for breach of Contract, terminate the contract in whole or in parts, if

- i. the Contractor fails to provide service within the period (s) specified in the contract or any extension thereof granted by GBP.
- ii. the Contractor fails to perform any other obligation(s) under the contract.
- iii. the Contractor fails to make monthly payment to the workers or is found to make short payments.
- iv. the Contractor fails to deposit monthly EPF,ESI dues on time.

26. DISPUTES & JURISDICTION

- i. Settlement of disputes: It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes

take place between the parties, efforts shall be made to settle at the level of Guwahati Biotech Park. The bidder shall make request in writing to the CEO, Guwahati Biotech Park for settlement of any disputes within 30 days of arising of the cause of dispute failing which no disputes / claims shall be entertained by Guwahati Biotech Park. The decision of the CEO, Guwahati Biotech Park will be final and binding on the parties, if differences still persist, the settlement of the disputes may be sought in the court of law, in Guwahati jurisdiction.

- ii. Jurisdiction: Gauhati High Court only will have the jurisdiction to deal with and decide any legal matters or disputes whatsoever arising out of this contract.

ANNEXURE- VI

PRICE BID FORMAT

(Format to be filled up by the Agency and **be enclosed with price bid in a separate cover marked “Envelope 2”**)

NIT No.: GBP/1.18/2019-20/ 4142 dated 31.5.2019

Name of the job: Gardening, Housekeeping and Driver service at Guwahati Biotech Park

1. Name of Firm/Bidder:
2. Address:
3. Phone/ Fax/ Mobile/ Email:

Table 1: Requirements of Manpower and monthly price

SI No	Description of Manpower	Requirements	Rate/month in INR	Amount in INR
	Semi-skilled Worker	Housekeeper-3 Gardener-1	(Minimum daily wage as per the latest circular of Labour & Employment Department ,GOA)	
	High Skilled Worker	Driver -1	(Minimum daily wage as per the latest circular of Labour & Employment Department ,GOA)	
	Skilled Worker	Driver -1	(Minimum daily wage as per the latest circular of Labour & Employment Department ,GOA)	
Total Manpower Charges (A)/Monthly				
Consumables, Cleaning material, Gardening Tools etc Charges (B)/Monthly				
Service Charges (C)/Monthly				
GST (in %): _____% (D)				
TOTAL MONTHLY AMOUNT (A+B+C+D) in figure:				
TOTAL MONTHLY AMOUNT (A+B+C+D) in words				

*NOTE:

1. Contractor should comply with monthly EPF and ESI deduction as per applicable law.

2. The Employees share of ESIC and EPF should be deducted from the monthly wages of the workers.

3. The service charge should also include the Employers share of ESIC and EPF. Employers share of ESIC and EPF should not be deducted from the workers' wages in any circumstances.

(Each and every page of price bid need to be signed and stamped by the contractor/ firm)