



**TENDER DOCUMENT FOR PROVIDING HOUSEKEEPING & OUT  
SOURCED MANPOWER SERVICES AT IIT GOA, GEC CAMPUS,  
FARMAGUDI, PONDA-GOA**

**NIT No. – IITGOA /C&EMD /2021 / 032**

<b><u>NIT Issue Date and Time</u></b>	<b>: 16<sup>th</sup> December 2021</b>
<b><u>Pre-bid Meeting</u></b>	<b>: 22<sup>nd</sup> December 2021 at 11:30hr (online mode only)</b>
<b><u>Tender Submission Date and Time</u></b>	<b>: 05h January 2022 by 1700hr</b>
<b><u>Tender Opening Date &amp;Time</u></b> <b>(Technical Bid)</b>	<b>: 06th January 2022 at 1100hr</b>
<b><u>Tender Opening Date &amp; Time</u></b> <b>(Financial Bid)</b>	<b>: will be intimated later</b>
<b><u>Estimated Cost</u></b>	<b>: 1,92,00,000/- (One crore Ninty two lakhs only)</b>

**Indian Institute of Technology, Goa  
At GEC Campus, Farmagudi, Ponda -403401, Goa**



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## 1. NOTICE INVITING TENDER

<b><u>NIT NO: IITGOA/C&amp;EMD/2021/032 dated 16<sup>th</sup> Dec' 2021</u></b>		
1	Date of Tender Publishing on website	16 <sup>th</sup> Dec' 2021
2	Online Pre-bid meeting at IIT Goa	22 <sup>nd</sup> Dec' 2021 at 11:30 hrs
3	Date of publishing replies of pre-bid queries to be uploaded on the website	23 <sup>rd</sup> Dec' 2021 by 1100 hrs
4	Last Date and Time for Submission of Tender	05 <sup>th</sup> Jan' 2021 by 1700 hrs
5	Opening of Technical Bids	06 <sup>th</sup> Jan' 2021 at 1100 hrs
6	Address for submission of bid documents	<b>The Estate Officer IIT Goa, At GEC Campus Farmagudi, Ponda Goa - 403401</b>
7	Duration of Contract	Initially <b>01 year</b> from the date of issue of work-order (Subject to further extension as per tender terms)
8	EMD	EMD not applicable, bidders have to submit signed ' <b>Bid Security Declaration</b> ' accepting that if they withdraw or modify their bids during period of validity etc. they will be suspended for future requirement of IIT Goa (APPENDIX- O). Tender without bid security declaration shall be liable for rejection.
9	Estimated tender value	₹1,92,00,000/- approx.
10	Performance Security Deposit after award of work	3% of the estimated value. The PBG to be deposited within 10 days from the date of issue of Work order.
10	Schedule of Opening Price Bid	Schedule for opening of Price Bid will be notified only to the bidders qualifying the Technical Bid evaluation. Presence of the bidder or his/her authorized representative at the time of opening of the Price bid is highly preferable.
11	Bid Validity	Bid shall remain valid for 90 days from the last date of submission of the tender as mentioned in the NIT.
12	Address of IIT Goa	Indian Institute of Technology Goa, At GEC Campus Farmagudi, Ponda Goa - 403401
13	Detailed tender notice can be downloaded from the website of the Institute at:	Tel: +91 832 2490865 Website: <a href="http://www.iitgoa.ac.in">www.iitgoa.ac.in</a> E-mail: <a href="mailto:estate@iitgoa.ac.in">estate@iitgoa.ac.in</a>

Registrar  
IIT GOA



## 1.1 General

The work relating to Housekeeping activities of IIT Goa at GEC Campus is proposed to be organized through reputed agencies and trained manpower. The work is required to be carried out on monthly payment basis as per Central Govt Daily Wages.

## 1.2 Estimated Cost of Tender

The estimated cost as indicated in the NIT is based on the following components:

- (a) Wages for Unskilled labour, Non-technical (Skilled) Supervisor and MTS (Multi-Tasking Staff) (Rate for Skilled Labour Supervisor & MTS (Semi-Skilled) are based on the current minimum wages as approved by the Ministry of Labour & Employment, Labour Commissioner (Central), Area- B revised wef 01.10.2021)
- (b) EPF, ESI, Bonus and other statutory payments
- (c) Materials cost based on current market rates.
- (d) Service charges of the Vendor.

## 2. Scope of Work

IIT Goa, at GEC Campus, Farmagudi, Ponda, Goa requires services from an established agency having expertise and experience in Housekeeping Services. The scope of work encompasses the following tasks.

- (a) House Keeping Service include cleaning, sweeping, wiping, dusting, moping, freshening, garbage collection, segregation & disposal, Vacuum cleaning, disinfecting and such other tasks.
- (b) Areas & premises to be cleaned are 640 seater Hostels, Academic Block, Admin block, Director's Bungalow, Guest House, Offices/Cabins, Labs, Central Library, Roads, Gardens, Portable cabin, Play Fields, Roof tops and Gymkhana.
- (c) Within any building, House Keeping Services shall include Toilets, Furniture, Fixtures, ACs, PCs, Fans, Almirahs, Drawer, Chair, Door, Windows, Phones, sophisticated lab equipment, Machines and other scientific gadgets, Drinking Water cooler with purifier, Curtains, blinds, foot mats, dustbins etc.
- (d) Frequency of House Keeping Services will be different for various category of segments i.e. thrice, twice or once a day, weekly, biweekly, fortnightly, monthly, quarterly, Biannual and annual tasks as described in succeeding paras for each segment.

## 3. Schedule of Work

Schedule of work as per succeeding paras is required to be adopted:

### 3.1 Daily Tasks

- (a) Cleaning of general/common toilets and attached toilets at least **twice daily** phenol and detergent etc and maintain the toilets floor dry the whole day. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Checking of flush system of toilets every day. Naphthalene balls, air freshener and liquid soap/hand



wash and paper rolls are **to be provided by the agency regularly.**

- (b) Cleaning of corridor, passages, staircases, common area, pantries and other rooms with phenol in the morning and with plain water continuously.
- (c) Cleaning of office/classrooms/conference halls removing dust from floor, windows, door, furniture, fixtures, telephones, cupboards, air conditioner, filing almirahs, cabinets, computer etc **with dry**/wet duster and or with suitable cleaning agent. Moping of floor with phenol.
- (d) Cleaning, sweeping and wiping of floor, furniture and hand washing area etc
- (e) Collection and segregation of garbage/waste from dust bins and disposal at the designated location.
- (f) Room freshener in all offices in the morning & afternoon.
- (j) Sweeping of Road, Pathways, Garden and other such areas.
- (k) On completion of daily task, Housekeeping staff will obtain signature of user on Checklist. Format of check list for various tasks is attached as **Appendix 'I'.**

### **3.2 Weekly Tasks.**

- (a) Cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floor and walls in toilets/rooms, corridor with soap, detergents, kerosene/petrol or any other chemicals at least once in a week.
- (b) Cleaning of all Roof on the ceiling.
- (c) Garbage disposal to designated point.
- (d) Grass cutting and general area maintenance.
- (e) Removing of cobwebs from lights/fitting/fixtures.

### **3.3 Monthly Tasks:**

- (a) Cleaning of water cooler
- (b) Cleaning/washing/dusting door foot mats.
- (c) Cleaning of fans and ACs

### **3.4 Quarterly/Half Yearly Tasks.**

- (a) Cleaning of false ceiling.
- (b) Cleaning of venetian/vertical/any other blinds, curtains, etc quarterly.
- (c) Cleaning roof top/terrace/Rain water spouts quarterly.

### **3.5 Procedure for Work Execution**

Procedure for work execution will be as under: -

- (a) All the stains on walls as well as floor of toilets, corridor, rooms including glass panes, stair cases passage/walkway etc shall be removed by scrubbing with brush and by suitable acid/chemical wherever required by Officer-In-Charge.
- (b) All projections/balconies shall also be cleaned thoroughly. Also, the opening of choked drains, wherever required, shall be taken up.



- (c) All windows, their glasses, door and its glasses and their knobs shall be cleaned and kept free from stains and spots, venetian blinds/ other type of blinds are to be cleaned with feather brushes/vacuum cleaner.
- (d) The garbage will be segregated and dustbins are to be emptied daily, cleaned and washed every day. Buckets and Mugs to be cleaned with soap and water every week. Crockery ware, Chinaware/sanitary ware/washbasin/sinks/flush tanks to be cleaned twice daily.
- (j) Collection of garbage/waste from all locations should be organized on daily basis, segregated and disposed off at the designated location(s) under the arrangements of Vendor at his own cost.
- (k) Dry cleaning/dusting of sofa sets and other furniture items will be carried out by your staff periodically every fortnight. Telephone, computer be cleaned with wet cloth every fortnight (on Saturdays) and by dry cloth daily. Furniture's including drawer should be cleaned properly.
- (l) Proper dusting of all the office premises, corridor and table fixtures have to be done daily and perfectly. Fan, tube lights and fixtures, false ceiling/ceiling roof and walls to be dusted with broom or vacuum cleaned, including door, panels, fixtures etc cleaned every fort nightly.
- (m) Schedule of work for daily, weekly, monthly, quarterly/half yearly will be provided to contractor during award of work.

### **3.6 Waste Management**

Waste disposal is the responsibility of the Vendor providing Housekeeping Services. This will involve daily segregation and timely disposal of the undermentioned category of waste at predesignated place inside the Campus:

- (a) Biodegradable Kitchen waste.
- (b) Plastics, Glass, Tins and Rubber.
- (c) Paper and Cloth.
- (d) Iron and Steel, and
- (e) Electronic Waste.

#### **Procedure: Waste Management**

- (a) All solid waste should be taken from a common earmarked location in a building from dustbins with separate dustbin codes as per rules.
- (b) Solid waste so collected should be segregated properly.
- (c) Bio-degradable solid waste should be taken in the earmarked location for further composting and vermicomposting.

### **3.7 Manpower Requirement and Schedule**

Man power and Manpower schedule are required as per following schedule: -

- (a) The agency has to provide manpower in sufficient number as required from time to time to manage the work and to maintain the quality to ensure workmanship of the degree specified in the work order as per work schedule, to the satisfaction of the Officer-In-Charge.
- (b) MTS (Multi-Tasking Staff) should have passed 12<sup>th</sup> Standard or equivalent with minimum one-year experience in the field and working knowledge of computer applications.



- (c) The contractor shall engage the following manpower: -
- (i) 43 Nos- From 0800 h to 1700h. (Including 1 hr lunch time)
  - (ii) 16 Nos - From 0900 h to 1800h (Non-Technical Semi-Skilled Multi-Tasking Staff) (Including 1 hr lunch time)
  - (iii) Non-Technical Skilled Supervisor-02 Nos (0800 h to 1700h) -(Including 1 hr lunch time)
  - (iv) Skilled Manpower (Technician) – 02 Nos From (0900 h to 1800h). (Including 1 hr lunch time)
- (d) Please refer Appendix 'B' attached for detailed description of the requirement.

### **3.8 Material and Consumables**

Following material and consumables required to be supplied by the Vendor: -

- (a) All materials/consumables and other related items are to be provided by the Agency. Items shall be in conformity with the specification/makes keeping in view quality/standard.
- (b) The firm shall assess the quantity of consumables to be used at Institute premises and supply them by 5<sup>th</sup> of every month after checking the requirement with the officer in charge and store them at Institute on monthly basis. The management of stock of consumables and its further distribution will be handled by IIT Goa. The stores are to be replenished timely.
- (b) IIT Goa on the basis of experience has also assessed certain minimum quantity of consumables required. The quantity of supplied items in no way shall be less than the minimum quantity specified. Items consumed over and above the minimum specified quantity shall also be supplied by the firm And reimbursed by the Institute.
- (c) Please refer **Appendix 'C'** (list of material) & **Appendix 'D'** (Rate of recovery towards short supply of man power and material – **Penalty Clause**), **Appendix 'E'** (Approved materials brand) and **Appendix 'F'** (Required equipments for housekeeping works and the hiring cost to be claimed for using these equipments).

### **3.9 Uniform for housekeeping staffs**

The agency will also provide the uniform of (2 sets ) to the housekeeping staff and the same shall be provided within one month of signing of the contract. The uniform design/sample shall be vetted with IIT Goa prior to its supply. The staff shall always remain in proper uniform. If any staff joined after 6 months from the date of start of the contract then only one uniform to be provided by the agency.

## **4. Eligibility Criteria**

Bidder should have following eligibility criteria: -

1. Must have possessed valid registration certificate under Shops & Commercial Establishments Act. issued by the Labour Authority to carry out such business.
2. Must have been registered with EPF, ESI and GST Authorities with allotted code numbers.
3. Must not have been blacklisted by any Government/Semi-Government Departments/Autonomous Bodies/Organizations' /Institutes as on the date of submission of the bid. (Declaration by the firm on Rs.100/- non judicial stamp paper duly notarized is required)





4. Must have average annual financial turnover on housekeeping service amounting ₹1,92,00,000/- i.e estimated tender value or more during the last three consecutive financial year ending 31.03.2021 duly certified by a Chartered Accountant.
5. Must have successfully carried out and completed following similar work in Central or State Government/Semi-Government Organizations/ Institutes/Reputed private firms during the last seven (7) years preceding 30.11.2021:
  - (a) Three similar completed work each costing not less than the amount equal to 40% (₹76,80,000/-) of the estimated cost of work  
OR
  - (b) Two similar completed work each costing not less than the amount equal to 60% (₹1,15,20,000/-) of the estimated cost of work  
OR
  - (c) One similar completed work each costing not less than the amount equal to 80% (₹1,53,60,000/-) of the estimated cost of work.

‘Similar work’ means execution of housekeeping service contracts. The firm must enclose work completion certificate from the clients and the completion certificate should invariably mention details of work executed, the date of commencement and date of completion of the work and completed value of the work clearly as per **Appendix- L**. Any misleading and vague information in this regard, if furnished, leading to difficulty in calculating the work experience may result in the rejection of the tender. The work completion certificate along with work order copy must be enclosed for verification.

**Relaxation to MSME/STARTUPS Firms: -**

1. As per the OM Notification from the Ministry of Finance dtd. 20/09/2016, MSME/Startups are exempted of prior turnover and prior experience.
2. Tender fees and EMD are exempted, however, bidders have to submit the “Bid Security Declaration” in place EMD as per Appendix-O.

**Institute Related Information**

15. Following information essential for defining the scope of work is furnished as under:
  - (a) Carpet Area (For cleaning and up-keeping purpose) 18000.0 Sqm
  - (b) Road Area (For sweeping purpose) 536.0 Sqm



## 6. Evaluation Criteria: -

### Technical Bid Evaluation: -

Technical evaluation will be carried out as per the above mentioned eligibility criteria. The party should submit the documents as per the **Appendix-A** for technical scrutiny. Any short fall of the documents (or) confusing/ambiguous documents submitted in support of any of the eligible criteria shall result in disqualification and the party will be treated as Non responsive.

### Price Bid Comprises of the following: - Sample of the Price bid is mentioned in the Appendix-G

#### (I) Rate/Price Schedule. (Appendix – H)

- (a) The price bid is to be submitted strictly as per the prescribed format as given at Appendix-H. The Price bid will be opened in respect of those contractors whose Technical bids meet all required criteria as adopted by a committee. For evaluation of the price bids, the bidder who will quote the overall lowest price for complete scope of work will be declared as the lowest bidder (L-1) and the contract shall be awarded to that bidder. The bidder must ensure to quote the rate of each item considering all the incidental expenditure to be incurred by him.  
In case the lowest rate quoted by two or more firm is same, then further evaluation will be made on the basis of average turnover for last three (3) years and the work will be awarded to the party with the highest turnover.
- (b) Applicable Minimum Wages as per Government of India or Government of Goa, whichever is higher shall be paid by IIT Goa.
- (c) Other statutory charges like EPF, ESI, Bonus and GST will be reimbursed on production of proof of payment with relevant documents.
- (d) Labour Cess of 1%, IT and GST, TDS as applicable will be deducted from the monthly wage bill.
- (e) Material cost & uniform cost is included in the price bid. The bidder is requested to quote accordingly.
- (f) While quoting the rate, the Contractor should take in to consideration all the incidental expenditure to be incurred by him as per the scope of this contract. However, statutory charges like, GST, EPF, ESI and Bonus will be reimbursed as per Govt. norms.
- (g) Service charges will be paid on the wages only and it should be uniform for all the categories of workers. It should be quoted as a certain % of the minimum wages. The service charge should be quoted either in whole number or in decimal number with maximum two digits after the decimal point, example- 3.33%.
- (h) If a tenderer quotes nil rates against any item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
- (i) The tender documents submitted by the agency should be page numbered.  
The agency should submit all the Appendix's i.e from Appendix-A to Appendix-O as per the tender documents.
- (j) If found the bid security declaration is not enclosed, then the tender will be rejected summarily.
- (k) The tender submitted should be complete in all respect. Incomplete tender shall be rejected outright.
- (l) All the pages of the tender document should be duly signed and sealed by the firm as a token of acceptance of the terms & conditions of NIT. This should be enclosed in technical bid.





## **6. Instructions to Bidder**

Following are the instructions for the Bidder: -

### **1. Submission of Offer**

A) Tender must be enclosed in a sealed envelope super scribing **Tender Document For Housekeeping/Man power services at IIT Goa Campus and should reach the**

undersigned on or before due date mentioned in the tender notice. All the pages of the tender document and supportive documents must be attested with Authorised signatory and company seal. If the bid is not sealed, it will be rejected.

B) Tender can be submitted in person or through post/ courier (IIT GOA shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

C. The Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.

D. The bidders may assess about the nature and quantum of work before quoting their rate.

E. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in IIT GOA.

### **2. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

### **3. Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, IIT GOA may, for any reason, whether on its own initiative or in response to the Clarification request by a prospective BIDDER may modify the bid document.

### **4. Cancellation of tender:**

a. Notwithstanding anything specified in this tender document, IIT GOA in its sole discretion, unconditionally and without assigning any reason, reserves the rights:

i) To accept OR reject lowest tender or any other tender or all the tenders.

ii) To accept any tender in full or in part.

iii) To reject the tender offer not confirming to the tenders terms.

Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

i) Non-submission of complete offers.

ii) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).

iii) Receipt of offers in open conditions.



iv) Conditional Tenders and Unsigned Tenders will also be rejected.

v) If any of the required information is missing, the tender will be rejected straight away. If any kind of malpractice is found regarding the details submitted by the bidder is observed at any stage of procedure then the application for the rate contract will be immediately rejected and the party will be blacklisted for future endeavors.

vi) Director, IIT Goa reserves all the rights to accept or reject any offer in part or in full without assigning any reasons/thereof.

**5. Transfer and subletting:**

The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required. The rates shall be filled in the schedule of quantity in the tender document.

9. Tender submitted by bidder shall remain valid for a period of three months (90 days) from the tender opening date. The bidder shall not be entitled during the above period, without written consent of owner to revoke or cancel his tender or to vary any term thereof.

10. The right to accept or reject the tender rests with Director, IIT Goa. It does not bind itself to accept the lowest tender and reserves to himself the authority to reject any or all the tender received without assigning any reason thereof.

11. Duration of Contract. Duration of contract shall be initially for one year. However, based upon the performance of the firm, the contract can be further extended on mutually agreed Terms and Conditions. The work must commence within 15 days of issue of Work Order and must not get disrupted at all. Any disruption of more than 7 days after work is commenced, shall invite heavy penalty and may lead to termination of Contract and forfeiture of Performance Security.

**12. Bidder are invited to participate in pre-bid meeting scheduled to be held online as per NIT. In case of pre-bid meeting not held on the mentioned date due to unavoidable reasons, it will be held on the next working day. All inputs/queries and request for participation to be e-mailed on [estate@iitgoa.ac.in](mailto:estate@iitgoa.ac.in) by 1000hrs on 22nd December 2021. The agenda of the pre-bid meeting will elaboration of terms and condition of the contract and reply to queries. Consolidated reply of the queries will be published on IIT Goa website for reference.**

13. Successful bidder will submit a Performance Bank Guarantee as specified above to IIT Goa against loss/damage of any Institute property, at the time of award of work. The validity of Performance Bank Guarantee shall be at least 60 days beyond the date of Contract Completion.

14. The IIT Goa may increase/decrease the number of labour/manpower etc during the course of contract with same terms, condition and quoted rate.



## GENERAL CONDITIONS OF CONTRACT

### 1 General Conditions

- (a) The persons deployed by the contractor for the services shall be the employees of the contractor for all intents and purposes. Also, the persons so deployed shall remain under the control and supervision of the contractor. In no case, shall a relationship of employer and employee between the said persons and the Institute shall accrue/arise implicitly or explicitly.
- (b) On taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with the Institute nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Institute for further streamlining their system. The contractor shall further be bound by and carry out the directions/instruction given to him by the Institute in this respect from time to time.
- (c) Director of the Institute or any person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor. This would be required in order to ensure that persons deployed by him are doing their duties in accordance with the Institute requirement.
- (d) In case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons immediately on the report of the Institute. Further, the Contractor shall immediately replace the defaulter so deployed on the demand of the Director/Nominee of the Institute due to the aforesaid act on the part of the said person.
- (e) The contractor should engage the working staff on priority, if they are willing so.

### 2 Contractor's Obligations

- (a) The contractor shall carefully and diligently perform the work assigned to him as mentioned, as deemed fit by him in consultation with the lab/Department.
- (b) For performing the assigned work, the Contractor shall deploy medically and physically fit, police verified persons. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
- (c) The Contractor shall submit details, such as names, parentage, residential address, age, Police Verification etc of the persons deployed by him in the premises of the Institute. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc and such employees shall display their identity cards at the time of duty.
- (d) The Contractor shall ensure that all employees are in proper Uniform/Dress. Penalty will be imposed @ ₹ 200/- per man per day for those not in uniform.
- (e) The Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under various labour laws and other statutory provisions.
- (f) The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the



aforesaid services rendered to Institute and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Wages Code 2019, The Occupational, Health and Safety Conditions Code 2020, Social Security Code 2020, Industrial Relation Code 2020 (where applicable) and / or any other Rules/regulations and / or statutes that may be applicable to them.

(g) The Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Institute indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from non-compliance of aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and /or under the said Acts, rules/regulations and/or any bye-law or rules framed under or any of these, the Institute shall be entitled to recover any of such claims, demand, loss or injury, from the Contractor's monthly payments.

(h) The Contractor shall be required to maintain permanent attendance register/roll /muster within the building premises which will be open for inspection and checking by the authorized officer of Institute.

**3 Complaint Book.** A provision for Complaint Book and Time Frame for the solution of complaints will be strictly followed. Format for Complaint book is attached as Appendix 'J'.

(k) The Contractor shall make the payment of wages; as per latest rates, etc to the persons so deployed in the presence of Institute representative. He shall furnish copies of wage register/muster roll, pay slip, etc to the Institute for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various laws, having regard to the duties of Institute in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with or cause to be complied with Labour regulations from time to time in regard to payment of wages, wage period, deductions from wages, recovery of wages not paid and deductions unauthorized made, maintenance of wages book, wages slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.

(m) The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and Institute property.

(n) The Contractor shall deploy his persons in such a way that they get **weekly rest**. The working hour/leave, for which the work is taken from them, do not violate relevant provisions of labour laws and shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of

(o) The Contractor shall remove all worker deployed by him on termination/ expiry of the contract from the Institute premises. He will ensure that no such person creates any disruption/hindrance/problem of any nature in Institute either explicitly or implicitly.

(p) The Performance Bank Guarantee so deposited shall be liable to be forfeited or appropriate in the



event of unsatisfactory performance of the Contractor and / or loss / damage if any sustained by the Institute on account of failure or negligence of worker deployed by the Vendor or in the event breach of the agreement by the Contractor.

(q) The Performance Bank Guarantee will be refunded to the Contractor within two months of contract expiry only on satisfactory contract performance and settlement of all dues to the worker whichever is late.

(r) The Contractor shall keep the Institute indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor enter in dispute of any nature, it will be the primary responsibility of the Contractor to contest the same. In case Institute is made party and is supposed to contest the case, the Institute will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to Institute on demand. Further, the Contractor shall ensure that no financial or any other liability comes on Institute in this respect of any nature whatsoever and shall keep Institute indemnified in this respect.

(s) The Contractor shall further keep the Institute indemnified against any loss to the Institute property and assets. The Institute shall have further right to adjust and / or deduct any of the amounts for the aforesaid from the payments due to the Contractor from this contract.

**(t) It is required for the Contractor have office in GOA who have applied for the tender.**

**The contractor is required to provide field officer to supervise day to day activities in the premises.**

#### **4. Institute's Obligations**

(a) In consideration of the services rendered by the Contractor as stated above, he shall be paid a lump sum on monthly basis as quoted by the firm in the relevant item.

(b) Institute shall reimburse the amount of service tax, if any paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit by the Contractor in original.

(c) The payment on account of enhancement charges of revision in wages by the appropriate Govt from time to time shall be payable by Institute to the contractor.

(d) The IIT Goa is authorized to deduct any amount as determined by the authority/Officer-in-Charge from the amount due to the contractor for any of the deficiency provided by the contractor or paid in access.

#### **5. Penalties /Liabilities**

(a) The Contractor shall be responsible for faithful compliance of the Terms and Conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited. Further, the work may be got executed from another agency at his risk and cost.

(b) If the Contractor violates any of the Terms and Conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director, a penalty will be imposed and amount shall be deducted from regular monthly bill.

(c) Penalty on account of faulty and/or less supply of consumable/materials, less deployment of manpower and violation of statutory obligations shall be imposed as per **Appendix 'D'**.

#### **6. Commencement and Termination.**

This agreement may be terminated on any of the following





contingencies: -

- (a) On the expiry of the contract period as stated above
- (b) By giving two month's notice by Institute on account of:
  - (i) Committing breach Terms and Conditions of this agreement by the Contractor.
  - (ii) Assigning the contract or any part thereof to any Sub Contractor by the main Contractor without written permission of the Institute.
  - (iii) On Contractor being declared insolvent by competent Court of Law.
- (c) During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

#### **7 Arbitration**

- (a) In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matter the decision of which is specially provided under this agreement) the same shall be referred to the sole Arbitration by the Director IIT Goa or his nominee.
- (b) The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director IIT Goa shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his Predecessor.
- (c) The Arbitrator may give interim award(s) and/or directions, as may be required.
- (d) Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
- (e) Any arbitration will under be the jurisdiction of Goa state authorities only.

**8. Bonus** Bonus shall be payable by the contractor to his contract employees once in a year before major local festival or when the services of the contractor are discontinued. The amount of bonus payable is 8.33 % subject to maximum of ₹. 7000/-

#### **9. Payment :-**

- 1. Payment will be made after disbursement of the wages to the manpower. EPF/ESI/Bonus shall be paid on submitting the proof of payment to the statutory office.
- 2. Wages shall be paid within 7<sup>th</sup> of every month and bill will be submitted with proof of payment of wages,EPF/ESI.
- 3. Payment against Uniform will be reimbursed to the party on raising a bill after disbursement of the uniform to the workmen. Documentary evidence should be submitted to this office to reimburse against uniform.
- 4. Payment against material will be reimbursed on every month with the exact procured quantity and rate. Documentary evidence should be submitted to this office to reimburse against material. Quantity and stock should be verified jointly in this regard.





### **List of Appendices**

Following appendices have been enclosed for reference: -

(a)	Technical Details of Applicant	Appendix 'A'
(b)	Labour/manpower Requirement	Appendix 'B'
(c)	Material Requirement	Appendix 'C'
(d)	Penalty Clauses	Appendix 'D'
(e)	Approved Material Brands	Appendix 'E'
(f)	Equipment's required	Appendix 'F'
(g)	Sample of Schedule of Quantities (Financial Bid Sample)	Appendix 'G'
(h)	Schedule of Quantities (Financial Bid)	Appendix 'H'
(i)	Sample Check List	Appendix 'I'
(j)	Complaint Register	Appendix 'J'
(k)	List of Similar works completed	Appendix 'K'
(l)	Performance report of works (From Client)	Appendix 'L'
(m)	Declaration by the bidder	Appendix 'M'
(n)	Format for Performance Guarantee Bond	Appendix 'N'
(o)	Bid Security Declaration	Appendix 'O'



**Appendix 'A' ( TECHNICAL DETAILS OF APPLICANT)**

Sl.	Description	Details	Page No.
(a)	Name of the firm/ Company :		
(b)	Address of the firm/ applicant with Telephone No. and E-mail		
(c)	Year of Establishment :		
(d)	Average Turnover of the company for the last 3 financial years (Enclose certificate/ audited Profit & Loss accounts) certified by CA		
(e)	PAN No., GST No., TAN No.		
(f)	Copy of Valid registration certificate under Shops & Commercial establishment Act at Goa issued by labour authority to carry out the business.		
(g)	Status: Proprietorship/Partnership/ Pvt. Ltd. / Public Ltd.		
(h)	Profiles of the officer bearers of the agency with Telephone No. and E-mail		
(j)	Since when undertaking Housekeeping service (year):		
(k)	Total manpower employed in house-keeping service (Nos.)		
(l)	EPF/ESI/Service Tax certificates (Enclose copies)		
(m)	Has the applicant, ever been debarred/blacklisted for competing in any organization at any time? If so, give details. (Attach Affidavit on ₹ 100/- Non-Judicial Stamp paper duly Notarized)		
(n)	Bid Security Declaration as per Appendix -		
(p)	Declaration by the Bidder as per Appendix		
(q)	Copies of work/contract details in executing similar contracts in Central or State Government/Semi-Government Organizations/ Institutes, as mentioned at clause no.14, Sl. 5 of the 'Eligibility Criteria' ( Copy from the client) - Appendix -K & Appendix-L is required to be filled adding with the relevant documents.		



(r)	Details of gadgets/equipment/ tools owned and proposed to be used for House- keeping services in IIT Goa		
(s)	Whether ISO certified. If so enclose the copy of relevant certificate.		
(t)	Any other information considered necessary but not included above		
(u)	Labour License No, issuing authority and validity, if held (prior works)		

**Note:** Any of the filed should not be left blank, Details against every column is compulsory. Certified that the information given above (from Para (a) to (u) is true and correct to the best of my knowledge and belief.



Appendix 'B' ( LABOUR/MANPOWER REQUIREMENT)

S. No.	Description	Unit	No. of person required/day with categorie	Mandays /Month	Mandays /Year
(a)	Supplying and Engaging Un-Skilled labour for cleaning of all Buildings, Roads within the Campus and Compounds, Guest Houses, Hostels, Classrooms, Offices, Labs, Play Fields, ,all the toilets floors and walls, shifting of materials, cleaning the sanitary and sever line wherever blockage occur, cleaning the roof top etc as per the direction of Officer-in-Charge. Also, Garbage disposal including its segregation & transportation at location specified by Competent Authority	Man days	43(Un-skilled)	1118	13416
(b)	Engaging Multi-Tasking Staff (Non-Technical Semi- skilled) towards data entry, office maintenance, vender management, import/export management, secretarial assistance, outreach, public relations, file/paper movement internally & externally, scanning & photocopying, attending hospitality needs and any other work assigned time to time by institute authorities.	Man days	16(Semi-skilled)	416	4992
(c)	Supplying and engaging Supervisor (Non-Technical Skilled) to supervise the labours, quality and quantity of the work and the job assigned time to time etc	Man days	2 (Skilled)	52	624
(d)	Supplying and engaging Skilled Technician (Electrical)	Man days	2 (Skilled)	52	624



**Appendix 'c' (Materials Requirement per Month and Rate)**

Sr. No.	Description	Unit	Quantity per month	Rate
1	Phenol Concentrated/ Germ Free	Ltrs	90	
2	Soap oil/ All Clean	Ltrs	80	
3	Liquid Toilet Cleaner	Ltrs	80	
4	Coconut Brooms	Nos	24	
5	Grass Brooms	Nos	24	
6	PVC Wiper with aluminum rod	Nos	24	
7	Bleaching Powder	Kgs.	20	
8	Mop stick with aluminum rod	Nos	17	
9	Toilet Brush	Nos.	15	
10	Acid Floor Cleaner	Ltrs	25	
11	Urinal cubes	Pkts	25	
12	Dish washing bar (100 gms)	Nos	10	
13	Naphthalene balls	Kgs	05	
14	Mirror Cleaner (500 ml)	Ltrs	08	
15	Air Freshener	Nos.	25	
16	Floor Disinfectant (500 ml)	Bottles	30	
17	Hand Wash Liquid	Ltrs	25	
18	Scrub Pad	Nos.	25	
19	Plastic Garbage Bag Big	Nos	100	
20	Plastic Garbage Bag Small	Nos	100	
21	Soap hand wash	Nos.	20	
22	Waste Cloth (standard Size)	Nos	40	
23	Mosquito Repellent Spray	Nos.	12	
24	Drain Cleaner	Pkts	25	
25	Grass Oil (500 ml)	Bottles	04	
28	Glass/table cloth	Nos.	30	
29	Scrubber set	Nos.	12	
30	Grass cutting machine oil (petrol)	Ltrs	05	
31	Hard surface cleaner bottles (1 lt bottle)	Nos.	1	
32	Hand care Gel bottle (500ml bottle)	Nos.	3	
33	Cobweb brush	Nos.	12	
34	Grass cutting machine oil	Ltrs	04	
35	Toilet paper rolls	Nos.	12	
36	Dettol liquid bottles	Nos.	12	
	Total			
Total mentioned cost per month which will be indicated in the Price bid.				



**PENALTY CLAUSE: RATE OF RECOVERY TOWARDS SHORT SUPPLY  
OF MANPOWER AND MATERIAL AND OTHER OBLIGATIONS**

Sr No	Shortage/ Defaults	Penalty	Remarks
1	Shortage in Housekeeping Staff (HKS)	Number of HKS x Daily wage rate x 2	
2	Shortage of Material	1.5 times the cost price	
3	Improperly Dressed Housekeeping Staff	Number of improperly Dressed HKS x ₹ 200/-	
4	Using unbranded/Substandard material	Twice the quantity x rate	
5	Delay in disbursement of wages beyond 7 <sup>th</sup> day of succeeding month	₹ 5,000/- per day x Number of days payment delayed.	
6	Repeated non-compliance of Tender Agreement Terms & Conditions and violation of statutory obligations	₹ 10,000/- and Debar from further participation in IIT Goa' s Tender for next three	





Appendix 'E'

APPROVED MATERIAL BRAND

Sr. No.	Description	Brand
1	Soap Oil	Patanjali or equivalent
2	Naphthalene ball	Wonderfresh, Airwick, Odonil
3	Air Freshener	Wonderfresh, Airwick, Gordrej
4	Liquid toilet cleaner	Harpic, Mr. Muscle, Mr. Bright
5	Mirror cleaner - Liquid cleaner (Colin)	Collin, Dr. Clean, Wonderfresh
6	Phenyl	Patanjali or equivalent
7	Room freshener 300 ml bottle	Wonderfresh, Airwick, Gordrej
8	Urinal cubes	Wonderfresh, Airwick, Gordrej
9	Liquid hand wash	Gordrej, Patanjali or equivalent
10	Mosquito repellent spray	HIT, Airwick or equivalent
11	Soap Handwash	Hamam, Life boy (Small)
12	Dish washing bar	VIM or equivalent
13	Floor Disinfectant	Lizol or equivalent

Note: Any of the item as per Appendix 'C' for which brands name are not mentioned should

be of ISI mark with Made in India, preferably within these mentioned brands only.



Appendix 'F'

**Equipment's required for IIT Goa**

Sr. No.	Description	Unit	Required	Qty to be supplied
1	Kitchen wiper	Nos.	25	PER 6 MONTH
2	Pinza Bracket	Nos.	24	PER 6 MONTH
3	T Brush (steel rod)	Nos.	12	PER 6 MONTH
4	Swbber (dry mop)	Nos.	12	PER 6 MONTH
5	Swbber (refill)	Nos	6	PER 6 MONTH
6	Vacuum cleaner	Nos	1	
7	High pressure Jet	Nos.	1	
8	Grass cutting machine	Nos.	1	
9	Multifunctional telescopic Ladder 12 ft.	Nos.	1	
10	Koita	Nos.	2	
11	Ghamela	Nos.	2	
12	Fauda	Nos.	1	
13	Axe (pikas)	Nos.	1	
14	Koita small	Nos.	1	
15	Scissor (Plant cutting)	Nos.	2	



Appendix 'G'

**SAMPLE OF SCHEDULE OF QUANTITY (FINANCIAL BID SAMPLE)**

S NO	DESCRIPTION OF ITEM	No. of Manpower engaged in a day	Man days per Month	Man days per Year	Rate per Month (Rs.)	Amount per month (Rs.)	Amount per year (Rs.)
1	Un-skilled labour (43 in Nos)	43	1118	13416	546.00	610428.00	7325136.00
2	MTS (Multi-Tasking Staff) (16 in Nos)	16	416	4992	617.00	256672.00	3080064.00
3	Skilled Supervisor (02 in Nos)	2	52	624	724.00	37648.00	451776.00
4	Skilled Technician Electrical (02 in Nos)	2	52	624	724.00	37648.00	451776.00
5	Total (A) =					942396.00	11308752.00
6	Agency commission in Percentage 2% on (A) - (Agency Commission shall also be converted and mentioned in Rupees. (Agency commission should include cost of OH & Profit and hiring cost of equipment/tools)- Agency commission shall be imposed by the bidder on (A)					18847.92	226175.04
7	Add EPF @ 13% on (A)					122511.48	1470137.76
8	Add ESIC @ 3.25% on (A)					30627.87	367534.44
9	Bonus @8.33 of wages or ₹. 7000/per head-						441000.00
10	Total (B) = (5+6+7+8+9)					1114383.27	13813599.24
11	Total C = GST 18% on (B)					200588.989	2486447.863
12	Total = (B+C)=D					1314972.26	16300047.10
13	Cost of Material (Inclusive of GST) - E					85000.00	1020000
14	Total Uniform cost (Per worker two uniform kit as mentioned in the scope of work) - F						126000
15	Grand Total ( G ) = (D+E+F)						<b>17446047.10</b>
	<b>Over price quoted in words</b>	Rupees One crore Seventy four lacs forty six thousand forty seven only.					

**Note**

- Agency Commission will be applicable on wages only excluding EPF, ESI & Bonus.
- Cost of Material quoted will be as per MRP which includes GST also. Hence no additional GST will be paid on material Invoice.
- The bidder who will quote the overall lowest price for complete scope of work will be declared as the lowest bidder.



**Appendix 'H'**

**SCHEDULE OF QUANTITY (FINANCIAL BID)**

**To be Filled by Bidder**

S NO	DESCRIPTION OF ITEM	No. of Manpower engaged in a day	Man days per Month	Man days per Year	Rate per Month (Rs.)	Amount per month (Rs.)	Amount per year (Rs.)
1	Un-skilled labour (43 in Nos)	43	1118	13416			
2	MTS (Multi-Tasking Staff) (16 in Nos)	16	416	4992			
3	Skilled Supervisor (02 in Nos)	2	52	624			
4	Skilled Technician Electrical (02 in Nos)	2	52	624			
5	Total (A) =						
6	Agency commission in Percentage .....% on (A) - (Agency Commission shall also be converted and mentioned in Rupees. (Agency commission should include cost of OH & Profit and hiring cost of equipment/ tools)- Agency commission shall be imposed by the bidder on (A)						
7	Add EPF @ 13% on (A)						
8	Add ESIC @ 3.25% on (A)						
9	Bonus @8.33 of wages or ₹. 7000/-						
10	Total (B) = (5+6+7+8+9)						
11	Total C = GST 18% on (B)						
12	Total = (B+C)=D						
13	Cost of Material (Inclusive of GST) - E						
14	Total Uniform cost (Per worker two uniform kit as mentioned in the scope of work) - F						
15	Grand Total ( G ) = (D+E+F)						
	<b>Over price quoted in words</b>						

**Note**

- Agency Commission will be applicable on wages only excluding EPF, ESI & Bonus.
- Cost of Material quoted will be as per MRP which includes GST also. Hence no additional GST will be paid on material Invoice.
- The bidder who will quote the overall lowest price for complete scope of work will be declared as the lowest bidder.



**Appendix ' I'**

**SAMPLE CHECK LIST: HOUSE KEEPING SERVICES**

<b><u>Admin Block</u></b>		<b>Time</b>		<b>Dustbin Cleaning</b>	<b>Corridor Cleaning</b>	<b>Washroom Cleaning</b>	<b>Waterpoint Cleaning</b>	<b>Name &amp; Sign</b>	<b>Remarks</b>
		<b>1<sup>st</sup> Cleanin</b>	<b>2<sup>nd</sup> Cleaning</b>						
(a)	Room Nos								
(b)	Water Point								
(c)	Wash Rooms								
(d)	Corridor								
(e)	Surrounding Area								
(f)	Road Area								
(g)	Front Area								



Appendix 'I'

COMPLAINT REGISTER

S No	Date	Description of Work/Complaint	Location of work	Name of Requestor	Date of work done	Signature	Remarks





**APPENDIX-K**

Sr.no	Name of work project and location	Name of Client	Cost of the Work in Rs. (Completed value of the work)	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 officer to whom reference may be made	Relevant Page No
1	2	3	4	5	6	7	8	9	10

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS PRECEDING 30th Nov' 2021**



## APPENDIX-L

### PERFORMANCE REPORT OF WORKS

1. Name of the agency/ Contractor
2. Name of work / project & location
3. Agreement no.
4. Tendered Value
5. Completed value of work
6. Date of start
7. Date of completion
  - i) Stipulated date of completion
  - ii) Actual date of completion
8. (a) Whether case of levy of compensation for delay has: Yes/No been decided or not
9. (b) If decided, amount of compensation levied for delayed completion, if any
10. Performance Report
  - (1) Quality of work : Outstanding / Very Good/ Good/ Poor
  - (2) Financial soundness : Outstanding / Very Good/ Good/ Poor
  - (3) Technical Proficiency : Outstanding / Very Good/ Good/ Poor
  - (4) Resourcefulness : Outstanding / Very Good/ Good/ Poor
  - (5) General Behavior : Outstanding / Very Good/ Good/ Poor

Dated:

Administrative Advisor/ Estate Officer  
/Registrar



APPENDIX - M

(On Letter Head)

**DECLARATION BY THE TENDERER**

(To be sent/kept in Technical Bid)

I/We\_\_\_\_\_ have read all the terms and conditions of this tender document and fully agreeable to the same.

(Signature)

(Seal of the organization)

Date:



APPENDIX - N

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GOA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GOA OR ANY SCHEDULED BANK SITUATED AT GOA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,  
The Registrar,  
Indian Institute of Technology Goa

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology, Goa (Client) has invited Tenders vide Tender No IITGoa/C&EMD /2021/032 Dt. 16th Dec' 2021 for 'House Keeping Services ' AND WHEREAS the said tender document requires that any eligible successful tenderer (service provider) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Registrar, Indian Institute of Technology, Goa**" in the form of Bank Guarantee for ₹----- (Rs. -----) (3% (Three percent of the purchase value) and valid till one year or upto warranty period whichever is later from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (service provider) failing to abide by any of the conditions referred in tender document / purchase order / performance of the catering service this Bank shall pay to Indian Institute of Technology, Goa on demand and without protest or demur ₹----- (Rs. )

This Bank further agrees that the decision of Indian Institute of Technology, Goa (Client) as to whether the said Tenderer (service provider) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We,..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (service provider) and/ or Indian Institute of Technology, Goa (Client).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed ₹----- (Rs. -----).
2. This Bank Guarantee shall be valid up to..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Goa serves upon us a written claim or demand on or before.....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at .....

(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:



APPENDIX - O

*(To be printed in letter head)*

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**BID SECURITY DECLARATION**

**IN LIEU OF SUBMISSION OF EARNEST MONEY DEPOSIT (EMD)**

Ref: (1) Our Offer No.....dated.....  
(2) Your Tender No. IIT GOA/C&EMD/2021/032 dated 16-12-2021

---

In the event of withdrawing or modifying our offer within the validity or extended validity period, we hereby accept the suspension of our company/firm for a period of two years from the date publication of this tender for future requirement of IIT Goa.

---

Signature with date: Name:

Designation:

Official Seal

*Indian Institute of Technology Goa*  
*Housekeeping/Man power services Contract*  
*NIT No- IITGOA/C&EMD/2021/032*

